



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

**LONDON N. BREED
MAYOR**

**MINUTES
Regular Meeting
May 20, 2024**

**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 #2663 273 4527. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: # 2663 273 4527
Press # twice to listen to the meeting via audio conference
Dial *3 when you are ready to queue**

LONDON N. BREED, MAYOR

COMMISSIONERS

JACQUELINE MINOR

President

KATE FAVETTI

Vice President

F.X. CROWLEY

VITUS LEUNG

ELIZABETH SALVESON

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. During commission meetings use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code #2663 273 4527.

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Jacqueline P. Minor	Present
Vice President Kate Favetti	Present
Commissioner F. X. Crowley	Present
Commissioner Vitus Leung	Present
Commissioner Elizabeth Salveson	Present

President Jacqueline P. Minor 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)**

Mailei Maloa, requested the Commission to investigate the matter of him not receiving a Notice of Interest to be considered for a position at the Municipal Transportation Agency.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of May 6, 2024 – 2:00 p.m.

Action: Adopted the Minutes as corrected. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

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

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

**0097-24-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
45444-23/24	Airport	\$70,000,000	Project Management Support Services (PMSS) and design services related to the Airport Electrical Capacity Upgrade Project (Project). The Project will replace two transformers at San Francisco International Airport (Airport) with three new transformers, and provide improvements to other supporting electrical systems and equipment. Services to be provided include complete detailed design on specialized electrical systems, as well as project controls, scheduling, estimating, document control, stakeholder engagement and coordination, commissioning and activation. Total Project cost is estimated at \$70M, of which an estimated \$8M will be design services and an estimated \$5M will be PMSS	Regular	05/31/2029
41751-23/24	Human Services	\$5,000,000	Box Cloud-based Management System is a HIPAA-compliant cloud-based content-sharing solution that facilitates collaboration internally between staff and externally with agency partners. HSA has been using BOX since September 2019. BOX enables users to store, share, and work with the latest versions of content in the cloud via most web-enabled devices. The familiarity with the application will allow for a more seamless transition into PHI-compliant storage administration and data sharing. Box offers as-needed implementation and consulting services to help implement Box and its various products. By using Box's cloud based file storage solution, HSA staff can more easily and securely share files with CBOs and other partners. Staff can simultaneously make changes to documents with co-workers, track those changes, and restore and share files on their own, without IT help. In addition to these efficiencies, Box also helps to protect against ransomware attacks since ransomware cannot spread within the Box cloud. Finally, by using a cloud solution, some support burdens are lifted from I.T. allowing them to focus on more impactful projects.	Regular	06/30/2028
44747-23/24	Public Library	\$173,006	VFA provides a unified capital planning cloud-based service and software platform that will provide the San Francisco Public Library Facilities unit full comprehensive facility condition assessments data reports with projected costs for all library facilities. An assessment team of specialized, industry experienced individuals will visit the 30 libraries to inspect, assess, evaluate, and chronicle the state of the building's interior and exterior structure and systems. The detailed completed assessment reports \ provided to the Library Facilities will provide vital data to understand and recognize present and future repairs, replacements, and upgrades. The data will be used to conform to industry standards and minimize little or no disruption to library operation and services to library patrons and the community. The reports will include a list of recommendations for repairs, replacements, and estimated costs in a 0-5-10-15-year forecast. The completed reports, services, and platform will enable effective modeling of multi-year capital planning for library facilities staff to ensure the 30library facilities' infrastructure and services continually operate. The library will receive retrievable detailed data: building systems' lifecycles, the current and future needs of the building equipment, and reflective costs for the 30 library building exterior and interior infrastructure and systems. The platform will include statistical modeling which will provide detailed assessments into the building conditions for deferred maintenance and capital renewal equipment. The completed building assessment reports will be available via database system from any library staff pc. Ultimately, the library will have a critical tool and resource to efficiently maintain and manage the 30 library buildings facilities: maintenance, repairs, renovations, and other capital projects which will allow make informed decisions, optimizing maintenance and capital planning budget decisions.	Regular	3/31/2026

