

DIGNITY FUND OVERSIGHT AND ADVISORY COMMITTEE  
January 22<sup>nd</sup>, 2018; 3:00pm to 5:00pm  
1650 Mission Street, 5<sup>th</sup> Floor, Golden Gate Conference Room

Minutes

Attending: Marcy Adelman, Margy Baran, Ramona Davies, Jessica Lehman, Elinor Lurie, Sandy Mori, Allen Ng, Gustavo Serina, Monique Zmuda, Tiffany Kearney (DAAS)

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

Roll Call: Ms. Kearney called roll. The excused DAAS absence was Melissa McGee. The OAC absence was Beverly Taylor and it was unexcused.

Approval of the Agenda: Members unanimously approved the OAC meeting agenda for January 22<sup>nd</sup>, 2018.

Approval of the Minutes: Members unanimously approved the December 4<sup>th</sup> 2017 minutes.

Financial Tracking Tool for Prop I Funds: Presented by Rashi Kesarwani and Monique Zmuda. Ms. Zmuda reported that she meet with HSA budget and DAAS staff in October to discuss the information desired in a Dignity Fund (DF) budget and expenditure report for review by the OAC.

Ms. Kesarwani reviewed on the information provided in a Memorandum to the OAC from the HSA Budget Staff on December 4<sup>th</sup> 2017 regarding the FY 17-18 Dignity Fund Budget and expenditures from July to December 2017. As of December 4<sup>th</sup>, 84% of the budget was in contracts however, the percentage is higher now because since December 4<sup>th</sup> several grants have been presented to the commission and approved.

A member of the OAC asked if unspent DF dollars will be carried forward. Ms. Kesarwani explained that unspent DF dollars will be carried forwarded to the next fiscal year and can be allocated to any dignity fund eligible services. Carry forward funds do not necessarily remain with the specific grant or provider. The decision to carry forward dollars within a grant is made by DAAS at a programmatic level. An OAC member asked if the controller approves carry forward DF dollars. Ms. Kesarwani response was no because the DF legislation allows it. It was asked if the DAAS commission approves the reallocation of DF dollars. John Tsutakawa, DAAS-Contracts Department and Ms. Kesarwani answered yes through the budget modification process unless the budget modification is within the 10% contingency. If the carry forward funds are allocated to a service that does not fit within a scope of an existing grant, the procurement process is initiated.

Several members inquired about the term encumbered. Both Ms. Kesarwani and Ms. Zmuda clarified that it was a technical accounting term. An OAC member expressed the need to understand how the Board of Supervisors (BOS) and DAAS define encumbered funds. Mr. Tsutakawa explained that funds are encumbered once a “po” (purchase order) is generated. Discussion ensued among members about the importance to advocate for funding and how the BOS interpretation of encumbered funds may negatively impact the DF.

Community Services Contracts and Outcomes: Presented by Tiffany Kearney. Ms. Kearney informed the OAC of the outcome objectives in the DF Community Service Program Pilot grant

agreements. The outcome objectives include a target of 65% or more new consumers enrolled in the program pilot. In year two and three the outcome objective is a target of 40% or more new consumers enrolled in the program pilot and 40% or more for returning consumers. The grantees are requested to survey at least 60% of enrolled consumers each fiscal year and the other outcome measures that will be evaluated through a consumer survey include learning of new services, expansion of community engagement, and the impact on physical activity and/or quality of life.

An OAC member asked if a consumer would be considered new if they had not participated in community service programming offered by the grantee but had participated in community service programming offered by another provider. Ms. Kearney replied yes, they would be considered new for the grantee however the percent of crossover will be evaluated for future outcome measures.

Ms. Kearney was asked to expand upon the types programming offered to reach unserved populations. Ms. Kearney identified evening and weekend, intergenerational, adult with disabilities focused programming, as well as programming in new settings. Ms. Kearney highlighted some of the specific populations the pilot programs are aimed at reaching. These populations included the LGBTQ population, CHAMPS consumers, older adults and adults with disabilities between the ages of 60 and 70, and veterans.

Ramona Davies invited questions from the public. There were none.

HSA Website Update: Presented by Rose Johns for Melissa McGee. The website (<https://www.sfhsa.org/>) was displayed on a monitor for all in attendance to view while Ms. Johns navigated through the tabs and information available on the website specific to DAAS and the OAC. Feedback from OAC members was positive. Shireen McSpadden, Executive Director of DAAS and in attendance, emphasized that the website continues to be reviewed by HSA staff and DAAS would appreciate ongoing feedback from the community.

A member of the OAC noticed that the Service Provider Working Group (SPWG) meeting scheduled for February 14<sup>th</sup> was not on the website and requested it be added. It was proposed that language around “safety” may resonate more with some than “abuse” with respect to Adult Protective Service information on the website. It was recommended to DAAS to ask their community partners to post the URL for the HSA website on their organization’s website. Another member suggested that grantees be required to post the URL on their website.

Survey Population Findings Presentation: Presented by Kira Gunther and Amy Cole of RDA. Ms. Gunther and Ms. Cole delivered a power point presentation. RDA restated that the goal of the DF Community Needs Assessment (DFCNA) is to identify the strengths, opportunities, challenges, and gaps present in the current services provided to help develop an equitable Service and Allocation Plan (SAP). RDA reaffirmed that their process includes literature review and research, information gathering from the community, and completing an equity and gaps analysis.

