



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

**LONDON N. BREED
MAYOR**

**MINUTES
Regular Meeting
December 19, 2022**

**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. As authorized by California Government Code Section 54953(e) and Mayor Breed's 45th Supplement to her February 25, 2020, emergency proclamation, it is possible that some members of the Civil Service Commission may attend this meeting remotely. In that event, those members will participate and vote by video. 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 # 2499 400 8356. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: 2499 400 8356 # #**

LONDON N. BREED, MAYOR

COMMISSIONERS

**JACQUELINE MINOR
President**

**KATE FAVETTI
Vice President**

DOUGLAS CHAN

F.X. CROWLEY

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 meeting use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code 2499 400 8356.

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Jacqueline P. Minor	Present
Vice President Kate Favetti	Present
Commissioner Douglas S. Chan	Present
Commissioner F. X. Crowley	Present
Commissioner Elizabeth Salvesson	Present

President Jacqueline P. Minor presided

0259-22-1 Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(E). (Item No. 2)

Action: Adopted the report. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 3)

None.

APPROVAL OF MINUTES (Item No. 4)

Regular Meeting of December 5, 2022 – 2:00 p.m.

Action: Adopt the Minutes. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 5)

Item #18 Request for a Hearing by Michael McNair on Future Employment Restrictions with the City and County of San Francisco has been postponed to the meeting of February 6, 2023, at the request of the appellant.

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

0174-22-1 Progress Report on the Implementation of the Mayor's 48th Supplement – Exempt to Permanent Status Program.

October 17, 2022: No action taken.

November 21, 2022: No action taken.

Speakers: Carol Isen, Department of Human Resources
Dave Johnson, Department of Human Resources

Public Comment: Mike Carrasco

Action: No action taken.

EXECUTIVE OFFICER'S REPORT

0116-22-1 Civil Service Commission Strategic Plan FY 2022-23. (Item No. 7)

August 15, 2022: Postpone to the special meeting of August 31, 2022.

August 31, 2022: Directed the Executive Officer to the following:

- Amend the Strategic Plan per discussions and report back in November 2022.
- Submit the priorities and goals for FY 2022-2023 in a simplified format at the meeting of September 19, 2022.
- Report back on the status of the goals and objectives quarterly beginning at the meeting of October 17, 2022. (Vote of 5 to 0)

Speakers: Sandra Eng, Executive Officer

Action: Adopt the report. (Vote of 5 to 0)

0252-22-1 Fiscal Years 2023-25 Mayor’s Budget Instructions and Department Budget Preparation Schedule. (Item No. 8)

Speakers: Lavena Holmes, Deputy Director
Sandra Eng, Executive Officer

Action: Directed Commission staff to prepare Fiscal Years 2023-25 Budget Request to maintain adequate staffing levels to meet current service needs and with a contingency for possible changes in FY 2023-25 in the hearing of appeals regarding discrimination matters; continue to negotiate amounts; present budget request at the Commission meeting of January 25, 2023; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2023-25 Budget Request to the Controller and the Office of the Mayor by February 21, 2023. (Vote of 5 to 0)

0253-22-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 9)

PSC	Department	Amount	Type of Service	Type of Approval	Duration
41879-22/23	Airport	\$7,000,000	Project management support services are needed at the San Francisco International Airport (Airport) for the Airport Infrastructure Modernization Program (IMP). The Airportwide services are for all underground infrastructure (water, sewer, storm, industrial waste, electrical, tele-communications, gas, and fuel piping) and include assessment and surveys of existing utilities, data input into the geographical information system (GIS) basemap, utilities computer modeling, and implementation planning. These services will consolidate the previously approved Utilities Infrastructure Master Plan (PSC 49399-15/16) which focused on data collection and engineering analysis to develop scoping documents, with all utility recommendation reports, planned resiliency and adaptation goals, and develop a holistic approach to scoping projects with schedules and budgets that align with Airport capital improvement goals.	Regular	6/30/2027