PSC	Department	Amount	Type of Service	Type of Approval	Duration
41908-23/24	Port	\$12,000,000	Conceptual engineering and design for 4 different contracts for specific locations along the waterfront.	Regular	06/30/2032 <i>Any approval will be conditioned on a status report to the Commission in year 4 of the PSC.</i>
44010-23/24	Public Utilities Commission	\$300,000	CleanPowerSF seeks an auditor to evaluate and report on CleanPowerSF's compliance with data privacy and security commitments in accordance with California Public Utilities Commission (CPUC) Decision 12-08- 045 (D. 12-08-045) for three audit periods, January 1, 2024, through December 31, 2024, January 1, 2027, through December 31, 2027, and January 1, 2030, through December 31, 2030. It is estimated that each audit would cost no more than \$100,000. The contractor must read and become familiar with D. 12-08-045. The contractor must conduct an audit in Quarter 1 of 2025, Quarter 1 of 2028 and Quarter 1 of 3031, for a total of three audits, and deliver the audits to CleanPowerSF by April 1 of 2025, 2028 and 2031 respectively. The audits performed shall conform to the generally accepted standards of agreed upon procedures as established by the American Institute of Certified Public Accountants. The audit scope must satisfy Rule 9(d) of D. 12-08-045.	Regular	12/31/2032 <i>Any approval will be conditioned on a status report to the Commission in year 4 of the PSC.</i>
44155-23/24	Public Utilities Commission	\$3,800,000	The San Francisco Public Utilities Commission (SFPUC) is committed to high quality outreach about our programs, services, and projects. The services for this PSC will help the SFPUC better understand, market, communicate with, and engage our customers. Work performed under this agreement will have a special emphasis on communities that have been historically underserved or face systemic barriers in San Francisco and will support the agency's racial equity plan and goals. Work will include communications and community engagement support, market research, event planning and execution, and marketing and advertising. These services will support outreach needs across the agency, including construction projects like the Geary corridor, activation of the Southeast Community Center and its programs, and outreach about our low-income Customer Assistance Program.	Regular	04/20/2029
44441-23/24	Public Utilities Commission	\$400,000	The San Francisco Public Utilities Commission (SFPUC) is seeking an auditor to provide postenrollment verification (PEV)) program design, auditing, and communication with and support for low-income and historically marginalized communities navigating audit processes. The primary role of the auditor will be to design the PEV programs for the SFPUC Customer Assistance Program (CAP) and SuperGreen Saver; conduct outreach, customer support, and document review for annual PEV for Water/Wastewater and Hetch Hetchy Power CAP and SuperGreen Saver; and train SFPUC staff to conduct PEVs in the future. The auditor will work under the direction of SFPUC Business Services and the Audit Bureau.	Regular	12/31/2028
41761-23/24	Airport	Current Approved Amount \$6,000,000 Increase Amount Requested \$5,000,000 New Total Amount Requested \$11,000,000	Contractor will provide architectural and engineering support services for various capital and facilities improvement projects at San Francisco International Airport (Airport). The firms will assist with architectural scope development, feasibility and systems studies, design services and drawings, construction and technical specifications, project schedules, bid and construction administration services.	Modification	12/31/2029

