

DIGNITY FUND OVERSIGHT AND ADVISORY COMMITTEE
October 16th, 2017; 3:00pm to 5:00pm
1650 Mission Street, 5th Floor, Golden Gate Conference Room

Minutes

Attending: Marcy Adelman, Ramona Davies, Elinor Lurie, Sandy Mori, Gustavo Serina, Neil Sims, Melissa McGee (DAAS), Tiffany Kearney (DAAS)

Call to Order: The meeting was called to order at 3:05 p.m.

Roll Call: Ms. McGee called roll. Excused OAC absences included Margy Baran, Jessica Lehman, Allen Ng, Beverly Taylor, and Monique Zmuda

Approval of the Agenda: It was noted by OAC chair, Ramona Davies that Monique Zmuda met with the DAAS team to discuss fiscal reporting and tracking of dignity fund monies by DAAS and DAAS's ability to present that information to the OAC. Because Ms. Zmuda is not present at this meeting, she has requested that this topic be put on the next OAC meeting agenda. Members agreed and the October 16th agenda was approved.

Approval of the Minutes: Members unanimously approved the September 18th 2017 minutes.

Needs Assessment Project Update: Presented by Kira Gunther and Amalia Freedman of RDA. Ms. Gunther reported that the first community forum was held on Friday 10/13 for District 8 at Openhouse. It was successful as evidenced by the attendance and feedback. Supervisor Sheehy and several members of the DAAS team were present. Attendees appreciated the presence of DAAS team to answer follow up questions. Ms. Gunther mentioned that one of the consistent themes noted at this particular community forum was the challenges consumers experience with navigating the system and lack of awareness about services provided by DAAS. Ms. Gunther also reported that a demographic survey was distributed and collected at the forum to ensure that a wide demographic range of consumers participate in the community forums and if there is an obvious gap, RDA plans to conduct targeted outreach to those demographic groups that are not well represented. RDA will provide a summary about each of the community forums to DAAS and this information will be shared by DAAS with the OAC. RDA shared the Forum Summary Form with members of the OAC at the meeting and Ms. Gunther invited feedback from members. An OAC member asked if RDA asked attendees how they heard about the community forum. Ms. Gunther stated that attendees at the first forum were specifically asked when they heard about the forum. Most answers were one week in advance. Another OAC member asked how long the supervisor stayed. It was noted that Supervisor Sheehy left shortly after he spoke to the attendees at the beginning of the forum and so did his aide. Ms. Freedman added that there was a lot of interest expressed at the Interfaith Council monthly breakfast the day before the community forum on 10/12. Ms. Gunther reported that a

draft of the consumer survey was shared with DAAS today. It was explained that one of the goals of the survey is to ask questions that are most appropriate for the older adults and adults with disabilities populations in San Francisco. RDA is also drawing on best practice surveys for older adults and adults with disabilities. RDA anticipates having the surveys translated into the five different threshold languages and available in early November. The survey will be disseminated multiple ways. An OAC member asked whether a phone survey would be conducted and if so, would the phone survey have language capacity. The answer provided by RDA was yes and that the phone survey will also have the capacity to be conducted in the five different threshold languages. During this discussion, a question was asked by the public about how and if caregivers are being surveyed. Ms. Gunther stated that their intention is to survey this specific population and if a gap is relieved during the process, RDA will conduct more targeted outreach. Ms. Davies, one of the OAC chairs, also maintained that there should be focus groups specifically for informal caregivers, both working and nonworking. Another OAC member noted that IHSS workers may also have important information to add and could be used as a resource. An OAC member also asked if the key informant interviews have been completed. Ms. Gunther's response was yes.

OAC Attendance at Community Forums: Present by Ms. Sandy Mori. Ms. Mori, one of the OAC chairs, encouraged members of the OAC to attend at least one of the forums to stay informed about the process.

Meeting Dates – November thru February – Action: Presented by Ramona Davies. Ms. Davies inquired about timing and project deliverable dates to help the OAC better schedule their meetings during the next several months. RDA will be working on finalizing the draft of the Dignity Fund Community Needs Assessment (DFCNA) in February and it is due per the legislation no later than March 1st. A newer OAC member asked why the meetings were held on Monday given there are many legal holidays that fall on Mondays. Ms. Davies stated that Mondays were defined in by-laws however this could potentially be changed in the future. An OAC member asked DAAS team members about their perspective on the timing of upcoming OAC meetings. Ms. McGee referenced the RFP calendar and noted that it includes presenting to commission the grant agreements that will be awarded as a result of the RFPs released in August. Discussion followed about the best Mondays to hold the OAC meetings November through February. The following was decided:

- No meeting in November
- Meeting December – 12/4 and at this meeting Monique Zmuda will provide the OAC with a summary of her discussion with the DAAS team regarding the dignity fund fiscal reporting and tracking that can be provided to the OAC by DAAS.
- Meeting in January – 1/22 and at this meeting RDA plans to present the population survey results
- Meeting in February – 2/12 and at this meeting RDA plans to present more information pertaining to the community research and equity analysis.

The OAC members present agreed on date changes and DAAS was able to secure the Golden Gate Conference room on the new days. DAAS was asked to send out the changes to the community as soon as possible.

RFP and Modification Update: Presented by Melissa McGee. Ms. McGee reported that all of the modification went to commission in September and October. The first three RFPs that were released in August are in the process of being reviewed by the panelist and are scheduled to go to commission in December. An OAC member asked if the RFPs that have been released and closed have had enough responses. Ms. McGee's response was yes. Ms. McGee continued to provide information about the September and October RFPs that were released. Nutrition and Supportive Services for Healthy Outcomes and Technology and Connections at Home were released in September and responses are due at the end of October, 10/30 & 10/31 respectively. The Legal/LGBT-Legal and Life planning RFP is scheduled to be released by the end of October. The CODB will be presented to OOA commission In November.

Announcements: None

Public Comment: No additional public comments

Adjournment: 3:40 p.mm

Next meeting: Monday, 12/4/17, 3:00 p.m. to 5:00 p.m.
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