

Burke, Jennifer (HRD)

From: [REDACTED] (HSA)
Sent: Monday, November 9, 2020 12:39 PM
To: Gay, Velma (HSA)
Subject: RE: RE: Coordinating a Meeting

I just sent an invite for this meeting on 11/11.

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Monday, November 9, 2020 12:24 PM
To: [REDACTED]
Subject: RE: RE: Coordinating a Meeting

Thank you. Luenna would like to meet this week with Dan and Doris Barone regarding disaster preparedness. The title of the meeting RE: HS Branch Staffing. Luenna is available 4-5pm, Thursday only. On the scheduling assistant it states that Dan and Doris are available during this time as well. I am just confirming with you Dan's availability.

You are more than welcome to schedule the meeting.

Please review,

Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org

From: [REDACTED]
Sent: Monday, November 9, 2020 12:19 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: Coordinating a Meeting

Hi Velma,

Welcome back! What meeting and when? I do not have your phone number.

[REDACTED]

Attachment 2: Gay email re: Form 700 filing,
March 5, 2021

[REDACTED]
FW: RE: Form 700 filings
March 08, 2021 at 10:00 AM PST
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,

How does one register for this training? The link is to join the webinar and is not active yet.

Please help,
[REDACTED]

From: Smith, Susie (HSA) <susie.smith@sfgov.org>
Sent: Friday, March 5, 2021 5:53 PM
[REDACTED]
Subject: FW: RE: Form 700 filings

Please register me for this training on 3/17.

Sent with BlackBerry Work (www.blackberry.com)

From: "Gay, Velma (HSA)" <velma.gay@sfgov.org>
Sent: Mar 5, 2021 12:44 PM
To: "Miller, Joan (HSA)" <joan.h.miller@sfgov.org>; "Kaplan, Daniel (HSA)" <daniel.kaplan@sfgov.org>; "Simmons, Noelle (HSA)" <noelle.simmons@sfgov.org>; "Smith, Susie (HSA)" <susie.smith@sfgov.org>
Subject: RE: Form 700 filings

Hi Joan,

To All Employees Designated to File Form 700:

Please see the attached memorandum regarding Annual Statement of Economic Interests – Form 700.

As you know, Annual Statements of Economic Interests (Form 700) are required to be filed by designated public officials each spring. In order to help filers learn more about Form 700 filing requirements, the CCSF Ethics Commission will be conducting an information session via WebEx on:

Wednesday, March 17th 2021 – 1:30 PM to 2:30PM

Please click [here](#) to register by entering your first name, last name, and email address. The password is pre-populated.

You are strongly encouraged to attend the March 17, 2021 session. Additionally, the Ethics Commission will be providing individual assistance upon request. Their contact information is: San Francisco Ethics

Commission, 25 Van Ness Ave, Suite 220, San Francisco, CA 94102 – ethics.commission@sfgov.org - (415) 252-3100 - www.sfethics.org

Additionally, all employees who have responsibilities for purchasing and/or contracting must complete the Ethics and Sunshine Ordinance training via SF Learning. Please access SF Learning through the Employee Portal and search for Ethics and Sunshine Ordinance Training. The Form 700 filing and training completion are due by Thursday, April 1, 2021.

Thanks for your cooperation in advance,

Velma Gay (she/her/hers)

Management Assistant
Human Resources

O: (415) 557-5153



Office Address:

1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY





**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org

To all Designated Employees:

Once again it is this time of the year! The Political Reform Act requires that officials and employees designated in an Agency's Conflict of Interest Code file the Statement of Economic Interests – Form 700.

As a designated employee of the Department of Benefits and Family Support please file the attached Form 700 on paper with "wet signature" by the due date. The form and information relative to filing are included in the attachment.

Please return your completed hard copy to Human Resources, c/o Velma Gay (1650 Mission Street, 2nd Floor) by Friday, March 19, 2021, in order to avoid a late-filing fee.

Thank you in advance for your cooperation,

Velma Gay
Management Assistant



London Breed
Mayor

Trent Rhorer
Executive Director

Exhibit R

Documents Provided by [REDACTED]

Attachment 1: Emails re: Voting Notice

Attachment 2: [REDACTED] Special Project – MCCP

Attachment 3: [REDACTED] Special Project – Budget

Attachment 4: [REDACTED] Special Project – Cold
Weather Shelter

Attachment 5: Gay, [REDACTED] emails re: Gay's Leave
– May 12-18, 2021

Attachment 1: Emails re: Voting Notice

Burke, Jennifer (HRD)

From: Lim, Brenden (HSA)
Sent: Monday, October 15, 2018 4:00 PM
To: [REDACTED]
Subject: Voting Day: November 6, 2018
Attachments: Voting Notice.pdf



TIME OFF TO VOTE

**POLLS ARE OPEN FROM 7:00 A.M.
TO 8:00 P.M. EACH ELECTION DAY**

If you are scheduled to be at work during that time and you do not have sufficient time outside of working hours to vote at a statewide election, California law allows you to take up to two hours off to vote, without losing any pay.

You may take as much time as you need to vote, but only two hours of that time will be paid.

Your time off for voting can be only at the beginning or end of your regular work shift, whichever allows the most free time for voting and the least time off from your regular working shift, unless you make another arrangement with your employer.

If three working days before the election you think you will need time off to vote, you must notify your employer at least two working days prior to the election.



This information is also posted in all HSA buildings on the bottom-left of the 2018 California and Federal Employment Notices. For additional information, please visit <https://www.sos.ca.gov/elections/upcoming-elections/general-election-november-6-2018/>.

Burke, Jennifer (HRD)

From: Lim, Brenden (HSA)
Sent: Tuesday, October 13, 2020 11:23 AM
To: [REDACTED]
Cc: Kim, Luenna (HSA)
Subject: RE: Voting Notice

Thanks [REDACTED] please send an all-staff email (from HSACivilRights if you can) with the attachment.

To HSA Staff:

The State of California has taken steps in order to ensure a safe and accessible General Election. All active registered voters will automatically receive a vote-by-mail ballot for the [November 3, 2020, General Election](#). Ballots returned by mail must be postmarked by November 3, 2020; ballots returned at a secure ballot drop box must be deposited by 8:00 p.m. on November 3, 2020.

Additionally, California counties have or will open early voting locations. While the County of San Francisco has already opened an early voting location, all counties will open one or more early voting locations for at least four days beginning the Saturday before the November 3, 2020, election. Early voting locations will be open from Saturday, October 31, 2020, through Monday, November 2, 2020, for at least eight hours each day; and on Tuesday, November 3, 2020, from 7:00 am to 8:00 pm. Voting locations will offer voter registration, replacement ballots, accessible voting machines, and language assistance.

For more information, please visit: <https://www.sos.ca.gov/elections/upcoming-elections/general-election-november-3-2020>

<https://www.sos.ca.gov/elections/voter-registration>

[REDACTED]
Sent: Tuesday, October 13, 2020 9:36 AM
To: Lim, Brenden (HSA) <brenden.lim@sfgov.org>
Subject: RE: Voting Notice

Hi Brenden,

This is the draft below.

To HSA Staff:

All active registered voters will automatically receive a vote-by-mail ballot for the November 3, 2020, General Election. Ballots returned by mail must be postmarked by November 3, 2020; ballots returned at a secure ballot drop box must be deposited by 8:00 p.m. on November 3, 2020. Two or more vote-by-mail ballot drop-off locations will be available for ballot drop-off beginning Tuesday, October 6, 2020, and continuing during regular business hours each day through the close of voting on Tuesday, November 3, 2020.

One or more early voting locations will be available in all counties for at least four days beginning the Saturday before the November 3, 2020, election. Early voting locations will be open from Saturday, October 31, 2020, through Monday,

November 2, 2020, for at least eight hours each day; and on Tuesday, November 3, 2020, from 7:00 am to 8:00 pm. Voting locations will offer voter registration, replacement ballots, accessible voting machines, and language assistance.

For more information, please visit: <https://www.sos.ca.gov/elections/upcoming-elections/general-election-november-3-2020>

From: Lim, Brenden (HSA) <brenden.lim@sfgov.org>

Sent: Monday, October 12, 2020 6:13 PM

Subject: Voting Notice

Hi [REDACTED]

Can you draft up some language to go along with this notice? I think it should have some information in there that the governor is requiring early in-person voting in all the counties and mail-in ballots. Take a look at the executive order.

Sent: Monday, October 15, 2018 4:12 PM

Subject: Voting Day: November 6, 2018



TIME OFF TO VOTE

**POLLS ARE OPEN FROM 7:00 A.M.
TO 8:00 P.M. EACH ELECTION DAY**

If you are scheduled to be at work during that time and you do not have sufficient time outside of working hours to vote at a statewide election, California law allows you to take up to two hours off to vote, without losing any pay.

You may take as much time as you need to vote, but only two hours of that time will be paid.

Your time off for voting can be only at the beginning or end of your regular work shift, whichever allows the most free time for voting and the least time off from your regular working shift, unless you make another arrangement with your employer.

If three working days before the election you think you will need time off to vote, you must notify your employer at least two working days prior to the election.



This information is also posted in all HSA buildings on the bottom-left of the 2018 California and Federal Employment Notices. For additional information, please visit <https://www.sos.ca.gov/elections/upcoming-elections/general-election-november-6-2018/>.

Burke, Jennifer (HRD)

From: Gay, Velma (HSA)
Sent: Tuesday, October 13, 2020 2:03 PM
To: [REDACTED]
Subject: RE: Voting Notice - November 3, 2020 General Election

[REDACTED]

Should I send this out to the entire staff or have you already done so?

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org

From: [REDACTED]
Sent: Tuesday, October 13, 2020 12:15 PM
Subject: Voting Notice - November 3, 2020 General Election

To HSA Staff:

The State of California has taken steps in order to ensure a safe and accessible General Election. All active registered voters will automatically receive a vote-by-mail ballot for the [November 3, 2020, General Election](#). Ballots returned by mail must be postmarked by November 3, 2020; ballots returned at a secure ballot drop box must be deposited by 8:00 p.m. on November 3, 2020.

Additionally, California counties have or will open early voting locations. While the County of San Francisco has already opened an early voting location, all counties will open one or more early voting locations for at least four days beginning the Saturday before the November 3, 2020, election. Early voting locations will be open from Saturday, October 31, 2020, through Monday, November 2, 2020, for at least eight hours each day; and on Tuesday, November 3, 2020, from 7:00 am to 8:00 pm. Voting locations will offer voter registration, replacement ballots, accessible voting machines, and language assistance.

For more information, please visit: <https://www.sos.ca.gov/elections/upcoming-elections/general-election-november-3-2020>

<https://www.sos.ca.gov/elections/voter-registration>



TIME OFF TO VOTE

**POLLS ARE OPEN FROM 7:00 A.M.
TO 8:00 P.M. EACH ELECTION DAY**

If you are scheduled to be at work during that time and you do not have sufficient time outside of working hours to vote at a statewide election, California law allows you to take up to two hours off to vote, without losing any pay.

You may take as much time as you need to vote, but only two hours of that time will be paid.

Your time off for voting can be only at the beginning or end of your regular work shift, whichever allows the most free time for voting and the least time off from your regular working shift, unless you make another arrangement with your employer.

If three working days before the election you think you will need time off to vote, you must notify your employer at least two working days prior to the election.



Burke, Jennifer (HRD)

From: [REDACTED]
Sent: Thursday, October 15, 2020 3:37 PM
To: Gay, Velma (HSA)
Cc: Lim, Brenden (HSA)
Subject: RE: RE: Voting

Hi Velma,

I hope you're doing well. I sent out the email to all HSA staff because Brenden asked me to. We can loop you in next time.

Regards,
[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Thursday, October 15, 2020 1:23 PM
[REDACTED]
Subject: RE: Voting

Good Afternoon [REDACTED]

Can you please in the near future that only remind or advise me to send out the Voting Brochure to everyone opposed to taking upon yourself to send out?

It is **important** that I establish myself as the person that all HR Staff receives information from as Luenna's assistant. This will enable the staff to begin to familiarize themselves with my name.

Thank you,

Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153
[REDACTED]
Email: velma.gay@sfgov.org

Attachment 2: [REDACTED] Special Project – MCCP

Management Classification and Compensation Plan (MCCP) - Post Appointment Adjustment Process

May 24, 2018 at 9:00 AM PDT

To:

Cc: Rhorer, Trent (HSA) <Trent.Rhorer@sfgov.org>; McSpadden, Shireen (HOM) <shireen.mcspadden@sfgov.org>; Jarrett, September (HSA) <september.jarrett@sfgov.org>

To All HSA Deputy Directors, Directors and Managers:

Please see the email below from Luenna Kim, Director of Human Resources, regarding the MCCP post appointment adjustment process.

Thank you.

Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5211

Dear HSA Deputy Directors, Directors and Managers:

In Fiscal Year 2017-18, the Human Services Agency (HSA) Department Heads will again propose wage adjustments for their managers through the Management Classification and Compensation Plan Post-Appointment Adjustment process (MCCP process).

Purpose:

The purpose of the MCCP process is to reward performance and address structural issues among the City's managers. HSA department heads will be able to grant one-time and ongoing wage adjustments to their Municipal Executives Association (MEA) managers.

Criteria:

The adjustments will be provided based on objectively verifiable criteria in one or more of the following areas and subject to funding:

- Demonstrated recruitment or retention issues;
- Unusual or extraordinary time-limited assignment;
- Exceptional or special skills or qualifications which are essential for job performance; or
- Internal equity considerations (which may include issues of compaction).

It will also be based on a review of performance in the course of regular job responsibilities and/or performance on special projects.

PLEASE NOTE THAT THE MCCP RULES STATE THAT MANAGERS WHO ARE NOT AT THE TOP OF SALARY RANGE A ARE NOT ELIGIBLE TO RECEIVE ADDITIONAL COMPENSATION THROUGH THIS PROCESS.

Submissions and Timeline:

MEA managers can submit written requests using the attached the [Employee Submittal Form](#). Please send them via email between Monday, July 16th and Friday, July 28th by 5:00 p.m. to Luenna.Kim@sfgov.org with a copy to MEA at staff@sfmea.com.

If you have questions about the process, please feel free to contact me.

Thank you.

Luenna H. Kim

Director of Human Resources

(415) 557-5751

[REDACTED]
Additional Information - MCCP Post-Appointment Adjustments (FY18-19)

July 16, 2018 at 10:10 AM PDT

To:

To All HSA Deputy Directors, Directors, and Managers:

Please see the email below from Luenna Kim, Director of Human Resources, regarding the MCCP Post-Appointment Adjustments.

Thank you.

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5211
[REDACTED]

Dear HSA Deputy Directors, Directors, and Managers:

Please see link below for additional information and various deadlines regarding the MCCP Post-Appointment Adjustment Process for FY18-19.

<http://sfdhr.org/sites/default/files/documents/Classification-and-Compensation/MCCP-Post-Appt-Memo-FY18-19.pdf>

Note: This year, HSA's total MCCP allotment amounts are:

Ongoing = \$33,000

One-Time = \$99,000

Submissions and Timeline:

MEA managers can submit written requests using the attached the [Employee Submittal Form](#). Please send them via email between Monday, July 16th and Friday, July 28th by 5:00 p.m. to

Luenna.Kim@sfgov.org with a copy to MEA at staff@sfmea.com.

Important Note 1 – Submissions may only be emailed between July 16 and July 28 by 5:00 p.m.

Important Note 2 – Self-Nominations via the Employee Submittal Form may be submitted on a deputy director/director/manager's own behalf, not on behalf of another manager.

If you have questions about the process, please feel free to contact me.

Thank you.

Luenna H. Kim

Director of Human Resources

(415) 557-5751

[REDACTED]
MCCP Department Submittal Forms - HSA

September 21, 2018 at 5:55 PM PDT

To: Kukis, Andrew (HRD) </o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=288d0e6f35a44c15855c990cd121f01f-Andrew Kuki>

Cc: Kim, Luenna (HSA) <luenna.kim@sfgov.org>; Ponder, Steve (HRD) <steve.ponder@sfgov.org>

Good Afternoon Andrew,

Please see the attached MCCP Departmental Submittal Forms for HSA.

Thank you,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5211
[REDACTED]

The submission for her shows that her current annual base salary is \$185,307, but the top of range A for the Deputy Director III classification is \$191,308.

Please clarify the submission for [REDACTED] and the discrepancy for HSA's ongoing adjustments at large. Please let me know if you have any questions.

Regards,



Connecting People with Purpose

Andrew Kukis, Classification and Compensation Analyst

Department of Human Resources

One South Van Ness Ave., 4th Floor

San Francisco, CA 94103

Phone: (415) 557-4833

Website: www.sfdhr.org

From: [REDACTED] (HSA)

Sent: Friday, September 21, 2018 5:56 PM

To: Kukis, Andrew (HRD)

Cc: Kim, Luenna (HSA); Ponder, Steve (HRD)

Subject: M CCP Department Submittal Forms - HSA

Good Afternoon Andrew,

Please see the attached M CCP Departmental Submittal Forms for HSA.

Thank you,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5211
[REDACTED]

Attachment 3: [REDACTED] Special Project – Budget

[REDACTED]
RE: FY18-19 Proposed Position Changes - Substitutions

January 29, 2018 at 4:23 PM PST

To: Kaplan, Daniel (HSA) <daniel.kaplan@sfgov.org>

Cc: [REDACTED]; Kim, Luenna (HSA) <luenna.kim@sfgov.org>

Here's the link to the shared spreadsheet: <O:\Planning and Budget\Budget\FY 18-19\Position Changes FY18-19\FY 18-19 Proposed Position Changes - Ac>ve.xlsx>

From: Kaplan, Daniel (HSA) (DSS)

Sent: Monday, January 29, 2018 4:21 PM

To: [REDACTED]

Cc: [REDACTED]; Kim, Luenna (HSA) <luenna.kim@sfgov.org>

Subject: RE: FY18-19 Proposed Position Changes - Substitutions

Thanks. Would you please send the location of your updated spreadsheet?

From: [REDACTED]

[REDACTED] 4:19 PM

To: Kaplan, Daniel (HSA) (DSS) <Daniel.Kaplan@sfgov.org>

Cc: [REDACTED]; Kim, Luenna (HSA) <luenna.kim@sfgov.org>

Subject: RE: FY18-19 Proposed Position Changes - Substitutions

You're welcome, Dan.

[REDACTED] reviewed your questions from your notes that I have updated on the spreadsheet. For the Admin – Planning 1823 sub for 1824 position (position number 01115202), [REDACTED] is the incumbent, not [REDACTED]. [REDACTED] is working on providing an HR Assessment on the DAAS Intake 1840 sub for 1842. She is contacting the program for the job description to assess.

If you have further questions, please let us know.

Thanks,

From: Kaplan, Daniel (HSA) (DSS)

Sent: Friday, January 26, 2018 6:05 PM

To: [REDACTED]; Kim, Luenna (HSA) <luenna.kim@sfgov.org>;

Gibbs, Emily (HSA) <emily.gibbs@sfgov.org>; Wong, Tiffany (HSA) <Tiffany.Wong@sfgov.org>

Subject: RE: FY18-19 Proposed Position Changes - Substitutions

Thank you [REDACTED] This is a big help.

Dan Kaplan

Deputy Director for Administration

San Francisco Human Services Agency

415-557-5641

[REDACTED]
Sent: Friday, January 26, 2018 4:38:23 PM

To: Kaplan, Daniel (HSA) (DSS); Kim, Luenna (HSA); Gibbs, Emily (HSA); Wong, Tiffany (HSA)

Subject: RE: FY18-19 Proposed Position Changes - Substitutions

I'm in the process of updating the spreadsheet with Dan's recommendations and comments. So far, I've

entered WtW, DAAS and Admin. I'll have the rest updated on Monday morning.

Thanks,
Kathleen

From: Kaplan, Daniel (HSA) (DSS)

Sent: Friday, January 26, 2018 9:15 AM

[REDACTED] Kim, Luenna (HSA) <luenna.kim@sfgov.org>;
Gibbs, Emily (HSA) <emily.gibbs@sfgov.org>; Wong, Tiffany (HSA) <Tiffany.Wong@sfgov.org>; [REDACTED]

Subject: RE: FY18-19 Proposed Position Changes - Substitutions

[Here are my recommendations for the ESSS Subs. The first file is new; the second I sent yesterday.](#)

From: Kaplan, Daniel (HSA) (DSS)

Sent: Thursday, January 25, 2018 5:52 PM

[REDACTED] Kim, Luenna (HSA) <luenna.kim@sfgov.org>;
Gibbs, Emily (HSA) <emily.gibbs@sfgov.org>; Wong, Tiffany (HSA) <Tiffany.Wong@sfgov.org>

Subject: RE: FY18-19 Proposed Position Changes - Substitutions

Thanks. I spent 40 minutes with Noelle at the end of the work day yesterday and I feel ready to put in recommendations on the esss substitutions as well. I will send them along tomorrow.

Dan Kaplan
Deputy Director for Administration
San Francisco Human Services Agency

415-557-5641

[REDACTED]
Sent: Thursday, January 25, 2018 4:37:02 PM

To: Kim, Luenna (HSA); Gibbs, Emily (HSA); Wong, Tiffany (HSA)

Cc: Kaplan, Daniel (HSA) (DSS); Louie, Eric (HSA)

Subject: RE: FY18-19 Proposed Position Changes - Substitutions

Hi Emily and Tiffany,

I have updated the shared spreadsheet located in the O drive to include our data.

Thanks,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061 | [REDACTED]

From: Kim, Luenna (HSA)

Sent: Wednesday, January 24, 2018 6:42 PM

To: Gibbs, Emily (HSA) <emily.gibbs@sfgov.org>; Wong, Tiffany (HSA) <Tiffany.Wong@sfgov.org>

Cc: Kaplan, Daniel (HSA) (DSS) <Daniel.Kaplan@sfgov.org>; Louie, Eric (HSA) <eric.louie@sfgov.org>; [REDACTED]

Subject: FW: FY18-19 Proposed Position Changes - Substitutions

Hi,

Here's a review of the sub list.

If you add columns to the O drive spreadsheet, we can transfer this data over.

Thanks,

L

From: Louie, Eric (HSA)

Sent: Wednesday, January 24, 2018 5:24:35 PM

To: Kim, Luenna (HSA)

Subject: FY18-19 Proposed Position Changes - Substitutions

Hi Luenna,

See attached for the statuses of the substitutions from the FY 18-19 Proposed Position Changes Report. There are about 99 Filled FTEs and 28.5 Vacant FTEs. I made a couple of callouts in red in my comments. Also, I added the new OECE substitutions as well.

