



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

**LONDON N. BREED
MAYOR**

**MINUTES
Regular Meeting
March 20, 2023**

**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 # 2487 757 4130. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: # 2487 757 4130**

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 # 2487 757 4130.

CALL TO ORDER

2:00 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	Excused Absence

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)

Lavena Holmes, Deputy Director read part of the statement submitted by Kevin Jackson: concerning appeals he submitted regarding the minimum qualifications for the 3434 Arborist over the years, one of the issues he raised was the required staff report was not submitted and therefore CSC adopted a report that does not exist. Sec. 105.20 (requirement for written report); and regarding the December 19, 2022, regular meeting, a cause of action was not required because the matter pertaining to 3434 Minimum Qualifications was resolved on October 1, 2018, therefore the item for the December 19, 2022, regular meeting is "moot" and warrants dismissal."

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of March 6, 2023 – 2:00 p.m.

Action: Adopted the Minutes as corrected with change on page 13 item 15 on action use the word "the" rather than "your".

ANNOUNCEMENTS (Item No. 4)

None.

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

Carol Isen, Human Resources Director reported on the Exempt to Permanent (E2P) program update –There were approximately 1100 eligibles placed on multiple lists prior to the end date that was established in the Mayor’s Executive order. As of last week, we’ve had approximately 450 individuals appointed or actively in referral or have been appointed to other positions through another process. We’re approaching the halfway mark and are asking depts to do everything they can to use these lists and to do it quickly so we can move on to other priorities.

There are approximately 7 rule changes posted for meet and confer. The Employee Relations Division have completed informational sessions on all of the rule changes, 6 or 7 unions have requested additional discussion, several have been fine with it and a few we haven’t heard from so we’ll keep going with that and when we have anything of significance to report to the commission where you may have to make a decision or provide direction to us we’ll do that in closed session as we would on any other labor negotiations matter. For DHR purposes, I just wanted to make sure you knew it was underway, that we are making progress, it’s going to go relatively quickly and we look forward to continuing to work with this commission on other items within your own rules.

Public Comment: Sharen Etienne-LeBeau, Human Services Agency
 Jesse Stanton, Human Services Agency

EXECUTIVE OFFICER’S REPORT (Item No. 6)

Sandra Eng, Executive Officer reported that she and Lavena Holmes, Deputy Director have been participating in the Meet and Confer sessions on proposed amendments to the Civil Service Commission Rules’ lead by the Department of Human Resources.

0047-23-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 7)

PSC	Department	Amount	Type of Service	Type of Approval	Duration
47273 - 22/23	Department of Early Childhood	\$300,000,000	Contractor is to provide fiscal agent and intermediary services to participants/programs qualified to receive Early Care & Education Workforce Development Compensation Initiatives funding to support the early educators of San Francisco. Contractor will disburse payments to participants/programs that successfully apply and meet specific criteria. Contractor will also issue payments to contracted providers for a series of ECE Workforce Compensation Initiatives including but not limited to: wages, educational pathways, higher degree attainment, working conditions, and benefits. Contractor may also conduct fiscal payment transactions on behalf of the Department of Early Childhood (DEC) for other payments that are considered one-time-only miscellaneous services. Contractor must have a database and accounting infrastructure that allows for real-time data and reporting for all initiatives related to this strategic investment.	Regular	6/30/2027

