



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

DANIEL LURIE  
MAYOR

MINUTES  
Regular Meeting  
June 1, 2026

2:00 p.m.  
Room 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place

This meeting will be held in person at the location listed above. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id #2661 939 6741. Instructions for providing remote public comment are below.

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DANIEL LURIE, MAYOR

COMMISSIONERS

KATE FAVETTI  
President

JACQUELINE MINOR  
Vice President

THERESA M. LEE  
VITUS LEUNG  
ADAM WOOD

SANDRA ENG  
Executive Officer

The public is encouraged to submit comments in advance of the meeting by email at [civilservice@sfgov.org](mailto:civilservice@sfgov.org), or by voicemail message at the CSC Office main line at (628) 652-1100. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record. **Effective January 1, 2025, public comment received by email or voicemail at least three hours prior to the start of a meeting will be provided to the members of the Civil Service Commission and will be included in the record on the Civil Service Commission website. These public comments will no longer be read aloud at meetings.** During commission meetings, members of the public may use the Civil Service Commission's dedicated public comment line (415) 655-0001, Access Code #2661 939 6741.

CALL TO ORDER

2:02 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Jacqueline P. Minor	Excused
Commissioner Theresa M. Lee	Present
Commissioner Vitus Leung	Present
Commissioner Adam Wood	Excused

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of May 18, 2026 – 2:00 p.m.

**Action:** Adopted the Minutes. (Vote of 3 to 0)

ANNOUNCEMENTS (Item No. 4)

Sandra Eng, Executive Director announced the following:

- Airport requested PSC #DHRPSC0006311 v0.01 be postponed to the meeting of July 20, 2026.
- Department of Public Health requested PSC #DHRPSC0006206 v0.01 be postponed to the meeting of June 15, 2026.
- PSC #DHRPSC001423 v1.01 is from the Office of Economic and Workforce Development not the Department of Environment, the description of services clearly shows the scope of work from the Office of Economic and Workforce Development.
- PSC #DHRPSC0005352 v1.01 from the Health Services System was presented to the Commission as a report at the meeting of April 6, 2026, although the Commission approved the modification request, the department was not aware of the requirement to submit a modification request through the PSC Database to notify the unions and for public posting. Therefore, the PSC is returning to the Commission under the ratification agenda so the approval is entered in the PSC database. If the Commission agrees, Commission staff can approve the PSC in the database, and it will move forward to the Office of Contract Administration.

Announcements Continued

- Item #14 Appeal by Pornthipa Rojanadechakul and Item #15 Appeal by Rickey Bradley were postponed to the meeting of June 15, 2026, at the request of the Municipal Transportation Agency.

Other announcements.

None.

Items severed from the Ratification Agenda:

- PSC #DHRPSC0006111 v0.01 from the Human Services Agency
- PSC #DHRPSC0004305 v1.01 from the Department of Public Health

Public comment, including public comment on any additional Ratification or Consent items that the public would like severed from the agenda.

None.

(0104-26-1) ELECTION OF OFFICERS (Item No. 5)

**Action:** Postponed to the special meeting of June 18, 2026. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

Carol Isen announced that they have recently launched a new employee training course on immigration protocols and sanctuary city policies. It's a 20-minute online training to allow employees to familiarize themselves with the City's sanctuary city laws, it provides information on how employees need to respond if they encounter federal immigration enforcement agents during work hours at the workplace. It provides guidance on the sanctuary city laws, on how to respond when encountering immigration and customs enforcement in the workplace and best practices for supporting and serving our immigrant communities in San Francisco. They worked closely with the Office of Civic Engagement and Immigrant Affairs, the Human Rights Commission, and the City Attorney's Office. The training has received a lot of positive response about the content, over 5000 employees have completed the training, about 14%. All employees have a duty to complete this training by the end of the calendar year, reminders will be sent and commissioners will be able to access the training.

EXECUTIVE OFFICER’S REPORT (Item No. 7)

Sandra Eng announced that the PSC Process Overview will be presented at the Regular Meeting of August 17, 2026 when all five (5) Commissioners and the Deputy City Attorney will be present.