Thanks and let me know if you have any questions or want to review this.

Eric Louie

HR Analyst - L&OD

City and County of San Francisco

(415) 735-8726

eric.louie@sfgov.org

Wong, Tiffany (HSA) <Tiffany.Wong@sfgov.org>

RE: Subs

January 24, 2018 at 12:46 PM PST

Hi [REDACTED]

I think you need to ask IT to give you read-write access to this folder:

Thanks,

Tiffany

From: [REDACTED]

Sent: Wednesday, January 24, 2018 12:06 PM

To: Wong, Tiffany (HSA)

Subject: RE: Subs

Hi Tiffany,

Per my voicemail, I'm assisEng Luenna to insert her data to the spreadsheet on the O drive. For some reason, both she and I have read-only access to the spreadsheet. Is it possible to have read-write access given to us?

Thank you,

[REDACTED] **HR Analyst**

Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061 | [REDACTED]

From: Kim, Luenna (HSA)

Sent: Wednesday, January 24, 2018 8:18 AM

To: [REDACTED]

Subject: FW: Subs

From: Wong, Tiffany (HSA)

Sent: Tuesday, January 23, 2018 2:09 PM

To: Kim, Luenna (HSA) <luenna.kim@sfgov.org>; Gibbs, Emily (HSA) <emily.gibbs@sfgov.org>; Shulman, Kaitlyn (HSA) <kaitlyn.shulman@sfgov.org>; Kesarwani, Rashi (HSA) <rashi.kesarwani@sfgov.org>

Subject: RE: Subs

Luenna,

Could you please insert your changes to the file directly? You should have read and write access.

[REDACTED]

Some of us made changes to this file this morning, and I do not know what changed and who made the changes without looking through this file line by line. If I replace it with your file, we might lose some of the informaEon that had been entered by others.

Thanks,

Tiffany

From: Kim, Luenna (HSA)

Sent: Tuesday, January 23, 2018 1:26 PM

To: Kaplan, Daniel (HSA) (DSS); Gibbs, Emily (HSA); Wong, Tiffany (HSA); Shulman, Kaitlyn (HSA); Kesarwani, Rashi (HSA)

Subject: RE: Subs

Dan, based on your comments in this email chain, I'll mark "Y" to your approval column – once the updated spreadsheet is uploaded.

Tx.

From: Kim, Luenna (HSA)

Sent: Tuesday, January 23, 2018 1:19 PM

To: Kaplan, Daniel (HSA) (DSS) <daniel.kaplan@sfgov.org>; Gibbs, Emily (HSA) <emily.gibbs@sfgov.org>; Wong, Tiffany (HSA) <Effany.wong@sfgov.org>; Shulman, Kaitlyn (HSA) <kaitlyn.shulman@sfgov.org>; Kesarwani, Rashi (HSA) <rashi.kesarwani@sfgov.org>

Subject: RE: Subs

Hi,

I updated the spreadsheet with Dan's comments re: the subs and new posiEons. For some reason, I couldn't upload it/save it back to the Odrive.

Can someone please do that for me?

L

From: Kaplan, Daniel (HSA) (DSS)

Sent: Tuesday, January 23, 2018 9:24 AM

To: Kim, Luenna (HSA) <luenna.kim@sfgov.org>; Gibbs, Emily (HSA) <emily.gibbs@sfgov.org>; Wong, Tiffany (HSA) <Tiffany.Wong@sfgov.org>; Shulman, Kaitlyn (HSA) <kaitlyn.shulman@sfgov.org>; Kesarwani, Rashi (HSA) <rashi.kesarwani@sfgov.org>

Subject: RE: Subs

I have talked through the DAAS Community Services requests with Cindy and am supportEve. These are:

[REDACTED]

1. This is the O)A Manager, with broad contract management responsibility.

Please let me know if you have any worries.

From: Kaplan, Daniel (HSA) (DSS)

Sent: Monday, January 22, 2018 11:57 AM

To: Luenna Kim <Luenna.Kim@sfgov.org>; Gibbs, Emily (HSA) <emily.gibbs@sfgov.org>; Wong, Tiffany (HSA) <Effany.wong@sfgov.org>

Subject: FW: Subs

Thanks. I am fine with these three.

From: Kim, Luenna (HSA)

Sent: Monday, January 22, 2018 11:52 AM

To: Kaplan, Daniel (HSA) (DSS) <Daniel.Kaplan@sfgov.org>

Cc: Wong, Tiffany (HSA) <Tiffany.Wong@sfgov.org>; Gibbs, Emily (HSA) <emily.gibbs@sfgov.org>

Subject: RE: Subs

0922 TX to 0931 (ExaminaBons and ClassificaBon Manager – [REDACTED]) – Filled– Clean Up

When the previous examinaEons/classificaEon manager accepted a posiEon to another City department in 2013/2014, we filled the posiEon temporarily as an 0922 TEX on March 17, 2014. When we submioed the RTF to fill PCS, we were instructed by DHR to fill it PCS 0931 (instead of 0922) to be consistent with the funcEon and role in a large City department – consistent with other City departments and, perhaps, DHR. So, on August 4, 2014, aper a compeEEve process, we filled it as a PCS 0931 with [REDACTED] who has been in the role for over 3 years. This is a cleanup acEon. For your reference, I aoached a copy of the RTF jusEfificaEon to upgrade from 0922 to 0931.

5177 TX to 1246 (Civil Rights Supervisor – Brenden Lim) – Filled – Clean Up

We iniEally filled this budgeted 5177 as a TEX 1246 on 06/13/2017. Aper a compeEEve recruitment process, we filled it PCS 1246 on 11/21/2017.

Justification: Increased complexity of responsibilities associated with office of civil rights, equal employment opportunity, FMLA, ADA which may involve legal responsibility for acts or omissions.

1244 TX to 0931 (Health and Safety Manager – Sharee Nisha) – Filled as TEX 0931 c18

The incumbent 1244 is on a leave of absence as of January 1, 2018, and has already submitted his resignation to be effective 6/30/18. We hired a TEX 0931 c18 on December 7, 2017. For your reference, the justification for the 0931 position is attached.

From: Kaplan, Daniel (HSA) (DSS)

Sent: Monday, January 22, 2018 7:52 AM

To: Kim, Luenna (HSA) <luenna.kim@sfgov.org>

Cc: Wong, Tiffany (HSA) <Tiffany.Wong@sfgov.org>; Gibbs, Emily (HSA) <emily.gibbs@sfgov.org>

Subject: FW: Subs

Would you please go through the HR requests and let me know in more detail what each of these is (people and functions). Thanks.

From: Gibbs, Emily (HSA)

Sent: Tuesday, January 16, 2018 1:48 PM

To: Kaplan, Daniel (HSA) (DSS) <Daniel.Kaplan@sfgov.org>

Cc: Wong, Tiffany (HSA) <Tiffany.Wong@sfgov.org>; Shulman, Kaitlyn (HSA) <kaitlyn.shulman@sfgov.org>; Kesarwani, Rashi (HSA) <rashi.kesarwani@sfgov.org>

Subject: Subs

Hi Dan –

Link to proposed position changes, including subs, is [REDACTED]

I'm also attaching a PDF for the current as of today. We are still waiting on OECE. I think everyone else is complete.

- Emily

Emily Gerth Gibbs

Budget Director

Human Services Agency

City and County of San Francisco

email: emily.gibbs@sfgov.org

ph: (415) 557-6378

Attachment 4: [REDACTED] Special Project – Cold
Weather Shelter

[REDACTED]
Cold Weather Pop-Up Shelters
December 12, 2018 at 4:19 PM PST
To:

TO: All Human Services Agency Staff
SUBJECT: Cold Weather Pop-Up Shelters

As we enter the cold and rainy season, we are creating a list of volunteers who are interested in working at a pop-up shelter. The Human Services Agency will be setting up and staffing shelters for homeless people during low temperatures and/or rainy weather. When we open a temporary shelter, we anticipate it being open for several days.

We are identifying staff interested in working in Cold Weather Shelters when they are activated. If you are interested, please follow this [survey link](#) to be added to the interest list. Our staffing/scheduling coordinators will contact interested staff with more information regarding scheduling.

Please note: overtime and compensatory time may be applicable.

-HSA HR

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
CANCELLED MNRC SHELTER SHIFTS

March 02, 2018 at 10:23 AM PST

To:

Good Morning All,

Thank you so much for volunteering to work your scheduled shifts for the shelter activation at the Mission Neighborhood Resource Center. This is to inform you that all shifts scheduled for today, March 2, 2018, through Monday, March 5, 2018, will be **cancelled**. The decision to cease operations were based on a combination of factors including the updated weather forecast and logistics.

Your efforts for the cold weather shelter project has made a valuable impact on our clients during this time. Again, thank you for being part of the cold weather shelter project.

Regards,

[REDACTED]

[REDACTED], Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

Kim, Luenna (HSA) <luenna.kim@sfgov.org>

Cold Weather Shelter - WEB EOC and Google DOCS

February 16, 2018 at 3:48 PM PST

To: Kaplan, Daniel (HSA) (DSS) <Daniel.Kaplan@sfgov.org>, Nielsen, Jill (HSA) <Jill.Nielsen@sfgov.org>, McSpadden, Shireen (HSA) <shireen.mcspadden@sfgov.org>, Simmons, Noelle (HSA) <noelle.simmons@sfgov.org>, Kauffman, Cindy (HSA) <cindy.kauffman@sfgov.org>, Austin, Dina (HSA) <dina.austin@sfgov.org>, Pineda, Anna (HSA) <anna.pineda@sfgov.org>, Austin, Terri (HSA) <terri.austin@sfgov.org>, Rudakov, Vladimir (HSA) <Vladimir.Rudakov@sfgov.org>, Panelo, Noel (HSA) <Noel.Panelo@sfgov.org>, Leone, Elizabeth (HSA) <elizabeth.leone@sfgov.org>, Mendoza, Rocio (HSA) <rocio.polanco@sfgov.org>, Zapien, Esperanza (HSA) <Esperanza.Zapien@sfgov.org>, Mcclenney, Christopher (HSA) <christopher.mcclenney@sfgov.org>, Tsutakawa, John (HSA) <John.Tsutakawa@sfgov.org>, Walsh, Robert (HSA) <robert.walsh@sfgov.org>, [REDACTED], [REDACTED] DeLeon, Andrea (HSA) <andrea.deleon@sfgov.org>, Lim, Brenden (HSA) <Brenden.Lim@sfgov.org> [REDACTED] [REDACTED]

Thank you for agreeing to serve on the DOC.

1. Many of you already received an email from "Human Resources (via Google Sheets) [REDACTED]" already with a link to the Google Sheets spreadsheet which lists everyone's schedules for both the DOC and the Shelter along with their contact cell numbers.

Please take a moment to open the link and review the informaKon. If you can't open the link (you shouldn't need a password) please contact Brenden Lim at brenden.lim@sfgov.org or call him at (415) 557-6140. If your contact number is incorrect, please make the change. The google sheets with update your informaKon in real Kme.

2. Kira sent out informaKon about the WEB EOC to many of us but she will send out another one which includes an FAQ a]er she adds all of the new names. Please take a moment to log on and check out the site. The google sheets and the WEB EOC will be how we communicate. If you have quesKons about the WEB EOC, please call Kira at (415) 535-3838.

Thanks so much for your help,
Luenna

[REDACTED] has shared a link to the following spreadsheet:



Cold Weather Shelter
[Open in Sheets](#)

Google Sheets: Create and edit spreadsheets online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because someone shared a spreadsheet with you from Google Sheets.



Human Resources (via Google Sheets) [REDACTED]

Cold Weather Shelter

February 16, 2018 at 2:13 PM PST

[REDACTED]

Cc: Mcclenney, Christopher (HSA) <christopher.mcclenney@sfgov.org>; Barrera, Kira (HSA) <kira.barrera@sfgov.org>; Bill, Shalise (HSA) <shalise.bill@sfgov.org>; Smith, Susie (HSA) <susie.smith@sfgov.org>; Quinn, Brian (HOM) <brian.p.quinn@sfgov.org>; Lim, Brenden (HSA) <brenden.lim@sfgov.org>; [REDACTED]; Rudakov, Vladimir (HSA) <Vladimir.Rudakov@sfgov.org>; Hung, Elaine (HSA) <Elaine.Hung@sfgov.org>; Louie, Eric (HSA) <eric.louie@sfgov.org>; Molica, Joe (HSA) <joe.molica@sfgov.org>; LaBarre, Elizabeth (HSA) <elizabeth.labarre@sfgov.org>; Kauffman, Cindy (HSA) <cindy.kauffman@sfgov.org>; Kim, Luenna (HSA) <luenna.kim@sfgov.org>; Tsutakawa, John (HSA) <john.tsutakawa@sfgov.org>; Zapien, Esperanza (HSA) <Esperanza.Zapien@sfgov.org>; Johnson, Chandra (HSA) <cajohnson@sfgov.org>; [REDACTED]; [REDACTED]; Huang, Joseph (HSA) <Joseph.Huang@sfgov.org>

[REDACTED] has shared a link to the following spreadsheet:

 [Cold Weather Shelter](#)

[Open in Sheets](#)

Google Sheets: Create and edit spreadsheets online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because someone shared a spreadsheet with you from Google Sheets.



[REDACTED]
CONFIRMATION - Cold Weather Pop-Up Shelter 03/02

March 01, 2018 at 3:52 PM PST

To: Rivera, Roberto (HSA) <roberto.rivera@sfgov.org>; [REDACTED]

Hi Roberto,

Thank you for volunteering! This is to confirm your shift; at **Mission Neighborhood Resource Center** located at 165 Capp Street, San Francisco, CA 94110. When you have a moment, please review the attached documents regarding the shelter shift; change check list and pop-up shelter bus schedule. Please ask staff for the information on the check list when you arrive for your shift; to ensure a smooth transition.

http://www.mnhc.org/community_programs/mission-neighborhood-resource-center/

Date: Friday, March 2, 2018

Time: 11:30 pm – 6:00 am (overnight)

If you have questions, please contact our staffing line at (415) 314-4243.

Thank you,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

[REDACTED]
CONFIRMATION/LOCATION UPDATE - Cold Weather Pop-Up Shelter 03/02

March 01, 2018 at 2:27 PM PST

To: [REDACTED]; Koepsell, Xin (HSA) <xin.l.koepsell@sfgov.org>; Hogan, Tanisha (HSA) <tanisha.hogan@sfgov.org>; Tan, Lily (HSA) <lily.tan@sfgov.org>; Allen, Akiko (HSA) <akiko.allen@sfgov.org>

Good Afternoon Xin, Tanisha, Lily, and Akiko,

Thank you for volunteering! We have extended shelter activation at the **Mission Neighborhood Resource Center** located at 165 Capp Street, San Francisco, CA 94110. This is to confirm your shift at this location.

http://www.mnhc.org/community_programs/mission-neighborhood-resource-center/

Date: Friday, March 2, 2018

Time: 11:30 pm – 9:00 am (overnight)

If you have questions, please contact our staffing line at (415) 314-4243.

Thank you,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

[REDACTED]
CONFIRMATION/UPDATE - Cold Weather Shelter 03/03

March 01, 2018 at 4:10 PM PST

To: Garcia, Jennifer (HSA) <jennifer.garcia@sfgov.org>; Garcia, Marty (HSA) <marty.garcia@sfgov.org>; Coy, Rosa (HSA) <rosa.coy@sfgov.org> [REDACTED]

Good A&ernoon Jennifer, Marty and [REDACTED]

Thank you for volunteering! We have extended shelter ac?va?on at the **Mission Neighborhood Resource Center** located at 165 Capp Street, San Francisco, CA 94110. This is to confirm your shi& at this loca?on. When you have a moment, please review the aNached documents regarding the shelter shi& change check list and pop-up shelter bus schedule. Please meet with the staff from the previous shi& to go over the informa?on on the checklist to ensure a smooth transi?on.

[hNp://www.mnhc.org/community_programs/mission-neighborhood-resource-center/](http://www.mnhc.org/community_programs/mission-neighborhood-resource-center/)

Date: Saturday, March 3, 2018

Time: 11:30 pm to 9:00 am (overnight)

If you have any ques?ons, please contact our staffing line at (415) 314-4243.

Thank you,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

[REDACTED]
Confirmed - Cold Weather Pop-Up Shelter, 2/22 at 7:30 am
February 21, 2018 at 8:17 AM PST

To: Ismail, Ibrahim (HSA) <Ibrahim.Ismail@sfgov.org> [REDACTED]

Cc: Victorino, Paolo (HSA) <Paolo.Victorino@sfgov.org>

Thank you for volunteering!

You are confirmed to work at Gene Friend Recreation Center which is located at 270 6th Street, San Francisco, CA 94103.

<http://sfrecpark.org/description/gene-friend-rec-center-soma/>

Date: Thursday, February 22, 2018

Time: 7:30 am – 4:00 pm

If you have questions, please contact our staffing line at (415) 314-4243.

Your supervisor, Paolo, has been cc'd on this email. Please let me know if there are any issues or concerns.

Thanks again,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

[REDACTED]
Confirmed - Cold Weather Pop-Up Shelter, 02/28 3pm

February 27, 2018 at 4:14 PM PST

To: Cobbins, Alexis (HSA) <alexis.k.cobbins@sfgov.org>; [REDACTED] Hecker,
Jason (HSA)
(DSS) <jason.hecker@sfgov.org> [REDACTED]

Cc: Austin, Terri (HSA) <terri.austin@sfgov.org>; Lim, Brenden (HSA) <brenden.lim@sfgov.org>; Ramos, Jovita
(HSA) <Jovita.Ramos@sfgov.org>

Thank you for volunteering!

You are confirmed to work at the County Fair Building located at 1199 9th Avenue, San Francisco, CA
94122

[hDp://sfrecpark.org/desInaIon/golden-gate-park/county-fair-building/](http://sfrecpark.org/desInaIon/golden-gate-park/county-fair-building/) .

Date: Wednesday, February 28, 2018

Time: 3:00 pm – 12:00 am

If you quesIons, please contact our staffing line at (415) 314-4243.

I've cc'd your manager on this email. Please let us know if there are any quesIons or concerns.

Thanks again,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

[REDACTED]
Confirmed - Cold Weather Pop-Up Shelter, 02/28 6:30 pm

February 28, 2018 at 3:06 PM PST

To: Rosales, Joshua (HSA) <joshua.rosales@sfgov.org>; Picou, Cara
(HSA) <cara.picou@sfgov.org> [REDACTED] [REDACTED]

Good A&ernoon Joshua and Cara,

Thank you for volunteering!

You are **confirmed** to work at the Mission Neighborhood Resource Center located at 165 Capp Street,
San Francisco, CA 94110

[hKp://www.mnhc.org/community_programs/mission-neighborhood-resource-center/](http://www.mnhc.org/community_programs/mission-neighborhood-resource-center/)

Date: Today, February 28, 2018

Time: 6:30 pm – 12:00 am

If you quesYons, please contact our staffing line at (415) 314-4243.

Thanks again,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

[REDACTED]
Confirmed - Cold Weather Pop-Up Shelter, 02/28 11:30 pm

February 28, 2018 at 3:40 PM PST

To: Mercado, Alejandra (HSA) (DSS) <alejandra.mercado@sfgov.org>; [REDACTED]

Good A&ernoon Alejandra,

Thank you for volunteering!

You are **confirmed** to work at the Mission Neighborhood Resource Center located at 165 Capp Street, San Francisco, CA 94110

http://www.mnhc.org/community_programs/mission-neighborhood-resource-center/

Date: Today, February 28, 2018

Time: 11:30 pm – 9:00 am (overnight)

If you have questions, please contact our staffing line at (415) 314-4243.

Thanks again,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

[REDACTED]
Confirmed - Cold Weather Pop-Up Shelter, 03/01 3:30 pm

February 27, 2018 at 4:38 PM PST

To: Leavitt, Dana (HSA) <Dana.Leavitt@sfgov.org>; Cobbins, Alexis (HSA) <alexis.k.cobbins@sfgov.org>; [REDACTED]
(HSA) [REDACTED] Hecker, Jason (HSA)
(DSS) <jason.hecker@sfgov.org>; [REDACTED]; [REDACTED]

Cc: Huettl, Martha (HSA) <Martha.Huettl@sfgov.org>; Austin, Terri (HSA) <terri.austin@sfgov.org>; Lim, Brenden
(HSA) <brenden.lim@sfgov.org>; Ramos, Jovita (HSA) <Jovita.Ramos@sfgov.org>

Good A&ernoon Dana, Alexis, [REDACTED] and Jason,
Thank you for volunteering!

You are confirmed to work at the County Fair Building located at 1199 9th Avenue, San Francisco, CA 94122
[hKp://sfrecpark.org/desPnaPon/golden-gate-park/county-fair-building/](http://sfrecpark.org/desPnaPon/golden-gate-park/county-fair-building/) .

Date: Thursday, March 1, 2018

Time: 3:30 pm to 12:00 am

If you quesPons, please contact our staffing line at (415) 314-4243.

I've cc'd your supervisor on this email. Please let us know if there are any quesPons or concerns.

Thanks again,

[REDACTED]
Human Services Agency, Human Resources
Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

[REDACTED]
Confirmed - Cold Weather Pop-Up Shelter, 03/01 6:30 pm
February 28, 2018 at 3:14 PM PST

To: Picou, Cara (HSA) <cara.picou@sfgov.org>; Lin, Steve
(HSA) <steve.lin@sfgov.org>; [REDACTED]

Good A&ernoon Cara and Steve

Thank you for volunteering!

You are **confirmed** to work at the Mission Neighborhood Resource Center located at 165 Capp Street,
San Francisco, CA 94110

http://www.mnhc.org/community_programs/mission-neighborhood-resource-center/

Date: Tomorrow, March 1, 2018

Time: 6:30 pm – 12:00 am

If you quesXons, please contact our staffing line at (415) 314-4243.