PSC	Department	Amount	Type of Service	Type of Approval	Duration
40212 - 22/23	Fire Department	\$500,000	Contractors will perform scheduled and as-needed maintenance and support services for a variety of Fire Safety Systems equipment and programming systems in use at the San Francisco Fire Department stations. As technology advances, equipment and systems that are used in the day-to-day operation of Fire Alarm Systems are becoming increasingly more complicated and integrated with other devices and systems. Often, in addition to proprietary characteristics of the equipment, Original Equipment Manufacturers (OEMs) are turning to software solutions used in conjunction with the equipment to achieve full and greater functionality. Services performed by the contractor(s) may include, but are not limited to: standard maintenance services, preventive maintenance services, applying software/firmware upgrades, system integrations, maintenance and equipment surveys, and/or wiping of protected information from devices. Systems which need maintenance will include fire alarm and sprinkler systems.	Regular	2/29/2028
41523 - 22/23	Human Services	\$300,000	A robust training offering to level set and level up staff's equity knowledge, understanding, and leadership on equity issues, as well as ad hoc advising for SFHSA's leadership team. This training series and advising sessions will empower SFHA's full team build skills necessary to engage in generative discussions, embody equity and drive positive impact for the communities we serve. Work includes both Learning and Development and Leadership Advising. This assists in the implementation of HSA's Racial Equity Plan.	Regular	6/30/2024
45611 - 22/23	Human Services	\$3,000,000	The contract will be used to pay for licenses, hosting and maintenance for a technology system used to manage client referrals to employment services for the Human Services Agency/Workforce Division, as well as to manage job search and job placement assistance. The contract will also be used to pay for technical support that may be needed during the life of the contract, such as training and assistance developing new features and functionalities. The system will track and report on the employment placement activities of several populations, including CalFresh Employment & Training, CalWORKs Welfare to Work, Refugee Employment Services, Foster Care Youth employment services, non-aided job seekers and others served by the Workforce Development Division staff of the San Francisco Human Services Agency.	Regular	6/30/2028
46165-22/23	Human Services	\$500,000	Consulting services to develop, provide and implement a new resource family recruitment plan and related services for Family and Children's Service (FCS), a division of San Francisco Human Services Agencies. The services include research, design and implementation of recruitment campaign. Contractor will approach the project in multiple phases: Strategy, Concepting, Production and Optimization/Maintenance.	Regular	6/30/2025
40048-22/23	Port	\$600,000	The Port seeks to contract with four firms with expertise in real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community relations and related development services. These consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases.	Regular	3/14/2026
41411-22/23	Public Health	\$10,000,000	Contractor will provide secure document and other media destruction services for the Department of Public Health. services will include the provision of secured collection bins throughout Department facilities, and the labor required to transport the bins to a secured description point and typically a larger truck that is on site and has a secured area to destroy the items. The services will be required to be provided in compliance will all The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requirements.	Regular	12/31/2031

PSC	Department	Amount	Type of Service	Type of Approval	Duration
46499-22/23	Public Health	\$8,000,000	Contractor will provide a comprehensive biomedical maintenance and management program for the variety of biomedical equipment in use at the Department of Public Health. Specifically, the contractor will service Laguna Honda Hospital and other locations including but not limited to the health centers, San Francisco General (when not provided by the University of California), and any other unit that uses bio-medical equipment at the Department. The Contractor will inventory all equipment, and evaluate current maintenance procedures and then establish a plan to ensure as-needed maintenance and a preventive maintenance program is implemented. Contractor also will repair equipment per Original Equipment Manufacturer (OEM) specifications, or when feasible, send the equipment to OEM's or authorized service providers for repairs.	Regular	11/30/2026
48506-22/23	Public Health	\$400,000	The contractor(s) will provide a comprehensive Water Management Program (WMP) road map and testing for Laguna Honda Hospital. This entails managing the risk associated with close loop water and domestic water chemistry. The contractor(s) will test domestic water for Legionella and other microbials. Furthermore, the contractor(s) identify the physical risk associated with the water management annually.	Regular	3/31/2028
41623-22/23	Public Utilities Commission	\$3,000,000	The proposed work would include ROW (Right of Way) acquisition services for the projects and programs of the Infrastructure Division, such as the Sewer System Improvement Program and other SFPUC projects that require ROW activities. A full range of ROW work is required, including planning and budgeting, pre-CEQA activities such as obtaining Permits to Enter, ROW estimates, and appraisals; and post-CEQA activities such as acquisitions, relocation services, clerical support services, project tracking, and other, as-needed work. Acquisition work includes, but is not limited to, acquisition of fee and easements, as well as leases, permits, and licenses. Additional work to be performed as needed includes ROW encroachment clearance, condemnation services, land surveying services, property rights research and title services, and support of public meetings and presentations.	Regular	4/10/2028
42278-22/23	Public Utilities Commission	\$3,800,000	The San Francisco Public Utilities Commission (SFPUC) is committed to achieving racial justice by centering the agency's programs and resource allocations on racial and social equity. PRO.0266, which will award two consultants, aims to help the SFPUC better understand, market, communicate and engage its customers that have historically been undeserved or have faced systemic barriers in San Francisco. For example, consultants may conduct focus groups of these customers in their preferred language to gauge their understanding of the SFPUC and its discount programs. Consultants may also help to place advertisements in newspapers or on social media to help market the agency and bill relief offerings.	Regular	6/1/2027
47357-22/23	Public Works	\$17,000,000	Public Works is seeking a qualified Architectural and Engineering (A/E) Team led by an Executive Architect to provide architectural, engineering, and related services to design a new Fire Training Facility for the San Francisco Fire Department (SFFD). The project will relocate the SFFD's existing training sites to a single site located at 1236 Carroll Avenue, San Francisco, CA 94124.	Regular	3/1/2030

