



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

**DANIEL LURIE  
MAYOR**

**AGENDA  
Regular Meeting  
June 16, 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 #2662 042 1540. Instructions for providing remote public comment are below.**

**LISTEN/PUBLIC COMMENT CALL-IN  
USA is (415) 655-0001 | Access Code: #2662 042 1540  
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](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 1-415-655-0001, Access Code #2662 042 1540.

## Regular Meeting June 16, 2025

2:00 p.m.

### Agenda Language for In-Person or Partially In-Person Meetings

#### REMOTE ACCESS PROCEDURES

**Phone Number**  
**(415) 655-0001**

**Meeting ID #**  
**2662 042 1540**

- Enter the Phone Number above followed by the meeting ID = Then press #
- Press # again to be connected to the meeting (you will hear a beep)
- When you hear the beep
  - Stop and LISTEN to the meeting
  - Wait for Public Comment to be announced by Item #
- When the Clerk calls Public Comment, dial \*3 to be added to the speaker line.
- When you press \* 3, you will hear *“You have raised your hand to ask a question. Please wait to speak until the host calls on you”* – WAIT for your turn to speak.
- When you hear that *“your line has been unmuted”* – THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT

#### **BEST PRACTICES**

- Call from a quiet location
- Speak slowly and clearly
- Turn down any televisions or radios around you
- Address the Commission as a whole, do not address individual Commissioners

**NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES****A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is [civilservice@sfgov.org](mailto:civilservice@sfgov.org) and the web address is [www.sf.gov/civilservice/](http://www.sf.gov/civilservice/). Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

**B. Policy Requiring Written Reports**

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

**C. Policy on Written Submissions by Appellants**

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

**D. Policy on Materials being Considered by the Commission**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

**E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement**

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

**F. Policy and Procedure on Hearing Items Out of Order**

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

**G. Procedure for Commission Hearings**

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [Consent Agenda or] Ratification Agenda must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

## **H. Policy on Audio Recording of Commission Meetings**

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/).

## **I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take in-person public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

## **J. Public Comment and Due Process**

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

## **K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

## **Information on Disability Access**

\* **Temporary Wheelchair-accessible entrances are located on Van Ness Avenue and Grove Street. Please note the wheelchair lift at the Goodlett Place/Polk Street is temporarily not available. After multiple repairs that were followed by additional breakdowns, the wheelchair lift at the Goodlett/Polk entrance is being replaced for improved operation and reliability.**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email [civilservice@sfgov.org](mailto:civilservice@sfgov.org) to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

## **Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://www.sfgov.org/bdsupvrs/sunshine).

## **San Francisco Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <https://sfethics.org/>.

**ITEM NO.**

**(1) CALL TO ORDER AND ROLL CALL**

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

**(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

**(3) APPROVAL OF MINUTES - Action Item**

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

**Recommendation:** Adopt the Minutes.

**(4) ANNOUNCEMENTS**

Announcement of changes to the agenda.

Other announcements.

Commissioner announcement of intent to sever items from the Ratification Agenda.

Commissioner announcement of intent to sever items from the Consent Agenda.

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

**COMMENDATIONS AGENDA**

**(5) Commendation for Jesusa Bushong, Departmental Personnel Officer, Fire Department for her dedicated service to the City and County of San Francisco.  
(File No. 0137-25-1) – Action Item**