(0100 -26-8) Review of Request for Approval of Proposed Personal Services Contracts.  
(Item No. 8)

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005297 - v0.01	City Administrator	\$3,750,000	Services will include as-needed rental and cleaning of portable restrooms for City use at City construction worksites and City-sponsored events. The number and type of portable restrooms will vary. The need for the equipment may last from a day to a month, or more. Portable restrooms would be delivered to the needed sites. Janitorial services are needed to keep the equipment clean and functioning. These services include cleaning the rented portable restrooms and wash stations, replacement of soap and paper products, removal of waste from the holding tanks into a waste-receiving truck, and trucking the waste to a facility for proper disposal of the waste. The need for these services is unpredictable and depends on the number of worksites, users, and duration of the rental.	New	31 Months



PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0006111 - v0.01	Human Services Agency	\$2,349,551	Vendor will provide access to its proprietary software system allowing for tracking, coordinating, management, and reporting of program services for DAS programs and DAS funded community based services. Vendor will also provided as needed software support and customization to the software as a service. Vendor is the only authorized provider to do this work.	New	48 months
DHRPSC 0006163 - v0.01	Human Services Agency	\$318,014	<p>SafeCare® Trainers will continue to supervise PHN SafeCare® visits to ensure compliance to SafeCare® requirements and protocols. Additionally, should new PHNs require SafeCare® training, the contractor will include them in their regular training schedule.</p> <p>Trainer Responsibilities:</p> <ul style="list-style-type: none"> <li>• Trainers are responsible for coordinating and conducting the 5-day SafeCare® Provider Workshops.</li> <li>• Certify new SafeCare® Providers and provide monthly/quarterly fidelities of all SafeCare® Providers.</li> <li>• Identify and train new Coach Trainees and provide support to the coach in the partnership.</li> <li>• After completing the SafeCare® Provider Workshop training and coach training and gaining experience delivering SafeCare® and coaching SafeCare® Providers, individuals may complete SafeCare® Trainer training.</li> <li>• Trainer training requires a commitment to NSTRC to adhere to the requirements regarding distribution of materials, support of SafeCare® Coaches and Providers and reporting of data to NSTRC.</li> <li>• Trainer training includes a two-day workshop by NSTRC that teaches trainees about: SafeCare® training methods, teaching adult learners, setting up role-plays, and providing feedback to trainees, and supporting SafeCare® coaches. Trainees are provisionally certified as a trainer upon completion of the workshop.</li> <li>• Following the workshop, trainer trainees are observed by NSTRC during their first training to ensure fidelity to the training model.</li> <li>• Provisionally certified trainers will become fully certified once they achieve 85% or greater mastery in the delivery of a SafeCare® Provider training, as rated by a NSTRC trainer observer. After certification, SafeCare® Trainers are required to meet all requirements to maintain certification, including: annual fidelity by having NSTRC observe areas in their workshop, trainer certification, trainer certification maintenance, coaching fidelity reliability, trainer conference calls with NSTRC and bi-annual Trainer Conference in Atlanta.</li> </ul>	New	48 months
DHRPSC 0006276 - v0.01	Port	\$50,000,000	The services include preconstruction engineering and design to advance the overall United States Army Corps of Engineers (USACE) Recommended Plan for coastal flood defenses along the Port of San Francisco Southern Waterfront. All work must comply with USACE engineering guidance, procedures, and standards; Port of San Francisco requirements including the Port's Building Code and design guidance for piers and wharves; and requirements of other agencies that operate infrastructure in the project areas. Elements to be designed include: coastal flood defenses, seawalls, levees, piers and wharves, nature based features for bay habitat, waterfront urban spaces and parks, adaptation of historic buildings, and urban mobility and utility infrastructure.	New	120 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0006192 - v0.01	Port	\$65,000,000	The services include preconstruction engineering and design to advance the overall United States Army Corps of Engineers (USACE) Recommended Plan for coastal flood defenses along the Port of San Francisco Northern Waterfront and to complete construction documents and design support during construction for the first projects to be delivered including the Downtown Coastal Resilience Project and one or more unnamed projects. All work must comply with USACE engineering guidance, procedures, and standards; Port of San Francisco requirements including the Port's Building Code and design guidance for piers and wharves; and requirements of other agencies that operate infrastructure in the project areas. Elements to be designed include: coastal flood defenses, seawalls, levees, piers and wharves, nature based features for bay habitat, waterfront urban spaces and parks, adaptation of historic buildings, and urban mobility and utility infrastructure.	New	120 months
DHRPSC 0005425 - v0.01	Public Utilities Commission	\$23,000,000	The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco ("City"), seeks to retain the services of a qualified Proposer, with specialized skills in underground tunneling, deep excavation and specialized shoring, and diameter pipeline welding, etc., in an urban environment, to provide construction management (CM) staff augmentation services for the Stormwater Improvements and Urban Underground Tunneling Project ("Project"). This Project includes both Alameda Street Wet Weather Conveyance Tunnel and Lower Alemany Area Stormwater Improvements projects. As part of the SFPUC's Wastewater Capital Improvement Program and Sewer System Improvement Program (SSIP), this Project will help mitigate flooding in the low-lying Inner Mission, Alemany, and Cayuga neighborhoods located in San Francisco. The CM staff augmentation services required for the Project include, but are not limited to, construction administration, construction inspection, construction contracts management, project controls, safety management, and public outreach and communications.	New	60 months
DHRPSC 0001309 – v2.01	City Administrator	Current Approved Amount \$270,000 Increase Amount Requested \$0 New Total Amount Requested \$270,000	The contractor may be providing as-needed installation services of fleet telematics (vehicle locator) devices for city vehicles during periods when Central Shops is at full capacity and unable to perform the installation in a timely basis.	Amendment	Increase months 26 Total months 96
DHRPSC 0001666 – v1.01	Airport	Current Approved Amount \$1,500,000 Increase Amount Requested \$0 New Total Amount Requested \$1,500,000	The contractor shall provide labor and equipment to service the San Francisco International Airport ("Airport") Airport-owned grease trap equipment. This involves the collection of fat, oil and grease (FOG) from the grease traps, repair and maintenance for the grease trap units, recycling of the collected FOG, training for Airport tenants on the use of the grease trap equipment and reports on the amount of FOG collected and recycled.	Amendment	Increase months 10 Total months 130

