

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

<b><u>Date:</u></b>	<u>Tuesday, November 14<sup>th</sup>, 2023</u>
<b><u>Time:</u></b>	<u>1:00 pm – 2:30 pm</u>
<b><u>Location:</u></b>	<u>832 Folsom Street, 9<sup>th</sup> Floor</u>
<b><u>Virtual Option:</u></b>	<u><a href="https://v.ringcentral.com/join/905048011?pw=6f0666df790806c1201e90189fe6bf4d">https://v.ringcentral.com/join/905048011?pw=6f0666df790806c1201e90189fe6bf4d</a></u> <u>Ring Central Dial-In: (267) 930-4000 United States</u> <u>Ring Central Conference ID: 905048011</u>

1. Roll Call
2. Public Comment
3. Vote to Approve Consent Agenda:
  - a. Approve Agenda November 14<sup>th</sup>, 2023
  - b. Approve September 12<sup>th</sup> Minutes
4. Treasurer’s Report – Alex Madrid, Treasurer Executive Director Report
  - a. Review Audit
  - b. Vote to Approve FY22-23 Audit
5. Board Education/Guest Speakers: Hand-in-Hand
6. President’s Report
7. Executive Director’s Report
8. Staff/Org Reports
  - a. Finance – Rick Mena, Director of Finance and Operations
  - b. Programs – Eren Gutierrez, Deputy Director
9. Supervisor Visit Sign-Ups
10. Board Seat Updates
  - a. Edda Mai Johnson (*re-appointment Seat #1*)
  - b. Mara Math (*Seat #3*)
  - c. Jane Redmond (*Seat #10*)
11. Commission Updates/Announcements
12. Meeting Evaluation and Adjournment



**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

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2. DISABILITY ACCESS

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**SFIHSS** PUBLIC  
AUTHORITY

San Francisco IHSS Public Authority  
832 Folsom Street, 9<sup>th</sup> Floor  
San Francisco, CA 94107-1123  
Phone: 415-243-4477 / Fax: 415-243-4407



**Governing  
Body Members**

**Sascha Bittner**

*President*

DAS

Commission

Representative

**Edda Mai Johnson**

*Older Consumer*

Representative

**Rita Semel**

*Human Services*

Commissioner

**Robin Wilson-**

**Beattie**

*Vice President*

*Younger Consumer*

Representative

**Daisy McArthur**

*Secretary*

Union

Representative

**Alex Madrid**

*Treasurer*

Mayor's

Disability

Council

Member

**Haydee Hernandez**

*Independent IHSS*

Providers

**Jesse Nichols**

*Younger*

Consumer

Representative

**Jane Redmond**

*Older Consumer*

Representative

**Mara Math**

*Older Consumer*

Representative

**San Francisco IHSS Public Authority**  
**832 Folsom St., 9th Floor, San Francisco, CA**  
**Governing Body – Regular Meeting**  
**Minutes of November 21<sup>st</sup>, 2023**

Date: Tuesday, November 21<sup>st</sup>, 2023

Time: 1:09 p.m. – 2:21 p.m.

Place: In-person

Ring Central Dial-in: +12679304000

Ring Central Conference I.D: 905048011

**Call to Order  
and  
Roll Call**

Governing Body Members present: Sascha Bittner, Edda Mai Johnson, Robin Wilson-Beattie, Alex Madrid, Haydee Hernandez, Jane Redmond, Mara Math

Governing Body Members Absent: Jesse Nichols, Daisy McArthur, Rita Semel

Also Present: Eileen Norman- Executive Director, Eren Gutierrez – Deputy Director, Rick Mena- Director of Finance

Sascha Bittner, President, called the meeting to order at 1:09 pm virtually.

**Consent Agenda**

Sascha motioned to approve the Consent Agenda and September Minutes. Alex seconded this motion. Amendment to edit the agenda were made:

- Spelling of Governing Body member Mara Math

Alex motioned to approve Agenda with said Amendment. Jane seconded this motion.





