



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

**DANIEL LURIE
MAYOR**

**MINUTES
Regular Meeting
May 19, 2025**

**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 #2660 385 4419. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: #2660 385 4419
Press # twice to listen to the meeting via audio conference
Dial *3 when you are ready to queue**

DANIEL LURIE, MAYOR

COMMISSIONERS

KATE FAVETTI

President

ELIZABETH SALVESON

Vice President

VITUS LEUNG

JACQUELINE MINOR

ADAM WOOD

SANDRA ENG

Executive Officer

The public is encouraged to submit comments in advance of the meeting by email at 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 1-415-655-0001, Access Code #2660 385 4419.

CALL TO ORDER

2:10 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Elizabeth Salveson	Present
Commissioner Vitus Leung	Present
Commissioner Jacqueline P. Minor	Present
Commissioner Adam Wood	Excused Absence

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)**

Brenda Barros, believes that the Civil Service Commission protects abusive treatment at the workplace.

Cheryl Thornton, believes that terminated employees are waiting for their hearings to be heard for a long time and that they deserve an impartial hearing, 99% of the time don't rule in their favor for these employees, CSC has not been impartial.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of May 5, 2025 – 2:00 p.m.

Action: Adopted the Minutes. (Vote of 4 to 0)

Public Cheryl Thornton, usually receives the minutes, but in this case she has not received the May 5, 2025 minutes.

Comment: Brenda Barros, looked at the minutes but only have names not what the public comment was.

ANNOUNCEMENTS (Item No. 4)

Item #11 Marivic Huff requested postponement to a future meeting

Item #13 Allan Damasco, Claude Joseph, SEIU 1021 requesting a postponement date to be determined.

Items severed from the Ratification Agenda:

- PSC #DHRPSC0005230 v 0.01 from the Department of Public Works.
- PSC #DHRPSC0005244 v 0.01 from the Mayor's Office.

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

None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Carol Isen, reported on DHR's monthly celebration which was sponsored by their racial equity action committee, this month is the Asian American Native America, and Native Hawaiian Pacific Islander Heritage Month, we held a celebration in the Bayview room this morning, City Administrator Carmen Chu was our special guest, she talked a lot about her career in the city and how she became a city employee and the path that she has followed, and what it really turned into was a celebration of career, public employees and the contributions they have made. She could have chosen any pathway for herself, and she chose to be a city employee since the early 2000s. So, I just wanted to thank her, the sentiments that she expressed to our whole staff about the importance of the dedication of public servants and the work that we all do.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Sandra Eng, Executive Officer, reported about the merit system trainings which have been scheduled until the end of the year. These trainings have been extended from two (2) hours to four (4) hours to allow more time for questions, role play and engagement.

0103-25-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 7)

