



Governing Body Members

Sascha Bittner
President
DAS
Commission
Representative

Edda Mai Johnson
Older Consumer
Representative

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 September 10th, 2024

Date: Tuesday, September 10th, 2024

Time: 1:00 p.m. – 2:31 p.m.

Place: SFIHSS Office

832 Folsom St., 9th Floor, San Francisco, CA

Ring Central Dial-in: +12679304000

Ring Central Conference I.D: 905048011

**Call to Order
and
Roll Call**

Governing Body Members present: Edda Mai Johnson, Robin Wilson-Beattie, Alex Madrid, Mara Math, Jesse Nichols, Haydee Hernandez, Daisy McArthur, Jane Redmond

Governing Body Members Absent: Sascha Bittner

Also Present: Eileen Norman- Executive Director, Eren Gutierrez – Deputy Director, Rick Mena- Director of Finance, Kelly Buck - CPA, MACCT, Windes Advisor

Acting President: Robin-Wilson Beattie.

Vice President, Robin Wilson-Beattie called the meeting to order at 1:04 pm.

Consent Agenda

Robin motioned to approve the Consent Agenda. Jane R. first this motion, Mara M. seconded this motion. Alex M. abstained his approval of the consent agenda.

7 Approve, 1 abstain.

President's

- Robin welcomed and thanked members for





Report	joining. <ul style="list-style-type: none">• Robin did not have a Presidents report to share to the board.
Treasurer’s Report	<ul style="list-style-type: none">• Alex announced the Public Authority has successfully appointed Windes Advisor, Kelly Buck and introduced her to members.
Board Education/ Guest Speaker	<ul style="list-style-type: none">• Windes Advisor, Kelly Buck, CPA, MACCT introduced herself to members and expressed excitement for the upcoming 2024 Audit.
Executive Director’s Report	<ul style="list-style-type: none">• Eileen announced that the Attorney General released a decision stating that the ADA supersede Brown Act and people can join remotely as reasonable accommodation.• Eileen announced the CA For All, Day of Action event on October 8th 2024. Eileen encouraged members to register and made members aware of virtual access options.• Eileen announced she will be co-presenting to the Mayors Council on the Age and Disability Friendly Taskforce’s event on Friday 09/20 and encouraged members to join.• Eileen acknowledged her recent collaboration work with California Association of Public Authorities, on drafting legislation to reinstate Career Pathways back into the budget for FY25-26.• Eileen mentioned the current Governing Body Stipends and acknowledged some inquires to increase amount. She gave evidence on budget limits other Public Authorities policies and public benefit limitations and advised to keep amount the same.
Staff/Org Reports	Finance Report – Director of Finance, Rick Mena <ul style="list-style-type: none">• Rick discussed the Organizational Summary of FY2023-24 covering the month of July and



Budget to Spend Results.

- Rick covered the Agency Wide Budget FY24-25 and requested approval from Governing Body members.
- Robin called for a vote to approve the budget for FY24-25. Mara M. first this motion and Alex M. seconded this motion to approve.
- The Board Unanimously approved Agency Wide Budget and Amendments for FY24-25

Programs Report – Eren Gutierrez

- Eren presented program service highlights of June and July. She presented the recent increase in Active Registry Providers (an increase from 480 to 580) and onboarding providers (211 in one month) She highlighted the slight increase in consumers their assistance (240 in one month).

Board Seat Updates

- Eileen announced the current slate of existing Officer Positions. Eileen announced the final vote slating Robin W. as President, Alex M. as Treasurer, Daisy McArthur as Secretary.
- Robin asked to motion to approve the current nominated slate for Officers. Jesse first this motion, Alex M. seconded this motion.
- Unanimously approved motion of Officer slate for 2024-2025.

**Commission Updates/
Announcements**

- Eileen announced that member Rita Semel has stepped down from her seat on the HSA Commission and therefore also the Governing Body. Eileen will be reaching out to the commission to seek a replacement representative.
- Secretary, Daisy McArthur, requested acknowledgment and a moment of silence for the individuals effected by the events of





9/11.

**Meeting
Evaluation**

- Robin announced that we'll have the closed session evaluation for next governing body meeting in November.

Adjournment

- Robin called a vote to move to closed session. First motion: Jesse Nichols. Second: Alex Madrid. Motion passed unanimously.
- Meeting adjourned at 2:31 pm.