PSC	Department	Amount	Type of Service	Type of Approval	Duration
43357-17/18	Airport	Current Approved Amount \$10,000,000 Increase Amount Requested \$12,000,000 New Total Amount Requested \$22,000,000	As part of the San Francisco International Airport's (Airport) 5-year Capital Plan, Airport staff will require As-Needed Project Management Support Services (PMSS) contractors for short-term capital projects with expertise in: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning will be required.	Modification	12/31/2028
40108-20/21	Municipal Transportation Agency	Current Approved Amount \$1,500,000 Increase Amount Requested \$0 New Total Amount Requested \$1,500,000	The proposed work involves the design, fabrication, installation, and training for specialized machinery necessary to replace the Cable Car cables. In order to replace each of the four cables in the Cable Car system, two separate, specialized reeling machines are required. One machine functions as a rewinder unit in that it collects a damaged and/or old cable, and the other functions as a holdback in that it dispenses a new cable into the system while maintaining tension in the line during the cable replacement procedure.	Modification	2/6/2029
45626-16/17	Public Health	Current Approved Amount \$21,800,000 Increase Amount Requested \$9,000,000 New Total Amount Requested \$30,800,000	Contractor(s) will provide specialized consulting services in the area of information technology. As-needed and intermittent services to include: needs analysis, documentation of status of applications and processes, evaluation of processes and work flow, documentation of technical specifications, project management, enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services, data warehouse and archiving initiatives, applications support, research and preparation of analyses of future state initiatives, documentation of specifications for new applications, and overall project support for interdepartmental clinical data integration initiatives. Focus areas will include systems and applications for: Whole Person Care Initiatives, Population Health, Environmental Health, Communicable Diseases, Prevention, financial systems, clinical systems, ongoing integration initiatives, Electronic Health Record (EHR)-related activities, managed care services, and technology modernization projects.	Modification	12/31/2031
47188-20/21	Public Health	Current Approved Amount \$3,000,000 Increase Amount Requested \$2,240,000 New Total Amount Requested \$5,240,000	All required maintenance and support for the Nurse Call System at Zuckerberg San Francisco General Hospital and Laguna Honda Hospital. Services will include repairs, maintenance, replacement of defective parts and components, and upgrades to all software and hardware system components. Services will include regular Preventative Maintenance (PM) service to ensure the system is performing in accordance with the published specifications. Services performed during the PM shall include but may not be limited to items such as: creating system backup files, battery checks, inspection and cleaning PC and master station consoles, software maintenance updates and applicable operation checks, rapid response to Critical Error situations, and 24 hours per day, 7 days per week support coverage.	Modification	6/30/2028
41422-17/18	Police	Current Approved Amount \$1,000,000 Increase Amount Requested \$0 New Total Amount Requested \$1,000,000	The San Francisco Police Department (SFPD) Crime Lab requires a contractor to perform as-needed Y-Chromosome Short Tandem Repeat (Y-STR) testing on sexual assault kits to identify male suspects and other as-needed deoxyribonucleic acid (DNA) testing. A contractor will bridge the gaps when caseloads surge or there is insufficient staffing to meet state mandated turnaround time.	Modification	6/30/2026

0047-23-8 Continued

Speakers: David Woodland, Department of Public Health spoke on 41411-22/23 and 45626-22/23
Scott Moran, Department of Public Works spoke on 47537-22/23

Action:

- 1) Approved PSCs # 41411-22/23 and 45626-22/23 from the Department of Public Health with the condition to report back in four (4) years. (Vote of 4 to 0)
- 2) Approved PSC #47357-22/23 from Department of Public Works with the condition to report back in four (4) years. (Vote of 4 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 4 to 0)

0039-23-8 Annual Review Report for Personal Service Contract Number 48746-20/21. (Item No. 8)

March 6, 2023: Continued to the meeting of March 20, 2023.

Speakers: Ricardo Valle, Airport

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

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 9)

None.

ADJOURNMENT (Item No. 10)

The Commission adjourned at 2:40 p.m. in memory of Dennis Elliot Caines who passed away on March 11, 2023. He was a long-term employee of the City and County of San Francisco. He started his career with the City as an Equal Employment Opportunity Specialist advancing to the Assistant Manager of the Department of Human Resources Equal Employment Opportunity Division. He left the city to accept a position as Assistant City Attorney for the City of San Mateo. Mr. Caines was known as an energetic and strong civil rights advocate in employment as well as for his lifelong respect for civil service and merit system principles. He was inspired by the struggles and successes of his parents, Conrad Elliot Caines who was the first black police officer hired in the San Mateo Police Department and equally courageous Ruby G. Nelson Caines who worked in public service and community engagement. The life of Dennis Elliot Caines made a positive difference. He will be missed.