

DIGNITY FUND OVERSIGHT AND ADVISORY COMMITTEE

June 19th, 2017; 3:00pm to 5:00pm

1650 Mission Street, 5th Floor, Golden Gate Conference Room

Minutes

Attending: Marcy Adelman, Margy Baran, Jessica Lehman, Sandy Mori, Allen Ng, Gustavo Serina, Neil Sims, Melissa McGee (DAAS), Rick Appleby (DAAS), Tiffany Kearney (DAAS)

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

Roll Call: Ms. McGee called roll. Excused absences were noted. Beverly Taylor was absent. Ms. McGee introduced new members of the OAC committee, Jessica Lehman, and Commissioner Neil Sims. Ms. McGee also introduced the DAAS program analyst that will be working with her on dignity fund programming, Tiffany Kearney.

Approval of the Agenda: Sandy Mori announced an agenda modification that entailed a reordering of agenda items. Members unanimously approved the June 19th agenda as amended.

Approval of the Minutes: Members unanimously approved the April 3rd 2017

Status of OAC Slots: Ms. McGee stated this was done during roll call. OAC now at 11 members.

Service Providers Working Group: Members noted date, time and location of working group meeting-Friday June 23rd, 2-4pm at the San Francisco Aids Foundation. (See attached SPWG meeting agenda). There have been twelve (12) RSVPs so far. Members discussed the importance of encouraging one person per organization to ensure equitable representation. A member asked how many adult with disability organizations have RSVP'd and how it compared to senior organizations' RSVPs. The answer was not known at this time; Ms. McGee will research. The chairs of the working group are Anni Chung with Self Help for the Elderly and Ashley McCumber with Meals on Wheels. Members discussed the role of the service providers working group and stated that it will included a review of the comprehensive needs assessment when the assessment is completed and available with the intention to help shape allocation proposals in future years. It was clarified that the working group would not have any input on funding allocation in FY 17/18.

Comprehensive Needs Assessment Project Plan: Presented by Rose Johns and Melissa McGee. The timeline of the Dignity Fund Community Needs Assessment was reviewed (see handouts). DAAS reported that consultant bids are currently being evaluated. One member asked if consultant fee was being charged to the dignity fund. DAAS's answer was no. Discussion followed regarding the development of project plan, the key components included in the

preliminary outline presented, the consultant's role, and DAAS's role. A member noted the importance of DAAS working with the consultant to ensure accurate data is gathered and to safeguard against forums that are "stacked" to potentially skew results and recommendations. There are two vendors that have responded to the RFQ. One is already a city vendor. The other is not.

Public Comment/Questions: None.

Impact of CODB on Allocation Plan: Shireen McSpadden announced that Rasi Kesarwani was unable to attend meeting today to be part of discussion as noted in agenda. Sandy Mori proceeded to update committee members that she and Anni Chung met with the Mayor to state the disagreement of the CODB being included in the Dignity Fund's allocation plan each year. The Mayor informed them that all set asides will incur the CODB this FY fiscal year and that it is the current budget policy for all set asides. The request was made for a two year delay in adding the CODB in the Dignity Fund's allocation plan and the Mayor's response was "no." The Mayor noted he is unable to treat the Dignity Fund any differently than any of the other set aside funds. And that General Funds need to be available for emergency needs during the budget year. The Mayor informed Sandy and Anni that there is add back funding for FY 17/18 for DAAS-OOA programming: 500K for HDM and 411K for Home Care Workers. Members asked DAAS staff to review funding streams for CODB and add-backs. A member asked how the CODB is calculated each year. Shireen provided an explanation of how the CODB is calculated each year and noted it has historically fallen between 0% and 2.5%, but there is no cap. A member inquired if there was any additional recourse to Mayor's decision and the answer provided by Sandy Mori was not at this time. Concern voiced by committee members that voters expected Dignity Fund for services not CODB. Another member of the committee expressed gratitude for the Dignity Fund CODB Projection spreadsheet and requested a spreadsheet with additional detail and includes CODB as a percentage of the total fund.

Public Comment/Questions: None

Dignity Fund Allocation Plan & Process for Distribution of Dignity Funds: Presented by Shireen McSpadden and John Tsutakawa. Members were presented with the Dignity Fund – FY 17/18 Allocation Proposal, Disbursement Process and Timeline (handout). The four types of processes were reviewed. It was noted by the presenters that the work order process includes \$500K to MTA for transportation services and \$75K to SF Treasurer for LGBT Financial Literacy/Planning. Contract modifications are expected to go to commission in September 2017 and the CODB in November 2017.

A member asked for an explanation and distinction of the community service contract modifications and the new community service RFP that is in development. It was explained by Shireen and John that the new RFP is intended for community services that are not currently

being procured. One member expressed the opinion that there is a need to include specific parameters for the new community service RFP and avoid vague terminology. Another topic of discussion for the community service RFP was whether or not it would define the number of intended awards. Shireen's response was most likely yes as to help bidders better define their proposals.

John continued to review with committee members the RFP timeline, from development to certification process including roles of both the DAAS programming and contracts. Information was also requested by committee members regarding the panelist and how panelists are obtained. John explained that panelists are generally from the bay area and effort is made to recruit a mix of panelists with knowledge in programming, budgeting, and/or management.

All of the new Dignity Fund RFPs for FY 17/18 are scheduled to go to commission between the months of December and February. A member asked how the comprehensive needs assessment would impact dignity fund RFPs. DAAS staff responded by stating there may be adjustments to scopes and when new RFPs are developed they will align with the needs assessment.

Public comment: Additional information was requested about the carry forwarded process with fund dignity from year to year. A statement was made that given the late start in FY 17/18, it is possible that contractors awarded funding will be unable to spend the first year's funding. Following the statement was the question, what type of flexibility will be will there be with the use of these fund? John confirmed the new RFPs may be multi-year contracts and that sometimes funding can start in September or October. DAAS staff will research.

Adjournment: 4:50pm

Next meeting: Monday, 7/17/17, 3pm to 5pm
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