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0001757 – v1.01	Public Health	Current Approved Amount \$224,217,000 Increase Amount Requested \$162,610,830 New Total Amount Requested \$386,827,830	Contractor(s) will provide psychiatric care to adults and/or older adults, in locked/secured licensed Skilled Nursing Facility (SNF) locations, and/or Mental Health Rehabilitation Center (MHRC), both within the category of sub-acute facility. All locations are within the San Francisco Bay Area. Most admissions for psychiatric care are San Francisco residents coming directly from acute psychiatric inpatient units. SNFs provide care to individuals with psychiatric problems, medical problems and behavior problems, and/or individuals with neurobehavioral diagnosis with a primary diagnosis of dementia. Individuals also may be admitted with physical impairments requiring special needs that may include the use of a wheelchair, walker, or cane; they may also have vision and or hearing loss or speech impediments. The MHRC level of care will provide care to individuals who have a psychiatric diagnosis with behaviors too severe to live independently or in an unlocked unstructured community program. The original PSC included respite services. However, the Civil Service Commission authority for respite services has been approved under a separate PSC and is removed from the proposed PSC modification.	Amendment	Increase months 28 Total months 156
DHRPSC 0004305 – v1.01	Public Health	Current Approved Amount \$54,400,000 Increase Amount Requested \$0 New Total Amount Requested \$54,400,000	Contractor will provide Third Party Pharmacy Adjudication (TPA) of claims and 340B Drug Pricing Program services for the Department of Public Health's (DPH's) integrated service delivery division, the San Francisco Health Network (SFHN). The SFHN provides health care services to San Francisco residents who are not eligible for and/or do not have third party coverage for outpatient medication such as Medi-Cal or private insurance, including members of the San Francisco Health Plan (SFHP). TPA services will include verifying patient and provider eligibility status and adjudicate online claims 24/7. The 340B Drug Pricing Program requires drug manufacturers to provide outpatient drugs to eligible health care organizations at significantly reduced prices. 340B Program services will include inventory management, outpatient prescription claims adjudication services, and 340B contract pharmacy network management.	Amendment	Increase months 24 Total months 168
DHRPSC 0004800 – v1.02	Public Health	Current Approved Amount \$53,642,000 Increase Amount Requested \$86,156,727 New Total Amount Requested \$139,798,727	The work performed under this PSC will include programs for peers, who are behavioral health clients with lived experience of mental illness and the mental health treatment system who perform specific peer-based activities for other clients in the behavioral health system, including: (1) Peer Health and Advocacy services, which works to support peers/consumers of mental health services and their families by offering a wide array of services such as peer education and support programs, community awareness presentations, and trainings for service providers and clients; these programs seek to improve health outcomes, reduce the stigma associated with behavioral or mental health conditions, and advocate on behalf of these populations; (2) Community Drop-In Services, which provide drop-in and resource support service centers throughout the City in order to offer multiple entry points and allow easy access to services; peer and clinical staff connect with clients and link them to behavioral/mental health services; services include case management, support groups, socialization events, employment services, and access to the arts; activities are offered to build social connection with other participants and natural support systems; (3) Fiscal Intermediary Services for Peer Employment, which will provide subcontractor, bookkeeping and limited personnel management services for several Peer-to-Peer projects in the Peer-to-Peer Services System, which is comprised of several peer programs managed by Department Civil Service staff, with a small portion of the programs staffed by peer counselors.	Amendment	Increase months 24 Total months 162