Thanks again,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

[REDACTED]
Confirmed - Cold Weather Pop-Up Shelter, 03/01 7:30 am

February 27, 2018 at 4:31 PM PST

To: Banh, Lisa (HSA) <lisa.banh@sfgov.org>; Green, Jasmine (HSA) <jasmine.t.green@sfgov.org>; Dixon, Chaundra (HSA) <chaundra.dixon@sfgov.org>; Machuca-Grebe, Phillip (HSA) <phillip.machuca-grebe@sfgov.org>; [REDACTED]

Cc: Bryant, Kelly (HSA) <kelly.bryant@sfgov.org>; Lewis, Michelle (HSA) <Michelle.Lewis@sfgov.org>; Velasquez, Amilcar (HSA) <Amilcar.Velasquez@sfgov.org>; Chau, Herbert (HSA) <Herbert.Chau@sfgov.org>

Thank you for volunteering!

You are confirmed to work at the County Fair Building located at 1199 9th Avenue, San Francisco, CA 94122

<http://sfrecpark.org/details/naion/golden-gate-park/county-fair-building/>

Date: Thursday, March 1, 2018

Time: 7:30 am to 4:00 pm

If you have questions, please contact our staffing line at (415) 314-4243.

I've cc'd your manager on this email. Please let us know if there are any questions or concerns.

Thanks again,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

[REDACTED]
Confirmed - Cold Weather Pop-Up Shelter, 03/01 11:30 pm

February 28, 2018 at 3:33 PM PST

To: Rosales, Joshua (HSA) <joshua.rosales@sfgov.org>; Caraballo, Felix
(HSA) <felix.caraballo@sfgov.org>; [REDACTED]

Good A&ernoon Joshua and Felix,

Thank you for volunteering!

You are **confirmed** to work at the Mission Neighborhood Resource Center located at 165 Capp Street,
San Francisco, CA 94110

[hLp://www.mnhc.org/community_programs/mission-neighborhood-resource-center/](http://www.mnhc.org/community_programs/mission-neighborhood-resource-center/)

Date: Tomorrow, March 1, 2018

Time: 11:30 pm – 9:00 am (overnight)

If you ques\ons, please contact our staffing line at (415) 314-4243.

Thanks again,

[REDACTED]
[REDACTED], Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

[REDACTED]
Confirmed - Cold Weather Pop-Up Shelter

February 21, 2018 at 8:31 AM PST

To: Martinez, Patrick (HSA) <patrick.martinez@sfgov.org>; [REDACTED]

Cc: Warren, Mary Ann (HSA) <maryann.warren@sfgov.org>

Thank you for volunteering!

You are confirmed to work at Gene Friend Recreation Center which is located at 270 6th Street, San Francisco, CA 94103.

<http://sfrecpark.org/description/gene-friend-rec-center-soma/>

Date: Thursday, February 22, 2018

Time: 11:30p – 9a

If you have questions, please contact our staffing line at (415) 314-4243.

I've cc'd your manager on this email. Please let us know if there are any questions or concerns.

Thanks again,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

HSA Emergency Staffing <HSAEmergencyStaffing@sfgov.org>

FW: Seeking Interested Staff: Cold Weather Pop-Up Shelters

February 16, 2018 at 12:43 PM PST

To:

Good A&ernoon,

Thank you so much for volunteering in the El Nino Shelter Project in 2015. Below is the email sent from Trent Rhorer regarding the Cold Weather Pop-Up Shelter. The weather forecast predicts colder weather temperatures early next week. Therefore, we are anMcipaMng the possibility of acMvaMng a temporary shelter this upcoming Sunday or Monday. Please complete the [survey link](#) if you are interested in volunteering in the event that shelter(s) may be acMvated and a member of our staffing team may contact you.

We truly appreciate all your efforts and conMnued interest!

Regards,


Human Services Agency, Human Resources
Tel: (415) 557-5555 | Fax: (415) 557-5061

From: Rhorer, Trent (HSA)

Sent: Friday, February 16, 2018 12:05 PM

To: HSA-Everyone <hsa.everyone@SFGOV1.onmicroso&.com>

Subject: Seeking Interested Staff: Cold Weather Pop-Up Shelters

TO: All Human Services Agency Staff

SUBJECT: Cold Weather Pop-Up Shelters

San Francisco's weather is expected to bring low temperatures over the next week, and we need your help to make sure our most vulnerable residents are safe during this Mme.

The Human Services Agency, in collaboraMon with the Department of Homelessness and SupporMve Housing, will be responsible for opening shelters for homeless people during this Mme. When we open a temporary shelter, we anMcipate it being open for several days.

The current weather forecast predicts colder temperatures early next week. Widespread freezing temperatures are likely for interior locaMons with lows in the 20s and lower 30s. We anMcipate a possibility of acMvaMng a shelter this Sunday, February 18, 2018, or Monday, February 19, 2018, for several nights.

We are seeking interested HSA staff to assist in operaMng the Cold Weather Shelters in the event that they are acMvated. If you are interested, please submit an interest form using this following [survey link](#) to be added to the interest list. Our staffing/scheduling coordinators will contact interested staff with more informaMon regarding scheduling.

Please note: overMme and compensatory Mme may be applicable.

As always, thank you for your service.

-Trent

Kim, Luenna (HSA) <luenna.kim@sfgov.org>
FW: DRAFT - List of Cold Weather/Rain Volunteers
December 12, 2018 at 3:45 PM PST

Please use Dan's edited version below.
Thanks.

From: Kaplan, Daniel (HSA)
Sent: Wednesday, December 12, 2018 8:58 AM
To: Kim, Luenna (HSA) <luenna.kim@sfgov.org>
Subject: RE: DRAFT - List of Cold Weather/Rain Volunteers
Yes

Sent with BlackBerry Work (www.blackberry.com)

From: "Kim, Luenna (HSA)" <luenna.kim@sfgov.org>
Sent: Dec 12, 2018 8:56 AM
To: "Kaplan, Daniel (HSA)" <Daniel.Kaplan@sfgov.org>
Subject: RE: DRAFT - List of Cold Weather/Rain Volunteers

Thanks. Ok to send out today?

From: Kaplan, Daniel (HSA)
Sent: Wednesday, December 12, 2018 8:17:39 AM
To: Kim, Luenna (HSA)
Subject: FW: DRAFT - List of Cold Weather/Rain Volunteers
My edited version:
TO: All Human Services Agency Staff
SUBJECT: Cold Weather Pop-Up Shelters

As we enter the cold and rainy season, we are creating a list of volunteers who are interested in working at a pop-up shelter. The Human Services Agency will be setting up and staffing shelters for homeless people during low temperatures and/or rainy weather. When we open a temporary shelter, we anticipate it being open for several days.

We are identifying staff interested in working in Cold Weather Shelters when they are activated. If you are interested, please follow this [survey link](#) to be added to the interest list. Our staffing/scheduling coordinators will contact interested staff with more information regarding scheduling.

Please note: overtime and compensatory time may be applicable.

From: Kim, Luenna (HSA)
Sent: Tuesday, December 11, 2018 8:23 PM
To: Kaplan, Daniel (HSA) <Daniel.Kaplan@sfgov.org>
Subject: FW: DRAFT - List of Cold Weather/Rain Volunteers
Draft - edits welcome.

SUBJECT:

Cold Weather Pop-Up Shelters

As we enter the cold and rainy season, we are creating a list of volunteers who are interested in working at a pop-up shelter.

When we open a temporary shelter, we anticipate it being open for one or more days.

We are seeking interested HSA staff to assist in operating the Cold Weather Shelters in the event that they are activated.

If you are interested, please submit an interest form using this following survey link to be added to the interest list.

Our staffing/scheduling coordinators will contact interested staff with more information regarding scheduling.

Please note: overtime and compensatory time will be offered if applicable per the relevant MOU.

Sent: Tuesday, December 11, 2018 12:35:07 PM

To: Kim, Luenna (HSA)

Cc: Lim, Brenden (HSA)

Subject: RE: DRAFT - List of Cold Weather/Rain Volunteers

Hi Luenna,

Attached is a draft email. I also create a new [survey link](#). Please let me know if you'd like any changes.

Thanks,

From: Kim, Luenna (HSA)

Sent: Tuesday, December 11, 2018 11:42 AM

Cc: Lim, Brenden (HSA) <Brenden.Lim@sfgov.org>

Subject: DRAFT - List of Cold Weather/Rain Volunteers

Hi,

Please draft an email to be sent out to all staff to get a pool of volunteers in case we have to open a shelter. I think the survey worked best – add any language skills to it.

Something like:

As we enter the cold and rainy season, we are creating a list of volunteers who are interested in working at a pop-up shelter.

(Use additional language from past email blasts).

Thanks,

L

[REDACTED]
Memorandum - Request for Suspension of Z Symbol
February 20, 2018 at 12:49 PM PST
To: Kaplan, Daniel (HSA) <daniel.kaplan@sfgov.org>
Cc: Kim, Luenna (HSA) <luenna.kim@sfgov.org>

Good A&ernoon Dan,
Please see the a2ached dra& of the memorandum to request for the suspension of the Z Symbol for the Cold Weather Shelter Project. Please let us know if you would like any changes. Once it is finalized, we will send the memo to Steve Ponder at DHR to submit to Micki Callahan.

Thank you,

[REDACTED]
Human Services Agency, Human Resources
Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

Ballard, Krista (HSA) <krista.ballard@sfgov.org>

RE: Cold Shelter Email Blast

February 16, 2018 at 12:02 PM PST

No problem – sending now. FYI I have the replies set to redirect to you and me (instead of Trent). We usually don't get replies to all-staff emails, but just in case.

Thanks!

Krista Ballard

Communications Specialist

Human Services Agency

Office: (415) 557-5661

From: [REDACTED]

Sent: Friday, February 16, 2018 12:02 PM

To: Ballard, Krista (HSA) <krista.ballard@sfgov.org>

Subject: RE: Cold Shelter Email Blast

Hi Krista,

"Seeking Interested Staff: Cold Weather Pop-Up Shelters" is a good idea. Thank you!

From: Ballard, Krista (HSA)

Sent: Friday, February 16, 2018 12:00 PM

Subject: FW: Cold Shelter Email Blast

Do we want the subject line to read: Cold Weather Pop-Up Shelters

Or something about Seeking Interested Staff: Cold Weather Pop-Up Shelters

Let me know and I'll send asap.

Thanks,

Krista Ballard

Communications Specialist

Human Services Agency

Office: (415) 557-5661

Sent: Friday, February 16, 2018 11:50 AM

To: Kaplan, Daniel (HSA) (DSS) <Daniel.Kaplan@sfgov.org>

Cc: Kim, Luenna (HSA) <luenna.kim@sfgov.org>; Lim, Brenden (HSA) <Brenden.Lim@sfgov.org>; Ballard, Krista (HSA) <krista.ballard@sfgov.org>

Subject: RE: Cold Shelter Email Blast

Hi Dan and Krista,

The survey link has been updated. We decided to include availability based on a tentative schedule from Sunday through Thursday. Thank you!

From: Kaplan, Daniel (HSA) (DSS)

Sent: Friday, February 16, 2018 11:31 AM

To: [REDACTED]

Cc: Kim, Luenna (HSA) <luenna.kim@sfgov.org>; Lim, Brenden (HSA) <Brenden.Lim@sfgov.org>; Ballard, Krista (HSA) <krista.ballard@sfgov.org>

Subject: RE: Cold Shelter Email Blast

Thanks [REDACTED] Krista can send it out in Trent's name. Please let her know when the link is ready. I'd

like it to go as soon as possible.

From: [REDACTED]
Sent: Friday, February 16, 2018 11:27 AM
To: Kaplan, Daniel (HSA) (DSS) <Daniel.Kaplan@sfgov.org>
Cc: Kim, Luenna (HSA) <luenna.kim@sfgov.org>; Lim, Brenden (HSA) <Brenden.Lim@sfgov.org>
Subject: RE: Cold Shelter Email Blast

Hi Dan,

Thanks for the feedback. We will remove the availability section for now and collect the interest list. Would you like this to be sent out by HSA-HR or through Trent?

From: Kaplan, Daniel (HSA) (DSS)
Sent: Friday, February 16, 2018 11:18 AM
To: [REDACTED]
Cc: Kim, Luenna (HSA) <luenna.kim@sfgov.org>
Subject: RE: Cold Shelter Email Blast

Thanks [REDACTED] In the penultimate paragraph I changed the word Colder to Cold. Otherwise the text looks fine.

Someone does need to check the link however. It cuts off at Monday, 2/19, and we need to gather availability at least through Wednesday night.

From: [REDACTED] (HSA)
Sent: Friday, February 16, 2018 11:02 AM
To: Kaplan, Daniel (HSA) (DSS) <Daniel.Kaplan@sfgov.org>
Cc: Kim, Luenna (HSA) <luenna.kim@sfgov.org>
Subject: Cold Shelter Email Blast

Hi Dan,

Attached is the recent edit of the email blast for the cold shelter. Are there any further changes? If not, I'll send out ASAP.

Thanks,

[REDACTED]
Human Services Agency, Human Resources
Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

[REDACTED]
RE: CONFIRMATION/LOCATION UPDATE - Cold Weather Pop-Up Shelter 03/02

March 01, 2018 at 3:40 PM PST

To: Bryant, Tami (HSA) <Tami.Bryant@sfgov.org>; Cabarles, Mary (HSA) <Mary.Cabarles@sfgov.org>; Meas, Sophear (HSA) <sophear.meas@sfgov.org>; [REDACTED]

When you have a moment, please review the attached documents regarding the shelter shift change check list and pop-up shelter bus schedule. Please provide the information from the checklist to the staff coming on board to ensure a smooth transition.

If there are any questions or concerns, please contacting our staffing line at (415) 314-4243.

Thank you!

From: [REDACTED]

Sent: Thursday, March 1, 2018 2:53 PM

To: Bryant, Tami (HSA) <tami.bryant@sfgov.org>; Cabarles, Mary (HSA) <mary.cabarles@sfgov.org>; Meas, Sophear (HSA) <sophear.meas@sfgov.org>; [REDACTED]

Subject: RE: CONFIRMATION/LOCATION UPDATE - Cold Weather Pop-Up Shelter 03/02

Importance: High

I apologize. The shift time is from **7:00 pm** to 12:00 am, tomorrow, March 2, 2018. Thank you!

From: [REDACTED]

Sent: Thursday, March 1, 2018 1:52 PM

To: Bryant, Tami (HSA) <tami.bryant@sfgov.org>; Cabarles, Mary (HSA) <mary.cabarles@sfgov.org>; Meas, Sophear (HSA) <sophear.meas@sfgov.org>; [REDACTED]

Subject: CONFIRMATION/LOCATION UPDATE - Cold Weather Pop-Up Shelter 03/02

Importance: High

Good Afternoon Tami, Mary, and Sophear,

Thank you for volunteering! We have extended shelter activation at the **Mission Neighborhood**

Resource Center located at 165 Capp Street, San Francisco, CA 94110. This is to confirm your shift at this location.

http://www.mnhc.org/community_programs/mission-neighborhood-resource-center/

Date: Friday, March 2, 2018

Time: 6:30 pm - 12:00 am

If you have questions, please contact our staffing line at (415) 314-4243.

Thank you,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

[REDACTED]
RE: Confirmed - Cold Weather Pop-Up Shelter, 02/28 11:30 pm
March 01, 2018 at 8:45 AM PST
To: Gregory, Jay (HSA) <jay.gregory@sfgov.org>; [REDACTED]

Hi Jay,
Since I did not hear from you before I left the office, I got a replacement just in case. For the future, please contact the staffing line at (415) 314-4243 with any changes to scheduling.
Thanks,
[REDACTED]

From: Gregory, Jay (HSA)
Sent: Wednesday, February 28, 2018 4:44 PM
To: [REDACTED] (HSA); [REDACTED] Ferreira, Kristal (HSA)
<kristal.ferreira@sfgov.org>; [REDACTED]
Subject: RE: Confirmed - Cold Weather Pop-Up Shelter, 02/28 11:30 pm

Hi [REDACTED]
I'm so sorry, I was going to give you a call to confirm before 5. It looks like I'm not going to be able to make it tonight, unfortunately. I don't think I'm quite feeling well enough to risk the overnight shift today.
Please check in with me tomorrow if you still need someone for that evening. If I'm feeling better then would be interested.
Thanks!
~j

From: [REDACTED] (HSA)
Sent: Wednesday, February 28, 2018 3:12 PM
To: Ferreira, Kristal (HSA); Gregory, Jay (HSA); [REDACTED]
Subject: Confirmed - Cold Weather Pop-Up Shelter, 02/28 11:30 pm
Importance: High
Good Afternoon Kristal and Jay,
Thank you for volunteering!
You are **confirmed** to work at the Mission Neighborhood Resource Center located at 165 Capp Street, San Francisco, CA 94110
http://www.mnhc.org/community_programs/mission-neighborhood-resource-center/
Date: Today, February 28, 2018
Time: 11:30 pm – 9:00 am (overnight)
If you have questions, please contact our staffing line at (415) 314-4243.
Thanks again,

[REDACTED]
Human Services Agency, Human Resources
Tel: (415) 557-5555 | Fax: (415) [REDACTED]
[REDACTED]

[REDACTED]
RE: Confirmed - Cold Weather Pop-Up Shelter, 03/01 6:30 pm
March 01, 2018 at 3:28 PM PST

To: Picou, Cara (HSA) <cara.picou@sfgov.org>; Lin, Steve
(HSA) <steve.lin@sfgov.org>; [REDACTED]; Leavitt, Dana
(HSA) <Dana.Leavitt@sfgov.org>; Caraballo, Felix
(HSA) <felix.caraballo@sfgov.org>; [REDACTED]

Good A&ernoon Cara, Steve, Dana, and Felix,
The shelter opera9ons for your shi& will begin at 8:00 pm this evening. You are welcome to hang around
at 6:30 pm as originally schedule or come at 8:00 pm. In addi9on, please review the aJached
documents regarding the shelter shi& change check list and pop-up shelter bus schedule.
If there are any ques9ons or concerns, please contac9ng our staffing line at (415) 314-4243.
Thank you!

From: [REDACTED] (HSA)
Sent: Wednesday, February 28, 2018 3:15 PM
To: Picou, Cara (HSA) <cara.picou@sfgov.org>; Lin, Steve (HSA) <steve.lin@sfgov.org>;
[REDACTED]

Subject: Confirmed - Cold Weather Pop-Up Shelter, 03/01 6:30 pm

Importance: High

Good A&ernoon Cara and Steve

Thank you for volunteering!

You are **confirmed** to work at the Mission Neighborhood Resource Center located at 165 Capp Street,
San Francisco, CA 94110

http://www.mnhc.org/community_programs/mission-neighborhood-resource-center/

Date: Tomorrow, March 1, 2018

Time: 6:30 pm – 12:00 am

If you ques9ons, please contact our staffing line at (415) 314-4243.

Thanks again,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

[REDACTED]
RE: Confirmed - Cold Weather Pop-Up Shelter, 03/01 11:30 pm

March 01, 2018 at 3:34 PM PST

To: Rosales, Joshua (HSA) <joshua.rosales@sfgov.org>; [REDACTED] Steve Lin [REDACTED]

Hi Joshua and Steve,

There is an update on your scheduled overnight shift tonight. It will begin as scheduled at 11:30 pm, but will end at **6:00 am** due to the needs of the resource center. When you have a moment, please review the attached documents regarding the shelter shift change check list and pop-up shelter bus schedule. Please ask staff for the information on the check list when you arrive for your shift.

If there are any questions or concerns, please contact our staffing line at (415) 314-4243.

Thank you!

From: [REDACTED]

Sent: Wednesday, February 28, 2018 3:34 PM

To: Rosales, Joshua (HSA) <joshua.rosales@sfgov.org>; Caraballo, Felix (HSA) <felix.caraballo@sfgov.org>; [REDACTED]

Subject: Confirmed - Cold Weather Pop-Up Shelter, 03/01 11:30 pm

Importance: High

Good Afternoon Joshua and Felix,

Thank you for volunteering!

You are **confirmed** to work at the Mission Neighborhood Resource Center located at 165 Capp Street, San Francisco, CA 94110

http://www.mnhc.org/community_programs/mission-neighborhood-resource-center/

Date: Tomorrow, March 1, 2018

Time: 11:30 pm – 9:00 am (overnight)

If you have questions, please contact our staffing line at (415) 314-4243.

Thanks again,

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061
[REDACTED]

Seeking Interested Staff: Wet Weather Pop-Up Shelter

March 09, 2018 at 10:00 AM PST

To:

To All HSA Staff:

San Francisco is expecting wet weather this weekend and we need your help to make sure our most vulnerable residents are safe during this time.

The Human Services Agency, in collaboration with the Department of Homelessness and Supportive Housing, will be responsible for opening shelters for the homeless population during this time. These shelters are independent from the City's existing homeless shelters/services.

We MIGHT activate a shelter this Saturday, March 10, 2018. The location of the shelter is the Mission Neighborhood Resource Center at 165 Capp Street, San Francisco, California 94110 (http://www.mnhc.org/community_programs/mission-neighborhood-resource-center/)

We are seeking interested HSA staff to assist in operating the Wet Weather Shelters in case they are activated. If you are interested, please submit an interest form using this following [survey link](#) to be added to the interest list. Our staffing/scheduling coordinators will contact interested staff with more information regarding scheduling.

Please note: overtime and compensatory time may be applicable.

HSA HR

[Redacted]

January 11, 2018 at 8:50 AM PST

To: Daniel.Kaplan@sfgov.org, John.Tsutakawa@sfgov.org, Brenden.Lim@sfgov.org, luenna.kim@sfgov.org, christopher.mcclenney@sfgov.org, [Redacted]

Please utilize this OneDrive folder to create/upload and edit our shared documents. I've also uploaded the documents Chris shared at the meeting.

Go to [Cold Weather Pop-up Shelters](#)



Get the SharePoint mobile app!



HSA Emergency Staffing <HSAEmergencyStaffing@sfgov.org>

UPDATE - Cold Weather Pop-Up Shelters

February 20, 2018 at 12:32 PM PST

To:

02/20/2018 UPDATE – POSSIBLE EXTENSION OF COLD WEATHER SHELTER ACTIVATION

Thank you for expressing interest in volunteering for the Cold Weather Shelter Project.

We might be extending the activation of the current emergency shelter open at the Gene Friend Recreational Center through Friday, February 25, 2018. If you are interested, please submit an interest form using this [survey link](#) to be added to our interest list. Our staffing/scheduling coordinators will contact interested staff with more information regarding scheduling.