**Recommendation:** Accept the Commendation.

**(6) HUMAN RESOURCES DIRECTOR'S REPORT**

**EXECUTIVE OFFICER'S REPORT**

**(7) Merit System Audit Report FY 2025 – 2026. (File No. 0139-25-1) – Action Item**

**Recommendation:** Accept the report.

**RATIFICATION AGENDA**

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(8) Review of Request for Approval of Proposed Personal Services Contracts.  
(File No. 0136-25-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005241 v 0.01	Public Health	\$4,200,000	Provide Hepatitis C Virus (HCV) treatment navigation and low-threshold treatment services in a high-impact setting for clients disproportionately affected by HCV, including individuals with histories of incarceration, homelessness, or substance use. Services will include drop-in treatment, linkage to care, post-treatment support to confirm successful cure by sustained virologic response (SVR), and outreach to engage new clients and reconnect those lost to care. To reduce barriers to treatment, services will offer mobile testing and treatment equipment, wellness checks, appointment reminders, accompaniment to medical visits, medication storage, and onsite Medi-Cal enrollment assistance.	New	48 months
DHRPSC 0005245 v 0.01	Public Health	\$30,000,000	To provide security services to ensure the safety, security and welfare of patients/residents, visitors, and staff at the Zuckerberg San Francisco General Hospital, (ZSFG), Laguna Honda Hospital (LHH), and Primary Care and Behavioral Health Community Clinics, unarmed security guards will be assigned to fixed-position locations providing access control by screening people entering the facilities using visual inspection, as indicated. Unarmed security guards will also provide designated-route patrols of both interior and exterior locations. In addition, unarmed security guards will respond to incidents involving disturbances, violence and/or other needs to preserve order, including compliance with regulations pertaining to visitors, resident/patients, vendors, and the facility's premises. Contractor will provide regular written Daily Activity Reports and Incident Reports within Department designated turn-around times.	New	60 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005278 v 0.01	Public Health	\$30,000,000	<p>Provide wraparound (WRAP) services to support children, youth, and their parents or caregivers involved in the child welfare or juvenile probation systems. WRAP services are family-centered, strength-based, and tailored to individual needs. Services provide access to natural supports, professional services, and community-based resources. These services help children remain in or return to a family setting. Services will include:</p> <ul style="list-style-type: none"> <li>-Intensive Care Coordination which includes comprehensive assessments of needs, individualized and family care planning and coordination of support services.</li> <li>-Case Management services which will assist beneficiaries in accessing medical, educational, social, prevocational, vocational, rehabilitation, and other community services.</li> <li>-Intensive Home-Based Services will offer individualized, strength-based interventions designed to improve mental health conditions that interfere with a client's functioning and are aimed at helping the client build skills necessary for successful functioning in the home and community.</li> <li>-Mental Health Services will include individual or group therapy aimed at reducing mental disability and improving or maintaining functioning.</li> <li>-Child-Family Team Meetings will provide a strength-based, needs-driven team planning process to create individualized services and support for children, youth, and their families. This process facilitates access to natural, professional, community-based activities and opportunities to support children to return to or continue living in a family setting.</li> <li>-Crisis Intervention will include responding to and managing crises 24 hours a day, 7 days a week.</li> <li>-Medication Support will include prescribing, administering, dispensing, and monitoring psychiatric medications or biologicals which are necessary to alleviate symptoms of mental illness.</li> </ul>	New	60 months
DHRPSC 0005289 v 0.01	Public Health	\$16,000,000	Provide program administration services, financial management and reporting, performance/quality management and service delivery in support of specific behavioral health programs for Department of Public Health (DPH) clients. These services include managing funds for designated behavioral health projects, provide timely and accurate financial and annual audit reports, manage/monitor subcontractor performance and provide human resource management specific to accomplishing project goals.	New	48 months
DHRPSC 0005360 v 0.01	Economic & Workforce Development	\$780,000	<p>The Office of Economic and Workforce Development (OEWD) is seeking proposals from qualified vendors to host, maintain, and enhance two web-based data management systems: Workforce-Central and SmallBusinessCentral. These integrated systems track workforce, community, and economic development services funded through a combination of federal and state grants and local funding sources. This Scope of Work outlines required services but is not exhaustive of all potential tasks that may be necessary during the contract period.</p> <ol style="list-style-type: none"> <li>1. System Maintenance and Development</li> <li>2. System Documentation</li> <li>3. Data Security &amp; Protection of Client Data</li> <li>4. Application Hosting and Maintenance</li> <li>5. Developer, Technical, and End User Support</li> <li>6. Vendor Transition Plan</li> </ol>	New	48 months
DHRPSC 0005346 v 0.01	Human Resources	\$3,000,000	The Contractor shall provide: investigations, witness interviews, surveillance, activity check investigations, background investigations (including Internet searches), timely preparation of written investigation reports, preparation and submission of Suspected Fraudulent Claim Referral Forms (FD-1) and/or Documented Referrals, and related administrative services.	New	60 months

