

City and County of San Francisco
Department of Disability and Aging Services
(DAS) Commission



MEETING NOTICE/AGENDA
REGULAR MEETING

COMMISSIONERS:
MARTHA KNUTZEN
NELSON LUM
BARBARA SKLAR
JANET Y. SPEARS

**THE SAN FRANCISCO DEPARTMENT OF
DISABILITY AND AGING SERVICES COMMISSION**

NOTICE OF MEETING AND CALENDAR

Tuesday, July 14, 2020

REGULAR MEETING 10:00 AM

WATCH LIVE ON SFGOVTV: www.sfgovtv.org

PUBLIC COMMENT CALL-IN: —

1-877-369-5230 or 1-617-668-3632, Access Code: 0239986##

Due to the COVID-19 health emergency, the DAS Commission regular Meeting Room (416) in City Hall is closed. Members of the public are encouraged to participate remotely.

Please see additional information on the next page for remote meeting access.

In compliance with the Governor's Executive Order N-25-20 (March 12, 2020) as superseded by Order N-29-20 (March 17, 2020), this meeting will be held *exclusively* via teleconference participation of a quorum of Commission members in locations not open to the public. The purpose of the orders is to provide the safest environment for all persons consistent with San Francisco Department of Public Health Order of the Health Officer No. C19-07b and current public health recommendations, while allowing the public to observe and address the Commission.

Members of the public are encouraged to participate remotely. If you want to ensure your comment on any item on the agenda is received by the Commission in advance of the meeting, please send an email to the Commission Secretary, Bridget Badasow at bridget.badasow@sfgov.org by 5pm on Monday, July 13, 2020 or call (415) 355-3509. Please see the information on the next page for remote meeting access.

City and County of San Francisco
Department of Disability and Aging Services
(DAS) Commission



MEETING NOTICE/AGENDA
REGULAR MEETING

COMMISSIONERS:
MARTHA KNUTZEN
NELSON LUM
BARBARA SKLAR
JANET Y. SPEARS

DAS COMMISSIONERS:

Martha Knutzen
Nelson Lum
Barbara Sklar
Janet Y. Spears

Executive Director
Shireen McSpadden

Secretary
Bridget Badasow

WATCH LIVE ON SFGOVTV: www.sfgovtv.org

To dial-in to the DAS Commission meeting or to make public comment please call:
1-877-369-5230 or 1-617-668-3632, Access Code: 0239986##

Providing Public Comment:

Ensure you are in a quiet location – Speak Clearly – Turn off any TVs or radios around you
Once in the conference, please press #2 to enter the question queue.
You will hear a notification when your line is unmuted.
Pressing #2 again will remove you from the question queue.
Caller will have the standard three minutes to provide comment.

**City and County of San Francisco
Department of Disability and Aging Services
(DAS) Commission**



**MEETING NOTICE/AGENDA
REGULAR MEETING**

COMMISSIONERS:
MARTHA KNUTZEN
NELSON LUM
BARBARA SKLAR
JANET Y. SPEARS

ACCESSIBLE MEETING POLICY

The San Francisco Department of Disability and Aging Services Commission meeting will be held virtually due to the public health emergency.

To obtain a disability-related accommodation, including auxiliary aids or services, or to obtain meeting materials in alternative format, please contact Bridget Badasow at (415) 355-3509. Providing at least 72 hours' notice will help to ensure availability. Written reports or background materials for calendar items are available for public inspection and copying at 1650 Mission Street, 5th floor during regular business hours and are available online at www.sfhsa.org/das. Public comment will be taken on each item before or during consideration of the item.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the city and County exist to conduct the people business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Adele Destro by mail to Interim Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at soft@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, <http://www.sfgov.org/sunshine/>

LOBBYIST REGISTRATION AND REPORTING REQUIREMENTS

The Ethics Commission of the City and County of San Francisco has asked us to remind individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [S.F. Campaign and Governmental Conduct Code section 2.100 et seq.] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 415.581.2300; fax: 415.581.2317; 25 Van Ness Avenue, Suite 220, SF, CA 94102-6027 or the web site: sfgov.org/ethics.

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 Commission President may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager or similar sound-producing electronic device.