**Documents supporting agenda items are available for review at the Public Authority office:
832 Folsom Street, 9th 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, 9th Floor, San Francisco, CA 94107. All agendas and minutes are also accessible through our website: www.sfihsspa.org. Minutes and agendas are also available at the Main Branch of the San Francisco Public Library at the Government Information Center, 5th 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). 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).

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2. DISABILITY ACCESS

The location of the Governing Body meetings of the IHSS Public Authority is 832 Folsom Street, 9th 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 11th, March 8th, May 10th, July 12th, September 13th, and November 15th. Our offices are on the 9th 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 & 5th 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





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San Francisco IHSS Public Authority
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San Francisco, CA 94107-1123
Phone: 415-243-4477 / Fax: 415-243-4407

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.





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

<u>Date:</u>	<u>Tuesday, September 10th, 2024</u>
<u>Time:</u>	<u>1:00 pm – 2:30 pm</u>
<u>Location:</u>	<u>832 Folsom Street, 9th Floor</u>
<u>Virtual Option:</u>	https://v.ringcentral.com/join/905048011?pw=6f0666df790806c1201e90189fe6bf4d <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 September 10th, 2024
 - b. Approve July 9th, 2024 Minutes
4. President’s Report
5. Treasurer’s Report
6. Executive Director’s Report
7. Board Education:
 - a. Windes Advisor, Kelly Buck, CPA, MACCT
8. Staff/Org Reports:
 - a. Programs – Deputy Director, Eren Gutierrez
 - b. Finance – Director of Finance & Operations
 - i. Approval of Agency-Wide Budget FY24-25
 - ii. FY23-24 Budget to Spend Results
9. Board Seat Updates:
 - a. Officer Elections
10. Commission Updates/Announcements
11. Meeting Evaluation and Adjournment
12. Motion to move to Closed Session

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Fiscal Year 2023-2024 in Review
Summary

Summary	Budget	FY23-24 Total Expense	% of Bdgt	Unspent Balance.
BUPS Contract Summary	\$325,579.00	\$272,871.64	84%	\$52,707.36
IP Mode Contract	\$110,835,582.00	\$103,329,326.25	93%	\$7,506,255.75
Subtotal Protected line items	\$106,184,001.00	\$99,132,673.61	93%	\$7,051,327.39
All other Line Items	\$4,651,581.00	\$4,196,652.64	90%	\$454,928.36
*PA Op Budget less DPH Contract of \$58,000	\$4,593,581.00	\$4,196,652.64	91%	\$396,928.36
SFIHSSPA'S OVERALL FISCAL PERFORMANCE	\$4,919,160.00	\$4,469,524.28	91%	\$449,635.72

Fiscal Year 2023-2024 in Review
Detail

Back-Up Providers Contract

Back Up Providers Salaries Detail	Budget	FY23-24 Total Expense	% of Bdgt	Unspent Balance.
Back Up Providers	\$201,217.00	\$186,785.58	93%	\$14,431.42
Employee Fringe Benefits (planned at 35%)	70426	\$41,148.38	58%	\$29,277.62
Total Salaries & Benefits	\$271,643.00	\$227,933.96	84%	\$43,709.04
<i>Actual fringe percentage:</i>		<i>22%</i>		

Program Expenses	Budget	FY23-24 Total Expense	% of Bdgt	Unspent Balance.
Utilities (Elec, Water, Gas, Phone, Scavenger)	\$10,368.00	\$9,270.00	89%	\$1,098.00
Staff Travel-(Local and Out of Town)	\$35,568.00	\$27,898.79	78%	\$7,669.21
Infectious Control Kits	\$8,000.00	\$7,768.89	97%	\$231.11
Total Operating Expense	\$53,936.00	\$44,937.68	83%	\$8,998.32
Total Staff Salaries and Program Expenses	\$325,579.00	\$272,871.64	84%	\$52,707.36

