



# SAN FRANCISCO HUMAN SERVICES AGENCY

## AGENDA

### Human Services Commission

### SAN FRANCISCO HUMAN SERVICES COMMISSION

**Wednesday, December 21, 2023 at 9:30am**  
**Ronald H. Born Auditorium, First Floor**  
**170 Otis Street, San Francisco, CA 94103**  
**& via Webex & conference call**

**Scott Kahn**  
President

**James McCray, Jr**  
Vice President

**Sally Coghlan McDonald**

**Rita Semel**

**Darshan Singh**

**Elizabeth LaBarre**  
Commission Secretary

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Commission Secretary Elizabeth LaBarre contact information:  
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Members of the Human Services Commission, staff and presenters will attend this meeting in person.<sup>1</sup> Everyone attending the meeting in person is encouraged to wear a mask throughout the meeting. Members of the public are invited to observe the meeting and provide public comment in person. There are 2 ways to access the commission meeting remotely as a disability accommodation:

1. **Online.** Use this Webex<sup>2</sup> link: =  
<https://sfpublic.webex.com/sfpublic/j.php?MTID=mef502f6b46b99241b91db42ed6426bb6>  
 Webinar number: 2663 416 1742  
 Webinar password: 20231221
2. **Phone.** Conference line: dial 1-415-655-0001, enter access code when prompted: 2663 416 1742

If you experience access issues while trying to join the meeting remotely, please **text (415) 535-2386**. The Human Services Commission Secretary will attempt to assist, when possible, during the meeting.

Public comment is allowed in relation to each agenda item, and either the Human Services Commission President or Secretary will indicate when public comment is to occur for each item when not listed on the agenda below. Each individual may comment 1 time per agenda item.



City and County  
of San Francisco

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<sup>1</sup> Contact the Human Services Commission Secretary for reasonable modifications to policy for staff and presenters with disabilities under the ADA.

<sup>2</sup> Instructions on how to join Webex webinars: <https://help.webex.com/en-us/article/8l0y08/Join-a-webinar>

Members of the public attending the meeting in person will have an opportunity to provide public comment on every item and shall be heard once for up to three minutes. Those wishing to speak in person are requested to submit a public comment card to the Human Services Commission Secretary. Public comment cards are located on a table by the auditorium entrance. In addition to in-person public comment, the Human Services Commission will hear remote public comment on each agenda item via the following process:

1. The Human Services Commission Secretary will address Webex (online) attendees first. To be placed in the public comment queue, use the “raise your hand” feature. The Human Services Commission Secretary will call on you and unmute you when it is your turn to provide up to 3 minutes of public comment.
2. The Human Services Commission Secretary will then address phone (call-in) attendees. Dial “\*3” to be added to the public comment queue for this item. When it is your time to speak, you will hear “Your line has been unmuted.” When the Commission Secretary states, “Next Caller,” you are encouraged to state your name clearly. As soon as you speak, your time allotment will begin. After you speak, you will go back to listening mode. You may stay on the line to provide public comment on another item.

#### REMOTE MEETING ATTENDANCE FOR THE PUBLIC - BEST PRACTICES

- Join telephonically or via Webex from a quiet location. Remain muted when not speaking. Turn off any televisions or radios around you when not muted.
- Speak slowly and clearly.
- Address the Commission as a whole, do not address individual Commissioners.
- Switch to call-in audio: If your internet audio and video experience does not work while using Webex, you can instead use a cell phone or land line to call into the meeting using the dial-in number and passcode to join.
- For additional tips to ensure a successful remote meeting experience, contact the Commission Secretary.

#### DISABILITY ACCESS

- The first floor of the Ronald H. Born Auditorium is wheelchair accessible.
- The commission meeting is accessible remotely as a disability accommodation. There are 2 remote options: online using Webex (includes closed captions) and by phone call.
  - To access the meeting virtually via **Webex** click on this link:  
<https://sfpublish.webex.com/sfpublish/j.php?MTID=mef502f6b46b99241b91db42ed6426bb6>
  - You may then be asked to enter the webinar number **2663 416 1742** and the webinar password **20231221**
  - To attend the meeting on a **phone**, dial **(415) 655-0001** then enter access code **2663 416 1742** when prompted.