PSC	Department	Amount	Type of Service	Type of Approval	Duration
39371-23/24	Human Services	Current Approved Amount \$100,000 Increase Amount Requested \$20,357 New Total Amount Requested \$120,357	Provide consultation, technical assistance, facilitation and report writing services in order for San Francisco County to complete the mandated County Self-Assessment (CSA) portion of the C-CFSR (California Mandated County Self-Assessment). This mandated process guides the completion of the five (5)-year San Francisco Child Welfare System Improvement Plan (SIP).	Modification	06/30/2025
44853-21/22	Department of Homelessness and Supportive Housing	Current Approved Amount \$7,800,000 Increase Amount Requested \$9,000,000 New Total Amount Requested \$16,800,000	The Department of Homelessness and Supportive Housing (HSH) requires consultants to deliver several timelimited and/or as-needed projects/services, including a strategic framework review/progress report for HSH's five-year strategic framework; as-needed community and stakeholder engagement to inform needs and strategy; strategic planning; systems modeling to develop funding priorities; provide facilitation, coaching and planning services to support HSH's organizational development and the development of the executive leadership and management teams; Homelessness Response System capacity building; system-wide capacity-building services, including capacity-building services for the temporary shelter system and temporary shelter system training, policy, and procedure manual; equity impact analysis and recommendations for HSH-funded programs; review professional development opportunities to ensure alignment with HSH equity action plan and other equity goals; assistance with disaster preparedness planning; assistance with building trust and optimizing collaboration with homeless service contractors and other community partners; evaluation of HSHfunded programs and strategies; as-needed grant writing to secure non-local funding as opportunities arise; and time limited project management support to HSH.	Modification	06/30/2027
44721-17/18	Sheriff	Current Approved Amount \$3,805,440 Increase Amount Requested \$2,033,471 New Total Amount Requested \$5,838,911	Install, configure, and implement a Jail Management System (JMS) software solution; along with software licenses, professional services, training, maintenance, and support. The JMS is required by SFSD to streamline and manage jail operations and inmate movements, automate booking and jail release functions, housing classification, and manage incarceration records. Scope Change: Following the execution of the Assignment Agreement, the Sheriff's Office CIO was able complete the discovery phase with the new Contractor and expand the scope of work to customize the required interfaces of the department for the new Offender360 JMS. The Sheriff's Office propose to amend the original scope of work under contract 1000026487 to accommodate and facilitate the data migration, design, build, and implementation of a complete production of Offender360 per the required interfaces of the Sheriff's Office. The original contract (1000021389) had general placeholders for project milestones and deliverables pending the completion of the discovery phase, which was deferred due to the sales of Offender360. The modifications to the scope of work provides a comprehensive and detailed description of the deliverables, milestones and billing schedule. The contract end date will change from 3/31/2026 to 8/30/2028. The amended scope of work will capture the migration, design, build, implementation, and annual support of the new Offender360 JMS following the completion of the discovery phase by the new Contractor and the Sheriff's Office.	Modification	08/30/2028

PSC	Department	Amount	Type of Service	Type of Approval	Duration
49509-13/14	Public Health	Current Approved Amount \$11,4600,160 Increase Amount Requested \$3,000,000 New Total Amount Requested \$14,460,160	Vendor will provide efficient, specialized, state-of-the-art equipment— a hardware and dictation software system—to record, maintain and store voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff, with interfaces with standard software used for creating medical charts and progress notes. The system will support quick turnaround time for SFGHMC and LHH Transcriptionists on a 24/7 basis, with the capability of tracking up to 500 individual staff's dictation. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to providing quality patient care and providing the documentation needed for treatment, evaluation, billing, and legal purposes.	Modification	05/31/2029

Speakers: Sung Kim and Raniel Camacho, Airport spoke on PSC #45444-23/24
 Leslie Lau, Human Services Agency spoke on PSC #41751-23/24
 Marcus Lange, Library spoke on PSC #44747-23/24
 Jessica Bowker and Jackie Randazzo, Public Utilities Commission spoke on PSC #44155-23/24
 Tara Alvarez, Human Services Agency spoke on PSC #39371-23/24

Action:

- 1) Approved PSC# 45444-23/24 from the Airport subject to providing additional information on PMSS' 5 million project and hiring in-house staff. (Vote of 5 to 0)
- 2) Approved PSC# 41751-23/24 from Human Service Agency subject to removal of vendor names. (Vote of 5 to 0)
- 3) Approved PSC# 44747-23/24 from the Public Library subject to the removal of vendor names. (Vote of 5 to 0)
- 4) Approved PSC# 44155-23/24 from the Public Utilities Commission with the condition of PUC to meet with DHR to bring the work back in-house with a report back within three to six months. (Vote of 5 to 0)
- 5) Approved PSC# 39371-23/24 from Human Services Agency through July 1, 2024, subject to completion of technical improvements of the PSC database; if the applicable technical improvements are not completed by July 1, 2024, the PSC 42465-23/24 shall be calendared for further consideration by the Commission. (Vote of 5 to 0)
- 6) Adopted the report. Approved the remaining requests for proposed Personal Services Contract: Notify the office of the Controller and the office of Contract Administration. (Vote of 5 to 0)

Public Comment on all matters pertaining to Items 9, 10, and 11 **(Item No. 8)**

None.