Fiscal Year 2023-2024 in Review Detail

IP Mode Budget Contract

Staff Salaries Detail	Budget	FY23-24 Total Expense	% of Bdgt	Unspent Balance.
Totals Staff Salaries	\$2,335,842.00	\$2,232,132.52	96%	\$103,709.48
Employee Fringe Benefits (planned at 39%)	\$922,408.00	\$744,404.00	81%	\$178,004.00
Total Salaries & Benefits	\$3,258,250.00	\$2,976,536.52	91%	\$281,713.48
<i>Actual fringe percentage:</i>		33%		
Operating Expenses	Budget	FY23-24 Total Expense	% of Bdgt	Unspent Balance.
Rental of Property	\$447,871.00	\$447,870.50	100%	\$0.50
Utilities (Elec, Water, Gas, Phone, Scavenger)	\$36,260.00	\$39,783.44	110%	(\$3,523.44)
Office Supplies, Postage	\$56,434.00	\$57,314.79	102%	(\$880.79)
Printing and Reproduction	\$66,840.00	\$69,469.28	104%	(\$2,629.28)
Insurance	\$37,075.00	\$36,988.99	100%	\$86.01
Staff Training	\$44,383.00	\$11,383.02	26%	\$32,999.98
Staff Travel-(Local and Out of Town)	\$900.00	\$641.85	71%	\$258.15
Consultants/Subcontractors	Budget	FY23-24 Total Expense	% of Bdgt	Unspent Balance.
Independent Auditor	\$30,260.00	\$29,636.00	98%	\$624.00
Bookkeeping & Payroll Services	\$58,663.00	\$55,567.87	95%	\$3,095.13
Technology Consultant	\$52,273.00	\$44,946.11	86%	\$7,326.89
Legal Services	\$35,000.00	\$35,834.35	102%	(\$834.35)
Salesforce Software and Consultants	\$94,500.00	\$103,885.17	110%	(\$9,385.17)
Other Consulting	\$119,324.00	\$87,014.89	73%	\$32,309.11
Other	Budget	FY23-24 Total Expense	% of Bdgt	Unspent Balance.
Exchange (Monthly Email Service - Cloud)	\$2,138.00	\$2,298.26	107%	(\$160.26)
Education & Outreach (Incl. SDN)	\$43,000.00	\$1,938.00	5%	\$41,062.00
CAPA Annual Dues	\$21,000.00	\$21,000.00	100%	\$0.00
IP Supplies & ID Cards	\$40,500.00	\$35,411.10	87%	\$5,088.90
* Mentorship Program (Salaries & Benefits)	\$147,310.00	\$92,998.94	63%	\$54,311.06
Training/Mtgs/Materials/Consultants	\$21,000.00	\$19,652.68	94%	\$1,347.32
Shop Stewards	\$38,388.00	\$23,320.25	61%	\$15,067.75
CICA Membership / Conference	\$5,000.00	\$1,500.00	30%	\$3,500.00
Board Stipend	\$12,000.00	\$8,250.00	69%	\$3,750.00
Board Communications	\$12,000.00	\$12,643.02	105%	(\$643.02)
Health Insurance - SF Health Plan	\$102,414,235.00	\$95,988,595.24	94%	\$6,425,639.76
Dental Insurance - Liberty Dental	\$3,062,578.00	\$2,830,655.00	92%	\$231,923.00
FP Per Person Expense	\$172,800.00	\$125,997.12	73%	\$46,802.88
IP Transit Passes	\$486,000.00	\$164,106.00	34%	\$321,894.00
IP Life Enhancement Fund	\$10,000.00	\$0.00	0%	\$10,000.00
Bank Service Charges and Fees	\$100.00	\$0.00	0%	\$100.00
Capital Expenditures	\$9,500.00	\$4,087.86	43%	\$5,412.14
Total Operating Expense	\$107,577,332.00	\$100,352,789.73	93%	\$7,224,542.27
Total Staff Salaries and Operating Expenses	\$110,835,582.00	\$103,329,326.25	93%	\$7,506,255.75

FY24-25 Budget Breakdown

FY2024-25 Contracts: **105,265,814**

Organizational Revenue Summary FY2024-25

Recieved & Accrued Revenue	Approved Budget
Advance on IP Contract	17,490,000
Monthly Invoice Benefits & Operations	86,725,754
Monthly Invoice Live Scan	577,662
Monthly Invoice GB	88,819
Monthly BUPS	325,579
Other Non-Reserve Deposits	
Total Recieved & Acrued Revenue	105,207,814

Organizational Expense Summary FY2024-25

Admistrative Cost Centers	Approved Budget
Finance & Admin	720,178
Human Resources	36,000
Salesforce Data Analysis	107,947
Total Admistrative Cost Centers	864,125
percent of budget	0.82%
Program Cost Centers	Approved Budget
On Call/BUPS	329,079
Registry	12,100
Mentorship	113,689
Recruitment	521,210
Provider Services	60,220
Live Scan	220,196
Governing Body	39,250
Agency-Wide Program Expenses	240,364
PA Staff Compensation	3,378,864
Total Program Cost Centers	4,914,972
percent of budget	4.67%
Total IP Benefits	99,428,717
percent of budget	94.51%
Total Organization Expenses	105,207,814