Unanimously approved.

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**Treasurer's  
Report**

- Alex Madrid, Treasurer announced the Financial Audit of FY22-23 had been completed and introduced Auditor Jerrel Tucker to give summary of audit report. The audit had no findings and was once again a clean fiscal year report.
  - Alex called for a motion to approve the audit. Sascha moved to approve, Mara seconded this motion. Alex called for a roll call of approval. All were in favor of approving FY22-23 audit.
  - Alex and the rest of the Governing Body thanked Jerrel for his review and presentation to the board.
- 

**President's  
Report**

- Sascha Bittner encouraged recruitment of new candidates to the governing body.
  - She encouraged board members to participate in Supervisor Visits Sign-ups.
  - Sascha expressed excitement for the Board Education guest Kayla Shore, from Hand-in-hand.
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**Executive  
Director's  
Report**

- Eileen mentioned contacting the City attorney to inquire whether the San Francisco PA must comply with the Brown Act as a separate quasi-governmental organization. As the Brown Act (Section 54953) is included in the GB Bylaws, the Brown Act does govern the rules of attendance and quorum for the GB meetings. Eileen clarified that Governing Body members can attend online, however members will not count in the quorum numbers during the meeting.
- Eileen announced the updated Governing Body Manual being distributed to Governing Body members in January.



- Eileen mentioned the upcoming distribution of the Annual Report to the Governing Body.
- Eileen announced the City potentially implementing budget cuts, but that no notice has been given that the PA's budget has been impacted at this time.
- Eileen announced approval for on-call providers (back up providers) to be given a wage increase in correlation with the IP wage increase schedule.

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**Staff/  
Organization  
Reports**

**Finance Report – Director of Finance, Rick Mena**

- Rick reviewed the Organizational Summary of FY2023-24 with a Fourth Quarter Variance Report for all budget spending.

**Programs Report – Eren Gutierrez**

- Eren presented program service highlights. She presented the recent uptake of Registry providers referrals (an increase from 275 to 295) and onboarding providers (32 in one month).

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**Board  
Education/  
Guest Speaker**

- Kayla Shore, Hand-in-Hand Lead organizer presented a power point presentation discussing Hand-in-Hand's mission in building adjusting care in California economy that begins in our homes and communities.
- Sascha thanked Kayla for attending the Governing Body meeting.

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**Supervisor Sign-  
Ups**

- Eileen announced a FY23 goal of organizing Supervisor visits with members of the Governing Body in order to make them aware of the organizations recent accomplishments, the amount of consumers and providers in their district, and the efforts in recruiting new Governing Body members.
- Eileen encouraged Governing Body members to sign up for the district they'd like to



participate in the to visit. Governing Body members selected the Supervisors they expressed interest in visiting.

- Sascha Bittner-District: #7, #8, #9
- Mara Math- District: #7, #1, #3, #5
- Alex Madrid- District: #1
- Jane Redmond- District: #2, #8
- Robin Wilson-Beattie-District: #4
- Edda Mai Johnson – District: #9, #2

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**Board Seat  
Updates**

- Eileen announced an update of the newly appointed Governing Body members, Mara Math (Seat 3) and Jane Redmond (Seat 10). She also announced the reappointment of Governing Body member Edda Mai Johnson (Seat 1).

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**Commission  
Updates/  
Announcements**

- Sascha announced DAS commission is meeting December 6<sup>th</sup> from 9:30am-12:00pm. She stated she will distribute the agenda for this meeting once received.

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**Meeting  
Evaluation**

- Governing Body members found the meeting helpful.
- Jane Redmond stated her first meeting great.
- Sascha called a vote to move to closed session.

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**Adjournment**

- Sascha motion to adjourn. Alex seconded. Motion passed.
- Meeting adjourned at 2:21 pm









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