From: Rhorer, Trent (HSA)

Sent: Friday, February 16, 2018 12:05 PM

To: HSA-Everyone <hsa.everyone@SFGOV1.onmicrosoft.com>

Subject: Seeking Interested Staff: Cold Weather Pop-Up Shelters

TO: All Human Services Agency Staff

SUBJECT: Cold Weather Pop-Up Shelters

San Francisco's weather is expected to bring low temperatures over the next week, and we need your help to make sure our most vulnerable residents are safe during this time.

The Human Services Agency, in collaboration with the Department of Homelessness and Supportive Housing, will be responsible for opening shelters for homeless people during this time. When we open a temporary shelter, we anticipate it being open for several days.

The current weather forecast predicts colder temperatures early next week. Widespread freezing temperatures are likely for interior locations with lows in the 20s and lower 30s. We anticipate a possibility of activating a shelter this Sunday, February 18, 2018, or Monday, February 19, 2018, for several nights.

We are seeking interested HSA staff to assist in operating the Cold Weather Shelters in the event that they are activated. If you are interested, please submit an interest form using this following [survey link](#) to be added to the interest list. Our staffing/scheduling coordinators will contact interested staff with more information regarding scheduling.

Please note: overtime and compensatory time may be applicable.

As always, thank you for your service.

-Trent

[REDACTED]

UPDATE ON MNRC SHELTER - No Activation

March 12, 2018 at 1:54 PM PDT

To: Hecker, Jason (HSA)

(DSS) <jason.hecker@sfgov.org> [REDACTED]; [REDACTED]
[REDACTED]; Garcia, Marty (HSA) <marty.garcia@sfgov.org>; Coy, Rosa
(HSA) <rosa.coy@sfgov.org>; [REDACTED]; Garcia, Jennifer
(HSA) <jennifer.garcia@sfgov.org>; [REDACTED]

Good A&ernoon All,

This is to inform you that the wet weather pop-up shelter will not be open tonight, March 12, 2018. Therefore, the shi&s tonight are cancelled. Due to the updated weather forecast, it is unlikely that we will open the shelter this week. If there are any changes to the weather forecast and shelter acEvaEon, we will let you know.

Thank you,

[REDACTED]

Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061

[REDACTED]

[REDACTED]
URGENT CHANGE - Cold Weather Pop-Up Shelter, 03/01

March 01, 2018 at 12:13 PM PST

To: Leavitt, Dana (HSA) <Dana.Leavitt@sfgov.org>; [REDACTED]

Hi Dana,

I just le/ you a voicemail regarding your scheduled shi/ tonight. We would like if you could work at our second shelter loca>on, Mission Neighborhood Resource Center instead. We need addi>onal staffing and could use your experience. Please respond to confirm. Thanks so much for volunteering!

Date: 03/01/2018

Time: 6:30 pm to 12:00 am

Loca>on: Mission Neighborhood Resource Center

Address: 165 Capp Street, San Francisco, CA 94110

[hZp://www.mnhc.org/community_programs/mission-neighborhood-resource-center/](http://www.mnhc.org/community_programs/mission-neighborhood-resource-center/)

If you ques>ons, please contact our staffing line at (415) 314-4243.

Thank you.

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061

[REDACTED]
Sent: Tuesday, February 27, 2018 4:38 PM

To: LeaviZ, Dana (HSA) <dana.leaviZ@sfgov.org>; Cobbins, Alexis (HSA) <alexis.k.cobbins@sfgov.org>; Hecker, Jason (HSA) (DSS) <jason.hecker@sfgov.org>; [REDACTED]

Cc: HueZl, Martha (HSA) <martha.hueZl@sfgov.org>; Aus>n, Terri (HSA) <terri.aus>n@sfgov.org>; Lim, Brenden (HSA) <brenden.lim@sfgov.org>; Ramos, Jovita (HSA) <jovita.ramos@sfgov.org>

Subject: Confirmed - Cold Weather Pop-Up Shelter, 03/01 3:30 pm

Importance: High

Good A/ernoon Dana, Alexis, [REDACTED] and Jason,

Thank you for volunteering!

You are confirmed to work at the County Fair Building located at 1199 9th Avenue, San Francisco, CA 94122

[hZp://sfrecpark.org/des>na>on/golden-gate-park/county-fair-building/](http://sfrecpark.org/des>na>on/golden-gate-park/county-fair-building/) .

Date: Thursday, March 1, 2018

Time: 3:30 pm to 12:00 am

If you ques>ons, please contact our staffing line at (415) 314-4243.

I've cc'd your supervisor on this email. Please let us know if there are any ques>ons or concerns.

Thanks again

[REDACTED]
Human Services Agency, Human Resources

Tel: (415) 557-5555 | Fax: (415) 557-5061

Kim, Luenna (HSA) <luenna.kim@sfgov.org>

Wet Weather DOC Staffing List

February 27, 2018 at 12:11 PM PST

To: Barrera, Kira (HSA) <Kira.Barrera@sfgov.org>, Lim, Brenden (HSA) <Brenden.Lim@sfgov.org>

Cc: Kaplan, Daniel (HSA) <daniel.kaplan@sfgov.org>; Nielsen, Jill (HSA) <Jill.Nielsen@sfgov.org>; Kauffman, Cindy (HSA) <cindy.kauffman@sfgov.org>; Jarrett, September (HSA) <september.jarrett@sfgov.org>; Ceron, Akiles (HSA) <akiles.ceron@sfgov.org>; Pineda, Anna (HSA) <anna.pineda@sfgov.org>; Tsutakawa, John (HSA) <john.tsutakawa@sfgov.org>; Austin, Terri (HSA) <terri.austin@sfgov.org>; Mcclenney, Christopher (HSA) <christopher.mcclenney@sfgov.org>; Zapien, Esperanza (HSA) <Esperanza.Zapien@sfgov.org>; Elizabeth Leone [REDACTED]; Louie, Eric (HSA) <eric.louie@sfgov.org>; DeLeon, Andrea (HSA) <andrea.deleon@sfgov.org>; [REDACTED]

Hi,

Thanks so much for volunteering for another ac6va6on.

Below is the DOC staffing for the upcoming (likely) wet weather shelter ac6va6on.

Kira and Brenden, please give access to the google docs and WebEOC to those who don't have it yet.

FYI – there is a new google docs spreadsheet; the one from the cold weather ac6va6on last week is no longer ac6ve.

Please use this one:

[REDACTED]

Role	Wed 3p - 9p	Wed 9p - Thurs 9a	Thurs 9a - 9p	Thurs 9p - Fri 9a
DOC Commander	Dan Kaplan	Jill Nielsen	Cindy Kauffman	September JarreO
Opera9ons Chief	Akiles Ceron	Anna Pineda	John Tsutakawa	Terri Aus6n
Logis9cs Supply	Chris Mcclenney	Chris Mcclenney	Esperanza Zapien	Elizabeth Leone
LOG: Staffing	Luenna Kim	Eric Louie	Andrea De Leon	[REDACTED]

Attachment 5: Gay, [REDACTED] emails re: Gay's Leave
– May 12-18, 2021

Burke, Jennifer (HRD)

From: [REDACTED]
Sent: Wednesday, May 12, 2021 12:46 PM
To: Gay, Velma (HSA)
Subject: RE: RE: Administrative Leave

Good Afternoon Velma,

I'm following up on our phone call [REDACTED], please communicate your absences with your supervisor, per the attendance policy. You would need to follow procedures for calling in-sick if you do not feel well.

If this is due to a serious health condition, you may request FMLA/CFRA. You may make a request using this link: <https://tinyurl.com/y2s8r4r4>. Your health care provider would need to complete a Certification. A blank certification can be downloaded here: <https://sfdhr.org/sites/default/files/documents/Forms-Documents/FML-2-Certification-of-Health-Care-Provider-Employee.pdf>.

[REDACTED]. If you believe you have suffered a work-related injury, you may be eligible for workers' compensation benefits. To learn more about workers' compensation, please visit the [San Francisco Department of Human Resources webpage](#) and the [HSA Intranet](#). You may start a claim by completing the [Workers' Compensation DWC-1 form](#) via docusign. The remaining sections of the claim packet will need to be completed by your supervisor or designee. On the DHR website, you can view a list of [Designated Medical Treatment Facilities](#).

When you have obtained an Industrial Work Status Report that indicates your ability to return to work with or without restrictions, you will need to provide a copy to HSA Human Resources' Office of Civil Rights by emailing or faxing the report prior to resuming work at HSACivilRights@sfgov.org. The OCR Analyst assigned will review this information to authorize your return to work at full capacity or with temporary modified duties or interim reasonable accommodations. Please note, delay in providing this or subsequent Work Status Reports may delay your return to work or continued modified assignment. Where an absence from work may also qualify for job-protected leave (i.e., FMLA/CFRA), the Agency will apply job-protections concurrently with an absence that may be due to a work-related injury.

Filing a workers' compensation claim is optional. If you choose to file a claim, you will be contacted by the City's workers' compensation claim adjuster for a determination of your claim. The Human Services Agency will work with you on determining appropriate leaves of absence, reasonable accommodations under the ADA/FEHA, and/or temporary, modified duties either in your regular role or within the Temporary Transition to Work Program.

Take care,

[REDACTED] (she, her, hers)
Human Resources: Office of Civil Rights

[REDACTED]
Office Address:

1650 Mission Street, Suite 400
San Francisco, California 94103

www.SFHSA.org



From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Wednesday, May 12, 2021 11:54 AM

To: [REDACTED]

Subject: RE: Administrative Leave

Good Morning,

I called and left a message in regards to my time-off and not working, Katrina has requested for me to call you to provide a reason,

Please call or email me.

Thank you,

Velma Gay (she/her/hers)

Management Assistant

Human Resources

O: (415) 557-5153

[REDACTED]

Office Address:

1650 Mission street, Suite 400

San Francisco, CA 94103

www.SFHSA.org



Burke, Jennifer (HRD)

From: Gay, Velma (HSA)
Sent: Monday, May 17, 2021 10:20 AM
To: [REDACTED]
Subject: RE: RE: Time-off

I hadn't taken the test but it didn't mean I wasn't going to.

Velma Gay (she/her/hers)

Management Assistant
Human Resources

O: (415) 557-5153
[REDACTED]

Office Address:

1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



From: [REDACTED]
Sent: Monday, May 17, 2021 10:15 AM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: Time-off

Sorry, Velma. I thought that's what you said on Friday. If you are [REDACTED], I'm sorry to hear about that and hope you feel better. As I mentioned on Friday, if you are [REDACTED] and [REDACTED], it would qualify for CSP. At the time on Friday, you said [REDACTED].

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Monday, May 17, 2021 10:12 AM
To: [REDACTED]
Subject: RE: RE: Time-off

You stated that I [REDACTED], I didn't say that. You cannot place words in my mouth.

The reasons, for me calling you this morning, is to discuss with you about my symptoms as well as me going to the Doctor to take a test and how does that work out, considering I'm already at home in an isolated environment?

Velma Gay (she/her/hers)

Management Assistant

Human Resources

O: (415) 557-5153

Office Address:

1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



From: [REDACTED]

Sent: Monday, May 17, 2021 10:07 AM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: RE: RE: Time-off

Hi Velma,

I'm following up on our call from Friday. Sorry I didn't get to send you this email since I have [REDACTED] right after I get off work at 5pm.

You let me know that you were worried about a having close contact with someone who might have COVID-19, however, the person wasn't confirmed to have COVID. You also let me know that you did not have symptoms or seek treatment, and are telecommuting. You asked about the State COVID sick pay (CSP). Based on our conversation, you may not qualify for CSP.

The information regarding the COVID-19 Leave Procedures I reviewed with you are on this link:

<https://sfdhr.org/sites/default/files/documents/COVID-19/COVID-19-Leave-Procedures.pdf>

The link to submit a request for CSP: <https://tinyurl.com/COV04012021>

Regards,

[REDACTED]

Human Resources: Office of Civil Rights

[REDACTED]

Office Address:

1650 Mission Street, Suite 400
San Francisco, California 94103

www.SFHSA.org



From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Thursday, May 13, 2021 10:44 AM

To: [REDACTED]

Subject: RE: Time-off

Good Morning,

When you get a chance can you call me to further discuss my absence from work? Or can you give me a time that works best for you?

Thank you,

Velma Gay (she/her/hers)

Management Assistant

Human Resources

O: (415) 557-5153

[REDACTED]

Office Address:

1650 Mission street, Suite 400

San Francisco, CA 94103

www.SFHSA.org



Burke, Jennifer (HRD)

From: Gay, Velma (HSA)
Sent: Tuesday, May 18, 2021 9:40 AM
To: [REDACTED]
Subject: RE: Time - Off

My apologies, the other day on discussing my Covid-19 related issues and concerns. I just hadn't fully discussed with you about my issues, that's why I was trying to call you; and it was like you filled in all the gaps automatically. I just want to be clear as well as I filled out the DocuSign yesterday. Can you please let me know what are the next steps.

Velma Gay (she/her/hers)

Management Assistant
Human Resources

O: (415) 557-5153
[REDACTED]

Office Address:

1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



Exhibit S

Documents Provided by [REDACTED]

Attachment 1: Gay emails to HSA HR – 2020

Attachment 2: Gay emails to HSA HR – 2021

Attachment 3: Gay email and voicemail to
[REDACTED] June 1, 2021

Attachment 4: Memo re: HSA Return to Office,
October 27, 2021

Attachment 1: Gay emails to HSA HR – 2020

Gay, Velma (HSA) <velma.gay@sfgov.org>

Consolidated Presidential Primary Elections on March 03, 2020

February 26, 2020 at 10:23 AM PST

To: Undisclosed recipients:

Good Day Everyone,

Please pay careful attention to the date and time because the upcoming Presidential Primary Elections will occur on:

- **Tuesday, March 03, 2020, 7:00 a.m. – 8:00 p.m.**



TIME OFF TO VOTE

**POLLS ARE OPEN FROM 7:00 A.M.
TO 8:00 P.M. EACH ELECTION DAY**

If you are scheduled to be at work during that time and you do not have sufficient time outside of working hours to vote at a statewide election, California law allows you to take up to two hours off to vote, without losing any pay.

You may take as much time as you need to vote, but only two hours of that time will be paid.

Your time off for voting can be only at the beginning or end of your regular work shift, whichever allows the most free time for voting and the least time off from your regular working shift, unless you make another arrangement with your employer.

If three working days before the election you think you will need time off to vote, you must notify your employer at least two working days prior to the election.



For additional information, please visit
<https://www.sos.ca.gov/elections/election-2020/>

Thanks for your cooperation,

Velma Gay



HSA HR – Director Luenna Kim - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

Gay, Velma (HSA) <velma.gay@sfgov.org>

RE: [REDACTED]

October 08, 2020 at 1:28 PM PDT

To: Williams, Katrina (HSA) <katrina.williams@sfgov.org>, Seruge, Wael (HSA) <Wael.Seruge@sfgov.org>, Aho, Michael (HSA) <michael.aho@sfgov.org>, Brown, Marcia (HSA) <Marcia.Brown@sfgov.org>, [REDACTED], Pineda, Erica (HSA) <erica.pineda@sfgov.org>, Lazo, Irvin (HSA) <Irvin.Lazo@sfgov.org>, [REDACTED], Alejandrino, Abel (HSA) <abel.alejandrino@sfgov.org>, Caraballo, Felix (HSA) <felix.caraballo@sfgov.org>, He, Brian (HSA) <Brian.He@sfgov.org>, Shaikh, Sanah (HSA) <sanah.shaikh@sfgov.org>, [REDACTED], Castro, Julie Jane (HSA) <juliejane.castro@sfgov.org>, Yeung, Ivy (HSA) <ivy.yeung@sfgov.org>, Lewis, Carmen (HSA) <carmen.lewis@sfgov.org>, [REDACTED], Lorio, Dorys (HSA) <dorys.lorio@sfgov.org>, DaRosa, Kim (HSA) <kim.f.darosa@sfgov.org>, Lopez, Estela (HSA) <estela.lopez@sfgov.org>, [REDACTED], Appel, Cheyo (HSA) <cheyo.appel@sfgov.org>, [REDACTED], Mah, Lisa (HSA) <Lisa.Mah@sfgov.org>, Mendoza, Mildred (HSA) <mildred.mendoza@sfgov.org>, Sangalang, Rhodora (HSA) <rhodora.sangalang@sfgov.org>, Lopez, Javiera (HSA) <javiera.lopez@sfgov.org>, Ching, Nathan (HSA) <nathan.ching@sfgov.org>, Ngai, Cindy (HSA) <cindy.ngai@sfgov.org>, Huang, Karen (HSA) <karen.huang@sfgov.org>, Figueira, Michael (HSA) <michael.figueira@sfgov.org>, Kupfer, Margarita (HSA) <margarita.kupfer@sfgov.org>, Lee, Caroline (HSA) <caroline.lee1@sfgov.org>, Nisha, Sharee (HSA) <sharee.nisha@sfgov.org>, McCaleb, Claire (HSA) <claire.mccaleb@sfgov.org>, DeLeon, Andrea (HSA) <andrea.deleon@sfgov.org>, Corvinelli, Camaguey (HSA) <camaguey.corvinelli@sfgov.org>, Varela, Daniel (HSA) <daniel.varela@sfgov.org>, Shaikher, Sonali (HSA) <sonali.shaikher@sfgov.org>

Cc: [REDACTED]; Kim, Luenna (HSA) <luenna.kim@sfgov.org>

Great News Team!

Luenna would like all employees to review this link below. [REDACTED] did an amazing job represent@ng us at the CWDA conference! Over 500 people watched the presenta@on yesterday.

<https://www.virtualeventplace.com/en?t=/CustomCode/webcasts/videoContainer&id=1600835179912>

Please take @me and review,

Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153
[REDACTED]
Email: velma.gay@sfgov.org.

Gay, Velma (HSA) <velma.gay@sfgov.org>

RE: Utilization of Covid-19 time-off

October 30, 2020 at 4:05 PM PDT

To: Nisha, Sharee (HSA) <sharee.nisha@sfgov.org>, McCaleb, Claire (HSA) <claire.mccaleb@sfgov.org>, DeLeon, Andrea (HSA) <andrea.deleon@sfgov.org>, Varela, Daniel (HSA) <daniel.varela@sfgov.org>, Shaikher, Sonali (HSA) <sonali.shaikher@sfgov.org>, [REDACTED], [REDACTED], Yeung, Ivy (HSA) <ivy.yeung@sfgov.org>, Lewis, Carmen (HSA) <carmen.lewis@sfgov.org>, [REDACTED] Lorio, Dorys (HSA) <dorys.lorio@sfgov.org>, Ranney, Tamara (HSA) <tamara.ranney@sfgov.org>, Lopez, Estela (HSA) <estela.lopez@sfgov.org>, [REDACTED] Williams, Katrina (HSA) <katrina.williams@sfgov.org>, [REDACTED], Seruge, Wael (HSA) <Wael.Seruge@sfgov.org>, [REDACTED], Aho, Michael (HSA) <michael.aho@sfgov.org>, Brown, Marcia (HSA) <Marcia.Brown@sfgov.org>, [REDACTED], [REDACTED], Pineda, Erica (HSA) <erica.pineda@sfgov.org>, Lazo, Irvin (HSA) <Irvin.Lazo@sfgov.org>, [REDACTED], Alejandrino, Abel (HSA) <abel.alejandrino@sfgov.org>, Caraballo, Felix (HSA) <felix.caraballo@sfgov.org>, He, Brian (HSA) <Brian.He@sfgov.org>, Shaikh, Sanah (HSA) <sanah.shaikh@sfgov.org>, [REDACTED], [REDACTED], Appel, Cheyo (HOM) <cheyo.appel@sfgov.org>, [REDACTED], [REDACTED], Ngai, Cindy (HSA) <cindy.ngai@sfgov.org>, [REDACTED] (HSA) [REDACTED], Huang, Karen (HSA) <karen.huang@sfgov.org>, Figueira, Michael (HSA) <michael.figueira@sfgov.org>, Kupfer, Margarita (HSA) <margarita.kupfer@sfgov.org>, Lee, Caroline (HSA) <caroline.lee1@sfgov.org>

Cc: Kim, Luenna (HSA) <luenna.kim@sfgov.org>

Dear HSA Staff:

As you may remember, Mayor Breed issued a Supplemental Proclamation on March 31, 2020, authorizing the Human Resources Director to implement emergency leave and benefit policy changes, effective April 1, 2020. These policies were subject to continuing review and updates for the duration of the public health emergency. We are writing to let you know that the City recently reviewed the policies and made the following changes to the COVID-19 compensation plan effective October 31, 2020.

Please take a moment to read the email and attachments. We included an FAQ, information about the changes, and instructions on how to look up your accrual balances in People and Pay (eMerge).

If you have questions, please reach out to your HSA payroll representative.

Additional City Paid Sick Leave (COV)

Current: All regularly scheduled employees hired before April 1, 2020 received 80 hours of COV (pro-rated for part-time employees). COV may be used in the same manner as Sick Leave Pay (SLP) and must be used by close of business December 31, 2020.

Revised:

1. The 80 hour COV allocation now applies to employees hired after April 1, 2020 (pro-rated for part-time employees).
2. COV usage will be limited to COVID-19 related reasons, school closures, and remote learning.
3. The expiration of COV hours has been extended to close of business June 30, 2021.

Additional Floating Holiday Accruals

Current: All regularly scheduled employees who are required to come into the workplace earn 8 hours of additional floating holiday for every 40 hours worked.

Revised:

1. This program is set to expire close of business October 30, 2020.
2. The additional floating holidays earned will be credited to employees by November 30, 2020.

Carry Forward for Floating Holidays

Current: All regularly scheduled employees can roll over an additional 80 hours of floating holidays above the normal roll over limit for FY20-21 and FY21-22.

Revised: Employees may maintain 200 hours of floating holidays in FY 20-21 and 160 hours of floating holidays in FY 21-22.

Accrual Caps for Vacation

Current: All regularly scheduled employees may earn up to 80 hours of vacation above their existing vacation cap. Employees must use the additional vacation balance by December 31, 2021.

Revised:

1. The accrual of vacation above an employee's existing cap will end close of business June 30, 2021.
2. Employees must use the additional vacation balance by December 31, 2021.

Compensatory Time for Salaried Employees

Current: All salaried employees may earn up to 80 hours of compensatory time for hours worked in excess of their regularly scheduled work hours. The compensatory time has no expiration.

Revised:

1. The accrual of additional compensatory time will end close of business October 30, 2020.
2. Employees must use the compensatory time by December 31, 2021.