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0002584 – v1.01	Public Health	Current Approved Amount \$10,000,000 Increase Amount Requested \$0 New Total Amount Requested \$10,000,000	The contractor shall provide medical supplies, distribution services, and warehousing services of essential City emergency supplies. The Department will contract for end-to-end distribution services for the bulk availability of commonly used supplies and just in time availability of less commonly used supplies. This will include maintenance of a required catalog of supplies DPH will order on a just in time and bulk basis, inventory management of those supplies while at Contractor's facility, analytical support in preparing and processing daily orders and maintaining the accuracy of the supplies catalog and daily delivery of ordered supplies to DPH facilities. DPH will also contract for the warehousing, inventory management and delivery of residual supplies, including personal protective equipment. The request only represents the cost of the distribution services, and the warehousing services of emergency supplies. The request does not include the actual cost of the commodities procured through the distributor and its partners currently estimated at over 25 million dollars a year.	Amendment	Increase months 48 Total months 108
DHRPSC 0001423 – v1.01	Economic and Workforce Development	Current Approved Amount \$250,000 Increase Amount Requested \$300,000 New Total Amount Requested \$550,000	The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for these costs, training information and data must be reported on a monthly basis to the ETP. A contract was secured to submit this data on behalf of OEWD through ETP's online system in prior years and successfully secured reimbursement for the Department. This service is essential to ensure that OEWD can continue to receive reimbursement for the training services.	Amendment	Increase months 64 Total months 131
DHRPSC 0005352 – v1.01	Health Services	Current Approved Amount \$250,000 Increase Amount Requested \$252,000 New Total Amount Requested \$502,000	Request for Proposal (RFP) for Off-site Professional Call-Center for the San Francisco Health Service System Member Health Benefits Services Unit during annual Open Enrollment period.	Amendment	Increase months 5 Total months 17
DHRPSC 0001990 – v1.01	Police	Current Approved Amount \$2,200,000 Increase Amount Requested \$762,300 New Total Amount Requested \$2,962,300	The contractor will provide on-call phlebotomy service 24 hours a day/7 days a week/365 days a year to law enforcement agencies in the City and County of San Francisco. Contractor staff will perform immediate blood draws (within 45 minutes of call) at various locations on suspects Driving Under the Influence (DUI) who refuse to voluntarily submit to a chemical test. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on DUI suspects are different from blood draws for health reasons.  Contractor staff will also participate in evidence handling training by the Office of the Chief Medical Examiner and scheduled court testimony by the District Attorney.	Amendment	Increase months 48 Total months 144

**Note:** *New Personal Services Contracts start date may not exceed eighteen (18) months after approval/commission meeting date.*

0100-26-8 Continued

- Action:**
1. Approved PSC #DHRPSC0006111 v0.01, requiring the Human Services Agency to provide a feasibility study to both the employee organization and the Civil Service Commission prior to the end of the contract term assessing the ability to bring any aspect of the scope of work in house. (Vote of 3 to 0)
  2. Approved PSC #DHRPSC0004305 v1.01. (Vote of 3 to 0)
  3. Adopted the report. Approved the remaining proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

(0101-26-8) Report Back from the Public Utilities Commission for Proposed Personal Services Contract Number 41646-21/22 (DHRPSC0003553). (Item No. 9)

**Action:** Adopted the report. (Vote of 3 to 0)

(0103-26-8) Review of Request for Approval of Proposed Personal Services Contract #DHRPSC0003095 v1.01 from the San Francisco Public Library. (Item No. 10)

DHRPSC 0003095 – v1.01	Library	Current Approved Amount \$5,000,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$7,000,000	Contractor is to provide and maintain the Integrated Library System (ILS) used by the Library to facilitate the distribution of all library materials. ILS is an enterprise resource planning system specific to the San Francisco Public Library. It is central to the library’s daily operations including circulation, acquisitions, cataloging, and online public catalog. It is used to track library collections, patron records and borrowing.	Amendment	Increase months 36 Total months 108
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**May 18, 2026:** Postponed to the meeting of June 1, 2026.

