

DIGNITY FUND OVERSIGHT AND ADVISORY COMMITTEE
September 18th, 2017; 3:00pm to 5:00pm
1650 Mission Street, 5th Floor, Golden Gate Conference Room

Minutes

Attending: Marcy Adelman, Margy Baran, Ramona Davies, Jessica Lehman, Elinor Lurie, Sandy Mori, Allen Ng, Neil Sims, Beverly Taylor, Monique Zmuda, Melissa McGee (DAAS), Tiffany Kearney (DAAS)

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

Roll Call: Ms. McGee called roll. The excused OAC absence was Gustavo Serina

Approval of the Agenda: Members unanimously approved the September 19th 2017 agenda.

Approval of the Minutes: Members unanimously approved the August 21st 2017 minutes.

Update on the Allocation Plan RFPs and Modifications: Presented by Melissa McGee. A document with the Dignity Fund - FY 17/18 Allocation Plan was presented to the committee. The document listed Dignity Fund RFPs, Dignity Fund contract modifications with their respective release dates and/or anticipated month to be presented to the commission. Ms. McGee reported that DAAS continues to adhere to the agreed upon timeline for Dignity Fund this fiscal year. A member of the OAC asked if DAAS has received any “push back” related to the recently released RFPs. DAAS reported that bidder conferences have been held for all of the Dignity Fund RFPs released thus far. All questions asked at the bidders conference and any emailed to the contract manager were responded to by DAAS and/or HSA contracts. All questions and responses are posted on the City’s website as a link on the Bid document webpage for each of the RFPs.

Identify Fiscal Reports to be requested by OAC: Presented by Sandy Mori. The OAC members requested a type of report that would provide the OAC with information on underspending of Dignity Fund dollars, both protected and “not protected” a.k.a supplemental funds. Discussion on how best to provide the OAC with meaningful information and within the OAC’s responsibilities outlined in the Dignity Fund legislation took place. It was decided that Monique Zmuda, an OAC member would meet with DAAS outside of the OAC meetings to further explore the requested reporting.

Introduction of Consultant: Presented by Shireen McSpadden. Resource Development Associates (RDA) was introduced to the OAC as the consultant hired to conduct the community needs assessment. Amalia Freedman, Project Director and David Klauber, Research Associate with RDA were introduced as two of the primary team members that will be working on the Dignity Fund Community Needs Assessment (DFCNA).

DFCNA Project Plan Discussion and Summary of Service Providers Working Group Meeting (SPWG) Forum and Input: Presented by Amalia Freedman. Ms. Freedman gave a presentation to the OAC that included information on RDA as a consulting firm and provided examples of recent and relevant experience in working with government agencies, community based organizations (CBO), and in gathering input from CBOs and the consumers they serve. Ms. Freedman next reviewed the project goals and objectives that include a “participatory DFCNA process rooted in robust data collection that will identify the strengths, opportunities, challenges, and gaps present in the current services landscape to support an equitable and data-informed Service and Allocation Plan” (SAP).

Ms. Freedman presented the project approach and described its four (4) phases: (1) project launch, (2) population data collection/analysis, (3) equity and gaps analyses, (4) DFCNA development and submission. It was noted that the timeline for the project is detailed in the legislation and is aggressive however RDA is prepared to meet the timeline and is on target thus far. A draft of the DFCNA is due to the OAC and Service Providers Working Group Meeting (SPWG) on 3/1/18. Freedman reviewed the ways in which RDA plans to obtain consumer feedback – community forums, web and phone survey, focus groups, and input from CBOs that are familiar with the target community’s needs.

Next, Ms. Freedman reported on the outreach and data collection recommendations provided to RDA at the SPWG. Anni Chung, Co-chair of the SPWG was also present and was invited by Ms. Ramona Davies to add details as appropriate. The recommendations were summarized and presented in Ms. Freedman’s power point presentation. Members of the OAC were invited by Ms. Freeman to add to the recommendations and David Klauber, RDA would make note of any additional recommendations provided. OAC members reiterate the topics discussed at the SPWG including outreach to faith based organization, SROs, the LGBT community, the adult with disability population, the need for translation/interpreter, targeting populations with known needs that are not accessing services, etc. OAC members also discussed the data collection recommendations and emphasized the need to collect data in multiple ways and how to obtain data from multiple populations through focus groups. There was discussion about the use of paper surveys and RDA reported that it is not planning to use paper surveys to obtain data but rather telephone and internet surveys. How and when community forums were being scheduled was asked by an OAC member. DAAS reported that it was working with supervisors in each of the districts to schedule the forums on days and at times that would gather high participation and is also compatible with the individual supervisors schedule and within the needed time frame.

Ms. Freedman’s presentation included a power point slide titled Perception of Current Services which listed the strengths of services provided to seniors and adults with disability and areas for growth. The strength included strong network of CBOs, collaboration among CBOs, referral mechanisms between services, and dedicated staff. The areas for growth included low consumer engagement, limited referral pathways from health systems to CBO, week consumer

engagement in preventative services, and the need to scale systems to meet demands of aging baby boomer population.

The presentation ended with both Ms. Freedman asking for any additional questions or suggestions followed by Ms. Ramona Davies inviting public comment at this time as well.

Public Comment: It was asked if incentives would be offered to consumers that agreed to participate in focus groups. The answer was yes. It was suggested to RDA that there be an incentive for the recruitment of friends to participate in the focus groups. Both the public and OAC commented on the necessity of language capacity throughout the process of collecting data from consumers. Another suggestion made by the public was for RDA to reach out to DPH case workers. A member of the OAC asked the best way to provide RDA with any additional information. Any information that members of the OAC would like to provide RDA should be given to Ms. McGee, as RDA's primary contact for this project, and she will forward it to RDA.

Announcements: (1) SDA(Senior and Disability Action's 5th anniversary event is on Friday, September 22, 2017, 5:30 p.m. to 8:00 p.m. at The Arc of San Francisco. (2) Community Living Campaign (CLC) Annual Award Event is on Thursday September 28th. CLC will be honoring Eric Mar.

Ms. Ramona Davies reviewed the upcoming OAC meetings, October through December. Ms. Davies noted that since there would likely be new information pertaining to the recently released Dignity Fund RFPs, specifically which organizations were awarded contracts, and as a result, the meetings scheduled for November 20th and December 18th would be important. The need for an October meeting may not be needed and Ms. Davies noted that the OAC would discuss off line.

Adjournment: 4:15pm

Next meeting: Monday, 10/16/17, 3pm to 5pm unless cancelled by OAC
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