HSA Human Resources



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

Gay, Velma (HSA) <velma.gay@sfgov.org>

RE: Directory

November 02, 2020 at 2:21 PM PST

To: DeLeon, Andrea (HSA) <andrea.deleon@sfgov.org>, Shaikher, Sonali (HSA) <sonali.shaikher@sfgov.org>, Shaikh, Sanah (HSA) <sanah.shaikh@sfgov.org>, [REDACTED], [REDACTED], Appel, Cheyo (HOM) <cheyo.appel@sfgov.org>, [REDACTED] (HSA) <[REDACTED]>, Seruge, Wael (HSA) <Wael.Seruge@sfgov.org>, Brown, Marcia (HSA) <Marcia.Brown@sfgov.org>, Lazo, Irvin (HSA) <Irvin.Lazo@sfgov.org>, [REDACTED] (HSA) <[REDACTED]>, [REDACTED] Castro, Julie Jane (HSA) <juliejane.castro@sfgov.org>, [REDACTED], Alejandrino, Abel (HSA) <abel.alejandrino@sfgov.org>

Good A&ernoon HR Team,

Because we now work remotely opposed to being in the office most of the @me. Can you please provide your work cell phone or the best way to get in touch with you?

Thank you,

Velma Gay



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153
[REDACTED]
Email: velma.gay@sfgov.org.

HSA Human Resources <HSAHumanResources@sfgov.org>

Invitation to HR All Staff Meeting

December 15, 2020 at 4:26 PM PST

To: Aho, Michael (HSA) <michael.aho@sfgov.org>, Alejandrino, Abel (HSA) <abel.alejandrino@sfgov.org>, Arnold, Karimah (HSA) <karimah.arnold@sfgov.org>, [REDACTED] Brown, Marcia (HSA) <Marcia.Brown@sfgov.org>, Cabral, Enrique (HSA) <enrique.cabral@sfgov.org>, Caldo, JosephinePatricia (HSA) <josephinepatricia.ca@sfgov.org>, Caraballo, Felix (HSA) <felix.caraballo@sfgov.org>, Chin-Hidlebaugh, Julie (HSA) <IMCEAEX-ExchangeLabs_ou=Exchange+20Administrative+20Group+20+28FYDIBOHF23SPDLT+29_cn=Recipients_cn=8501cd7ee7094880a3915ec4daa94951-[REDACTED]>, Corvinelli, Camaguey (HSA) <camaguey.corvinelli@sfgov.org>, DaRosa, Kim (HSA) <kim.f.darosa@sfgov.org>, DeLeon, Andrea (HSA) <andrea.deleon@sfgov.org>, Emordi, MillicentIsioma (HSA) <isioma.emordi@sfgov.org>, Gay, Velma (HSA) <velma.gay@sfgov.org>, Gonzalez-Ruiz, Allan (HSA) <allan.gonzalez-ruiz@sfgov.org>, Harris, Sermin Melissa (HSA) <sermin melissa.harris@sfgov.org>, He, Brian (HSA) <Brian.He@sfgov.org>, Huang, Karen (HSA) <karen.huang@sfgov.org>, [REDACTED] [REDACTED], Kim, Luenna (HSA) <luenna.kim@sfgov.org>, [REDACTED] [REDACTED], Kupfer, Margarita (HSA) <margarita.kupfer@sfgov.org>, Lazo, Irvin (HSA) <Irvin.Lazo@sfgov.org>, Lee, Caroline (HSA) <caroline.lee1@sfgov.org>, [REDACTED] [REDACTED], Lewis, Carmen (HSA) <carmen.lewis@sfgov.org>, Lim, Brenden (HSA) <brenden.lim@sfgov.org>, Lin, Steve (HSA) <steve.lin@sfgov.org>, Lopez, Estela (HSA) <estela.lopez@sfgov.org>, Lopez, Javiera (HSA) <javiera.lopez@sfgov.org>, Lorio, Dorys (HSA) <dorys.lorio@sfgov.org>, Mah, Lisa (HSA) <Lisa.Mah@sfgov.org>, [REDACTED] [REDACTED], McCaleb, Claire (HSA) <claire.mccaleb@sfgov.org>, [REDACTED] [REDACTED], Mendoza, Mildred (HSA) <mildred.mendoza@sfgov.org>, Ngai, Cindy (HSA) <cindy.ngai@sfgov.org>, Nisha, Sharee (HSA) <sharee.nisha@sfgov.org>, [REDACTED] [REDACTED], Pineda, Erica (HSA) <erica.pineda@sfgov.org>, Ranney, Tamara (HSA) <tamara.ranney@sfgov.org>, [REDACTED] [REDACTED], Sangalang, Rhodora (HSA) <rhodora.sangalang@sfgov.org>, Seruge, Wael (HSA) <Wael.Seruge@sfgov.org>, Shaikh, Sanah (HSA) <sanah.shah@sfgov.org>, [REDACTED] [REDACTED], Tang, Lily (HSA) <lily.tang@sfgov.org>, [REDACTED] [REDACTED], Varela, Daniel (HSA) <daniel.varela@sfgov.org>, Vuong, Minhchau (HSA) <Minhchau.Vuong@sfgov.org>, Williams, Katrina (HSA) <katrina.williams@sfgov.org>, Yeung, Ivy (HSA) <ivy.yeung@sfgov.org>, Zin, Aung (HSA) <aung.zin@sfgov.org>

Cc: HSA Human Resources <HSAHumanResources@sfgov.org>



Hello HR Team,

We wish you and your loved ones the best during this holiday season. We acknowledge that this year has brought unprecedented hardships in both our personal and professional lives and we sincerely hope that you are well and staying safe. As we near the end of the year, we would like to come together (virtually) as a team to express our gratitude, in lieu of our annual holiday lunch.

Please join us for the last All HR Staff Meeting of the year!
Save the date: This Friday, 12/18 at 2:00pm. Calendar invitation to follow.

If you wish:
BYOC – Bring your own coffee in a festive mug!
Wear your favorite holiday attire!

Let's Zoom into the New Year!

Best,
HSA Human Resources

Attachment 2: Gay emails to HSA HR – 2021

Gay, Velma (HSA) <velma.gay@sfgov.org>

RE: HR Staff Meeting

February 23, 2021 at 1:00 PM PST

To: Kim, Luenna (HSA) <luenna.kim@sfgov.org>, Arnold, Karimah (HSA) <karimah.arnold@sfgov.org>, Cabral, Enrique (HSA) <enrique.cabral@sfgov.org>, [REDACTED] Blasi, Isabella (HSA) <isabella.blasi@sfgov.org>, Mora, Maribel (HSA) <Maribel.Mora@sfgov.org>, Emordi, MillicentIsioma (HSA) <isioma.emordi@sfgov.org>, Lopez, Estela (HSA) <estela.lopez@sfgov.org>, Corvinelli, Camaguey (HSA) <camaguey.corvinelli@sfgov.org>, Gennaccaro, Frank (HSA) <frank.gennaccaro@sfgov.org>, Lee, Caroline (HSA) <caroline.lee1@sfgov.org>, Castro, Julie Jane (HSA) <juliejane.castro@sfgov.org>, Nisha, Sharee (HSA) <sharee.nisha@sfgov.org>, McCaleb, Claire (HSA) <claire.mccaleb@sfgov.org>, DeLeon, Andrea (HSA) <andrea.deleon@sfgov.org>, [REDACTED], [REDACTED], [REDACTED], Yeung, Ivy (HSA) <ivy.yeung@sfgov.org>, Lewis, Carmen (HSA) <carmen.lewis@sfgov.org>, Lorio, Dorys (HSA) <dorys.lorio@sfgov.org>, Ranney, Tamara (HSA) <tamara.ranney@sfgov.org>, [REDACTED] Williams, Katrina (HSA) <katrina.williams@sfgov.org>, [REDACTED] Seruge, Wael (HSA) <wael.seruge@sfgov.org>, [REDACTED], Aho, Michael (HSA) <michael.aho@sfgov.org>, Brown, Marcia (HSA) <Marcia.Brown@sfgov.org>, [REDACTED], [REDACTED], Pineda, Erica (HSA) <erica.pineda@sfgov.org>, Lazo, Irvin (HSA) <Irvin.Lazo@sfgov.org>, [REDACTED], Alejandrino, Abel (HSA) <abel.alejandrino@sfgov.org>, Caraballo, Felix (HSA) <felix.caraballo@sfgov.org>, He, Brian (HSA) <Brian.He@sfgov.org>, Shaikh, Sanah (HSA) <sanah.shaikh@sfgov.org>, Lim, Brenden (HSA) <brenden.lim@sfgov.org>, [REDACTED], [REDACTED], [REDACTED], [REDACTED] Ngai, Cindy (HSA) <cindy.ngai@sfgov.org>, Huang, Karen (HSA) <karen.huang@sfgov.org>, Figueira, Michael (HSA) <michael.figueira@sfgov.org>, Kupfer, Margarita (HSA) <margarita.kupfer@sfgov.org>, Dekeyan, Hovaness (HSA) <hovaness.dekeyan@sfgov.org>

Cc: [REDACTED]; Tang, Lily (HSA) <lily.tang@sfgov.org>; Lin, Steve (HSA) <steve.lin@sfgov.org>; [REDACTED] Platzer, Rosalie (HSA) <rosalie.platzer@sfgov.org>; Sangalang, Rhodora (HSA) <rhodora.sangalang@sfgov.org>; [REDACTED] Melissa Harris [REDACTED]; Simone Goldman [REDACTED]; Harris, Sermin Melissa (HSA) <sermin.melissa.harris@sfgov.org>

Great News HR Team!

The new 1me for the HR Staff Mee1ng will be 1pm tomorrow.

Thanks for your pa1ence!

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 415-906-4659,,87602211#](#) United States, San Francisco

Phone Conference ID: 876 022 211#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)





SAN FRANCISCO
HUMAN SERVICES AGENCY



From: [REDACTED]
Sent: Monday, May 3, 2021 2:28 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: FW: We're Here for You: Mental Health Awareness Month - Self -Care

From: [REDACTED]
Sent: Monday, May 3, 2021 10:14 AM
To: [REDACTED]
Subject: FW: We're Here for You: Mental Health Awareness Month - Self -Care

[REDACTED]
Employee Health and Safety Manager
Safety Unit Supervisor: CCC Human Services Branch

Office Address:

1650 Mission Street, 4th Floor

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



From: San Francisco Health Service System <HSS.Noreply@hss.sfgov.org>
Sent: Monday, May 3, 2021 10:03 AM
To: [REDACTED]
Subject: We're Here for You: Mental Health Awareness Month - Self -Care



Mental Health Awareness Month



Let's begin with Self-Care

Did you know that mental health also includes emotional, psychological, and social wellbeing? What's Your Mental Health Profile? [Take the assessment to learn more.](#)

This month we raise Mental Health Awareness to encourage our members to ask for help early. We also want to help reduce the stigma often associated with asking for help. The COVID-19 pandemic has had a major impact on our lives. As we continue to navigate through stressful challenges it's normal to experience overwhelming emotions. This Mental Health newsletter series will include resources you can use to improve your mental health and tools to build resiliency.

What Does Self Care Mean?

Self Care is a broad term that means you actively do something to help yourself feel better or make a change. Some examples of self-care are finding resources (e.g., websites) that may have useful information for you, reading books that provide guidance, engaging in outdoor activity, spending time in nature, reaching out to others when you have a problem, or writing out a schedule with small goals for yourself to keep you motivated. The Mental Health Awareness Month series provides many links to self-care resources – [make time to check them out.](#)



Here are a few practices to explore:

Get Outdoors!

[Studies](#) have shown that exploring nature helps reduce stress, anxiety, and depression. This practice is known as [Forest Bathing](#), the clean air, beautiful scenery, good smells all contribute to having more energy, good health, and a sense of purpose.

It's clear engaging in nature is good for us. From a stroll through an urban park, time in your own yard, biking, to a day spent hiking, exposure to nature has been [linked](#) to a multitude of benefits, including improved working memory, cognitive flexibility, and attentional control.

Meditate for Well-Being

Meditation has been practiced for thousands of years and according to the [Mayo Clinic](#), meditation is "considered a type of mind-body medicine." The more you practice, the easier it becomes. [Check out our Power of Meditation Series on Wednesdays from 12 - 12:30 pm.](#)

BIPOC/AAPI Mental Health Resources

[Check out](#) inspiring podcasts, books, mental health resources, and much more. [Discover](#) AAPI mental health and wellbeing resources for self-care, resilience, and the healing of trauma.

What can you do now?

- **Take a [Mindfulness Quiz](#):** How mindful are you.
- Practice Meditation with the no-cost [Librate App](#), created by and for BIPOC and LGBTQ+
- **Interested in running?** Check out [Black](#)

[Girls Run](#)

- **Take a self-assessment:** [What's your meditation style?](#)
- **Resiliency tips** [cultivate your capacity for resilience.](#)
- **Help others:** It benefits you too!
- Explore the great outdoors with these resources:
 - [Diversify Outdoors](#)
 - [Outdoor Afro](#)



We're Here for You

Check out some online classes, apps, and resources. Reach out for help by contacting SFHSS EAP or mental health benefits through your health plan.

- [24/7 FREE Telecounseling:](#) EAP Counselors are available for individual confidential telephone counseling and consultations for active employees.
Call: **(628) 652-4600** or **(800) 795-2351**
- Engage in a [virtual class or seminar](#)
- Webinar: [Stress First Aid: Creating A Culture of Support & Self-Care](#)
- There are no-cost apps like [Insight Timer](#) and [Sanvello](#)
- Try [audio meditations](#) from HelpGuide
- Mental Health Benefits through your [Health Plan](#)

WE'RE HERE *For You*

EMPLOYEE ASSISTANCE PROGRAM

sfhss.org/eap





[Manage](#)

[Opt out](#)

[Sign up
online](#)



emma[®]

®

Office Address:

1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY





Office Address:

1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



Gay, Velma (HSA) <velma.gay@sfgov.org>

RE: Cyber Security Training

June 28, 2021 at 10:44 AM PDT

To: Gay, Velma (HSA) <velma.gay@sfgov.org>, Cruz, Jorgina (HSA - Contractor) <jorgina.cruz@sfgov.org>, Goldman, Simone (HSA) <simone.goldman@sfgov.org>, Sangalang, Rhodora (HSA) <rhodora.sangalang@sfgov.org>, Gennaccaro, Frank (HSA) <frank.gennaccaro@sfgov.org>, Nisha, Sharee (HSA) <sharee.nisha@sfgov.org>, McCaleb, Claire (HSA) <claire.mccaleb@sfgov.org>, DeLeon, Andrea (HSA) <andrea.deleon@sfgov.org>, Varela, Daniel (HSA) <daniel.varela@sfgov.org>, [REDACTED], [REDACTED], [REDACTED], Yeung, Ivy (HSA) <ivy.yeung@sfgov.org>, Lewis, Carmen (HSA) <carmen.lewis@sfgov.org>, [REDACTED], [REDACTED], Lorio, Dorys (HSA) <dorys.lorio@sfgov.org>, Ranney, Tamara (HSA) <tamara.ranney@sfgov.org>, Lopez, Estela (HSA) <estela.lopez@sfgov.org>, [REDACTED], [REDACTED] Seruge, Wael (HSA) <wael.seruge@sfgov.org>, [REDACTED] Aho, Michael (HSA) <michael.aho@sfgov.org>, Brown, Marcia (HSA) <Marcia.Brown@sfgov.org>, [REDACTED], [REDACTED], Pineda, Erica (HSA) <erica.pineda@sfgov.org>, Lazo, Irvin (HSA) <Irvin.Lazo@sfgov.org>, [REDACTED] Alejandrino, Abel (HSA) <abel.alejandrino@sfgov.org>, Caraballo, Felix (HSA) <felix.caraballo@sfgov.org>, He, Brian (HSA) <Brian.He@sfgov.org>, Shaikh, Sanah (HSA) <sanah.shaikh@sfgov.org>, Blasi, Isabella (HSA) <isabella.blasi@sfgov.org>, [REDACTED], [REDACTED], [REDACTED], [REDACTED] Ngai, Cindy (HSA) <cindy.ngai@sfgov.org>, Huang, Karen (HSA) <karen.huang@sfgov.org>, Figueira, Michael (HSA) <michael.figueira@sfgov.org>, Kupfer, Margarita (HSA) <margarita.kupfer@sfgov.org>, Lee, Caroline (HSA) <caroline.lee1@sfgov.org>, Platzer, Rosalie (HSA) <rosalie.platzer@sfgov.org>, Tang, Lily (HSA) <lily.tang@sfgov.org>, Emordi, MillicentIsioma (HSA) <isioma.emordi@sfgov.org>, [REDACTED], [REDACTED], Vuong, Minhchau (HSA) <Minhchau.Vuong@sfgov.org>, Gonzalez-Ruiz, Allan (HSA) <allan.gonzalez-ruiz@sfgov.org>, Mah, Lisa (HSA) <Lisa.Mah@sfgov.org>, Caldo, JosephinePatricia (HSA) <josephinepatricia.ca@sfgov.org>, Clobucker, Elisabeth (HSA) <elisabeth.clobucker@sfgov.org>, Corvinelli, Camaguey (HSA) <camaguey.corvinelli@sfgov.org>, Harris, Sermin Melissa (HSA) <sermin.melissa.harris@sfgov.org>, [REDACTED], Lin, Steve (HSA) <steve.lin@sfgov.org>, Mendoza, Mildred (HSA) <mildred.mendoza@sfgov.org>

Good Morning,

The upcoming end of the City's fiscal year also marks the end of this year's **Cybersecurity Awareness Education** campaign. There are only a few days left to complete your training! **Mayor Breed has issued an Executive Directive on cybersecurity**, requiring all City staff who have access to City technology systems to complete cybersecurity training, the HSA HR Department is looking forward to a goal of 100% completion in our department.

Can you please let me know whether or not you have completed the training? This particular training needs to be prioritized because, **This course needs to be completed by June 30, 2021.**

If you have any questions please do not hesitate to email or call.

Thank you,

Velma Gay (she/her/hers)
Management Assistant
Human Resources

O: (415) 557-5153
[REDACTED]

Office Address:

1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



Attachment 3: Gay email and voicemail to
[REDACTED] June 1, 2021

Gay, Velma (HSA) <velma.gay@sfgov.org>

RE: CSP Time

June 01, 2021 at 11:56 AM PDT

To: [REDACTED]

Cc: Huang, Karen (HSA) <karen.huang@sfgov.org>

Good Morning,

I have spoken with Brenden via email this morning and he mentioned for me to get in contact with one of you. Therefore, I need for one of you, to send the approval for:

- 5/25, 5/27 – 5/28, CSP 8me
- 06/01, CSP 8me

Over to K. Huang in payroll. I have called and leO a messages and no one has responded as of yet.

Thank you,

Velma Gay (she/her/hers)

Management Assistant

Human Resources

O: (415) 557-5153

Office Address:

1650 Mission street, Suite 400

San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



Gay, Velma (HSA) <velma.gay@sfgov.org>

Voice Mail (48 seconds)

June 01, 2021 at 10:36 AM PDT

████████████████████

Hi good morning ██████ my this is Velma Velma Gay calling and I'm calling because I have spoken to ██████ an im trying to get a better understanding of CSP time. Ive already been contacting him and ██████ a little bit so I'm trying to work out my time in how it works out so that I can fill out my time card appropriately. So can you please call me back on my work cell phone ██████ as soon as possible. Thank you bye.

You received a voice mail from Gay, Velma (HSA) at velma.gay@sfgov.org.

Job Title: Management Assistant
Company: CSF
Email: velma.gay@sfgov.org

Thank you for using Transcription! If you don't see a transcript above, it's because the audio quality was not clear enough to transcribe.

[Set Up Voice Mail](#)

Attachment 4: Memo re: HSA Return to Office,
October 27, 2021



SAN FRANCISCO
HUMAN SERVICES AGENCY



SFHSA Colleagues,

We are excited to welcome everyone back to the office next Monday, November 1. We are writing to share some important information about preparing for your return.

Video

HR Director Katrina Williams and SFHSA Communications have produced a [short video](#) to inform you about how to prepare for returning to the office as well as guidance on workplace safety rules.

Tips for Preparing Your Office

Remember that next week, many of our 2,200 staff may be competing for IT resources at the same time. Therefore, we encourage you to **visit your office space prior to returning to the office**, as this is likely to make the transition easier. Please work with your supervisor if you do plan to visit your office when you are not scheduled to work onsite.

IT recommends that you verify you can log on to your laptop, use the office printer, use your soft phones (if applicable), log on to call centers, and participate in Microsoft Teams (use video, audio, etc.).

While working in the office, you **should NOT log on to VPN**. The experience will be slow and completely unnecessary. VPN is only for use when you are not in SFHSA offices.

If you are assigned to use a soft phone while telecommuting, you will continue using a soft phone when you are in the office. Your desk phone will not work.

Equipment and Resources Available

There is equipment available to help you with the transition back to the office. IT has a limited amount of noise-cancelling headsets, keyboards, monitors, and laptop locks to secure SFHSA equipment. In addition, our IT department backfilled equipment such as monitors, keyboards, and docking stations, and is coordinating with program management to assist with equipment distribution.

For the first two weeks of November, IT will have on-site technicians located at 170 Otis, 1235 Mission, and 1440 Harrison lobbies to answer questions, as well as technicians walking around the floors to provide support. There will also be technicians at 3120 Mission, 3801 3rd Street, and 2 Gough providing support and/or equipment. At 1650 Mission, the SOS office in suite 200 will be open for staff to get help and pick up equipment. The Help Desk will be sending out details this week about where to pick up equipment at specific buildings. You can reach the Help Desk by calling (415) 557-5888 (dial 75888 from an office phone) or emailing dhs_helpdesk@sfgov.org.

Treat All Colleagues with Respect

We recognize that returning to the office can be stressful. Please treat all your fellow SFHSA staff with kindness and respect, wearing masks at all times except when eating or drinking, and give everyone the benefit of the doubt that they are doing their best. Our teams in IT, HR, and Facilities are working extremely hard to meet everyone's needs, but there may be times where you have to wait for assistance, and wait times may be longer than usual. Please give each other grace right now and be patient and courteous to each other while we all adjust to being back in the office.

In addition, please remember that one way we show respect to our clients is by dressing professionally while in the office.