PSC	Department	Amount	Type of Service	Type of Approval	Duration
41452-22/23	Human Services	\$2,500,000	<p>Contractor will provide maintenance services, user support, analysis, research and procedure development, banking activities, and test applications for the use of PA Pro, PG Pro, RP Pro, and Vet Pro by the Department of Aging and Adult Services (DAAS). PA Pro, PG Pro, RP Pro, and Vet Pro are web-based client-tracking database that supports the staff in case management and fiscal accounting.</p> <p>Contractor previously granted the City a non-exclusive and non-transferable perpetual license to use the PA Pro, PG Pro, RP Pro, and Vet Pro software.</p> <p>For Public Administrator/Public Guardian and Rep Payees (PA/PG/RP): Electronic development and support services to include database management. Contractor will provide outstanding customer service and support, being readily available for all types of Support Requests. Contractor will ensure the functionality of Reporting Tools, which enables DAAS to keep clients eligible for Medi-Cal, saving the city money in health care costs.</p> <p>For County Veterans Service Office (CVOS): Electronic development and support services to include database management to State and County Veterans Service Office who utilize the CDVA mandated Vet Pro software. Contractor will provide outstanding customer service support, being readily available via various media types with geographically targeted design based on office locale and regional demographics. Contractor will manage quality control and alerts for the Annual Audit performed by the state in order to properly account for Medi-Cal Cost Avoidance. Contractor will ensure CVSO's ability to submit electronic reports mandated by CDVA, a requirement which enables CVSO to receive Subvention, Medi-Cal Cost Avoidance, and License Plate monies.</p> <p>Contractor will design, test, and deploy a Referral Add-On enhancement module into the SFPG application as desired.</p>	Regular	6/30/2028
42484-22/23	Human Services	\$3,200,000	<p>The purpose is to reduce the risk of eviction of Adult Protective Services (APS) clients who are in violation of San Francisco health or building codes as a result of conditions of hoarding, clutter, and/or squalor. This service will promote stable housing for vulnerable older adults and adults with disabilities by providing heavy cleaning and/or necessary unit preparation for pest management services for those clients who are living in hazardous conditions when client is unable to afford private services. Contractor shall:</p> <ol style="list-style-type: none"> 1. • recommend and provide heavy cleaning and pest abatement preparation services and essential laundry 2. perform heavy cleaning and/or the coordination of pest management services as specified and coordinated by APS (Adult Protective Services). 3 provide one-time pest treatment preparation services. <p>Pests include: bedbugs, lice, roaches, fleas, rodents and/or other pests</p>	Regular	6/30/2028
47060-22/23	Juvenile Probation	\$500,000	<p>The Juvenile Probation Department (JPD) seeks to contract consultants to create a conceptual design for and assess design feasibility of the replacement of the Juvenile Justice Center (Juvenile Hall), so that the City can begin the process of moving forward toward a new place of detention that is youth-centered, rehabilitative, and trauma-informed, with expanded community alternatives. To inform the conceptual design, a community and stakeholder input process should be conducted. Contractor resulting from this PSC will facilitate this process.</p>	Regular	12/31/2026

PSC	Department	Amount	Type of Service	Type of Approval	Duration
42585-22/23	Public Utilities Commission	\$3,800,000	<p>The Program will provide cost-effective energy efficiency through retrofits and direct installation of equipment for businesses and organizations in the food service sector. CleanPowerSF will solicit and contract for this work from an Energy Service Company (ESCO).</p> <p>The ESCO will provide turnkey professional services including: customer acquisition and conducting customer pre-qualification and securing customer consent energy audits and site visits (that may be virtual) of the customer's facility to assess energy savings opportunities, execution of a contract between the ESCO and the customer and subcontracting the installation of energy efficiency measures identified in the energy audit. The ESCO will conduct installation via its pool of pre-qualified and vetted installation contractors. Each installation contractor will work with the customer to schedule and install the measures selected. The ESCO will also conduct commissioning and training as needed.</p>	Regular	10/17/2026
44431-22/23	Public Utilities Commission	\$300,000	<p>The San Francisco Public Utilities Commission (SFPUC) is launching a Pilot Residential Green Infrastructure Grant Program and seeks to retain the services of a qualified Program Administrator to assist the SFPUC with the implementation of the Program. This new pilot Program will test new technologies on residential properties, encourage residential property owners to manage stormwater on-site, improve sewer collection system performance during wet weather, and educate San Franciscans on the collection system and stormwater management. This professional services contract will be used to fund a short-term, pilot-scale program to test a new grant administration structure and deliver a limited number of projects. The lessons learned from the results of this contract will contribute to future budgeting and staffing for the Residential Green Infrastructure Grant Program.</p> <p>The Program Administrator will be responsible for program administration, financial management, property owner outreach and coordination, project management, and reporting for the installation of green stormwater infrastructure facilities on residential properties in San Francisco. The Program Administrator will conduct outreach to interested homeowners and recruit them to participate in the Program through workshops, outreach collateral, and site visits. The Program Administrator will assess residential properties and support homeowners in developing applications for grant funding. The Program Administrator will issue payments to homeowners for the cost of design and construction services to build green stormwater infrastructure projects on their properties. The Program Administrator will also provide customer service, collect and manage data, and submit monthly reports on Program performance to the SFPUC.</p>	Regular	1/31/2024