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005268 v 0.01	City Administrator	\$250,000	The Permit Center requires sophisticated document management software that allows all Permit Center related departments (DBI, Planning, SFPW, PUC, DPH, Fire) to work collaboratively to review, monitor and track PDF design drawings and documents submitted for permit review. This primarily a purchase for software and license use with a professional service component for custom integrations with existing systems and databases. These integrations will allow plan review data to transfer between workflow engines, databases, and other data systems to improve reporting and seamless record keeping during the plan review process, creating a more streamlined and efficient review allowing for faster permit processing. One example of this would be the transfer between the digital forms and the creation of electronic plan sets to be automatically uploaded and cataloged/ indexed in the Bluebeam platform.	New	60 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005187 v 0.01	Airport	\$60,000,000	Contractor shall operate, maintain, and repair the Baggage Handling Systems (BHS) at the San Francisco International Airport (Airport or SFO) that use bi-directional tote system technology. Bi-directional tote systems are not commonly used in Airports in the United States, and require the use of proprietary technology to operate. Operational work includes; system monitoring and balancing, the configuration of user interface, the development and implementation of operational plans, assigning resources, reporting and record-keeping. Maintenance and repair work includes; preventative and corrective maintenance, repair, update and replacement of equipment and parts, restoring system operations after faults, blockages or jams, resetting and adjusting equipment, troubleshooting and inspecting components to ensure reliable transport of passengers' baggage from the check-in process to airline loading. The contractor will operate, maintain, and repair the BHS 24 hours a day, 365 days a year	New	60 months
DHRPSC 0005252 v 0.01	Public Health	\$540,000	The scope of services includes comprehensive As-Needed Community Outreach and Media Services, encompassing electronic outreach, print and promotional material development, on-the-ground community engagement, media relations, and focus group facilitation. Services also cover the creation of 30-second public health commercials, graphic design, and photography. Additionally, behavioral change research—including ethnographic studies—will be conducted, alongside extensive evaluation and needs assessment activities to inform and enhance outreach efforts.	New	60 months
DHRPSC 0005291 v 0.01	Public Health	\$500,000	The Contractor will expand the Department of Public Health in expanding its search, marketing, and recruitment efforts to attract highly qualified behavioral health professionals. This initiative aims to strengthen the City's accelerated response to core public health priorities, including services for individuals experiencing homelessness, drug overdoses, substance use disorders, mental health challenges, and integrated health needs. By supplementing recruitment efforts, the Contractor will help ensure a skilled workforce capable of addressing these critical community health concerns.	New	24 months
DHRPSC 0005230 v 0.01	Public Works	\$2,500,000	Public Works is seeking a qualified Architectural and Engineering (A/E) team led by an executive architect to provide property assessment services in assisting the City with the San Francisco Municipal Transportation Agency (SFMTA) located at 1 South Van Ness Street, San Francisco, CA. This project will generate an assessment report on current property conditions of selected garages operated by SFMTA and Park & Rec. Consultant Team is to be integrated with the City Team to deliver a property assessment report which provide current condition of the facilities, a recommended repair list and their respective cost estimate.	New	60 months
DHRPSC 0005169 v 0.01	Municipal Transportation Agency	\$1,050,000	Perform Integrated Pest Management (IPM) to manage pests by combining biological, cultural, physical, and chemical tools in a way that minimizes economic, health and environmental risks. Objectives of this IPM plan include: <ul style="list-style-type: none"> • Elimination of significant threats caused by pests to the health and safety of staff and the public. • Prevention of loss or damage to buses and light rail vehicles. • Protection of environmental quality inside buses and light rail vehicles. 	New	36 months
DHRPSC 0005365 v 0.01	Municipal Transportation Agency	\$1,500,000	To provide a mobile on-site facility to collect random, follow-up, reasonable suspicion, and post-accident breath and urine collection in compliance with Department of Transportation/Federal transit Administration (DOT/FTA) Drug and Alcohol Testing Regulations.	New	60 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005244 v 0.01	Mayor's Office	\$3,000,000	Using Agile development processes, the contractor shall partner with a City Digital Services team, which includes a product manager, web app engineer, and web app ui/ux designer to support the continued design, build, and maintenance of our cloud-hosted web product which enables users to search and apply for all MOHCD affordable housing programs online. The vendor, in partnership with the City Digital Services team will support continued development of web applications, with appropriate serving infrastructure, that makes use of a Salesforce database accessible via APIs.	New	36 months
DHRPSC 0002386 v 1.01	Airport	Current Approved Amount \$9,000,000 Increase Amount Requested \$8,600,000 New Total Amount Requested \$17,600,000	Original coordinator's email: cynthia.avakian@flysfo.com. The San Francisco International Airport ("SFO" or "Airport") requires a Contractor to assist in the development and creation of SFO's strategic marketing communications plans to ensure marketing and communication efforts are leveraging the latest technologies and techniques including mobile web and app development, social media, and email and digital marketing. The Contractor will also work with SFO to promote new airlines, support new airline routes and revenue generating tenants/operations such as parking, retail, food, beverage, and SFO's Hyatt Hotel.	Amendment	Increase months 18 Total months 66
DHRPSC 0001962 v 1.01	Assessor/Recorder	Current Approved Amount \$29,000,000 Increase Amount Requested \$5,000,000 New Total Amount Requested \$34,000,000	The project is a multi-phase, joint endeavor between the Office of the Assessor-Recorder (ASR), the Treasurer & Tax Collector (TTX), and Office of the Controller (CON) to secure and modernize the City's property tax functions by replacing legacy systems that enable the assessment and collection of approximately \$4.1 billion in annual property tax revenues. Through the initial PSC, ASR procured the following professional service(s): implementation services, data conversion services, and independent verification and validation Services. This amendment to the PSC would allow ASR to continue necessary services for the maintenance and support of the new system after go-live.	Amendment	Increase months 8 Total months 164
DHRPSC 0002878 v 1.01	Environment	Current Approved Amount \$3,000,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$4,500,000	Consultant will prepare and conduct periodic as-needed solid waste disposal, diversion and litter studies, audits, characterizations, analyses, rate calculations, reports, documentation, submittals, focus groups, user surveys, and other related tasks. Contractor will also conduct specialized as needed technical assistance for waste generators to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City's increasingly challenging zero waste goals. Technical assistance will include on-site waste audits and assessment, hands-on manager and staff/tenant multi-lingual training, logistics set-up and implementation assistance, follow-up monitoring, troubleshooting, data collection and evaluation. This assistance will be provided as needed, potentially around the clock, and requiring teams of multiple individuals working in different languages at the same time.	Amendment	Increase months 36 Total months 108