**City and County of San Francisco
Department of Disability and Aging Services
(DAS) Commission**



**MEETING NOTICE/AGENDA
REGULAR MEETING**

**COMMISSIONERS:
MARTHA KNUTZEN
NELSON LUM
BARBARA SKLAR
JANET Y. SPEARS**

ORDER OF BUSINESS

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. COMMUNICATIONS**
- 4. APPROVAL OF THE JUNE 3, 2020 MEETING MINUTES**
 - Regular meeting
- 5. DIRECTOR'S REPORT/Executive Director Shireen McSpadden**
- 6. ADVISORY COUNCIL REPORT/President Diane Lawrence**
- 7. GENERAL PUBLIC COMMENT:**

AT THIS TIME MEMBERS OF THE PUBLIC MAY ADDRESS THE COMMISSION ON ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION OF THE COMMISSION THAT ARE NOT ON THE THIS MEETING AGENDA. WITH RESPECT TO AGENDA ITEMS, YOUR OPPORTUNITY TO ADDRESS THE COMMISSION WILL BE AFFORDED WHEN THE ITEM IS REACHED IN THE MEETING. EACH MEMBER OF THE PUBLIC MAY ADDRESS THE COMMISSION FOR UP TO THREE MINUTES. THE BROWN ACT FORBIDS THE COMMISSION FROM TAKING ACTION OR DISCUSSING ANY ITEMS NOT APPEARING ON THE POSTED AGENDA, INCLUDING THOSE ITEMS RAISED AT PUBLIC COMMENT.

- 8. OLD BUSINESS:**
- 9. NEW BUSINESS:**

City and County of San Francisco
Department of Disability and Aging Services
(DAS) Commission



MEETING NOTICE/AGENDA
REGULAR MEETING

COMMISSIONERS:
MARTHA KNUTZEN
NELSON LUM
BARBARA SKLAR
JANET Y. SPEARS

Electing the DAS Commission President and Vice President:

The elected officers will finish out the current term and the standard (one year term) election will take place in January 2021.

President	Commissioner Martha Knutzen	ACTION
Vice President	Commissioner Janet Spears	ACTION

ALL ITEMS BELOW ARE ACTION ITEMS AND REQUIRE A VOTE BY THE COMMISSION

- A. Review and approval of FY20-21 CDA Area Plan Budget, associated contract AP-2021-06, and all subsequent amendments. (Staff: Alex Gleason will present the item.)

PUBLIC COMMENT

- B. Review and approval of the FY 2021-2024 Area Plan for the California Department of Aging. (Staff: Shireen McSpadden and Rose Johns will present the item.)

PUBLIC COMMENT

- C. Requesting authorization to modify the existing grant agreement with SELF HELP FOR THE ELDERLY for the provision of Elder Nutrition Program (ENP) Congregate Meals during the period of July 1, 2019 through June 30, 2020; in the additional amount of \$1,333,669 plus a 10% contingency for a revised total modification amount not to exceed of \$1,945,121. (Staff: Tiffany Kearny will present the item).

PUBLIC COMMENT

- D. Requesting authorization to enter into a new grant agreement with Swords to Plowshares for provision of Legal Assistance for Veterans with Mental Health Claims; during the period of July 1, 2020 through June 30, 2022; in an amount of \$236,060, plus a 10% contingency for a total amount not to exceed of \$259,666. (Staff: Kate Shadoan will present the item.)

PUBLIC COMMENT

**City and County of San Francisco
Department of Disability and Aging Services
(DAS) Commission**



**MEETING NOTICE/AGENDA
REGULAR MEETING**

**COMMISSIONERS:
MARTHA KNUTZEN
NELSON LUM
BARBARA SKLAR
JANET Y. SPEARS**

- E.** Review and approval of California Department of Aging – Health Insurance Counseling and Advocacy Program (HICAP) contract HI-2021-06, associated budget, and all subsequent amendments. (Staff: Michael Zaugg will present).

PUBLIC COMMENT

- F.** Review and approval of California Department of Aging – Dignity at Home Fall Prevention contract FP-1920-06, associated budget, and all subsequent amendments. (Staff: Michael Zaugg will present).

PUBLIC COMMENT

- G.** Requesting authorization to enter into a new contract with COTCHETT, PITRE & McCARTHY, LLP for the provision of Legal Services for the San Francisco Public Guardian (SFPG) and San Francisco Public Conservator (SFPC) during the period of June 1, 2020 through May 31, 2021; in the amount not to exceed \$60,000. (Staff: Carrie Wong will present the item).

PUBLIC COMMENT

10. ANNOUNCEMENTS

11. MOTION TO ADJOURN