

# SAN FRANCISCO HUMAN SERVICES COMMISSION

## MINUTES

April 24, 2025 Regular Meeting



The regular meeting of the Human Services Commission was held on Thursday, April 24, 2025 at 9:30am in person in the Born auditorium at 170 Otis Street, San Francisco and remotely via Webex and telephone for disability accommodations.

MEMBERS PRESENT IN PERSON SCOTT KAHN, President  
SALLY COGHLAN MCDONALD

MEMBERS PRESENT REMOTELY VIA WEBEX DARSHAN SINGH

MEMBERS ABSENT (EXCUSED) DR. JAMES MCCRAY, JR., Vice President

OTHERS PRESENT IN PERSON Trent Rhorer, Executive Director, SFHSA  
Elizabeth LaBarre, Commission Secretary  
Dan Kaplan, Deputy Director – Finance & Administration  
Anna Pineda, Deputy Director – Economic Support & Self-Sufficiency (ESSS)  
Susie Smith, Deputy Director – Policy, Planning & Public Affairs  
Joan Miller, Deputy Director – Family & Children’s Services (FCS)

CALL MEETING TO ORDER President Kahn called the meeting to order at 9:40am.

ROLL CALL Commission Secretary Elizabeth LaBarre took roll and noted the presence of Commissioners Kahn and Coghlan McDonald in person in the Born auditorium. Commissioner Singh was present remotely via Webex from his home and his wife, Olivia Singh, was sitting next to him to assist him with the Webex features. Vice President McCray had an excused absence. There was a quorum.

AGENDA President Kahn’s call for public comment related to the meeting’s agenda yielded no responses.

On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission adopted the agenda as posted.

MARCH 25, 2025 REGULAR MEETING MINUTES President Kahn’s call for public comment related to the meeting minutes yielded no responses.

On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission approved the adoption of the March 25, 2025 Regular Meeting minutes.

EXECUTIVE DIRECTOR’S REPORT Executive Director Rhorer provided updates on Human Services Agency (“SFHSA” or the “Agency”) programs and federal, state and local policy and activities as they relate to the Agency.

EMPLOYEE OF THE MONTH President Kahn presented the April 2025 Employee of the Month Award to SHERRELL OLIVER, Clerk, E.R. Unit, Family & Children’s Services (FCS) which she accepted with thanks to all in attendance, including the Commissioners, Executive Director Rhorer, her colleagues and her daughter. She acknowledged the importance of the collective whole and noted that the award should be given to everyone on the ER team, as “...it takes a village to raise a child...” She added that she has found her village—the ER team.

CONSENT CALENDAR President Kahn’s call for public comment related to the consent calendar yielded no responses.

On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission approved the consent calendar, comprising actions taken by the Executive Director since the March 25, 2025 Regular Meeting in accordance with Commission authorization of April 24, 2025:

1. Submission of request to encumber funds in the total amount of \$496,494 for purchase of services or supplies and contingency amounts.
2. Submission of 3 temporary positions for possible use in order to fill positions on a temporary basis made during the period 3/20/25 to 4/17/25.
3. Submission of 11 temporary appointments for possible use in order to fill positions on a temporary basis made during the period 3/20/25 to 4/17/25.

#### *COMMISSION BUSINESS – ACTION ITEMS*

59th COUNTY LETTER OF AGREEMENT WITH CDSS Heather Davis, Revenue Manager, presented the request to authorize the 59th COUNTY LETTER OF AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES (CDSS).

President Kahn’s call for public comment yielded no responses.

On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission approved the request to authorize the 59th COUNTY LETTER OF AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES (CDSS); in accordance with Government Code section 30029.8, the City and County of San Francisco is the designated county to establish a Contract Special Account within the Protective Services Subaccount of the County Local Revenue Fund 2011 for the purpose of reimbursing CDSS for services performed on behalf of the 58 counties; for the period of July 1, 2025 through June 30, 2026.

CALFRESH AWARENESS & ACTION MONTH Ana Maria Lara, Community Engagement Manager, presented a proclamation urging that MAY 2025 be declared CALFRESH AWARENESS & ACTION MONTH.