If you have questions about COVID-19 safety-related issues, please visit the [SFHSA Intranet](#) (reminder that you must log on to VPN to view the intranet) or email SFHSA Human Resources at HSAHumanResources@sfgov.org.

Thank you for your continued dedication on behalf of our clients. We look forward to seeing everyone next week!

Trent Rhorer

Executive Director, San Francisco Human
Services Agency

Kelly Dearman

Executive Director, Department of
Disability and Aging Services



Exhibit T

Documents Provided by [REDACTED]

Attachment 1: Gay, [REDACTED] emails re: MS Teams
Assistance, Training

Attachment 2: Gay, [REDACTED] emails re: Zoom
Assistance, Training

Attachment 3: Gay, [REDACTED] emails re: Health
Survey

Attachment 4: Gay, [REDACTED] emails re: [REDACTED]
Assisting Gay

Attachment 1: Gay, [REDACTED] emails re: MS Teams
Assistance, Training

[REDACTED]
RE: reoccurring meetings
March 24, 2020 at 11:12 AM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Yes, exactly. [REDACTED]

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 [REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Tuesday, March 24, 2020 11:12 AM

[REDACTED]
Subject: reoccurring meetings

I believe you just have to go to the Meeting Icon and then go over to the right and choose reoccurrence and proceed from there.

Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org

[REDACTED]
RE: Check-in Call | HSA HR COVID-19
April 02, 2020 at 4:39 PM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,
I'm calling you on skype to walk you through it.
Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]
[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Thursday, April 2, 2020 4:39 PM
[REDACTED]
Subject: RE: Check-in Call | HSA HR COVID-19
[REDACTED]

I'm sorry, but I do not see a purple hyperlink or anything that says Join Now. However, I do see the calendar with the variations of colors.
Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153
[REDACTED]
Email: velma.gay@sfgov.org

From: [REDACTED]
Sent: Thursday, April 2, 2020 4:27 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: Check-in Call | HSA HR COVID-19
You open your calendar on email, open the invite for 9:00am tomorrow. Inside the invite is a purple link that says join now.

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]
[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Thursday, April 2, 2020 4:25 PM

[REDACTED]

Subject: RE: Check-in Call | HSA HR COVID-19
How to access calendar invite, under which icon?
Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153

[REDACTED]

Email: velma.gay@sfgov.org

From: [REDACTED]

Sent: Thursday, April 2, 2020 4:22 PM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: RE: Check-in Call | HSA HR COVID-19

Hi Velma,

I can test it with you right now. All you have to do is click on the purple link in the calendar invite for tomorrow.

Thanks,

[REDACTED]

Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]

[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Thursday, April 2, 2020 4:20 PM

[REDACTED]

Subject: RE: Check-in Call | HSA HR COVID-19

Hello [REDACTED]

How do I access MS Teams?

Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153

[REDACTED]

Email: velma.gay@sfgov.org

-----Original Appointment-----

[REDACTED]
Sent: Thursday, April 2, 2020 4:13 PM

To: Caraballo, Felix (HSA); Corvinelli, Camaguey (HSA); DeLeon, Andrea (HSA); Gay, Velma (HSA); Hiramakawa, Karen (HSA); [REDACTED]; Kim, Luenna (HSA); [REDACTED] Lim, Brenden (HSA); McCaleb, Claire (HSA); Nisha, Sharee (HSA); [REDACTED] HSA); [REDACTED] Williams, Katrina (HSA); Huebner, David (HRD)

Cc: Shaikher, Sonali (HSA)

Subject: Check-in Call | HSA HR COVID-19

When: Friday, April 3, 2020 9:00 AM-9:30 AM (UTC-08:00) Pacific Time (US & Canada).

Where: Microsoft Teams: Open for link

Hello All,

We're moving the 9:00am check-in calls to Microsoft Teams.

Thanks,

[REDACTED]

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

[REDACTED]
RE: 9 AM Microsoft Meeting
April 03, 2020 at 10:22 AM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,
It was not displayed at all. You can turn it on and off with the icon that looks like a little camcorder.
Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]
[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Friday, April 3, 2020 10:20 AM
[REDACTED]
Subject: 9 AM Microsoft Meeting
[REDACTED]

Was my image displayed for the entire meeting? I did not want to break up anyone's conversation just to ask that. If so, could you tell me how to turn my image off when I'm just listening.
Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153
[REDACTED]
Email: velma.gay@sfgov.org

[REDACTED]

[REDACTED] Training

April 20, 2020 at 3:50 PM PDT

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,

Check out this page.

MS Teams Resources: <https://sfgov1.sharepoint.com/sites/CCSF-Teams>

Microsoft Training: <https://web.microsoftstream.com/video/866f73ab-07a8-4fda-920e-bf1f6675fcda?referrer=https:%2F%2Fsfgov1.sharepoint.com%2Fsites%2FCCSF-Teams>

[REDACTED]

Human Services Agency, HR

City & County of San Francisco

1650 Mission St. 2nd Fl, San Francisco, CA 94103

Office: 415-557-5855 | [REDACTED]

[REDACTED]

[REDACTED]
FW: Microsoft O365 Apps Training Sessions
April 21, 2020 at 2:37 PM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,
I got this email today about upcoming trainings. Forwarding it along in case you're interested.
Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]
[REDACTED]

From: DT Communications <noreply@sfgov.org>
Sent: Tuesday, April 21, 2020 2:26 PM
To: [REDACTED]
Subject: Microsoft O365 Apps Training Sessions
Microsoft Teams Training Sessions



SAN FRANCISCO
DEPARTMENT OF
TECHNOLOGY

****NEW SESSIONS****

Microsoft O365 Apps Training Sessions and Resources

We are pleased to announce additional training sessions for several Microsoft O365 applications including Teams, OneDrive, Planner and Outlook Mobile.

As policies may vary by department, please check with your IT staff regarding the use of these O365 applications.

[Click here to see the current O365 Training Schedule and download calendar reminders.](#)

Training Schedule

Click any of the dates below to add a reminder to your calendar or join the session.

Getting Started with Teams

[Wednesday, April 22, 9am - 10am](#)

[Wednesday, April 22, 12pm - 1pm](#)

[Friday, April 24, 10am - 11am](#)

[Friday, April 24, 4pm - 5pm](#)

[Monday, May 4, 3pm - 4pm](#)

Getting Started with OneDrive

[Monday, April 27, 11am - 12pm](#)

[Friday, May 1, 9am - 10am](#)

[Friday, May 8, 11am - 12pm](#)

Getting Started with Planner

[Wednesday, April 29, 8am - 9am](#)

[Monday, May 4, 10am - 11am](#)

[Friday, May 8, 3pm - 4pm](#)

Getting Started with Teams Mobile

[Wednesday, April 29, 1pm - 2pm](#)

[Wednesday, May 6, 8am - 9am](#)

Getting Started with Outlook Mobile

[Monday, April 27, 3pm - 4pm](#)

[Friday, May 1, 2pm - 3pm](#)

[Wednesday, May 6, 2pm - 3pm](#)

Additional resources for Microsoft Teams: <http://teams.sfgov.org>

NEW: [Click here to check out resources in the My Apps Portal](#)

Remote Worker Support

MS Teams Collaboration Learning

This email has been sent to all CCSF Users

Copyright © 2018 City & County of San Francisco, Department of Technology, All rights reserved.

Support:
(628) 652-5000
dtis.helpdesk@sfgov.org

City & County of San Francisco, Department of Technology
1 South Van Ness 2nd floor San Francisco, California 94103 USA

[REDACTED]

RE: MS Teams Troubleshooting
April 24, 2020 at 3:47 PM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

I'm in too, are you using this link?
https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjRkMjI0MWMtMTQwYi00M2MxLThjZWUtMzgyMDUzNDc3NTJm%40thread.v2/0?context=%7b%22Tid%22%3a%2222d5c2cf-ce3e-443d-9a7f-dfcc0231f73f%22%2c%22Oid%22%3a%22740d4ed2-9b93-4788-8d8e-ef1758bf1e69%22%7d

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Friday, April 24, 2020 3:46 PM

[REDACTED]

Subject: RE: MS Teams Troubleshooting
I'm waiting in MS Office Teams.



HSA HR - Management Assistant

City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153

[REDACTED]

Email: velma.gay@sfgov.org

-----Original Appointment-----

[REDACTED]

Sent: Friday, April 24, 2020 3:33 PM
To: Gay, Velma (HSA)
Subject: MS Teams Troubleshooting
When: Friday, April 24, 2020 4:00 AM to Saturday, April 25, 2020 4:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: MS Teams

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

[REDACTED]
RE: Re: MS Office Teams
April 24, 2020 at 3:46 PM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,
I sent you an invite on MS Teams. I'll jump on in a three minutes.
Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Friday, April 24, 2020 1:49 PM

[REDACTED]
Subject: RE: Re: MS Office Teams
3:30pm works for me!



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153
[REDACTED]
Email: velma.gay@sfgov.org

[REDACTED]
Sent: Friday, April 24, 2020 1:47 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: Re: MS Office Teams
Hi Velma,
Sure. Let's do 3:30. I have a conference call at 4.
Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Friday, April 24, 2020 12:44 PM

[REDACTED]
Subject: Re: MS Office Teams

██████

This is the email that I received with loading MS Office Teams software.

VGay@hsa.sfgov.org However, I do not have a password for this particular email address. Therefore, I cannot use the Emerge password because it is preset for velma.gay@sfgov.org.

I wanted to see if we can work on this towards the end of the day around 3:30pm or 4pm?

Please Advise,

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

████████████████████

Email: velma.gay@sfgov.org

[REDACTED]
RE: RE: MS Office Teams
May 05, 2020 at 12:25 PM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,
Sure. Send me an invite for this afternoon.
Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]
[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Tuesday, May 5, 2020 12:12 PM

[REDACTED]
Subject: RE: MS Office Teams
[REDACTED]

Can we meet later today for about 15 to 20 minutes about MS Office Teams? Basic questions, after viewing a youtube video.

Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org

[REDACTED]
RE: RE: 10 HR Meeting
May 07, 2020 at 10:17 AM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,
Are you sure you're on the right link? I'm in with most of the managers. Look at your calendar and make sure you're on the right date/time & meeting.
Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Thursday, May 7, 2020 10:16 AM

[REDACTED]
Subject: RE: 10 HR Meeting

[REDACTED]
I in the MS Office Teams Site and its telling me waiting for others to join.
Please advise,
Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153
[REDACTED]
Email: velma.gay@sfgov.org

[REDACTED]
RE: RE: 10am Notes
May 20, 2020 at 8:45 AM PDT
[REDACTED]

Good Morning [REDACTED]
I will review your thoughts and consult with Luenna sometime today.
Thank you,
Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153
[REDACTED]
Email: velma.gay@sfgov.org

[REDACTED]
Sent: Wednesday, May 20, 2020 8:43 AM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: 10am Notes

Hi Velma

I had a chance to look at the notes this morning. In terms of condensing, I think Luenna is the appropriate person to ask. They look fine to me, but she seems to have a specific idea on the level of detail that she wants. I underlined a few things that I think can be removed, and made a change in *italics* for your review.

To see the notes, go back into the chat from that meeting and you'll see a little tab called meeting notes at the top.

Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]
[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Tuesday, May 19, 2020 11:31 AM
[REDACTED]

Subject: RE: RE: 10am Notes

Can you look at the notes and see how or give me an idea of how they can be condensed, that is if you have the time?

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

Sent: Tuesday, May 19, 2020 11:30 AM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: RE: RE: 10am Notes

Hi Velma,

Yes, they stay. They're not super easy to find so give yourself some extra time before the next meeting.

Thanks,

Human Services Agency, HR

City & County of San Francisco

1650 Mission St. 2nd Fl, San Francisco, CA 94103

Office: 415-557-5855 |

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Tuesday, May 19, 2020 11:24 AM

Subject: RE: 10am Notes

I wanted to know after creating the notes can I just close out without saving and they notes will still be there?

Please advise,

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

[REDACTED]
RE: 9am meeting
May 21, 2020 at 9:23 AM PDT
[REDACTED]

[REDACTED]
I was able to figure it out..
Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153
[REDACTED]
Email: velma.gay@sfgov.org

[REDACTED]
RE: MS TEAMS NOTES

June 03, 2020 at 11:03 AM PDT

To: [REDACTED]

Now that I think about it. Tomorrow immediately after the 10am meeting might work out better for me.

Thank you,
Velma

Sent with BlackBerry Work
(www.blackberry.com)

From: [REDACTED]
Date: Wednesday, Jun 03, 2020, 8:44 AM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: MS TEAMS NOTES

Good Morning Velma,
Sure, that works. We could also meet tomorrow if you want to enjoy your day off. Send me an MS Teams invite for whatever you decide.
Thanks,

[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Wednesday, June 3, 2020 8:32 AM
[REDACTED]
Subject: RE: MS TEAMS NOTES

Good Morning [REDACTED]
Technically, I'm off today but I wanted to complete the notes on MS teams can I meet with you at around 11:30am this morning?
Velma

Sent with BlackBerry Work
(www.blackberry.com)

Gay, Velma (HSA) <velma.gay@sfgov.org>

RE: RE: Changing ID #

June 04, 2020 at 12:00 PM PDT

[REDACTED]

Thank you.... ;)



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

[REDACTED]

Sent: Thursday, June 4, 2020 11:52 AM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: RE: RE: Changing ID #

Velma,

I think you were able to update it silently because I didn't get a notice that the invite was updated,

good job 👍

[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Thursday, June 4, 2020 11:46 AM

Subject: RE: RE: Changing ID #

[REDACTED]

For some reason, It did not give me an option. So, Just in-case I did not get that dialog box. I just clicked "send-update" with a message to the managers, that I was changing the conference ID#.

Thank you,

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

[REDACTED]

Email: velma.gay@sfgov.org

[REDACTED]
Sent: Thursday, June 4, 2020 11:29 AM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: Changing ID #

Hi Velma,

Yes, we talked about that. When you update the meeting info, if you click "X" in the window, it may ask you if you want to update the information without sending n updated invite. If that is an option, choose that one.

If it's not an option just hit the send everyone an update button.

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Thursday, June 4, 2020 11:19 AM

[REDACTED]
Subject: RE: Changing ID #

[REDACTED]
Do I need to send out as an update? You didn't mentioned it, I'm unsure.
Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org

Gay, Velma (HSA) <velma.gay@sfgov.org>

RE: RE: MS TEAMS

June 15, 2020 at 1:53 PM PDT

[REDACTED]

I have a licensed version. Today, I will begin to go into the MS TEAMS and begin to search around and see more of what the system has the ability to do. Also, I would like to upload my photo.

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org

[REDACTED] June 15, 2020 12:47 PM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: RE: RE: MS TEAMS

If you have the unlicensed version than yes, you can just copy and paste a previous meeting. Just make sure to access it prior to the meeting and to make sure there aren't any notes and such available.

The IT ticket would be to request the call-in feature for your MS Teams.

[REDACTED]
Sent: Monday, June 15, 2020 12:45 PM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: RE: RE: MS TEAMS

Hi Velma,

Do you have the licensed or unlicensed version?

Thanks,

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Monday, June 15, 2020 12:37 PM

[REDACTED]
Subject: RE: RE: MS TEAMS

When I schedule a **MS Teams meeting the link** only appears without:

- Phone line #
- Conference ID#

In the past, I would copy/paste from another meeting, that is why when you looked back at one of the meetings you did not see any notes. I had broken the sequence that included the chats and notes. I have spoken with the IT department today and they have stated that I need to place an IT request to get a Conf ID#, that is what I am going to do today.

In the meantime, I wanted to know if there was somehow a way, I could schedule the meeting immediately?

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

[REDACTED]

Email: velma.gay@sfgov.org

[REDACTED]

Sent: Monday, June 15, 2020 12:24 PM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: RE: RE: MS TEAMS

Hi Velma,

It depends. If your meeting can be a brand new one (i.e. you don't need to access information previously discussed like notes and chats), then you should just create a whole new link.

[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Monday, June 15, 2020 12:12 PM

[REDACTED]

Subject: RE: MS TEAMS

Good Afternoon [REDACTED]

I am about to schedule a meeting on MS Teams. Is okay if I just copy/paste a Conf ID# from a previous meeting. The call-in number is the same but I am noticing all of the Conf ID#s vary.

Please Advise,

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

[REDACTED]

Email: velma.gay@sfgov.org

[REDACTED]
RE: RE: HR Meeting Notes
June 18, 2020 at 10:53 AM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,
Sure, send me an invite, my 1:00pm got cancelled so I'm free. I can look into your questions then, I don't think I've used One Note so you'll have to show me what you're talking about.
Thank you,
[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Thursday, June 18, 2020 10:14 AM

[REDACTED]
Subject: RE: HR Meeting Notes

Good Morning [REDACTED]

Can you please let me know if I have placed the notes in the correct area. I remembered you stating to go into 5/28 meeting to align myself with the sequence of information, next click on Teams, more actions and the notes area should appear at the top. However, this did not happen this time.
Can I make an MS Teams appointment with you for about 15 mins at 1pm? Also, I wanted to know if I could copy/paste into OneNote to condense space?

Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org

[REDACTED]
RE: RE: MS Teams

June 26, 2020 at 12:49 PM PDT

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Yes, essentially.

In Teams, even though you scheduled it, anyone can lead and speak. However, you are the only one that can mute all participants. Everyone can mute themselves, but only the host can mute everyone at once.

In Zoom, if you create the invite, you are the host. Everyone can speak and share their screens during the meeting, but the host has to be present in order for the meeting to happen.

Thanks,
[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Friday, June 26, 2020 12:45 PM
[REDACTED]

Subject: RE: RE: MS Teams

Let me see if I understand you correctly. In MS Teams, although I sent out the invite to everyone... anyone can lead and speak throughout the session? However, Zoom is a different system/app, that requires or needs the facilitator to control the meeting and participate?

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153
[REDACTED]

Email: velma.gay@sfgov.org

[REDACTED]
Sent: Friday, June 26, 2020 12:40 PM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: RE: RE: MS Teams

Hi Velma,

Not necessarily. In Teams you could schedule a meeting for Luenna and not actually join. The word "host" is used in Zoom. In Zoom if you schedule the meeting, you are the host and you have to attend, unless you designate a co-host. Does that make sense?

Thanks,
[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Friday, June 26, 2020 12:34 PM
[REDACTED]

Subject: RE: MS Teams

██████████
I have a meeting today that I initially scheduled does that mean, I'm the person that would be "hosting?"

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

██████████
Email: velma.gay@sfgov.org

[REDACTED]
RE: RE: MS Teams

June 30, 2020 at 1:13 PM PDT

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,

I'm on a call till 2:00pm. I can meet with you then if that works?

Let me know.

Thanks,

[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Tuesday, June 30, 2020 1:12 PM

[REDACTED]
Subject: RE: MS Teams

[REDACTED]
Can we schedule a MS Teams meeting in the next few minutes 1:15pm?

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org

Attachment 2: Gay, [REDACTED] emails re: Zoom
Assistance, Training

[REDACTED]
RE: RE: Zoom
May 15, 2020 at 9:43 AM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

The MS teams link.

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]

From: [REDACTED]
Sent: Friday, May 15, 2020 9:43 AM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: Zoom

Okay, log in to the 9:00am call link and I'll try to take a look at your screen.
Thanks

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Friday, May 15, 2020 9:40 AM
To: [REDACTED]
Subject: RE: RE: Zoom
Yes....



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org

From: [REDACTED]
Sent: Monday, May 11, 2020 9:43 AM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: Zoom

Good Morning Velma
Thank you for the update. Sure, I'll send you the invite shortly.
Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Monday, May 11, 2020 9:32 AM

[REDACTED]
Subject: RE: Zoom

[REDACTED]
This morning I was having issues with my VPN kept dropping. I spoke with the IT department and I probably discovered a solu\$on by logging Directly into my laptop to create a stronger connec\$on. Also, in regards to the Project Plans from HR Managers as of today I believe there are two Managers who have not turned in their Plans. I will be contac\$ng them today.

Last, can you please send me an invite to join today mee\$ng on Tips and Tools on Zoom?

Thank you,

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org.

Gay, Velma (HSA) <velma.gay@sfgov.org>

RE: Zoom meeting

May 15, 2020 at 1:49 PM PDT

[REDACTED]

Thank you for assisting/troubleshooting this morning, I just finished my webinar. The training was extremely useful as well as informative. I knew this was a course that I absolutely needed. This is why I requested you to help me. ;)

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

[REDACTED]

Email: velma.gay@sfgov.org.

Attachment 3: Gay, [REDACTED] emails re: Health
Survey

[REDACTED]
RE: RE: Health Survey Data
June 29, 2020 at 12:35 PM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,
Yes, when you download the 4ile for the survey it will download in 5 spreadsheets. She combined it. This is not the 4ile that you would send Sahil, we have to cut out some of the 4ields.
Yes, it always goes to Sahil. My understanding is that he compares the survey data to the on-premise login data.
Thanks,

[REDACTED]

[REDACTED]
Sent: Monday, June 29, 2020 12:23 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: Health Survey Data

Hi Velma,
I'm not sure what Claire sent you this morning. Can you share it with me so I can take a look?
Thanks,

[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Monday, June 29, 2020 12:20 PM

[REDACTED]

Subject: RE: Health Survey Data

Good AMernoon [REDACTED]

The Data that Claire sent me this morning, is this ready for trending data at 1:00pm, that came from Sahill? Also, does this informa\$on always comes from Sahill or can you tell me exactly what Sahill is doing to the informa\$on beforehand.

Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153

[REDACTED]

Email: velma.gay@sfgov.org.

Reminder | Daily Health Survey

June 30, 2020 at 12:23 PM PDT

To: Gay, Velma (HSA) <velma.gay@sfgov.org>; [REDACTED]; Williams, Katrina (HSA) <katrina.williams@sfgov.org>

Hi Velma,

Below is the mid-day reminder for people who are in the office and did not complete the health screening survey. We will get this list of people from Sahil after we send him the 1:00pm report. Once you get that list, please spot check-it and put all of the recipient email addresses in BCC. Please let me know if you have any questions.

Thanks,

Hello,

Our records show that you logged on to an Agency computer in one of our buildings, but a daily Health Screening survey was not submitted. Please remember to complete HSA's daily Health Screening Survey. All employees are required to complete it regardless of work location for the day.

You can complete the survey [here](#).