# Civil Service Commission Meeting Agenda

# Regular Meeting of June 16, 2025

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005114 v 0.01	Human Services Agency	\$2,310,000	<ul style="list-style-type: none"> <li>Facilitate twice monthly Adult Maltreatment Multi-Disciplinary Team Meetings (Minimum 16 Meetings)</li> <li>Coordinate and facilitate at least 4 additional meetings open to public/external partner contribution</li> <li>Facilitate Bi-annual Feedback/Evaluation Meetings covering the HRSN MDT, Adult Maltreatment MDT, and EDDRT. (minimum 2 Meetings)</li> <li>Establish a series of Elder and Disabled Death Review Team meetings. Awardee will schedule the Review Team meetings, prepare agendas, and take minutes. (12 meetings)</li> <li>Provide at least one annual update/orientation re the Adult Maltreatment MDT to APS staff to help ensure understanding of the MDT's role in facilitating multi-disciplinary discussions of APS cases. (1 Presentation)</li> <li>Annually, carry out a satisfaction survey with Adult Maltreatment MDT partners, High Risk Self Neglect MDT partners, and APS staff to evaluate effectiveness of the Contractor's coordination efforts. (1 Survey)</li> <li>Annually, carry out a satisfaction survey with aging and disability community-based partners, to evaluate the effectiveness of the quarterly MDT meetings and determine programmatic areas that need to be changed or updated. (1 Survey)</li> <li>Establish and facilitate High-Risk Self-Neglect Meetings to coordinate professionals relevant to this type of need, scheduling the meetings, preparing agendas, taking minutes, and tracking client outcomes.</li> </ul>	New	48 months
DHRPSC 0005372 v 0.01	Elections	\$6,717,624	This contract is a continuation of an existing lease for voting equipment and associated maintenance; Department of Elections must initiate a new agreement because the previous contract expired. Dominion Voting Systems will continue to lease voting equipment to the City and provide support to ensure the system remains operational. This includes ballot programming, equipment maintenance, and technical support before and during elections. All services are bundled into the lease to support the ongoing use of the existing voting system throughout the contract term.	New	60 months
DHRPSC 0005418 v 0.01	Sheriff	\$2,700,000	<p>The Contractor shall provide, install and maintain an Incarcerated Person Communications System, inclusive of a telephone system, video visitation system, public telephone, correctional-grade table system and a visitation scheduling application.</p> <p>The Contractor shall provide a turn-key incarcerated person telephone calling solution which shall include, without limitation incarcerated person telephone calls and visitation sessions provided through the Proposer's Incarcerated Person Communication System (IPCS). Proposer shall install and operate all incarcerated person and visitation telephones, and related equipment. Proposer must integrate IPTS with the City's Systems Providers including but not limited to, Commissary, Jail Management System, and Proposer's Tablet Program. Proposer's Proposal shall include all wiring for the incarcerated person and visitation telephones and installation of incarcerated person telephones, visitation telephones, and related hardware and software at no additional cost to City, and so to enable incarcerated persons at the Jail Facilities to complete, without limitation, free local, long distance and/or international calls through the IPTS. Phone calls and Video Visitation Sessions will be at no cost to the Incarcerated Individual. The Contractor shall provide correctional-grade mobile device/tablet solution ("Tablets") with a 1:1 Tablet to incarcerated person ratio. The Tablets shall, at a minimum, have the capability to access various applications including VVS scheduling software and completion of onsite and remote video visitation sessions, electronic messaging, educational programming, instructional materials, entertainment content, media, incarcerated person requests, medical requests, grievances and commissary ordering. Proposer's Proposal shall include all wiring and installation for the incarcerated person Tablets and the related hardware and software at no additional cost to City.</p>	New	36 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0003683 v 1.01	Public Utilities Commission	Current Approved Amount \$200,000 Increase Amount Requested \$84,947 New Total Amount Requested \$284,947	Unchanged from Contract ID 1000025417: In February of 2009, Pure Technologies installed and commissioned a SoundPrint Acoustic FiberOptic (AFO) . The previous warranty of the system was under contract 000000347. This AFO monitoring system that detects, records, and locates acoustic events associated with the breaking of prestressing wires found in the Prestressed Concrete Cylinder Pipe (PCCP) that makes up the San Joaquin Pipeline #3. This system allows the City and County of San Francisco to quickly respond and repair pipeline failures at the point of failure. The current effort for the maintenance and warranty was awarded under Contract 1000025417. The Contractor provides an extended warranty and maintenance services to monitor and ensure the structural integrity of the San Joaquin Pipeline System.	Amendment	Increase months 43 Total months 84
DHRPSC 0002074 v 1.01	Treasurer / Tax Collector	Current Approved Amount \$2,175,000 Increase Amount Requested \$0 New Total Amount Requested \$2,175,000	Proprietary software that is being licensed. This is a bank of hours for the company to configure the product due to federal, state, and local requirements.	Amendment	Increase months 120 Total months 240

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

**Recommendation of the Human Resources Director:**

Adopt the report. Approve the requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

**REGULAR AGENDA**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting.

**(9) Appeal by Daniel Becker, SEIU Local 1021 of the classification action regarding amendments to the 2430 Medical Evaluations Assistant classification specification. (File No. 0077-25-2) – Action Item**

**Recommendation of the Human Resources Director:**

Deny the appeal and adopt the report of the Department of Human Resources.

**(10) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

**(11) ADJOURNMENT**