WHEREAS, this is a Resolution declaring May 2025 as CalFresh Awareness and Action Month in the City and County of San Francisco, and urging all community members to support efforts to increase awareness of, and participation in, the CalFresh program; and

WHEREAS, access to safe, nutritious and culturally acceptable food is a basic human right and is essential to human health; and

WHEREAS, food security is the foundation of a strong and healthy community; and

WHEREAS, food insecurity has a strong negative impact on health and persists in San Francisco; and

WHEREAS, a robust CalFresh program is critical to providing food to San Franciscans; and

WHEREAS, in San Francisco there are 111,000 individuals (82,000 households) receiving CalFresh benefits; and

WHEREAS, SFHSA continued its contract with 211 San Diego to expand CalFresh access, increase food security, and reduce churn. On a monthly basis, staff from 211 San Diego conduct telephone outreach to clients receiving CalFresh benefits to remind them of important recertification/renewal deadlines and provide any necessary support, thereby helping them to maintain benefits. The recertification/renewal forms are then processed by SFHSA staff; and

WHEREAS, SFHSA maintains its longstanding contractual partnership with San Francisco-Marin Food Bank to provide accessible and culturally relevant CalFresh outreach and application assistance support throughout San Francisco; and

WHEREAS, Market Match allows a CalFresh household to extend the value of its benefits; farmers markets double the value of purchases made using CalFresh EBT. This promotes healthy food options, supports farmers and extends the client's CalFresh budget; and

WHEREAS, SFHSA continues to hold CalFresh-in-a-Day events in the community (aka as pop-up enrollment events) wherein SFHSA brings its eligibility workers to local non-profits and colleges to help individuals get enrolled into CalFresh on the spot; and

WHEREAS, San Francisco continues to offer a Restaurant Meals Program, allowing homeless people, seniors, and the federally disabled to use their CalFresh allotment to pay for meals in designated restaurants. This increases the access to hot meals for those without easy access to kitchens; now, therefore, be it

RESOLVED, that the San Francisco Human Services Commission proclaims May 2025 to be CalFresh Awareness and Action Month, and urges all community members to support efforts to increase awareness of and participation in the CalFresh program.

President Kahn's call for public comment yielded no responses.

On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission approved the resolution proclaiming MAY 2025 to be CALFRESH AWARENESS & ACTION MONTH.

FOSTER CARE  
MONTH

Larisa Rostran-Navarro, Permanency Manager, presented the proclamation urging that MAY 2025 be declared FOSTER CARE MONTH.

WHEREAS, the family is the foundation of a strong and healthy community; and  
WHEREAS, in San Francisco there are 421 children and youth in foster care; and  
WHEREAS, in San Francisco there are 165 foster youth in Non-Minor Dependent Status; and  
WHEREAS, foster parents, including relative and non-related extended family members, provide an essential service to the community in caring for children and youth in foster care; and  
WHEREAS, the importance of the family structure is best served in foster homes that model family living, as opposed to group care; and  
WHEREAS, the stability and permanency for children and foster children is of the utmost importance; and  
WHEREAS, permanency is defined as both a process and result that includes the active involvement of the child or youth, and  
WHEREAS, permanency is defined as a permanent connection with at least one committed adult, which may include the biological parents through reunification, or with another adult family member, fictive kin, adult siblings, or other important individuals in the child or youth's life who commit to the child through adoption or guardianship; and  
WHEREAS, it is the responsibility of the entire community to make sure that each youth who leave the foster care system in California has a permanent lifelong connection with a caring adult; and  
WHEREAS, San Francisco is in need of dedicated care providers who will strive in partnership with the Human Services Agency to identify and connect children and youth in foster care to permanent lifelong relationships; and  
WHEREAS, dedicated care providers model strength-based and solution-focused engagement with the children and youth in their care and with the community-based and government entities providing services and support; and  
WHEREAS, community-based organizations within San Francisco partner with the Human Services Agency to provide accessible and culturally relevant family-centered services that meet the unique needs of the families and children we serve; now, therefore, be it  
RESOLVED, that the San Francisco Human Services Commission proclaims May 2025 FOSTER CARE MONTH and urges all community members to volunteer their talents and energies to honor children and youth in foster care and those who have exited the foster care system during this month.