The purpose of the Health Screening Survey is to help slow down the spread of the COVID-19 virus by requiring people who have the virus, have been exposed to it, or are currently experiencing COVID-19 virus symptoms, to stay at home. This self-screening is mandatory and must be done before starting work every day.

Employees who refuse to participate in the screening may be sent home on accrued leave, other than sick leave (except for any time spent in the workplace prior to the screening), or unpaid if no eligible accrued leave is available.

Please feel free to email HSAHumanResources@sfgov.org if you have any questions.

Thank you for your help in stopping the spread of the COVID-19 virus.

Sincerely,

[YOUR SIGNATURE]

[REDACTED]
RE: RE: DSW Number

June 30, 2020 at 1:37 PM PDT

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

We prefer to send it at 1:00pm, but if you're not able to, then you're not able to. Have you asked John for help? He's pretty good with Excel.

Thanks
[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Tuesday, June 30, 2020 1:36 PM

To: OrGz, Rosa (HSA) <rosa.orGz@sfgov.org>

Subject: RE: RE: DSW Number

Its okay to have Sahil wait



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org.

[REDACTED]
Sent: Tuesday, June 30, 2020 1:35 PM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: RE: RE: DSW Number

Sure, after 2:00pm.
[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Tuesday, June 30, 2020 1:34 PM

[REDACTED]
Subject: RE: RE: DSW Number

Are you available to show me what you mean. That is MS Teams Because I copy/paste the formula into the new column and its not working.

Velma



HSA HR - Management Assistant

City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org

[REDACTED]
Sent: Tuesday, June 30, 2020 1:33 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: DSW Number

Velma

No, you can leave the DSW number alone, just add the column DSW Number Formatted with that TEXT formula.

Thank you,

[REDACTED]
From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Tuesday, June 30, 2020 1:10 PM

[REDACTED] DSW Number

Do I need to remove the iniGal DSW Number Column?
Then recreate a second DSW Number Formaced Column with the TEXT formula inside of it?
Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org

Attachment 4: Gay, [REDACTED] emails re: [REDACTED]
Assisting Gay

[REDACTED]
RE: Update | RE Distributing IT Equipment to Age/HC Staff
March 18, 2020 at 1:25 PM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,
The next HR Call is at 3:00pm, the invite below is for a separate 2:00pm call with Luenna, the Deputy Directors, and I.T.
Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org> **On Behalf Of** Kim, Luenna (HSA)
Sent: Wednesday, March 18, 2020 1:23 PM
To: [REDACTED]
Subject: RE: Update | RE DistribuKng IT Equipment to Age/HC Staff

[REDACTED]
The next conference call is at 1pm or 3pm?
Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-515 | [REDACTED]
Email: velma.gay@sfgov.org

-----Original Appointment-----

From: [REDACTED]
Sent: Wednesday, March 18, 2020 1:13 PM
To: Lim, Brenden (HSA); Gay, Velma (HSA)
Subject: Update | RE DistribuKng IT Equipment to Age/HC Staff
When: Wednesday, March 18, 2020 2:00 PM-2:30 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Conference Call
Conference Line:
USA Toll-Free: (877)411-9748
PARTICIPANT CODE: 4401327
HOST CODE: 9994 ([REDACTED] to log in as host)

[REDACTED]
RE: Check-in Call | HSA HR COVID-19
March 24, 2020 at 10:59 AM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Yes, I set our meetings as recurring. So it put invitations for all of our check-in meetings through 4/10.

Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Tuesday, March 24, 2020 10:39 AM

To: [REDACTED]

Subject: RE: Check-in Call | HSA HR COVID-19

I have receive 15 emails in a row is there a reason why?

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org

-----Original Appointment-----

From: [REDACTED]

Sent: Tuesday, March 24, 2020 10:36 AM

To: Caraballo, Felix (HSA); Corvinelli, Camaguey (HSA); DeLeon, Andrea (HSA); Gay, Velma (HSA); Hirakawa, Karen (HSA); [REDACTED]; Kim, Luenna (HSA); [REDACTED]; Lim, Brenden (HSA); McCaleb, Claire (HSA); Nisha, Sharee (HSA); [REDACTED] (HSA); [REDACTED]; Williams, Katrina (HSA); [REDACTED]

Subject: Check-in Call | HSA HR COVID-19

When: Wednesday, March 25, 2020 9:00 AM-9:30 AM (UTC-08:00) Pacific Time (US & Canada).

Where: Conference Call Line: 1-877-411-9748, ID: 4401327

Hello All,

Please call in to the conference line.

*****UPDATED Conference Line:**

USA Toll-Free: **(877)411-9748**

PARTICIPANT CODE: **4401327**

HOST CODE: 9994 ([REDACTED] to log in as host)

Call Outline:

Katrina – Agenda/Check-In/Outstanding Questions

██████ – Task List

Luenna – Director’s report

Updated Task List

[REDACTED]
RE: meeting today
March 30, 2020 at 8:51 AM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,
Yes, it's on your calendar.
Thanks,

[REDACTED], HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
OfLice: 415-557-5855 | [REDACTED]
[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Monday, March 30, 2020 8:51 AM
To: [REDACTED]
Subject: meeFng today

Good Morning [REDACTED]
Are we having a conference call meeFng this morning?
Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153
[REDACTED]
Email: velma.gay@sfgov.org.

[REDACTED]
RE: Check-in Call | HSA HR COVID-19
April 02, 2020 at 4:21 PM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,
I can test it with you right now. All you have to do is click on the purple link in the calendar invite for tomorrow.
Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]
[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Thursday, April 2, 2020 4:20 PM

[REDACTED]
Subject: RE: Check-in Call | HSA HR COVID-19

Hello [REDACTED]
How do I access MS Teams?
Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153
[REDACTED]
Email: velma.gay@sfgov.org.

-----Original Appointment-----

From: [REDACTED]
Sent: Thursday, April 2, 2020 4:13 PM
To: Caraballo, Felix (HSA); Corvinelli, Camaguey (HSA); DeLeon, Andrea (HSA); Gay, Velma (HSA); Hirakawa, Karen (HSA); [REDACTED] (HSA); Kim, Luenna (HSA); [REDACTED] Lim, Brenden (HSA); McCaleb, Claire (HSA); Nisha, Sharee (HSA); [REDACTED] (HSA); [REDACTED]; Williams, Katrina (HSA); Huebner, David (HRD)
Cc: Shaikher, Sonali (HSA)
Subject: Check-in Call | HSA HR COVID-19
When: Friday, April 3, 2020 9:00 AM-9:30 AM (UTC-08:00) Pacific Time (US & Canada).

Where: Microso Teams: Open for link

Hello All,
We're moving the 9:00am check-in calls to Microso Teams.

Thanks,



[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

[REDACTED]
RE: RE: Organization
April 20, 2020 at 1:46 PM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sure!
Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Monday, April 20, 2020 1:45 PM

[REDACTED]
Subject: RE: RE: OrganizaFon

[REDACTED]
How about 3pm?
Velma



HSA HR - Management Assistant
City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org.

[REDACTED]
Sent: Monday, April 20, 2020 1:39 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: OrganizaFon

Hi Velma,
I can walk you through some intro pieces to get you started. I'll send you a meeting link through MS Teams so I can show you what I'm doing on my screen.
Also, sorry, I haven't had lunch yet. Can we do 2:30ish?
Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Monday, April 20, 2020 9:59 AM

Subject: RE: RE: OrganizaFon

Yes I am available at 2pm today. If you have some iniFal ideas that are most important for me to learn first. That would be perfect. However, if not I would like to focus on creaFng table, inserFng hyperlinks and how to use Skype.

Thank you,

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

Sent: Monday, April 20, 2020 9:56 AM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: RE: RE: OrganizaFon

Hi Velma,

Sorry about last week, I was sick on Thursday and then was crazy busy on Friday trying to catch up. I have time today around 2:00pm. Does that work for you?

Thanks,

[Redacted], HR

City & County of San Francisco

1650 Mission St. 2nd Fl, San Francisco, CA 94103

Office: 415-557-5855 | [Redacted]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Wednesday, April 15, 2020 11:58 AM

Subject: RE: RE: OrganizaFon

Thanks [Redacted]

I'm excited just let me know when I can start.

Velma



HSA HR - Management Assistant

City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153
[REDACTED]
Email: velma.gay@sfgov.org.

From: [REDACTED]
Sent: Wednesday, April 15, 2020 11:57 AM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: OrganizaFon

Hi Velma,

Sure. I can guide you through MS Teams, Skype and Outlook. I can also walk you through connecting to Luenna's office TV but that might be easier to do when we're physically back in the office. I have not really used Zoom, but I think it's pretty user friendly. I think once I.T. finalizes our contracts with Zoom, we'll be able to download the software and play around with it. Hyperlinks in messages are easy too. In regards to colorful tables, I'm actually looking to find an Excel course online to polish up my skills. I'm happy to recommend the course to you if I find it useful. You could also do some searching online to see which course could work best for you.

I have calls most of the afternoon today but I put something on our calendars tomorrow.

Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]
[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Wednesday, April 15, 2020 11:44 AM
To: [REDACTED]
Subject: RE: OrganizaFon

[REDACTED]
I know that everything is still extremely chaotic, however when you have the time or know in advance can you start showing me how to use the technological services. So, I can be prepared in advance for things that occur in the office in the future.

- In Luenna's office the video equipment and how it connects to the Screen and computer. I saw you connect an object to the computer when we had the meeting in Natalie's office that day.
- Creating the colorful tables ;)
- Zoom, Skype and MS Office Teams.
- Hyperlinks within messages for emails or announcements.
- Basically, everything that is needed to make me a much more effective employee to assist Luenna as well as the HR Management Team in the near future. Especially when all of this is over!

Basically, the technology that goes along with the understanding on what is transpiring in the office. Because I am a part of the daily meetings, it is clearly evident that I need this skill-set for development. I can do it, some of it I need to see how it is done. I now have my Monitor, keyboard and mouse at home and I think you can help through skype or another mechanism if you know of one in particular.

Thank you,

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153



Email: velma.gay@sfgov.org.

[REDACTED]
RE: RE: Calendar
May 12, 2020 at 10:19 AM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

I sent you a few messages on MS Teams, are you able to hop on now?

Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]

[REDACTED]
Sent: Tuesday, May 12, 2020 10:11 AM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: Calendar

Hi Velma,

The meeting was already rescheduled, I think Luenna did it. I'm not sure why you are not seeing her calendar. I'll ping you on MS Teams to try to take a look.

Thanks,

[REDACTED]
Human Services Agency, HR
City & County of San Francisco
1650 Mission St. 2nd Fl, San Francisco, CA 94103
Office: 415-557-5855 | [REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Tuesday, May 12, 2020 9:43 AM

[REDACTED]
Subject: RE: Calendar

Good Morning [REDACTED]

I can no longer see Luenna's Calendar can you please assist me with this? I had wanted to cancel today's 10am meeting if it has not been already cancelled as well as reschedule the 1:30pm HR Management, whether it is going to be on Zoom or MS Office Teams.

Velma



HSA HR - Management Assistant

City & County of San Francisco
Human Services Agency
Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org.

[REDACTED]
RE: RE: Assostance
June 02, 2020 at 4:59 PM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,

Sure. I'm not entirely sure what the question is but I can try to help. Give me a call, [REDACTED] or send me an invite on MS Teams if you want me to see your screen.

Thanks,

[REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Tuesday, June 2, 2020 4:52 PM

[REDACTED]
Subject: RE: Assostance

[REDACTED]
I am trying to place some folders from my desktop into one of Luenna's folder under the Icon AdministraFon. Can you assist me? Normally I drag and drop from my desktop, however it doesn't seem to work this Fme.

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org.

Exhibit U

Documents Provided by [REDACTED]

Attachment 1: [REDACTED] email to Burke re:

Training, Meeting Invites, November 22, 2021

Attachment 2: Gay, [REDACTED] Zoom Training Dates
and Times

Attachment 3: MS Teams Meetings Scheduled
by Gay

Attachment 1: [REDACTED] email to Burke re:
Training, Meeting Invites, November 22, 2021

Burke, Jennifer (HRD)

From: [REDACTED]
Sent: Monday, November 22, 2021 10:10 AM
To: Burke, Jennifer (HRD)
Subject: Information from [REDACTED] [REDACTED] Calendar
Attachments: DHR Investigate.docx; Training Dates and Times.docx

Hello Jennifer,
I have attached two word docs.
One shows training times scheduled to work with Velma Gay and
the second document shows meeting invites that Velma Gay sent out to the HSA HR group.

This is everything that I could find.
Please let me know if you need more information from me.

Sincerely,

[REDACTED]

[REDACTED] (he, him, his)

Training Officer
Human Resources: Learning and Organizational Development

Office Address:

1650 Mission Street, Suite 400, San Francisco, CA 94103

www.SFHSA.org



Attachment 2: Gay, [REDACTED] Zoom Training Dates
and Times

Hello Jennifer,

These three meeting invites were trainings that I helped with.

They were organized by Velma Gay. You can see who was invited, dates and time spent training.



i Accepted on 9/24/2020 8:02 AM.

Organizer Gay, Velma (HSA)

Subject Velma/Maria and Meeting

Location <https://sfhsa.zoom.us/j/95695047367?pwd=TW1vZm14U1VPQXdTQmE5TnpYei9kUT09>

Start time All day event

End time

Organizer Gay, Velma (HSA)

Subject Velma Maria and om Meeting

Location <https://sfhsa.zoom.us/j/99376321779?pwd=Z3NLKzFwV2M3alFqVzgzTlhSakxMdz09>

Start time All day event

End time

i Accepted on 10/8/2020 4:30 PM.

Organizer Gay, Velma (HSA)

Subject Velma/Maria/ - Zoom Meeting

Location <https://sfhsa.zoom.us/j/96068290192?pwd=VXZzclJERWFZUXgxa3luQXVzemlmZz09>

Start time All day event

End time

Attachment 3: MS Teams Meetings Scheduled by Gay

Hello Jennifer,

This is information that was sent out by Velma for HR Staff Meetings. All on MS TEAMS.

Velma did her MS TEAMS training with Wael Seruge. L&OD Training Officer.





There are only 2 meetings listed here. This is everything I have on my past calendar that was scheduled by Velma Gay.

1) Feb. 23, 2021 – There was a time change so there are multiple attachments.

2) Nov. 1, 2021

Thank You, [REDACTED]

✓ Accept ▾ ? Tentative ▾ ✗ Decline ▾ 📧 Propose New Time ▾ 📅 Calendar...

 Gay, Velma (HSA) |  Nisha, Sharee (HSA);  McCaleb, Claire (HSA);  DeLeon, Andrea (HSA); + 38


RE: HR Staff Meeting





i We couldn't find this meeting in the calendar. It may have been moved or deleted.

When Tuesday, February 23, 2021 11:00 AM-12:00 PM | **Location** Microsoft Teams Meeting

Hi Team, here is the link for the meeting tomorrow.

Microsoft Teams meeting

 Remove from Calendar

 Gay, Velma (HSA) |  Nisha, Sharee (HSA);  McCaleb, Claire (HSA);  DeLeon, Andrea (HSA); + 38 - 2/23

Canceled: RE: HR Staff Meeting

When Tuesday, February 23, 2021 11:00 AM-12:00 PM | **Location** Microsoft Teams Meeting

Human Resources Team,

This meeting is being canceled and changed from 11am to 1pm tomorrow. Due too, all HR Managers needing to be able to attend the meeting.

Hi Team, here is the link for the meeting tomorrow.

Microsoft Teams meeting

✓ Accept ▾ ? Tentative ▾ ✗ Decline ▾ 📅 Propose New Time ▾ 📅 Calendar...



Gay, Velma (HSA)

Kim, Luenna (HSA); Arnold, Karimah (HSA); Cabral, Enrique (HSA); + 44 ▾

RE: HR Staff Meeting

i We couldn't find this meeting in the calendar. It may have been moved or deleted.

When Tuesday, February 23, 2021 1:00 PM-2:00 PM

Location Microsoft Teams Meeting

Great News HR Team!

The new time for the HR Staff Meeting will be 1pm tomorrow.

Thanks for your patience!

Microsoft Teams meeting

✕ No Response Required 📅 Calendar...



Gay, Velma (HSA)

Kim, Luenna (HSA); Arnold, Karimah (HSA); Cabral, Enrique (HSA); + 54 ▾

2/23

RE: HR Staff Meeting

i We couldn't find this meeting in the calendar. It may have been moved or deleted.

When Tuesday, February 23, 2021 1:00 PM-2:00 PM

Location Microsoft Teams Meeting

Great News HR Team!

The new time for the HR Staff Meeting will be 1pm tomorrow.

Thanks for your patience!

Microsoft Teams meeting

No Response Required Calendar...



Gay, Velma (HSA)

Nisha, Sharee (HSA); McCaleb, Claire (HSA); DeLeon, Andrea (HSA); + 38

2/22/21

RE: HR Staff Meeting

We couldn't find this meeting in the calendar. It may have been moved or deleted.

When Tuesday, February 23, 2021 11:00 AM-12:00 PM

Location Microsoft Teams Meeting

Human Resources Team,

This meeting is being canceled and changed from 11am to 1pm tomorrow. Due too, all HR Managers needing to be able to attend the meeting.

Hi Team, here is the link for the meeting tomorrow.

Accepted on 2/22/2021 2:33 PM.

Organizer **Gay, Velma (HSA)**

Subject **RE: HR Staff Meeting**

Location **Microsoft Teams Meeting**

Start time **Tue 2/23/2021**



1:00 PM

All day event

End time **Tue 2/23/2021**



2:00 PM



Gay, Velma (HSA)

Nisha, Sharee (HSA); McCaleb, Claire (HSA); DeLeon, Andrea (HSA); + 55

Welcome Back to the Office!

We couldn't find this meeting in the calendar. It may have been moved or deleted.

When Monday, November 1, 2021 1:30 PM-2:00 PM

Location Microsoft Teams Meeting

Hello HR Staff Members,

Our new Director Katrina Williams would like to discuss next steps, within the coming days!

Microsoft Teams meeting

Exhibit V

Documents Provided by 

Attachment 1: Meeting Invitations for MS
Office, Teams, and Zoom Training

Attachment 2: Meeting Invitations for MS
Teams Training

Attachment 3: Meeting Invitation for Zoom
Training


Attachment 4: Meeting Invitations and Emails
re: Note Taking Training

Attachment 1: Meeting Invitations for MS Office, Teams, and Zoom Training

[REDACTED]
Mini Training (Outlook, Skype, Excel, MS Teams)
April 20, 2020 at 2:52 PM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Gay, Velma (HSA) <velma.gay@sfgov.org>
RE: MS Office Teams and Zoom
May 05, 2020 at 12:28 PM PDT
To: Gay, Velma (HSA) <velma.gay@sfgov.org>; 

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Attachment 2: Meeting Invitations for MS Teams Training

[REDACTED]
MS Teams Troubleshooting

April 24, 2020 at 3:33 PM PDT

To: [REDACTED] Gay, Velma (HSA) <velma.gay@sfgov.org>

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Gay, Velma (HSA) <velma.gay@sfgov.org>

Accepted: MS Teams "How To" Presentation

July 02, 2020 at 7:37 AM PDT



Attachment 3: Meeting Invitation for Zoom Training

[REDACTED]
Zoom Test/Demo

May 08, 2020 at 10:01 AM PDT

To: [REDACTED] <[REDACTED]@sfgov.org>; [REDACTED]
(HSA) <[REDACTED]>; Gay, Velma (HSA) <velma.gay@sfgov.org>

[REDACTED] is inviting you to a scheduled Zoom meeting.

Topic: Zoom Demo Meeting

Time: May 11, 2020 11:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://sfhsa.zoom.us/j/97280786206?pwd=UzFmQzdZMDkxbWdhMVB1WTZ5NXBnQT09>

Meeting ID: 972 8078 6206

Password: 642715

Attachment 4: Meeting Invitations and Emails re: Note Taking Training

Gay, Velma (HSA) <velma.gay@sfgov.org>

RE: Notes

June 18, 2020 at 1:01 PM PDT




[Join Microsoft Teams Meeting](#)

[+1 415-906-4659](#) United States, San Francisco (Toll)

Conference ID: 122 912 275#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Gay, Velma (HSA) <velma.gay@sfgov.org>
RE: Taking Notes for Meetings
December 16, 2020 at 1:48 PM PST
To: Gay, Velma (HSA) <velma.gay@sfgov.org>; 

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 415-906-4659,,579322147#](#) United States, San Francisco

Phone Conference ID: 579 322 147#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

Gay, Velma (HSA) <velma.gay@sfgov.org>

RE: RE: Taking Notes

December 16, 2020 at 3:37 PM PST

I just got your message I'm online...Can we meet tomorrow morning?

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

From:

Sent: Wednesday, December 16, 2020 2:32 PM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: RE: RE: Taking Notes

Hi Velma,

My afternoon got rearranged a little bit. Any chance you can meet earlier? I'm free whenever you are ready.

Thanks,

Workforce Analytics Manager
Human Resources: Learning & Organizational Development
O: 415-557-5855

Office Address:

1650 Mission Street, Suite 400

San Francisco, CA 94103

www.sfhsa.org



**SAN FRANCISCO
HUMAN SERVICES AGENCY**



From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Wednesday, December 16, 2020 1:47 PM

Subject: RE: RE: Taking Notes

I will send you an invite for 3:30pm today.



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

[REDACTED]

Email: velma.gay@sfgov.org

From [REDACTED]

Sent: Wednesday, December 16, 2020 1:46 PM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: RE: RE: Taking Notes

Sure, I have a meeting soon but can meet after 3:00pm. What time works for you?

Thanks,

[REDACTED]

Workforce Analytics Manager

Human Resources: Learning & Organizational Development

O: 415-557-5855

[REDACTED]

Office Address:

1650 Mission Street, Suite 400

San Francisco, CA 94103

www.sfhsa.org



**SAN FRANCISCO
HUMAN SERVICES AGENCY**



From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Wednesday, December 16, 2020 1:45 PM

[REDACTED]

Subject: RE: RE: Taking Notes

Can we set-up a time to meet for about 15 mins and you can show me what you're tlking about?



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

[REDACTED]

Email: velma.gay@sfgov.org

[REDACTED]
Sent: Wednesday, December 16, 2020 1:36 PM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: RE: RE: Taking Notes

Yeah, we were doing it before, not sure if you remember. If you use the link we were using before the meeting notes are already there and you can keep adding on to it. At some point you must have changed the HR Manager meeting link because the one we meet on now has extra people. I think you may have re-used a meeting link from a program directors meeting and pasted it in the HR Managers meeting.