RDA explained that the survey helped to assess current service engagement and identify unmet needs. RDA reported that over 1100 surveys were obtained. The type of survey and respondent demographics in the presentation material were reviewed. An OCA member commented that the race/ethnicity appeared heavily skewed towards a white population. RDA’s response was that race distribution for survey respondents was consistent with the distribution of the San Francisco population as a whole. Another OAC member asked if there was a different

distribution noticed between the types of surveys. RDA response was no. RDA remarked that the sample size of military veterans was not as large as they had hoped however they did have a considerable number of veterans participate in the forum.

An OAC member inquired about survey respondents that reported living outside of San Francisco. RDA replied that some respondents may have been caregivers of SF residents yet they themselves lived outside of the city. DAAS added that there are a small percentage of OOA consumers who participate in programming that live outside the city.

The next section of RDA's presentation focused on service engagement. The data revealed that the majority of those surveyed were aware of DAAS services and over 50% have participated in some type of DAAS service. Health promotion programs and community service centers were highlighted as the most frequently accessed. An OAC member asked if those surveyed were asked how they had heard of a service. RDA's response was no. An OAC member asked if there could be a correlation between knowing about services and using services. RDA stated that respondents who reported they were not accessing services were asked about barriers and awareness of services. Respondents most often indicated not needing a service as the reason for not using it and this is consistent with DAAS survey findings in the past.

RDA's presentation highlighted differences between the older adult and adults with disabilities population with respect to awareness and access of services. An OAC member commented that reaching out to children and caregivers of older adults and adults with disabilities is another way to connect with eligible individuals that are not accessing services. RDA confirmed that the equity analysis will capture eligible individuals currently not accessing DAAS services.

An OAC member commented that stigma of age and disability may be a barrier to access. Shireen McSpadden responded and spoke about the Age and Disability Friendly work group. The group is working on ways to reframe age, aging, and disability, and eliminating ageism.

RDA's presented moved forward to the summary of key findings regarding health and well-being. A member of the OAC asked if the terms sometimes, somewhat often, often, and very often were assigned a numeric value or range in the survey. RDA answer was no. Rose Johns added there was a need to accommodate an individual's personal perspective on what "often" means to them. Another OAC member asked RDA to comment about the diversity within the health and well-being. RDA confirmed that the diversity was consistent throughout the data obtained.

The next topic RDA covered was the service provider response data and the services areas they identified with the greatest unmet need. An OAC member asked if the survey for consumers and providers was the same. RDA answer was no and explained that the provider's survey went beyond the core services provided by DAAS, such as housing. A member asked if food was mentioned by providers as a need. RDA replied no. RDA expanded and said that food was a topic that came up in discussion with consumers, but not necessarily as an unmet need. Another member commented that the city, with the help of the food security task force have actively addressed hunger for the past three years, so it would not be surprising to hear that those efforts have been helpful. RDA continued and noted that the different types of surveys revealed different information and that it was likely attributable to respondents' specific demographics.

An OAC member remarked that there appears to be a need to increase engagement with the adult with disabilities population in the DFCNA process. RDA and DAAS affirmed that three

adult with disabilities focused forums had been organized and held for several disability populations and that these forums will help identify and assess the disability population's needs.

A member of the OAC asked if RDA was satisfied with the information gathered through the community survey process and to speak to their confidence level that the information obtained through this DFCNA will be able to support an equitable SAP. RDA conveyed that it has been a robust process and are confident that the equity and gap analysis in conjunction with the DFCNA will identify unmet needs and help shape the SAP. The OAC thanked RDA for their presentation.

Shireen McSpadden asked OAC members to contact Melissa McGee, the DAAS Dignity Fund Manager, for any additional questions about the material presented today and the DFCNA in general. Ms. Davies reminded all in attendance that SPWG is meeting on February 14<sup>th</sup>, between 3:00 p.m. and 5:00 p.m. in the Golden Gate conference room, at 1650 Mission St. The community was encouraged to provide feedback to SPWG members before February 14<sup>th</sup>.

Board of Supervisors Deliberations on Elimination / Suspension of Set-asides: By Romona Davies. Ms. Davies explained that Supervisors Peskin and Tang have proposed a charter amendment for the June 2018 ballot that impacts set-asides, including the DF. The charter amendment proposes to halt the growth of set-asides when the city's projected budget deficit exceeds \$200 million. This condition is already in the DF legislation so this part of the proposed amendment is not a change for the DF. The amendment also proposes that unspent baseline / set-aside funds be returned to the General Fund starting in fiscal year 2018-2019. This requirement is contrary to the DF legislation that allows for the carry forward of unspent and uncommitted funds. Discussion revolved around the definition of encumbered, unspent and uncommitted funds, when grants/contracts are certified, when POs are generated etc. It was agreed that clarity was needed on what would be considered unspent by the controller's office. An OAC member commented that a \$200 million deficit is not difficult to reach and that the set-asides for law-enforcement are not included in the proposed charter amendment. Ms. Davies informed OAC members that on Wednesday January 24<sup>th</sup> at 2:00 p.m. the BOS Rules Committee will vote on the amendment and if passed, it will be placed on the June ballot. If it is not passed, it could be raised at the upcoming BOS meeting, approved, and go on June ballot. Community members are encouraged to reach out to supervisors and communicate any concerns they may have about the amendment.

Announcements: None

Public Comment: A member of the Dignity Fund Coalition offered all in attendance a draft information sheet title "Stop the Sneak Attack on the Dignity Fund" and encouraged the community to attend the BOS Rules Committee meeting on Wednesday January 24<sup>th</sup> at 2:00 p.m. to express opposition to the proposed charter amendment.

Adjournment: 5:00 p.m.

Next meeting: Monday, 2/12/18, 3:00 p.m. to 5:00 p.m.  
1650 Mission Street, 5<sup>th</sup> Floor  
Golden Gate Conference Room