President Kahn's call for public comment yielded no responses.

On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission approved the resolution proclaiming MAY 2025 to be FOSTER CARE MONTH.

SENECA FAMILY OF  
AGENCIES

Vanetta Dunlap, Program Support Analyst, presented the request to enter into a new contract agreement with SENECA FAMILY OF AGENCIES .

President Kahn's call for public comment yielded no responses.

On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission approved the request to enter into a new contract agreement with the SENECA FAMILY OF AGENCIES for the provision of FCS Wraparound Services; for the period of July 1, 2025 through June 30, 2029; in the amount of \$14,522,400 plus a 10% contingency for a total contract amount not to exceed \$15,974,640.

MULTIPLE PROVIDERS (ASIANWEEK/ FLORENCE FANG COMMUNITY FARM and EARTH ISLAND INSTITUTE/ FRIENDS OF ALEMANY FARM)

Tommy McClain, Program Analyst with the Food Access Team, presented the request to modify existing grant agreements with MULTIPLE PROVIDERS (ASIANWEEK/ FLORENCE FANG COMMUNITY FARM and EARTH ISLAND INSTITUTE/ FRIENDS OF ALEMANY FARM).

President Kahn's call for public comment yielded no responses.

On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission approved the request to modify the existing grant agreement with ASIANWEEK/ FLORENCE FANG COMMUNITY FARM for the provision of Farming Toward Food Security; for the period of July 1, 2025 through June 30, 2026; in the additional amount of \$186,963 plus a 10% contingency for a revised total grant amount not to exceed \$858,304.

On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission approved the request to modify the existing grant agreement with EARTH ISLAND INSTITUTE/ FRIENDS OF ALEMANY FARM for the provision of Farming Toward Food Security; for the period of July 1, 2025 through June 30, 2026; in the additional amount of \$186,963 plus a 10% contingency for a revised total grant amount not to exceed \$836,408.

BAY AREA LEGAL AID

Cindy Ward, Homeless Benefits Linkage Manager, presented the request to modify the existing grant agreement with BAY AREA LEGAL AID.

Executive Director Rhorer asked Cindy how long is the wait time for clients to get approved for SSI to which she responded 35% of applicants were waiting over three years to get a final determination. She explained that there are five case phases for the SSI application. She described a situation where her team was working with two clients who waited two years for the initial application to be denied to be able to commence the next phase of the process. The field office in SF is short-staffed as is the state office that conducts the first round of appeals, so it is taking a really long time. Then Executive Director Rhorer asked what happens to clients during the three-year wait period to which Cindy replied for clients enrolled in HDAP, they have housing referral status through the Department of Homelessness and Supportive Housing which means they are on a pathway to permanent supportive housing, and ultimately 80% of clients have been housed.

President Kahn's call for public comment yielded no responses.

On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission approved the request to modify the existing grant agreement with BAY AREA LEGAL AID to provide legal services, advocacy, and social work support to assist people experiencing homelessness in obtaining SSI through the Housing and Disability Advocacy Program (HDAP); for the period of July 1, 2025 through June 30, 2027; in the additional amount of \$4,023,382 plus a 10% contingency for a revised total grant amount not to exceed \$8,797,468.

FELTON INSTITUTE      Binh Lam, Program Specialist, presented the request to modify the existing grant agreement with FELTON INSTITUTE.

President Kahn's call for public comment yielded no responses.

On motion of Commissioner Coghlan McDonald, seconded and unanimously carried, the Commission approved the request to modify the existing grant agreement with FELTON INSTITUTE for the provision of Information, Referral, and Assistance (IRA) Services for Economic Support and Self-Sufficiency (ESSS); for the period of July 1, 2025 through June 30, 2027; in the additional amount of \$991,810 plus a 10% contingency for a revised total grant amount not to exceed \$2,529,813.

GENERAL PUBLIC COMMENT      President Kahn's call for general public comment yielded no responses.

ADJOURNMENT      President Kahn adjourned the meeting at 10:54am.



Elizabeth LaBarre  
Commission Secretary  
Human Services Commission

Posted: 5/8/25