PSC	Department	Amount	Type of Service	Type of Approval	Duration
49824-22/23	Public Utilities Commission	\$1,500,000	The San Francisco Public Utilities Commission (SFPUC) is seeking specialized technical consultant support to (1) identify new and existing small, local businesses to receive technical assistance and business consulting at the Contractors Assistance Center to better compete for City-funded contracting opportunities; (2) consult with, advise, and support small, local contractors and consultants to improve and reinforce beneficial administrative and business practices and the development, accuracy, and competency of their technical work product, including, but not limited to estimates, quotes, bids, proposals, project schedules, health and safety plans, business operations plans and negotiation strategies; and (3) develop national best practices and tools to reduce barriers to contracting for small, local businesses to increase the participation of Local Business Enterprises (LBEs), including women-owned and minority-owned businesses, on the SFPUC’s mission-critical projects. Additionally, the SFPUC is seeking short-term consultant support and staff augmentation during peak workloads to assist with (1) the administration of the agency’s project labor agreement (PLA); (2) the satisfaction of reporting requirements related to the PLA; and (3) collecting, documenting, and archiving contractors’ worker projections and other paperwork required by the agency’s PLA, the City’s Local Hire obligations and the City’s First Source Hiring mandate for the agency’s capital improvement construction projects. Additionally, the SFPUC is seeking short-term consultant support and staff augmentation during peak workloads to assist with (1) the administration of the agency’s project labor agreement (PLA); (2) the satisfaction of reporting requirements related to the PLA; and (3) collecting, documenting, and archiving contractors’ worker projections and other paperwork required by the agency’s PLA, the City’s Local Hire obligations and the City’s First Source Hiring mandate for the agency’s capital improvement construction projects.	Regular	4/1/2028
40710-22/23	Public Works	\$1,600,000	Provide specialized services in Historic Preservation to support Public Works’ design staff on an as-needed basis.	Regular	12/31/2029
47576-22/23	Public Works	\$500,000	This contract will provide weed and vegetation removal services for San Francisco Public Works (SFPW) on an as-needed basis on various hillsides, including those with steep slopes, within San Francisco geographical limits. The Contractor will perform hillside weed abatement, which includes but is not limited to, removal of weeds and vegetation, managing grasses and brush/small trees, pruning and removal of woody vegetation, raking and hauling away of cleared vegetation. Manual methods include hand-pulling and trimming with clippers and other hand tools. Mechanical methods include use of string trimmers and weed whackers.	Regular	11/30/2027
42540-21/22	Fire	Current Approved Amount \$1,250,000 Increase Amount Requested \$2,350,000 New Total Amount Requested \$3,600,000	The San Francisco Fire Department (SFFD) has approximately 50 emergency generators located at its Fire Stations and other critical facilities. Repair, maintenance, and testing of the San Francisco Fire Department Emergency Generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or needing repairs or basic maintenance, our mission is compromised.	Modification	10/31/2029
42186-21/22	Human Services	Current Approved Amount \$907,500 Increase Amount Requested \$3,230,150 New Total Amount Requested \$4,137,650	To provide an online resource directory (ORD) to help connect San Francisco older adults and adults with disabilities to services, resources, and providers citywide. The ORD will serve as a searchable repository of resources spanning a wide range of service domains, including healthcare, housing, caregiving assistance, public benefits, and social and recreational spaces.	Modification	06/30/2025