Governing Body Detail

Categories	Approved Budget
D&O Insurance	9,750
CICA Membership	5,000
Board Stipends	12,500
Communications	12,000
Total Governing Body Detail	39,250

Administration

<u>Finance, IT and Admin.</u>	
Categories	Approved Budget
Rent	443,958
Utilities	32,015
Insurance	22,925
Auditor	34,558
IT Services	48,091
Computer Replacement Program	12,500
Banking Devices & Fees	1,000
DOFA Team Meetings	720
Legal services	30,000
Other Administrative Services and Consultants	10,000
Professional Svs. Admin: Flex,UBS, VRC, Other	13,500
Capital Expenses	10,500
Bookkeeping & Payroll	60,411
Total Finance, IT and Admin.	720,178

<u>Human Resources</u>	
Categories	Approved Budget
Holiday Party	2,000
Tuition Reimbursement	14,000
Staff Recognition	5,000
Consulting (Job Advertising)	15,000
Total Human Resources	36,000

<u>Salesforce Consultants</u>	
Categories	Approved Budget
Staff Training: Dreamforce	700
Consulting (Complete EDI/Jitterbit)	41,378
Consulting (Form Assembly)	1,675
Consulting (Idealist)	30,000
Consulting (Salesforce)	30,000
Consulting (other)	2,447
Utilities (SmartFile/File.com)	1,747
Total Salesforce Consultants	107,947

Back-Up Provider Serv. & Registry

Back Up Provider Services Contract	
Categories	Approved Budget
On-Call Providers	201,217
Fringe Benefits	70,426
Total Comp	271,643
NonComp	
Staff Travel	35,568
Cell Phones	10,368
Supplies/Infectious Control	8,000
Total NonComp	53,936
Back Up Provider Services Contract Total	325,579
BUPS PA Suplamental Budget	
Categories	Approved Budget
IP Education & Outreach	1,500
Printing and Reproduction	2,000
Total BUPS Program Supplement	3,500
Total BUPS Program	329,079

Registry	
Categories	Approved Budget
BUPS and Reg Staff Meetings	1,620
IP Education & Outreach	1,580
Utilities (A Point in Time)	6,400
Printing and Reproduction	2,500
Total Registration Program	12,100

Mentorship

Mentorship	
Categories	Approved Budget
Mentors Salaries	66,000
Fringe Benefits	25,689
Total Comp	91,689
Mentor Training and Outreach	4,800
Staff Meetings	900
Office Supplies	4,000
Travel	1,500
Consultant	4,000
Tech (Tablets)	4,500
Bookkeeping	2,300
Total NonComp	22,000
Total Mentorship	113,689

Recruitment

Recruitment	
Categories	Approved Budget
Printing and Reproduction	3,000
Travel	500
Staff Meetings	540
IP Education and Outreach (Recruitment Outreach)	21,169
Bus Passes	486,000
IP Development	10,000
Total Recruitment	521,210

Provider Services

Provider Services	
Categories	Approved Budget
Printing and Reproduction/Benefits	15,000
Staff Meetings	720
IP Education and Outreach	2,000
PPE and ID Cards	42,500
Total Provider Services	60,220

Live Scan/Finger Printing	
Categories	Approved Budget
Utilities & Maint.	6,896
Rent	12,500
Office Supplies	10,000
Postage (SOC881 - NoticelP for Inactivity)	11,500
Insurance	6,500
FP Per Person Expense	172,800
Total Live Scan/Finger Printing	220,196

Benefits	
Categories	Approved Budget
IP Health	95,975,779
IP Dental	3,452,938
Total Benefits	99,428,717

Agency-Wide Program Operations

<u>PA Staff Compensation</u>	
	Approved Budget
PA Regular Staff Salaries	2,423,229
Fringe Benefits	955,635
Total	3,378,864

<u>Agency-Wide Program Expenses</u>	
	Approved Budget
Office Supplies	22,008
Postage	5,000
Printing and Reproduction	24,705
Staff Training	17,694
All Staff Meetings	5,220
Staff Travel	6,000
Other Program Consultants	70,340
Exchange Server	7,697
IP Education and Outreach/IP Training Stipends	20,000
CAPA Annual Dues	21,000
Shop Stewards	40,700
Total	240,364