

# SAN FRANCISCO HUMAN SERVICES COMMISSION

## REGULAR MEETING OF THURSDAY, JULY 23, 2020 at 9:30 a.m.

During the Coronavirus Disease (COVID-19) emergency, the Human Services Commission's regular meeting room, **the Ronald H. Born Auditorium at 170 Otis, San Francisco, CA 94103 is closed. Commissioners and Department of Human Services staff will convene virtually.** We encourage the public and our community partners to join us virtually. Public comment can be provided during the meeting when prompted by the Commission President or Secretary. Public comment can also be submitted in advance of the meeting, by noon on Wednesday, July 22, 2020, either via email [elizabeth.labarre@sfgov.org](mailto:elizabeth.labarre@sfgov.org) or record a message on the Human Services Commission dedicated public comment line (415) 557-6540.

**Meeting held virtually & telephonically pursuant to the Governor's Executive Order N-29-20 and the Twelfth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency dated February 25, 2020.**

JOIN BY WEB FROM A COMPUTER OR SMARTPHONE: **click on Zoom meeting link**

<https://sfhsa.zoom.us/j/91384364622?pwd=Q0N5NmJxYU11cGtwNFRKY2xZNnh0Zz09>

Meeting ID: 913 8436 4622

Password: 145418

JOIN BY PHONE CALL:

**Dial toll-free 1 (888) 475-4499 or local number (669) 219-2599.** When prompted, enter Meeting ID 913 8436 4622 and password 145418.

If you experience access issues while trying to join the meeting, please text (415) 535-2386.

### VIRTUAL MEETINGS - BEST PRACTICES

- Join telephonically from a quiet location. Keep phone muted when not speaking. Join on the web with a headset plugged into the computer or select a quiet location if using the laptop/computer speakers/audio without a headset. Remain muted unless you are a meeting presenter, or the operator opens the call for public commentary.
- Speak slowly and clearly.
- Turn off any televisions or radios around you when not muted.
- Address the Commission as a whole, do not address individual Commissioners.
- A wired ethernet connection may provide faster speeds & a generally better, more clear experience than Wi-Fi.
- Switch to call-in audio: If your internet audio and video experience does not work, you can keep collaborating. Call in using the dial-in number to join via your cell phone or landline. If the primary phone number that is provided is temporarily unavailable, try calling again.
- For additional tips to ensure a successful tele- & web-conference, contact the Commission Secretary at (415) 557-6540.

### POLICY ON AUDIO RECORDING OF COMMISSION MEETINGS

As stipulated in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available for public access no later than 10 days after the commission meeting by contacting the Commission Secretary at (415) 557-6540.

### DISABILITY ACCESS

The Commission's meeting room, Ronald H. Born Auditorium, on the first floor at 170 Otis Street is currently closed due to the COVID-19 pandemic at the behest of the San Francisco Public Health Department.

### TRANSLATION SERVICES

Interpreters for languages other than English are available on request. Please contact the Commission office at (415) 557-6540 at least two business days before a meeting.

**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE**

Government’s duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people’s business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at (415) 554-7724; Fax (415) 554-7854; e-mail: [soft@sfgov.org](mailto:soft@sfgov.org). Copies of the Sunshine Ordinance may be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City’s website at [www.sfgov.org](http://www.sfgov.org).

**LOBBYIST REGISTRATION AND REPORTING REQUIREMENTS**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code Section 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, SF 94102; (415) 252-3100; FAX (415) 252-3112; and web site <http://www.sfethics.org>.

**ORAL PUBLIC COMMENT TO THE COMMISSION**

Public comment will be taken on each item being considered by the Commission prior to the Commission’s vote. Those wishing to speak are requested to enter the phone queue when appropriate/when prompted; providing the speaker’s name is optional.

**EXPLANATORY DOCUMENTS RELATED TO AGENDA ITEMS**

Copies of explanatory documents are available through the Commission Secretary, (415) 557-6540, during normal business hours. They can be emailed, faxed or mailed to you upon request. They are also available on the Human Services Commission website: <https://www.sfhsa.org/about/commissions-committees/human-services-commission>

**SOUND-PRODUCING ELECTRONIC DEVICES PROHIBITED**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**IN COMPLIANCE WITH SENATE BILL 343’S AGENDA NOTICE REQUIREMENT**

If any materials related to an item on this agenda have been distributed to the Human Services Commission after distribution of the agenda packet, those materials are available for public inspection in the Office of the Commission Secretary located at 170 Otis Street, 8<sup>th</sup> Floor.

**AGENDA**

- I. Roll Call President Kahn
- II. Adoption of Agenda
- III. Adoption of the June 8, 2020 Special Meeting Minutes
- IV. The Executive Director’s Report:
  - A. State and City legislation and budget reports Trent Rhorer
  - B. Family & Children’s Services
  - C. Economic Support and Self-Sufficiency Services
  - D. Administration and other issues
- V. Presentation of the July 2020 Employee of the Month Award President Kahn  
PATRICK KRAMER, Management Assistant, FCS
- VI. Consent Calendar – Submitted for a single vote without discussion unless a Commissioner so requests in which event the matter to be discussed shall be removed from the consent calendar and considered as a separate item: President Kahn
  - A. Requesting ratification of actions taken by the Executive Director since the June 8, 2020 Special Meeting in accordance with Commission authorization of July 23, 2020:
    - 1. Submission of request to encumber funds in the total amount of \$27,606,181 for purchase of services or supplies and contingency amounts.
    - 2. Submission of 2 temporary positions for possible use in order to fill positions on a temporary basis made during the period of 5/23/20 to 7/10/20.

3. Submission of 0 temporary appointments made during the period of 5/23/20 to 7/10/20.

VII. COMMISSION BUSINESS – ACTION ITEMS

- A. Requesting retroactive authorization to enter into an agreement with the California Department of Social Services for the provision of legal consultation and representation related to the Resource Family Approval Program; for the period of July 1, 2019 to June 30, 2021; at \$0 cost to the county and for Trent Rhorer to sign the agreement on behalf of the county. John Tsutakawa
- B. Requesting authorization to enter into a new contract agreement with SUBVERTICAL, LLC for the provision of an OECE Child Care Enrollment Database; for the period of April 1, 2020 to June 30, 2021; in the amount of \$454,650 plus a 10% contingency for a total contract amount not to exceed \$500,115. Wei-min Wang

VIII. PUBLIC COMMENT – Comments from the public will be received at this time regarding matters under the jurisdiction of the Human Services Commission. President Kahn

IX. ADJOURNMENT in memory of former Commission President Jane Morrison. Commissioner Yamasaki & Executive Director Rhorer

Re-posted: 7/23/20