PSC	Department	Amount	Type of Service	Type of Approval	Duration
44360-16/17	Municipal Transportation Agency	Current Approved Amount \$3,000,000 Increase Amount Requested \$0 New Total Amount Requested \$3,000,000	Contractor to conduct comprehensive environmental review (EIR) and transportation impact study of the SFMTA's Facilities Framework (Framework), the guiding document for capital improvements to SFMTA operations, maintenance, and support facilities for meeting transit fleet growth and support functions through 2040. Contractor to prepare and publish findings as required by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).	Modification	4/17/2024
43237-16/17	Police	Current Approved Amount \$275,000 Increase Amount Requested \$300,000 New Total Amount Requested \$575,000	Contractors will provide veterinary care for City service dogs primarily with the San Francisco Police Department (SFPD) and possibly other City departments, such as the San Francisco District Attorney's Office (SFDA). Currently the SFPD has 12 service dogs and the SFDA has 2 therapy dogs. Services required will include, but will not be limited to, 24 hour emergency care, routine care, medical consultation, surgery and surgery-related care, dental care, injections, vaccinations, prescription medicine and food, radiology and laboratory work.	Modification	6/30/2026
42060-17/18	Public Utilities Commission	Current Approved Amount \$12,000,000 Increase Amount Requested \$6,000,000 New Total Amount Requested \$18,000,000	The proposed work is to provide As-Needed Construction Management Services to augment City construction management staff as necessary. These services may include, but are not limited to, construction contract management, construction inspection, project controls, environmental inspection, environmental monitoring, supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control.	Modification	1/02/2024

Speakers: Steve Arcelona, Juvenile Probation Department and Naj Daniels, SEIU 1021 spoke on PSC #47060-2/23.
Johana Gendelman, Human Services Agency spoke on PSC #42186-21/22.

Public Comment: Naj Daniels, SEIU 1021 on PSC #47060-22/23 Juvenile Probation Department.

Action:

- 1) Approved PSC #47060-22/23 from the Juvenile Probation Department. (Vote of 5 to 0)
- 2) Approved PSC #s 42186-21/22 from the Human Services Agency. (Vote of 5 to 0)
- 3) 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)

0254-22-8 Review of Request for Approval of Proposed Personal Services Contracts 45050-22/23; 48236-22/23; and 49342-22/23 from the Municipal Transportation Agency. (Item No. 10)

November 21, 2022: Continued PSC #s 45050-22/23; 48236-22/23; and 49342-22/23 from the Municipal Transportation Agency to a future meeting.

Speakers: David Garcia, Municipal Transportation Agency

Action: Adopted the report and approved PSCs 48236-22/23 and 49342-22/23 from the Municipal Transportation Agency; MTA withdrew PSC 45050-22/23. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0255-22-5 Proposed Changes to Civil Service Commission Rules: 102, 202, and 302 Definitions; 110, 210, and 310 Examination Announcements and Applicants; 111, 211, and 311 Examinations; 111A Position-Based Testing; 112, 212, and 312 Eligible Lists; and 113, 213, and 313 Certification of Eligibles to Modernize and Expedite Hiring. (Item No. 11)

Speakers: Carol Isen, Department of Human Resources
Dave Johnson, Department of Human Resources
Anna Biasbas, Department of Human Resources
David Huebner, Department of Human Resources
William Miles II, Municipal Transportation Agency

Public Comment: Karen Hill, Department of Public Works
Cynthia Maltez, Airport
Dianna Jou, Recreation and Park Department
Benjamin Houston, San Francisco Police Department
Wendy Macy, Public Utilities Commission
Melanie Laman, Department of Homelessness

Action: Continued this item to the meeting of January 25, 2023.
(Vote of 5 to 0)