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0001885 v 1.01	Homelessness & Supportive Housing	Current Approved Amount \$99,670 Increase Amount Requested \$3,000,000 New Total Amount Requested \$4,681,567	Original coordinator's email: monique.colon@sfgov.org. This request pertains to HSH's COVID-19 response efforts to acquire properties to serve as Permanent Supportive Housing (PSH) options for guests exiting Shelter In Place (SIP) hotels and emergency COVID-19 shelter sites. Acquiring properties to house current SIP guests is a critical component of the City's SIP Rehousing Plan, and for vulnerable guests with comorbidities, successful rehousing could mean the difference between life and death. The Contractor will assist with coordination of property acquisition due diligence and related activities, including but not limited to: •Initial Feasibility Assessments as requested prior to the City entering into Letter of Intent (LOI) for acquisition, including site reports and preliminary physical needs assessments •Closing Due Diligence and Financial Modeling, including due diligence reports and analysis and project management.	Amendment	Increase months 31 Total months 60
DHRPSC 0004314 v 2.01	Human Resources	Current Approved Amount \$200,000 Increase Amount Requested \$200,000 New Total Amount Requested \$400,000	The services will provide and administer a 24 hour a day, 7 days per week, as-needed drug and alcohol testing programs for both employees who meet the Department of Transportation (DOT) Feder Motor Carrier Safety Administration criteria and non-safety sensitive employees who pre-employment requirement, reasonable suspicion, and/or the post-Accident criteria established by the City, pursuant to all applicable Memorandum of Understanding (MOU) with the City's labor unions, and Airport Commission Employees as indicated in the supplemental agreement to the SEIU Miscellaneous collective bargaining agreement.	Amendment	Increase months 12 Total months 60

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

Speakers: Simon Chu and Belle Macaranas, from the Department of Public Works, spoke on PSC #DHRPSC0005230 v 0.01
Cyd Herell, Michael Salomon, and Benjamin Closkey from the Mayor's Office and Emily Wallace from IFPTE Local 21 spoke on PSC #DHRPSC0005244 v 0.01

Action:

1. Approved PSC #DHRPSC0005230 v 0.01, from the Department of Public Works with the condition to report back to the Commission in one (1) year on the garage assessment project and change duration to sixty (60) months. (Vote of 4 to 0)
2. Approved PSC #DHRPSC0005244 v 0.01, from the Mayor's Office with the condition to report back to the Commission in one and one half (1 ½) years, change the duration to thirty six (36) months and the dollar amount to \$3 million with the commitment of the Mayor's Office and Local 21 to continue to meet on this matter. (Vote of 4 to 0)
3. Adopted the report. Approved the requests for remaining proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0103-25-8 Continued

Public Comment: Brenda Barros, opposing PSC #DHRPSC0005244 v 0.01 from the Mayor's Office
 Cheryl Thornton, agrees with Local 21 to deny PSC #DHRPSC0005244 v 0.01
 Sarah Perez, Local 21, there is no clear execution or scope of work for PSC #DHRPSC0005244 v 0.01

0104-25-8 Review of Request for Approval of Proposed Personal Services Contract #DHRPSC0005091 v 0.01 from the Department of Public Health. (Item No. 8)

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005091 v 0.01	Public Health	\$6,500,000	Contractor will provide services for the Recovery Engagement to Start Treatment for Overdose Response Equity (RESTORE) Program, which is part of the Department of Public Health's (DPH) Whole Person Integrated Care (WPIC) section. This program offers short-term shelter for People Experiencing Homelessness (PEH) with Substance Use Disorder (SUD) so they can they stabilize on Medications for Opioid Use Disorder (MOUD). The goal of the program is to reduce fatal drug overdoses in San Francisco by connecting PEH with essential services such as transportation, ongoing substance use disorder treatment, shelter or housing, and inpatient treatment for substance use disorders. Contractor will also provide ADA-compliant transportation services, using personal vehicles, taxi vouchers, or rideshare options to transport clients between priority neighborhoods, RESTORE sites, and MOUD sites to access services such as shelter, housing, and substance use treatments. Contractor will deploy night navigators in high-priority neighborhoods to navigate clients toward substance use treatment, including assisting them in accessing telehealth services for MOUD treatment. Navigation also includes assisting clients in accessing telehealth medications for MOUD treatment. Contractor will also provide daytime case management for clients enrolled in the RESTORE program to coordinate access to care and ensure clients are connected to the services they need for stabilization.	New	60 months

May 5, 2025: Continued PSC #DHRPSC0005091 v 0.01 from the Department of Public Health to the meeting of May 19, 2025.