[REDACTED]
Workforce Analytics Manager
Human Resources: Learning & Organizational Development
O: 415-557-5855

Office Address:
1650 Mission Street, Suite 400
San Francisco, CA 94103
www.sfhsa.org



**SAN FRANCISCO
HUMAN SERVICES AGENCY**



From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Wednesday, December 16, 2020 1:31 PM

[REDACTED]
Subject: RE: RE: Taking Notes

You mean by just clicking on meeting notes?



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

[REDACTED]
Email: velma.gay@sfgov.org

[REDACTED]
Sent: Wednesday, December 16, 2020 1:30 PM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: RE: RE: Taking Notes

Hi Velma,

Sorry, I've never used One Note. Why don't you use the notes feature on Teams?

[REDACTED]
Workforce Analytics Manager
Human Resources: Learning & Organizational Development
O: 415-557-5855

Office Address:

1650 Mission Street, Suite 400
San Francisco, CA 94103
www.sfhsa.org



**SAN FRANCISCO
HUMAN SERVICES AGENCY**



From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Wednesday, December 16, 2020 1:26 PM

[REDACTED]
Subject: RE: Taking Notes

When taking notes for the HR Weekly meetings I want use the **app One Note** and have the notes immediately posted into the meeting session. Can you assist me with this?

Best,

Velma Gay (she/her/hers)

Management Assistant
Human Resources

O: (415) 557-5153

[REDACTED]
Office Address:

1650 Mission street, Suite 400
San Francisco, CA 92103

www.SFHSA.org



**SAN FRANCISCO
HUMAN SERVICES AGENCY**



Exhibit W

Documents Provided by Katrina Williams

Attachment 1: Gay, Williams emails re: Time
Studies

Attachment 2: Gay, Williams emails re: AERs

Attachment 3: Gay, Williams emails re: Locking
Cubicle Cabinet

Attachment 4: Gay, Williams emails re: Form
700s to 

Attachment 5: Gay, Williams emails re: Gay's
Training

Attachment 6: Gay's Training Transcripts

Attachment 1: Gay, Williams emails re: Time Studies

Gay, Velma (HSA) <velma.gay@sfgov.org>
RE: RE: Time Studies
March 02, 2021 at 9:09 AM PST
To: Williams, Katrina (HSA) <katrina.williams@sfgov.org>

Thank you.

Velma Gay (she/her/hers)
Management Assistant
Human Resources

O: (415) 557-5153
[REDACTED]

Office Address:
1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



From: Williams, Katrina (HSA) <katrina.williams@sfgov.org>
Sent: Tuesday, March 2, 2021 9:03 AM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: Time Studies

You do not need to complete a Time Study. The topic was mentioned because I was reminding Luenna about approving my time study and other changes to the approval structure for L & OD. I shared an explanation so you would be aware of what we were discussing...it was solely for information and not because you would now be required to complete.

The only staff in HR completing time studies report to L & OD.

Katrina Williams, MA, EdD (she/her/hers)
Manager
Human Resources: Learning and Organizational Development

O: (415) 557-6681
[REDACTED]

Office Address:
1650 Mission Street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Tuesday, March 2, 2021 9:00 AM
To: Williams, Katrina (HSA) <katrina.williams@sfgov.org>
Subject: RE: RE: Time Studies

On 2/26, [REDACTED] sent me a link to complete Time studies. However, it stating that it cannot locate my sfgov.org email.

Thanks for the information, but I do believe I understand the gest of time studies. It's almost self-explanatory. For instance, if everyone's time is managed down to a minute-level, than it will begin to create data that determines, if there is money or time being wasted or utilized to its maximum efficiency, which can be freed up in other areas. Therefore, Management or the likes of Dan who is charge of administrative/finances he can make decisions on budgeting, Hiring and buying equipment whether or not we have enough money for a Proctor examination...all kind on intricate decisions. However, one will never know Whether or not time, money or manpower is being wasted or used appropriately without accurate time study data/information. We have to know how all employees are utilized there time while working.

You stated below that:

This is good knowledge, but will not be something used in your work.

Can you please clarify whether or not I need to complete the Time Study sent to me by [REDACTED]

Thank you,

Velma Gay (she/her/hers)
Management Assistant
Human Resources

O: (415) 557-5153
[REDACTED]

Office Address:
1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



From: Williams, Katrina (HSA) <katrina.williams@sfgov.org>

Sent: Tuesday, March 2, 2021 8:39 AM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: RE: RE: Time Studies

Hi Velma,

The article attached referred to work done in India. If you are interested in reading about time studies, you can Google "CDSS Time Study" to read about the State of California's approach. We follow CDSS guidelines, but time studies are not as applicable to HR. They are normally used for Child Welfare and Eligibility Work. The L & OD team is impacted by time studies because we train eligibility workers as part of our Agency-wide support. This is good knowledge, but will not be something used in your work. The information is dense and hard to understand, which is why I mentioned future work being done on making it easier to understand.

I hope that helps you to prioritize the usefulness of the information.

Thanks,

Katrina Williams, MA, EdD (she/her/hers)

Manager

Human Resources: Learning and Organizational Development

O: (415) 557-6681



Office Address:

1650 Mission Street, Suite 400

San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Thursday, February 25, 2021 11:23 AM
To: Williams, Katrina (HSA) <katrina.williams@sfgov.org>
Subject: RE: Time Studies

Hi Katrina,

I was viewing information via Google on the subject matter, Time Studies.

Please review, and let me know if I'm thinking in the right direction. I know your out of office until early next week. However, when we meet once on 03/05/2021 we can further discuss how this example interrelates with various process within the HSA HR office.

Velma Gay (she/her/hers)

Management Assistant
Human Resources

O: (415) 557-5153



Office Address:

1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



Attachment 2: Gay, Williams emails re: AERs

Gay, Velma (HSA) <velma.gay@sfgov.org>

RE: AER

April 26, 2021 at 4:43 PM PDT

To: Williams, Katrina (HSA) <katrina.williams@sfgov.org>

I like your AER procedure and responses, from this point moving forward I will follow that procedure. However, for some reason the employees are facing challenges specifically with "editing" and "signing" with DocuSign. Please review attachment. J. Williams is an Administrative Judge and V. Rudakov is her Program Director.

Velma Gay (she/her/hers)

Management Assistant

Human Resources

O: (415) 557-5153



Office Address:

1650 Mission street, Suite 400

San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



Gay, Velma (HSA) <velma.gay@sfgov.org>

RE: Updated - AER/FAQS

July 06, 2021 at 8:32 PM PDT

[REDACTED]
Cc: Williams, Katrina (HSA) <katrina.williams@sfgov.org>

Please review these FAQs and I have some other questions, that I want to know, which are:

- What would be the best way to disseminate the FAQs to employees? Such as, announcement through the HSA Newsletter or provide consistently on the Intranet or as they employee(s) apply?
- Can this information be presented at the Management 24-Plus training to refresh their knowledge on subject matter? That is, on how to sign the form and definitely the CSC rules and regulations as it relates to the 0923 series position(s).
- Do you think there are too many FAQs and the information should be provided too employees in another manner?

If you have any questions please email or call me.

Share your thoughts,

Velma Gay (she/her/hers)

Management Assistant

Human Resources

O: (415) 557-5153

Office Address:

1650 Mission street, Suite 400

San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



Williams, Katrina (HSA) <katrina.williams@sfgov.org>

FW: RE: Updated - AER/FAQS

August 12, 2021 at 1:58 PM PDT

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

FYI- here is the document you requested.

From: Williams, Katrina (HSA)

Sent: Wednesday, July 7, 2021 3:35 PM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>; [REDACTED]

Subject: RE: RE: Updated - AER/FAQS

Hi Velma,

Thank you for putting the FAQ document together. I made some edits and asked one question.

My answers to your other questions are below in dark blue.

KW

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Tuesday, July 6, 2021 8:32 PM

Cc: Williams, Katrina (HSA) <katrina.williams@sfgov.org>

Subject: RE: Updated - AER/FAQS

Please review these FAQs and I have some other questions, that I want to know, which are:

- What would be the best way to disseminate the FAQs to employees? Such as, announcement through the HSA Newsletter or provide consistently on the Intranet or as they employee(s) apply? The HSA Newsletter is a great way to share a link to the document and FAQs on the intranet.
- Can this information be presented at the Management 24-Plus training to refresh their knowledge on subject matter? That is, on how to sign the form and definitely the CSC rules and regulations as it relates to the 0923 series position(s). 24 Plus would not be the best venue to share this information because it is not often used. You can announce the information at the August HR/PD Covid call and refer our leaders to the intranet.
- Do you think there are too many FAQs and the information should be provided too employees in another manner? I did not have any issues with the number of questions...I think the information will be helpful and well received.

If you have any questions please email or call me.

Share your thoughts,

Velma Gay (she/her/hers)

Management Assistant

Human Resources

O: (415) 557-5153



Office Address:

1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



Attachment 3: Gay, Williams emails re: Locking Cubicle Cabinet

Gay, Velma (HSA) <velma.gay@sfgov.org>
Re: Confidential Information
August 17, 2021 at 2:54 PM PDT
To: Williams, Katrina (HSA) <katrina.williams@sfgov.org>

That would be great, thank you! I will look for the Lock numbers on the file cabinets.

From: Williams, Katrina (HSA) <katrina.williams@sfgov.org>
Sent: Tuesday, August 17, 2021 2:51 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: Confidential Information

Hi Velma,

I misread the email. We need the lock numbers on your file cabinets and can request keys from facilities. If they do not have the keys then we can look for furniture that locks for your space.

I apologize for the misunderstanding.

KW

From: Williams, Katrina (HSA)
Sent: Tuesday, August 17, 2021 2:50 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: Confidential Information

Hi Velma,

Thank you for the follow up. I am not sure if I understand what keys have to do with access to confidential information. My recollection of the conversation was solely around computer based access to files for looking up employee information to complete submitted documents.

Let me know what specifically you are requesting access to and we can discuss.

Thanks,
KW

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Tuesday, August 17, 2021 2:41 PM
To: Williams, Katrina (HSA) <katrina.williams@sfgov.org>
Subject: RE: Confidential Information

We have briefly spoken about me being able to lock up confidential information in one of our past 1:1 Meetings. Currently, I'm in the office and I do have any keys to the draws. It may not be necessary right now because there isn't really anyone in the office, but I can see in September

when we start coming back. Can you let me know how you would like to handle the situation? Maybe facilities have found the keys, I can see in some cubicles where the keys were taped to the desks.

-Velma

Williams, Katrina (HSA) <katrina.williams@sfgov.org>

Cubicle Cabinet

October 13, 2021 at 4:12 PM PDT

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,

I was able to get the number off the lock of the horizontal cabinet in your cubicle. I sent a key request to Facilities, so we should get your key soon. At least, I hope we will.

Thanks,

Katrina Williams, MA, Ed.D

Acting Director

Human Resources- Human Services Agency

O: (415) 557-6681



Office Address:

1650 Mission Street, Suite 400

San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



Williams, Katrina (HSA) <katrina.williams@sfgov.org>

RE: Cubicle Cabinet

October 20, 2021 at 10:49 AM PDT

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Good morning,

Thank you for sharing. You can always say something to people who are not wearing a mask or you can report to their supervisor (if you know them). This will be a constant process as we move through the next month of returning to work and even through the end of the year.

KW

From: Gay, Velma (HSA) <velma.gay@sfgov.org>

Sent: Wednesday, October 20, 2021 10:42 AM

To: Williams, Katrina (HSA) <katrina.williams@sfgov.org>

Subject: RE: Cubicle Cabinet

Good Morning and Thank you.

I randomly showed up at the office yesterday and a person not only wasn't their mask but they were also sneezing loud in the office, on the 4th floor and when I went on the 2nd floor I saw an IT employee not wearing his mask, walking down the hallway. **Can you please remind everyone to wear their masks at all times, throughout the day, while in the office. (Special Memo or create special disciplines for employees who are with intent, non-compliant. Every time I have showed up at the office randomly, Upper-management, 2nd floor and the employees who are supposed to be cleaning the often touched work spaces have not worn there masks as well as security.** I just went to my friends funeral, from high school on the 10/14/2021. He didn't get the shot because he was a devout Seven Day Adventist. Unfortunately Covid-19 doesn't know you go to church. Right? He made it through 18 months not being effected and he was in great health, so he thought he was safe or at least thought he couldn't catch one of the Covid-variants!

He asked the doctor how did he get Covid-19? While sick, in the hospital, In the hospitals, it's called: Alpha 1st, Delta, 2nd and Lambda 3rd, in Greek numbering. The doctor responded, "Covid is everywhere!" My friend caught the Alpha not Delta. Covid is real for the African American community.

Although, it's flu season employees are not going to want to be around people without masks and sneezing. And if an employee knows they have allergies, in advance they should bring enough Kleenex or a special scarf to protect themselves as well as others.

Thanks for listening!

Velma Gay (she/her/hers)

Management Assistant

Human Resources

O: (415) 557-5153

Office Address:

1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



From: Williams, Katrina (HSA) <katrina.williams@sfgov.org>

Sent: Wednesday, October 20, 2021 9:35 AM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Subject: Cubicle Cabinet

Hi Velma,

I ordered and received a key for the horizontal cabinet in your cubicle.

Let me know where you would like me to place the key.

Additionally, the open space in your cubicle will be used for additional cabinets. We will talk about further today in the meeting.

Thanks,

Katrina Williams, MA, Ed.D

Director

Human Resources- Human Services Agency

O: (415) 557-6681

Office Address:

1650 Mission Street, Suite 400

San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



Gay, Velma (HSA) <velma.gay@sfgov.org>
RE: Key
October 20, 2021 at 3:40 PM PDT
To: Williams, Katrina (HSA) <katrina.williams@sfgov.org>

Thank you.

Velma Gay (she/her/hers)
Management Assistant
Human Resources

O: (415) 557-5153
[REDACTED]

Office Address:
1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



From: Williams, Katrina (HSA) <katrina.williams@sfgov.org>
Sent: Wednesday, October 20, 2021 3:34 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: Key

Hi,

The key for your cabinet is taped to the bottom of your desk phone, on top of your desk.

Thanks,

Katrina Williams, MA, Ed.D
Director
Human Resources- Human Services Agency

O: (415) 557-6681
[REDACTED]

Office Address:
1650 Mission Street, Suite 400

San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



Attachment 4: Gay, Williams emails re: Form
700s to [REDACTED]

Burke, Jennifer (HRD)

From: Williams, Katrina (HSA)
Sent: Wednesday, February 23, 2022 3:25 PM
To: Burke, Jennifer (HRD)
Cc: Criss Romero
Subject: FW: RE: Form 700s

From: Williams, Katrina (HSA)
Sent: Tuesday, April 13, 2021 1:06 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: Form 700s

Good afternoon,

Thank you for the update. I will get the files from [REDACTED] the next time I am in the office.

Be Well,

Katrina Williams, MA, EdD (she/her/hers)

Interim Director
Human Resources

O: (415) 557-6681
[REDACTED]

Office Address:

1650 Mission Street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Tuesday, April 13, 2021 12:36 PM
To: Williams, Katrina (HSA) <katrina.williams@sfgov.org>
Subject: RE: Form 700s

Good Afternoon,

Since, I do not have the ability to lock my area nor do I have the keys to the drawers in my office. I wanted to give the Form 700 to Brenden. However, [REDACTED] stated he will be out for the rest of the week. Therefore, I gave the files to [REDACTED] So the Managers information would be in a locked area. Please let me know if this is okay.

Normally, the files should go in [REDACTED] office, where Managers files are kept.

Please advise,

Velma Gay (she/her/hers)

Management Assistant
Human Resources

O: (415) 557-5153

Office Address:

1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



Attachment 5: Gay, Williams emails re: Gay's Training

Williams, Katrina (HSA) <katrina.williams@sfgov.org>

Resource

February 22, 2021 at 11:56 AM PST

To: Gay, Velma (HSA) <velma.gay@sfgov.org>

Hi Velma,

I learned some new information today about City University's computer classes. Apparently, the fee for the classes are covered so there is no requirement for employee's to pay. I thought about our past conversation and interest in Analyst Academy, which is currently not offering classes.

I have added the link to the entire page, but you can find the City University- Academy X information toward the middle of the page. <https://sfdhr.org/city-university>

You will still need supervisor approval and approval from IT to use your work computer.

Please check out the offerings and register if interested.

Thanks,

Katrina Williams, MA, EdD (she/her/hers)

Manager

Human Resources: Learning and Organizational Development

O: (415) 557-6681

Office Address:

1650 Mission Street, Suite 400

San Francisco, CA 94103

www.SFHSA.org



**SAN FRANCISCO
HUMAN SERVICES AGENCY**



Gay, Velma (HSA) <velma.gay@sfgov.org>
RE: RE: Form for Coursework
April 27, 2021 at 3:10 PM PDT
To: Williams, Katrina (HSA) <katrina.williams@sfgov.org>

Okay, Great!

Velma Gay (she/her/hers)
Management Assistant
Human Resources

O: (415) 557-5153
[REDACTED]

Office Address:
1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



From: Williams, Katrina (HSA) <katrina.williams@sfgov.org>
Sent: Tuesday, April 27, 2021 3:09 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: Form for Coursework

Hello,

Here is the link to the City University [Form](#).

You can find more information on the [DHR website](#) as well.

Thank you,

Katrina Williams, MA, EdD (she/her/hers)
Interim Director
Human Resources

O: (415) 557-6681
[REDACTED]

Office Address:
1650 Mission Street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Tuesday, April 27, 2021 2:00 PM
To: Williams, Katrina (HSA) <katrina.williams@sfgov.org>
Subject: RE: RE: Form for Coursework

A couple of the courses are through Academy X and another course will go through UC Berkeley Extension.

Velma Gay (she/her/hers)
Management Assistant
Human Resources

O: (415) 557-5153
[REDACTED]

Office Address:
1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



From: Williams, Katrina (HSA) <katrina.williams@sfgov.org>
Sent: Tuesday, April 27, 2021 1:57 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: Form for Coursework

Are you taking the class through City University or Academy X or some other group?

Katrina Williams, MA, EdD (she/her/hers)
Interim Director
Human Resources

O: (415) 557-6681
[REDACTED]

Office Address:

1650 Mission Street, Suite 400

San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Tuesday, April 27, 2021 10:41 AM
To: Williams, Katrina (HSA) <katrina.williams@sfgov.org>
Subject: RE: Form for Coursework

Regarding the coursework for the Project Management and Business Writing courses I'm taking , you mentioned there is a form I need to fill out to do my coursework on the Agencies Computer.

Velma Gay (she/her/hers)

Management Assistant
Human Resources

O: (415) 557-5153



Office Address:

1650 Mission street, Suite 400

San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



Williams, Katrina (HSA) <katrina.williams@s.gov.org>
 Mandated raining 2021
 November 16, 2021 at 4:39 PM PS
 o Gay, Velma (HSA) <velma.gay@s.gov.org>

Hi Velma,

We are currently reviewing our mandated training records across the Agency, please see below the classes that you have been enrolled in. The required completion dates vary, so please take some time each day to complete some of the trainings.

If you have challenges accessing the training, please reach out to HSA Learning Center and they will assist you. If you have general questions, I am happy to answer where I can.

Department Group Code	Department Description	Person Number	Person Full Name	Is POI	Group	Job Code	Job Description	Delivery Method Name	Learning Course	Learning Course Name	Learning Activity	Activity Start Date
HSA	HSA AM Human Resources	[REDACTED]	Gay, Velma C	N	Katrina Williams	1842	Management Assistant	Web-based Training	HRD21A62	Bystander Training	HRD21A62-0821	8/4/2021
HSA	HSA AM Human Resources	[REDACTED]	Gay, Velma C	N	Katrina Williams	1842	Management Assistant	Web-based Training	HRD21A73	Fall 2021 Update: COVID-19 Basic Health and Safety training	HRD21A73-1021	10/18/2021
HSA	HSA AM Human Resources	[REDACTED]	Gay, Velma C	N	Katrina Williams	1842	Management Assistant	Web-based Training	TIS21H01	HSA Cybersecurity Training for 21/22	TIS21H01-0721	7/9/2021
HSA	HSA AM Human Resources	[REDACTED]	Gay, Velma C	N	Katrina Williams	1842	Management Assistant	Web-based Training	HRD21A44	Introduction to Implicit Bias (Online Module)	HRD21A44-0721	7/12/2021
HSA	HSA AM Human Resources	[REDACTED]	Gay, Velma C	N	Katrina Williams	1842	Management Assistant	Web-based Training	CON2WHHRD	Whistleblower Program	CON2WHHRD-0621	5/28/2021
HSA	HSA AM Human Resources	[REDACTED]	Gay, Velma C	N	Katrina Williams	1842	Management Assistant	Web-based Training	HRD21A49	Whistleblower Protections - Supervisor Duties	HRD21A49-0321	3/11/2021
HSA	HSA AM Human Resources	[REDACTED]	Gay, Velma C	N	Katrina Williams	1842	Management Assistant	Web-based Training	HSA00002	HSA Confidentiality Statement 2020-21	HSA00002-2020-21	11/20/2021
HSA	HSA AM Human Resources	[REDACTED]	Gay, Velma C	N	Katrina Williams	1842	Management Assistant	Web-based Training	HRD21760	COVID-19 Basic Health and Safety training	HRD21760-0121	1/15/2021
HSA	HSA AM Human Resources	[REDACTED]	Gay, Velma C	N	Katrina Williams	1842	Management Assistant	Web-based Training	TIS20102	Cybersecurity Training for Managers	TIS20102-2020	2/20/2020
HSA	HSA AM Human Resources	[REDACTED]	Gay, Velma C	N	Katrina Williams	1842	Management Assistant	Web-based Training	TIS20109	Cybersecurity Training for Protecting Health Information	TIS20109-2020	6/22/2020
HSA	HSA AM Human Resources	[REDACTED]	Gay, Velma C	N	Katrina Williams	1842	Management Assistant	Web-based Training	CONOPS20	PeopleSoft Fundamentals	CONOPS20-2	4/18/2018

Thanks,

Katrina Williams, MA, Ed.D
 Director
 Human Resources- Human Services Agency

O: (415) 557-6681

Office Address:
 1650 Mission Street, Suite 400

San Francisco, CA 94103

www.SFHSA.org