0256-22-5 Proposed Amendments to Civil Service Commission Rules: 402 Definitions; 410 Examination Announcements and Applicants; 411 Examinations; 411A Position-Based Testing for MTA Service-Critical Positions or Classes; 412 Eligible Lists; and 413 Certification of Eligibles to Modernize and Expedite Hiring. (Item No. 12)

Speakers: Carol Isen, Department of Human Resources
Dave Johnson, Department of Human Resources
Anna Biasbas, Department of Human Resources
David Huebner, Department of Human Resources
William Miles II, Municipal Transportation Agency

Public Comment: Karen Hill, Department of Public Works
Cynthia Maltez, Airport
Dianna Jou, Recreation and Park Department
Benjamin Houston, San Francisco Police Department
Wendy Macy, Public Utilities Commission
Melanie Laman, Department of Homelessness

Action: Continued this item to the meeting of January 25, 2023.
(Vote of 5 to 0)

0257-22-2 Review of the Minimum Qualifications for the 3434 Arborist Technician Classification. (Item No. 13)

Speakers: Carol Isen, Department of Human Resources
Carla Short, Department of Public Works
Dennis Kern, Recreation and Park Department
Kevin Jackson, Appellant

Action: Adopted the report and approved the minimum qualifications for the 3434 Arborist Technician Classification.
(Vote of 5 to 0)

0200-19-2 Appeal by Kevin Jackson of the Minimum Qualifications for Class 3434 Arborist Technician. (Item No. 14)

September 19, 2022: Continued the appeal to October 17, 2022.

Speakers: Carol Isen, Department of Human Resources
Carla Short, Department of Public Works
Dennis Kern, Recreation and Park Department
Kevin Jackson, Appellant

Action: Adopted the report and denied the appeal by Kevin Jackson.
(Vote of 5 to 0)

0236-22-4 Appeal by Chris Carrasco of the Rejection of Application for the 2604 Food Service Worker (CBT-2604-E00049) Recruitment. (Item No. 15)

Speakers: Dave Johnson, Department of Human Resources
Scott DeWolfe, Department of Public Health
Mike Carrasco, Appellant's Representative
Chris Carrasco, Appellant
Carol Isen, Department of Human Resources

Action: Continued this item to the meeting of January 25, 2023.

0215-22-4 Appeal by William McDonagh III of the Rejection of Application for General Laborer (CBT-7514-E00060). (Item No. 16)

Speakers: None.

Action: Adopted the report and denied the appeal by William McDonagh III. William McDonagh III failed to appear.
(Vote of 5 to 0)

0078-21-7 Request for a Hearing by Daniel Boreen on Future Employment Restrictions with the City and County of San Francisco. (Item No. 17)

Speakers: None.

Action: Adopted the findings, denied the appeal by Daniel Boreen and approved the future employment restrictions. Daniel Boreen failed to appear. (Vote of 5 to 0)

0149-22-7 Request for a Hearing by Michael McNair on Future Employment Restrictions with the City and County of San Francisco. (Item No. 18)

Speakers: None.

Action: Postponed this item to the meeting of February 6, 2023, at the request of the appellant. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 19)

Commission FX Crowley requested a moment of silence in memory of Mike Hardeman. Commission Salveson wished everyone Happy Holidays.

ADJOURNMENT (Item No. 20)

The Civil Service Commission adjourned it's meeting at 6:22 p.m. in memory of former Civil Service Commissioner Grant Mickins III, who passed away on September 13, 2022. He was 94 years old. Grant S. Mickins, Ill served the City and County of San Francisco in many roles including being an Adult Probation Officer and Director of the San Francisco Human Rights Commission. He served as Director of the San Francisco Human Rights Commission 1975 to 1988, dealing with complaints of discrimination in housing, employment, and public accommodation. He passed Chapter 14B, the non-discrimination in employment, minorities, and women administrative code, as well as the City's Chapter 12D code, which promoted the utilization of local minority/women owned business enterprises on City Contracts. He assisted in the establishment of the Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex Advisory Committee, was a board member of the Five County Bay Area Rapid Transit Task Force, board president of the SF Federal Credit Union, San Francisco, board president of the San Francisco Civil Service Commission, and board member and President of the Friends of SF Human Rights Commission. Grant Mickins III lived a life of service.