

**San Francisco IHSS Public Authority  
Governing Body Meeting  
Agenda**

<b>Date:</b>	Tuesday, January 9th, 2024
<b>Time:</b>	1:00 pm – 2:30 pm
<b>Location:</b>	832 Folsom Street, 9th Floor
<b>Virtual Option:</b>	<a href="https://v.ringcentral.com/join/905048011?pw=6f0666df790806c1201e90189fe6bf4d">https://v.ringcentral.com/join/905048011?pw=6f0666df790806c1201e90189fe6bf4d</a> Ring Central Dial-In: (267) 930-4000 Ring Central Conference ID: 905048011

1. Roll Call
2. Public Comment
3. Vote to Approve Consent Agenda:
  - a. Approve Agenda January 9th, 2024
  - b. Approve November 14, 2023 Minutes
4. President’s Report
5. Treasurer’s Report
6. Executive Director’s Report
7. Board Education/Guest Speakers:
  - a. In-Home Supportive Services Director, Shannon Morgan, LCSW
8. Staff/Org Reports
  - a. Programs – Deputy Director, Eren Gutierrez
  - b. Finance – Director of Finance and Operations, Rick Mena
    - i. ACH Deposit Form presented by Account Technician, Amber Wright
9. Board Seat Updates
10. Commission Updates/Announcements
11. Meeting Evaluation and Vote to Enter Closed Session
12. Closed Session Discussion:
  - a. Approval of Mediation Agreement Settlement



**Documents supporting agenda items are available for review at the Public Authority  
office: 832 Folsom Street, 9<sup>th</sup> Floor, San Francisco, CA 94107**

1. KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

It is the duty of government and public agencies, such as the IHSS Public Authority, to serve the public, reaching decisions in full view of anyone interested in the subject. Both the state Brown Act and the San Francisco Sunshine Ordinance assure that deliberations are conducted before the people and that pertinent operations are open to the people's review.

The agenda and minutes and all related materials for Governing Body meetings are available in advance at the office of the Authority's Fiscal & Operations Manager, 832 Folsom Street, 9<sup>th</sup> Floor, San Francisco, CA 94107. All agendas and minutes are also accessible through our website: [www.sfihsspa.org](http://www.sfihsspa.org). Minutes and agendas are also available at the Main Branch of the San Francisco Public Library at the Government Information Center, 5<sup>th</sup> Floor, 100 Larkin Street, San Francisco, CA 94102. Meeting notices, agendas and minutes are sent in advance for posting to the Clerk of the Board ([Board.of.Supervisors@sfgov.org](mailto:Board.of.Supervisors@sfgov.org)). Additional copies of the agenda and minutes and all related materials are on hand and available to the public at every board meeting (see below for time and locale).

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report what you consider to be a violation of it, contact the Sunshine Ordinance Task Force by mail: Administrator of the Sunshine Ordinance Task Force, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689; by phone: (415) 554-7724; by fax: (415) 554-7854; or by email: [sotf@sfgov.org](mailto:sotf@sfgov.org). Citizens may obtain a free copy of the Sunshine Ordinance by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.sfbos.org/sunshine>.

2. DISABILITY ACCESS

The location of the Governing Body meetings of the IHSS Public Authority is 832 Folsom Street, 9<sup>th</sup> Floor, Training Room. Regular meetings are held the second Tuesday of every odd- numbered month, 1-3 p.m., and are open to the public. Meeting dates in 2022: January 11<sup>th</sup>, March 8<sup>th</sup>, May 10<sup>th</sup>, July 12<sup>th</sup>, September 13<sup>th</sup>, and November 15<sup>th</sup>. Our offices are on the 9<sup>th</sup> Floor. All locations are wheelchair accessible. (Also please note that due to the pandemic some of these meetings will be held virtually, until further notice.)

For **all meetings**, the closest BART station is Powell Street. Accessible MUNI lines are #30 and #45, although bus service may be disrupted by heavy ongoing construction in the area. The closest MUNI Metro station is on Market (at Powell). There is accessible



parking in the Mission & 5<sup>th</sup> Street Parking Garage.