Vote on whether to hold Items 10 and 11 in closed session. **(Item No. 9)**

Action: The Commission voted to go into Closed Session. (Vote of 5 to 0)

0148-23-6 Appeal by Juliana Petani of the Human Resources Director's determination to administratively close her complaint of harassment. PERSONNEL EXCEPTION – San Francisco Administrative Code Section 67.10(b) and California Government Code Section 54957 (b)(1). (Item No. 10)

March 4, 2024: Postponed to the meeting of May 20, 2024, at the request of the appellant.

The Closed Session started at 5:26 p.m. and the following were present:

President Jacqueline P. Minor, Civil Service Commission
Vice President Kate Favetti, Civil Service Commission
F.X. Crowley, Civil Service Commission
Vitus Leung, Civil Service Commission
Elizabeth Salveson, Civil Service Commission
Sandra Eng, Civil Service Commission
Anna Biasbas, Department of Human Resources
Amalia Martinez, Department of Human Resources
Jennifer Burke, Department of Human Resources
Mamta Sharma, Department of Human Resources
Deborah Dulay, Department of Human Resources
Jamala Sanford, Sheriff Department
Juliana Petani, Appellant
Minerva, IFPTE Local 21
Kate Kimberlin, Office of the City Attorney
Lizzette Henríquez, Civil Service Commission
Shamika Gordon, Civil Service Commission
Elizabeth Aldana, Civil Service Commission

Closed Session ended at 6:58 p.m.

Speakers: Jennifer Burke, Department of Human Resources
 Juliana Petani, Appellant
 Captain Jamala Sanford, Sheriff Department
 Kate Kimberlin, Office of the City Attorney

Action: Adopted the report, upheld the decision of the Human Resources Director including the direction for the Sheriff's Department to take appropriate action according to the Respect in the Workplace Policy, and denied the appeal by Juliana Petani. Directed the Department of Human Resources to report back in one month as to whether the Sheriff's Department complied with the recommendation from the Human Resources Director so that the Commission may determine if further action is necessary. (Vote of 5 to 0)

0176-22-6 Appeal by Irene Seddon of Human Resources Director's determination that investigative findings did not establish Appellant's complaint of harassment and retaliation. PERSONNEL EXCEPTION – San Francisco Administrative Code Section 67.10(b) and California Government Code Section 54957 (b)(1). (Item No. 11)

The Closed Session started at 3:20 p.m. and the following were present:

President Jacqueline P. Minor, Civil Service Commission
Vice President Kate Favetti, Civil Service Commission
F.X. Crowley, Civil Service Commission
Vitus Leung, Civil Service Commission
Elizabeth Salveson, Civil Service Commission
Sandra Eng, Civil Service Commission
Anna Biasbas, Department of Human Resources
Amalia Martinez, Department of Human Resources
Jennifer Burke, Department of Human Resources
Mamta Sharma, Department of Human Resources
Deborah Dulay, Department of Human Resources
Karen Hill, Department of Public Works
Daniel Griffin, Department of Public Works
Dao Vanquate, Department of Public Works
Irene Seddon, Appellant
Lizzette Henríquez, Civil Service Commission
Shamika Gordon, Civil Service Commission
Elizabeth Aldana, Civil Service Commission

The Closed Session for this item ended at 5:13 p.m.

May 6, 2024: Postpone to the meeting of May 20, 2024, at the request of the appellant.

Speakers: Mamta Sharma, Department of Human Resources
Daniel Griffin, Department of Public Works
Irene Seddon, Appellant
Amalia Martinez, Department of Human Resources

Action: Adopt the report, uphold the decision of the Human Resources Director, and deny the appeal by Irene Seddon. The Commission encouraged the department to provide support as much as possible and improve the working relationships within that division. (Vote of 5 to 0)

Vote to elect whether to disclose any or all discussions on Items 10 and 11 in closed session (S.F. Admin. Code §67.12 (a)). – (Item No. 12)

Action: The commission voted not to disclose any discussions held in closed session. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

Commissioner Kate Favetti requested that an inspection requested is conducted on behalf of Mailei Maloa for Class 7249 from the Municipal Transportation Agency with a report back to the commission.

ADJOURNMENT (Item No. 14)

7:06 p.m.