

# SAN FRANCISCO HUMAN SERVICES COMMISSION

## REGULAR MEETING OF THURSDAY, MAY 24, 2018 AT 9:30 a.m. Ronald H. Born Auditorium – 170 Otis Street

### DISABILITY ACCESS

The Commission's meeting room, Ronald H. Born Auditorium, on the first floor at 170 Otis Street has accessible seating for persons with disabilities (including those using wheelchairs). The closest accessible BART Station is at 16<sup>th</sup> and Mission Streets. Accessible MUNI Lines are the 14-Mission, 49-Mission/VanNess, 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 obtain a disability-related modification or accommodation, including auxiliary aids, services or sign language interpreters to participate in the meeting, please contact the Commission Secretary at 557-6540 at least two business days before the meeting to help insure availability. In order to assist the City's efforts 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

### TRANSLATION SERVICES

Interpreters for languages other than English are available on request. Please contact the Commission office at 557-6540 at least two business days before a meeting.

### 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 Chris Rustom with the Sunshine Ordinance Task Force at 554-7724, Fax 554-7854, e-mail: [Chris.Rustom@sfgov.org](mailto:Chris.Rustom@sfgov.org) City Hall Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689. 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.sfgov.org](http://www.sfgov.org).

### 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 <http://www.sfethics.org>.

### SUBMITTING WRITTEN PUBLIC COMMENT TO THE COMMISSION

Persons who are unable to attend the public meeting may submit to the Commission, by the time the proceedings begin, written comments regarding the subject of the meeting. These comments will be made a part of the official public record, and brought to the attention of the Human Services Commission and the Department of Human Services. Written comments should be submitted to the Commission Secretary, Post Office Box 7988, San Francisco, CA 94120.

### ORAL PUBLIC COMMENT TO THE COMMISSION

Public comment will be taken on each item being considered by the Commission prior to the Commission's vote. To facilitate the conducting of the meeting, those wishing to speak are requested to complete a speaker card and present them to the Commission Secretary; providing the speaker's name is optional.

### EXPLANATORY DOCUMENTS RELATED TO AGENDA ITEMS

Copies of explanatory documents are available through the Commission Secretary (415 557-6431) during normal business hours. They can be faxed or mailed to you upon request. They are now also available at the department's web site <http://www.ci.sf.ca.us/>

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

### 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 in the Office of the Commission Secretary located at 170 Otis Street, 8<sup>th</sup> Floor.

## AGENDA

- |      |  |  |                |
|------|--|--|----------------|
| I.   | Roll Call  |  | President Kahn |
| II.  | Adoption of Agenda   |  |                |
| III. | Adoption of the April 26, 2018 Regular Meeting Minutes   |  |                |
| IV.  | The Executive Director's Report:   | A. State and City legislation and budget reports<br>B. Family & Children's Services<br>C. Economic Support and Self-Sufficiency Services<br>D. Administration and other issues | Trent Rhorer   |
| V.   | Presentation of the May 2018 Employee of the Month<br>JIMISHA BAKER, 2916 Social Work Specialist, CalWORKs |  | 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: President Kahn
- A. Requesting ratification of actions taken by the Executive Director since the April 26, 2018 Regular Meeting in accordance with Commission authorization of May 24, 2018:
1. Submission of requests to encumber funds in the total amount of \$0 for purchase of services or supplies and contingency amounts;
  2. Submission of 0 temporary position(s) for possible use in order to fill positions on a temporary basis;
  3. Submission of report of 62 temporary appointment(s) made during the period of 4.14.18 thru 5.11.18.
- VII. COMMISSION BUSINESS – ACTION ITEMS
- A. Requesting authorization to enter into a new contract agreement with FISCAL EXPERTS INC. to provide time study services; during the period of July 1, 2018 to June 30, 2021; in the amount of \$337,500, plus a 10% contingency for a total amount not to exceed \$371,250. Heather Davis
- B. Requesting authorization to enter into a new grant with ARRIBA JUNTOS for the provision of Vocational Immersion and Transitional Employment for Workforce Participation; during the period of July 1, 2018 through June 30, 2021; in the amount of \$10,431,906 plus a 10% contingency for a total grant amount not to exceed \$11,475,097. Marlén Sánchez
- C. Requesting authorization to enter into a new contract with TODD WRIGHT to provide Ombudsman Services; during the period of July 1, 2018 to June 30, 2022; in the amount of \$516,908 plus a 10% contingency for a total amount not to exceed \$568,599. Arata Goto
- D. Requesting authorization to modify the existing contract with INTERNATIONAL EFFECTIVENESS CENTER for the provision of oral interpretation; during the period of July 1, 2017 to June 30, 2018; in the additional amount of \$90,000, plus a 10% contingency for a new total amount not to exceed \$1,254,000. Brenden Lim
- E. Requesting authorization to modify the existing contract with AVANTPAGE TRANSLATION for the provision of written translation services; during the period of July 1, 2017 to June 30, 2018; in the additional amount of \$21,384, plus a 10% contingency for a new total amount not to exceed \$73,022. Brenden Lim
- F. Requesting authorization to renew the contract with AVANTPAGE TRANSLATION for the provision of written translation services; during the period of July 1, 2018 to June 30, 2021; in the amount of \$45,000, plus a 10% contingency for a total amount not to exceed \$49,500. Brenden Lim
- G. Requesting authorization to renew the contract with INTERNATIONAL EFFECTIVENESS CENTER for the provision of oral interpretation; during the period of July 1, 2018 to June 30, 2021; in the amount of \$1,050,000, plus a 10% contingency for a total amount not to exceed \$1,155,000. Brenden Lim
- H. Requesting authorization to renew the contract with LANGUAGE LINE SOLUTIONS for the provision of oral interpretation, written translation services, and sign language services; during the period of July 1, 2018 to June 30, 2021; in the amount of \$321,000, plus a 10% contingency for a total amount not to exceed \$353,100. Brenden Lim
- I. Requesting authorization to renew the contract with TRUSTFORTE LANGUAGE SERVICES for the provision of written translation services; during the period of July 1, 2018 to June 30, 2021; in the amount of \$45,000, plus a 10% contingency for a total amount not to exceed \$49,500. Brenden Lim
- J. Requesting authorization to enter into a new contract agreement with CITYSPAN TECHNOLOGIES, INC for the provision of the development, licensing, and maintenance of HSA's Contracts Administration, Reporting, and Billing Online (CARBON) system; during the period of July 1, 2018 to June 30, 2020; in the amount of \$277,200, plus a 10% contingency for a total amount not to exceed \$304,920. David Kashani
- K. Requesting authorization to modify the contract with BINTI, INC. for the provision of web-based resource family recruitment and approval tools; during the period of July 1, 2018 to June 30, 2020; for the additional amount of \$187,600 plus a 10% contingency for a revised total amount not to exceed \$299,860. Robin Love
- L. Requesting authorization to renew the grant with HOMELESS PRENATAL PROGRAM to implement the Bringing Families Home Program; during the period of July 1, 2018 to June 30, 2019; in the amount of \$993,867 plus a 10% contingency for a total amount not to exceed \$1,093,254. Robin Love

M. Requesting authorization to renew the grant with HAMILTON FAMILY CENTER to provide property management and residential services; during the period of July 1, 2018 to June 30, 2019; in the amount of \$350,431 plus a 10% contingency for a total amount not to exceed \$385,474.

Robin Love

VIII. PUBLIC COMMENT -- Comments from the public will be received at this time re matters under the jurisdiction of the Human Services Commission

President Kahn

IX. ADJOURNMENT