**Speaker:** Corinna McCunney, San Francisco Public Library

**Action:** Adopted the report. Approved the request for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

(0102-26-5) Request to Retroactively Grant Permanent Status to Rita Tam and Annette Kumar, Temporary Civil Service Appointees in Class 1406 Senior Clerk at the San Francisco Human Services Agency and the San Francisco Department of Public Health respectively. (Item No. 11)

**Speakers:** David Tu, Human Services Agency  
Anna Biasbas, Department of Human Resources  
Sandra Eng, Civil Service Commission

**Action:** Adopted the report to retroactively grant permanent status to Rita Tam and Annette Kumar, temporary civil service employees in class 1406 Senior Clerk at the Human Services Agency and the Department of Public Health. (Vote of 3 to 0)

Public Comment on all matters pertaining to Item 16. (Item No. 12)

None.

Vote on whether to hold Item 16 in closed session. (Item No. 13)

**Action:** The Commission voted to go into Closed Session. (Vote of 3 to 0)

(0067-23-6) Personnel Exception (Cal Gov. Code § 54957(b)(1), S.F. Admin. Code § 67.10(b)) - Appeal by Pornthipa Rojanadechakul of the Transportation Director's determination that by a preponderance of the evidence that there is insufficient evidence to establish findings of violations of the SFMTA's EEO Policy. (Item No. 14)

**Action:** Postponed to the meeting of June 15, 2026, at the request of the department. (Vote of 3 to 0)

(0096-24-6) Personnel Exception (Cal Gov. Code § 54957(b)(1), S.F. Admin. Code § 67.10(b)) - Appeal by Rickey Bradley of the Transportation Director's determination that by a preponderance of the evidence that there is insufficient evidence to establish findings of violations of the SFMTA's EEO Policy. (Item No. 15)

**Action:** Postponed to the meeting of June 15, 2026, at the request of the department. (Vote of 3 to 0)

- (0256-25-7) Personnel Exception (Cal Gov. Code § 54957(b)(1), S.F. Admin. Code § 67.10(b)) - Request for a Hearing by Oscar Pena, former 2977 Education Integration Specialist in the San Francisco Unified School District, on their Future Employment Restrictions. (Item No. 16)

**Closed Session started at 2:56 p.m. and the following were present:**

President Kate Favetti, Civil Service Commission  
Commissioner Therese Lee, Civil Service Commission  
Commissioner Vitus Leung, Civil Service Commission  
Sandra Eng, Civil Service Commission  
Lavena Holmes, Civil Service Commission  
Sarah Fabian, Office of the City Attorney  
Anna Biasbas, Department of Human Resources  
Shawn Sherburne, Department of Human Resources  
Kenneth Watts, San Francisco Unified School District  
Luis Ramos Escobar, San Francisco Unified School District  
Oscar Pena, Appellant  
Shamika Gordon, Civil Service Commission  
Elizabeth Aldana, Civil Service Commission (Virtual)

**March 16, 2026:** Postponed to a future meeting in May 2026, at the request of the appellant.

**May 18, 2026:** Postponed to the meeting of June 1, 2026, at the request of the appellant.

**Speakers:** Kenneth Watts, San Francisco Unified School District  
Luis Ramos Escobar, San Francisco Unified School District  
Oscar Pena, Appellant  
Melanie Cruz, Witness (Virtual)  
Shawn Sherburne, Department of Human Resources  
Anna Biasbas, Department of Human Resources

**Action:** Adopted the report, denied the appeal of Oscar Pena, and uphold the decision to impose citywide future employment restrictions. (Vote of 3 to 0)

Reconvene in Open Session. Vote to elect whether to disclose any or all discussions on Items 14, 15, and 16 in closed session (S.F. Admin. Code §67.12 (a)) - (Item No. 17)

The Commission reconvened in Open Session at 4:53 p.m.

The Commission voted not to disclose any discussions in closed session. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 18)

None.

ADJOURNMENT (Item No. 19)

4:56 p.m.