Contact the Commission Secretary in advance for more information on remote attendance.

- The closest accessible BART Station is at 16th and Mission Streets. Accessible MUNI Lines are the 14-Mission, 49-Mission/Van Ness, and 9-San Bruno. All the MUNI Metro Lines are accessible. Accessible curb-side parking has been designated at points on the 100 block of Otis Street.
- To make a request to be given an accommodation due to a disability, including auxiliary aids or services, sign language interpreters, or to obtain meeting materials in alternative

format, please contact the Human Services Commission Secretary at least two business days before the meeting to help ensure availability.

- To accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

#### POLICY ON AUDIO RECORDING OF COMMISSION MEETINGS

Under the San Francisco Sunshine Ordinance, all Human Services Commission meetings are audio recorded in digital form. Audio recordings of open sessions are available for public access no later than 10 days after the commission meeting by contacting the Human Services Commission Secretary.

#### TRANSLATION SERVICES

Interpreters for languages other than English are available on request. Please contact the Commission Secretary at least two business days before a meeting.

#### RAMAYTUSH OHLONE LAND ACKNOWLEDGEMENT

The San Francisco Human Services Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the Ancestors, Elders, and Relatives of the Ramaytush Ohlone community and by affirming their sovereign rights as First Peoples.

#### 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: [sotf@sfgov.org](mailto:sotf@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.sf.gov](http://www.sf.gov).

#### 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 [www.sfethics.org](http://www.sfethics.org).

#### EXPLANATORY DOCUMENTS RELATED TO AGENDA ITEMS

Copies of explanatory documents are available through the Human Services Commission Secretary 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.sfhhsa.org/about/commissions-committees/human-services-commission>

**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 at 170 Otis Street, 8<sup>th</sup> Floor.

Item #	Description		Presenter
I.	Call meeting to order		President Kahn
II.	Roll call		Commission Secretary
III.	Adoption of agenda		President Kahn
IV.	The Executive Director's report:	A. State and City legislation and budget reports B. Family & Children's Services C. Economic Support and Self-Sufficiency Services D. Administration and other issues	Trent Rhorer
V.	Presentation of the December Manager of the Year Award <b>Bernadette Casino, CALSAWS Manager</b>		President Kahn
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: A. Requesting ratification of actions taken by the Executive Director since the November 23, 2023 Regular Meeting in accordance with Commission authorization of December 21, 2023:  1. Submission of request to encumber funds in the total amount of \$309,490 for FY 23-24 Federal, State, and General Funds for CalFresh Promotions Program for the San Francisco Marin Food Bank.  2. Submission of 11 temporary positions for possible use in order to fill positions on a temporary basis made during the period 11/10/23 to 12/14/23.  3. Submission of 60 temporary appointments for possible use in order to fill positions on a temporary basis made during the period 11/10/23 to 12/14/23.		President Kahn
VII.	COMMISSION BUSINESS – ACTION ITEMS		President Kahn
	A. Requesting authorization to modify the existing grant agreement with Chinatown YMCA for the provision of Food Support for		Cindy Lin

Item #	Description	Presenter
	<p>Targeted Neighborhoods, for the period of July 1, 2024 to June 30, 2025 in the amount of \$146,000 plus a 10% contingency for a new total amount not to exceed \$409,998.</p> <p>B. Requesting authorization to enter into a new contract with CivicMakers for the provision of co-designing the new SFHSA Mobile Benefits Office, for the period of January 1, 2024 to June 30, 2025 in the amount of \$75,000 plus a 10% contingency for a total amount not to exceed \$82,500.</p>	Mieko Yeh
VIII.	GENERAL PUBLIC COMMENT – On any matter within the subject matter jurisdiction of the Human Services Commission.	President Kahn
IX.	ADJOURNMENT.	President Kahn

Posted: December 14, 2023