***The following services will be made available on request 72 hours prior to the meeting:***

- American Sign Language (ASL) Interpreters
- Large-print copies of the meeting agenda

Contact IHSS Public Authority 415-243-4477

*In order to assist the IHSS Public Authority's effort to accommodate persons with severe allergies, environmental illness, 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 Authority to accommodate participation by these individuals.*



## Organizational Summary FY2023-24

Nov-23

Actual Months Reported: 5  
Percent of Year: 42%

<b>Cost Centers</b>	<b>Approved Budget</b>	<b>10/4 Budget Modification</b>	<b>Total Actual</b>	<b>% of Budget</b>
On Call	325,579	325,579	100,681	31%
Mentorship	168,310	168,310	40,166	24%
Governing Body	24,000	24,000	10,614	44%
Operations	5,179,021	5,179,021	1,669,905	32%
IP Benefits	105,476,813	105,476,813	41,306,659	39%
	<b>111,173,723</b>	<b>111,173,723</b>	<b>43,128,025</b>	<b>39%</b>

## On-Call Budget FY2023-24

Nov-23

Actual Months Reported: 5  
Percent of Year: 42%

Categories	Approved Budget	10/4 Budget Modification	Total Actual	% of Budget
On-Call Providers	201,217	201,217	69,534	35%
Fringe Benefits	70,426	70,426	16,067	23%
<b>Total Comp</b>	<b>271,643</b>	<b>271,643</b>	<b>85,601</b>	<b>32%</b>
Staff Travel	35,568	35,568	10,228	29%
Cell Phones	10,368	10,368	3,735	36%
Supplies/Infectious Control	8,000	8,000	1,117	14%
<b>Total NonComp</b>	<b>53,936</b>	<b>53,936</b>	<b>15,080</b>	<b>28%</b>
<b>Total On Call</b>	<b>325,579</b>	<b>325,579</b>	<b>100,681</b>	<b>31%</b>

## Mentorship FY2023-24

Nov-23

Actual Months Reported: 5  
Percent of Year: 42%

Categories	Approved Budget	10/4 Budget Modification	Total Actual	% of Budget
Mentors Salaries	93,450	93,450	27,086	29%
Fringe Benefits	43,860	43,860	7,389	17%
<b>Total Comp</b>	<b>137,310</b>	<b>137,310</b>	<b>34,475</b>	<b>25%</b>
Training	16,455	16,455	1,091	7%
Office Supplies	7,200	7,200	2,773	39%
Travel	452	452	28	6%
Cell Phones	3,590	3,590	1,005	28%
Bookkeeping	3,303	3,303	794	24%
<b>Total NonComp</b>	<b>31,000</b>	<b>31,000</b>	<b>5,692</b>	<b>18%</b>
<b>Total Mentorship</b>	<b>168,310</b>	<b>168,310</b>	<b>40,166</b>	<b>24%</b>

## Operations & Benefits FY2023-24

Nov-23

Actual Months Reported: 5

Percent of Year: 42%

Categories	Approved Budget	10/4 Budget Modification	Total Actual	% of Budget
PA Regular Staff Salaries	2,336,757	2,336,757	904,485	39%
Fringe Benefits	922,500	922,500	264,255	29%
<b>Total Comp</b>	<b>3,259,257</b>	<b>3,259,257</b>	<b>1,168,740</b>	<b>36%</b>
<b>Operating Expenses</b>	<b>684,418</b>	<b>699,418</b>	<b>251,113</b>	<b>36%</b>
Rent	447,871	447,871	186,016	42%
Utilities	35,076	35,076	9,754	28%
Office Supplies, Postage	67,173	62,173	13,952	22%
Printing and Reproduction	39,840	59,840	36,502	61%
Insurance	44,075	44,075	0	0%
Staff Training	44,383	44,383	4,768	11%
Staff Travel	6,000	6,000	121	2%
<b>Consultants and Services</b>	<b>402,020</b>	<b>392,020</b>	<b>115,343</b>	<b>29%</b>
Auditor	43,260	40,260	29,636	74%
Bookkeeping	65,663	58,663	28,633	49%
Tech Consultant	52,273	52,273	14,472	28%
Legal Services	35,000	35,000	0	0%
Salesforce and Consultants	84,500	84,500	22,740	27%
Other Consultants	121,324	121,324	19,863	16%
<b>Other Services</b>	<b>857,326</b>	<b>852,326</b>	<b>145,324</b>	<b>17%</b>
Exchange Server	9,500	2,138	1,007	47%
Education and Outreach	43,000	43,000	1,739	4%
CAPA Annual Dues	18,638	21,000	21,000	100%
PPE and ID Cards	40,500	40,500	10,324	25%
IP Transit Passes	486,000	486,000	42,282	9%
IP Life Enhancement Fund	10,000	10,000	0	0%
Shop Stewards	38,388	38,388	9,999	26%
CICA Membership/Conference	5,000	5,000	0	0%
Board Stipends	12,000	12,000	3,520	29%
Board Expenses	12,000	12,000	7,094	59%
Finger Printing	172,800	172,800	48,359	28%
Capital Expenses	9,500	9,500	0	0%
<b>IP Benefits</b>	<b>105,476,813</b>	<b>105,476,813</b>	<b>41,306,659</b>	<b>39%</b>
IP Health	102,414,235	102,414,235	40,101,251	39%
IP Dental	3,062,578	3,062,578	1,205,407	39%
<b>Total NonComp</b>	<b>107,420,577</b>	<b>107,420,577</b>	<b>41,818,438</b>	<b>39%</b>
<b>Total Operations and Benefits</b>	<b>110,679,834</b>	<b>110,679,834</b>	<b>42,987,178</b>	<b>39%</b>