Speakers: My Lan Nguyen and Emily Raganold from the Department of Public Health and Carey Dall, Joseph Duncan, and Brandon Dawkins from SEIU Local 1021

Action: Continued PSC #DHRPSC0005091 v 0.01, from the Department of Public Health to the meeting of June 2, 2025, to allow SEIU 1021 and DPH to meet and return with results, findings, and agreements.
 (Vote of 4 to 0)

Public Comment on all matters pertaining to Items 10, 11, 12, 13, and 14, including public comment on whether to hold Items 14 and 15 in closed session. (Item No. 9)

None.

Vote on whether to hold Items 11, 12, 13, and 14 in closed session pursuant to California Government Code sec. 54957(b) and San Francisco Administrative Code Sec. 67.10(b). (Item No. 10)

The Commission voted to hear items 12 and 14 in closed session. (Vote of 4 to 0)

0134-23-6 Appeal by Marivic Huff of Human Resources Director's determination that the Department of Public Works did not violate the City's EEO Policy in denying Appellant's request for a religious accommodation that would exempt Appellant from the City's Vaccination Policy. (Item No. 11)

Speakers: None.

Action: Postponed to a future meeting at the request of the appellant.
(Vote of 4 to 0)

0196-23-6 Appeal by Peter Kreiden of the Human Resources Director's determination to administratively close Kreiden's complaint of harassment, retaliation, and denial of reasonable accommodation. (Item No. 12)

February 5, 2024: Postpone the hearing of the appeal to the Civil Service Commission Meeting of July 1, 2024, at the request of the appellant.

October 21, 2024: Postponed to the meeting of February 3, 2025, at the request of the Appellant; the Commission stipulated this is the last postponement granted and whether he is present or not they will proceed with the matter.

February 3, 2025: Postponed to a future meeting at the request of the Department of Human Resources.

Closed Session started at 4:24 p.m. and the following were present:

President Kate Favetti, Civil Service Commission
Vice President Elizabeth Salveson, Civil Service Commission
Commissioner Vitus Leung, Civil Service Commission
Commission Jacqueline P. Minor, Civil Service Commission
Shawn Sherburne, Department of Human Resources
Janie White, Department of Human Resources
Samantha Tarallo, Department of Human Resources
Mamta Sharma, Department of Human Resources
Jennifer Burke, Department of Human Resources
Susan Kim, Airport
Peter Kreiden, Appellant
Lavena Holmes, Civil Service Commission
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Kate Kimberlin, City Attorney's Office
Shamika Gordon, Civil Service Commission

0196-23-6 Continued

Speakers: Mamta Sharma, Department of Human Resources
Peter Kreiden, Appellant
Susan Kim, Airport

Action: Adopted the report, upheld the decision of the Human Resources Director, and denied the appeal by Peter Kreiden. (Vote of 4 to 0)

Closed Session for this item ended at 5:26 p.m.

0195-24-7 Request for a Hearing by Allan Damasco Patient Care Assistant (2303) on Their Future Employment Restrictions with the City and County of San Francisco. (Item No. 13)

March 3, 2025: Postponed to a future meeting at the request of SEIU Local 1021.

Speakers: None.

Action: Postponed to a future meeting at the request of SEIU Local 1021 and the Department of Public Health. (Vote of 4 to 0)

0044-25-7 Request for a Hearing by Terrell Kindred Sr. former 7514 General Laborer on their Permanent Future Employment Restrictions, with the San Francisco Department of Public Works. (Item No. 14)

Closed Session started at 5:31 p.m. and the following were present:

President Kate Favetti, Civil Service Commission
Vice President Elizabeth Salveson, Civil Service Commission
Commissioner Vitus Leung, Civil Service Commission
Commission Jacqueline P. Minor, Civil Service Commission
Shawn Sherburne, Department of Human Resources
Karen Hill, Department of Public Works
Joy Emole, Department of Public Works
Christine Cayabyab, Department of Public Works
Terrell Kindred, Sr., Appellant
Lavena Holmes, Civil Service Commission
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Kate Kimberlin, City Attorney's Office
Shamika Gordon, Civil Service Commission

Speakers: Christine Cayabyab, Department of Public Works
Terrell Kindred, Sr., Appellant
Joy Emole, Department of Public Works

Action: Continued to a future meeting once the EEO investigation has been completed. (Vote of 4 to 0)

Closed Session for this item ended at 6:10 p.m.

Reconvene in Open Session. Vote to elect whether to disclose any or all discussions on Items 11, 12, 13, and 14 in closed session (S.F. Admin. Code §67.12 (a)). (Item No. 15)

Reconvened in Open Session at 6:15 p.m.

Action: The Commission voted not to disclose any discussions in closed session. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 16)

None.

ADJOURNMENT (Item No. 17)

6:17 p.m.