# Vendor ACH Authorization Form

## SECTION I – Vendor Information

Company Name: _____
Address: _____
State: _____ Zip: _____
Accounts Receivable Contact: _____
Phone: _____ Email: _____

## SECTION II – Authorization Agreement

I (we) hereby authorize **San Francisco IHSS Public Authority**, hereinafter called **COMPANY**, to initiate credit entries to my (our) account listed below at the financial institution named below, hereafter called **BANK**, and to credit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of the law.

Select Type of Account:  Checking  Savings

Bank Name: \_\_\_\_\_

Bank Branch/Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

This authorization is to remain in full force and effect until **COMPANY** has received written notification from me (or either of us) of its termination in such time and in such manner as to afford **COMPANY** and **BANK** a reasonable opportunity to act on it.

\_\_\_\_\_  
 Name(s) Please Print

\_\_\_\_\_  
 ID#

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

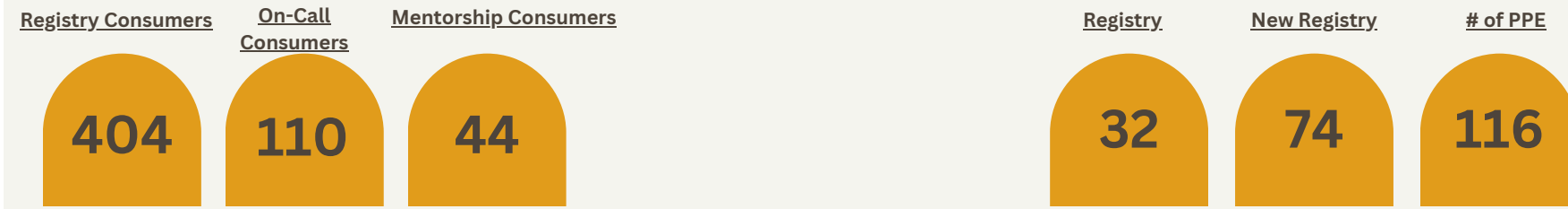
## SECTION III – For SFIHSSPA use only

System set up  Initials \_\_\_\_\_ Date \_\_\_\_\_

→ Programs Overview  
October-November 2023



Data from 10/1/2023 - 11/30/2023



FY 2023 MONTHLY	CONCEPTS	CONCEPTS	JUN 2023	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023
Consumers	Registry	# of Consumers referred to the Registry	279	237	279	243	209	195
	Mentorship	# of Consumers referred to Mentorship	20	22	23	20	20	24
		# of Consumers working with mentors (IP Plus)	103	93	94	90	90	90
	On-Call	# of Consumers referred to On-Call	76	65	56	71	54	56

Providers	Registry Provider	Total # of Registry Providers (active- looking for work)	291	278	275	295	326	330
		# of Registry Provider applicants	48	32	50	32	33	55
		# of Applicants who were accepted to the Registry	25	15	29	19	35	39
		# of Providers Employed w/ 1+ Consumers	829	958	1,113	1,579	1,583	1,595
	IHSS Provider Benefits	# of Providers enrolled in health benefits	11,510	11,445	11,413	11,180	10,898	10,716
		# of Providers enrolled in dental benefits	9,461	9,384	9,331	9,098	9,205	Unavailable
		# of LiveScans serviced	85	264	320	290	305	269
		# of DOJ records processed	403	513	547	478	451	379
		# of Protective Personal Equipment (PPE)	502	627	517	521	641	526