

[REDACTED]
RE: Training Records Request
February 10, 2022 at 4:14 PM PST
To: Williams, Katrina (HSA) <katrina.williams@sfgov.org>

Hello Katrina,

Please see attached training records for Velma Gay. This covers courses in On Trac and in SF Learning.

Thank you,

[REDACTED]
Acting Manager
Human Resources: Learning & Organizational Development

[REDACTED]
Office Address:
1650 Mission St, 4th Fl, San Francisco, CA 94103

www.SFHSA.org



SAN FRANCISCO
HUMAN SERVICES AGENCY



From: Williams, Katrina (HSA) <katrina.williams@sfgov.org>
Sent: Thursday, February 10, 2022 12:53 PM
[REDACTED] >
Subject: Training Records Request

Hi [REDACTED]

Will you, please, run a report on training records for Velma Gay? Please provide by noon tomorrow.

Thank you,

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



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Attachment 6: Gay's Training Transcripts



Learning Administrator



- Catalogs ▼
 - Learner Groups ▼
 - Learner Tasks ▲
-
- Enroll Learners
 - Administer Class Rosters
 - Administer Program Rosters
 - Maintain Approvals
 - View All Learning**
-
- Learning Resources ▼
 - Mass Enroll ▼
 - User Profiles ▼
 - Learning Reports ▼

Learner View

Learning View is a list of the learning that the learner is enrolled in and curricula and certifications for which the learner is registered. Details, progress status, and schedules for the learner's learning by clicking on the name of the activity or program. To filter the results, click the Go button.

Velma C Gay

***Search Filter** All learning- any status, type or date

Go

All Learning

1-20 of 20

Learner	Title	Type	Status	Status	Date	Action
Velma C Gay	HSA Confidentiality Statement 2021-22	Web-based Training	<input type="checkbox"/>	Enrolled	01/31/2022	
Velma C Gay	Fall 2021 Update: COVID-19 Basic Health and Safety training	Web-based Training	<input type="checkbox"/>	Enrolled	10/19/2021	
Velma C Gay	Bystander Training	Web-based Training	<input type="checkbox"/>	Enrolled	08/10/2021	
Velma C Gay	HSA Confidentiality Statement 2020-21	Web-based Training	<input type="checkbox"/>	Enrolled	03/09/2021	
Velma C Gay	Introduction to Implicit Bias (Online Module)	Web-based Training	<input type="checkbox"/>	Enrolled	07/14/2021	
Velma C Gay	HSA Cybersecurity Training for 21/22	Web-based Training	<input type="checkbox"/>	Enrolled	07/12/2021	
Velma C Gay	Whistleblower Program	Web-based Training	<input type="checkbox"/>	Enrolled	06/13/2021	
Velma C Gay	Whistleblower Protections - Supervisor Duties	Web-based Training	<input type="checkbox"/>	Enrolled	03/12/2021	
Velma C Gay	Cybersecurity Training	Web-based Training	<input checked="" type="checkbox"/>	Completed	11/30/2020	
Velma C Gay	COVID-19 Basic Health and Safety training	Web-based Training	<input checked="" type="checkbox"/>	Completed	02/25/2021	
Velma C Gay	Cybersecurity Training for Protecting Health Information	Web-based Training	<input checked="" type="checkbox"/>	Completed	11/23/2020	
Velma C Gay	PeopleSoft Fundamentals	Web-based Training	<input checked="" type="checkbox"/>	Completed	11/23/2020	
Velma C Gay	Cybersecurity Training for Managers	Web-based Training	<input checked="" type="checkbox"/>	Completed	11/30/2020	
Velma C Gay	Self-Service Time Approval	Web-based Training	<input checked="" type="checkbox"/>	Completed	04/07/2020	
Velma C Gay	HSA Confidentiality Statement 2019	Web-based Training	<input checked="" type="checkbox"/>	Completed	03/31/2020	
Velma C Gay	Cybersecurity Training for 21/22	Web-based Training	<input type="checkbox"/>	Dropped	07/16/2021	
Velma C Gay	Cybersecurity Training for Managers	Web-based Training	<input type="checkbox"/>	Dropped	07/01/2020	
Velma C Gay	Cybersecurity Training for Protecting Health Information	Web-based Training	<input type="checkbox"/>	Dropped	10/14/2020	
Velma C Gay	Self-Service Time Approval	Web-based Training	<input type="checkbox"/>	Dropped	01/15/2020	
Velma C Gay	HSA Confidentiality Statement 2019	Web-based Training	<input type="checkbox"/>	Dropped	04/07/2020	

[Return to Search](#)

0975

Course Transcript



City and County of San Francisco
Human Services Agency
Learning & Organizational Development

Student	Gay, Velma
Job Code	1842
Job Title	Management Assistant
Email	velma.gay@sfgov.org
DSW #	[REDACTED]

Confirmed	0
Attended	20
Drop	0
Cancellation	4
Did Not Attend	4
Class Cancelled	0

Date	Name	Course	Enrollment
1/22/2021	Gay, Velma	DSW/PPC Training	Attended
12/18/2020	Gay, Velma	DSW/PPC Training	Attended
10/14/2020	Gay, Velma	MS Teams 101	Attended
10/9/2020	Gay, Velma	MS Teams 101	Attended
10/5/2020	Gay, Velma	Zoom Lab	Attended
9/28/2020	Gay, Velma	Zoom Lab	Attended
9/25/2020	Gay, Velma	Zoom Lab	Attended
9/24/2020	Gay, Velma	Zoom for Learners	Did Not Attend
9/23/2020	Gay, Velma	Zoom Lab	Attended
9/22/2020	Gay, Velma	Zoom for Hosts	Did Not Attend
9/21/2020	Gay, Velma	Zoom Lab	Attended
9/16/2020	Gay, Velma	Zoom Lab	Attended
9/11/2020	Gay, Velma	Zoom for Learner/Host Combo	Attended
9/9/2020	Gay, Velma	MS Teams 101	Attended
5/28/2020	Gay, Velma	LGBTQ - Promoting Respect Among HSA	Attended
3/28/2019	Gay, Velma	PowerPoint	Cancellation
3/13/2019	Gay, Velma	Excel 2010, Level 2	Attended
3/12/2019	Gay, Velma	LGBTQ - Promoting Respect Among HSA	Cancellation
2/28/2019	Gay, Velma	Word 2010, Level 2	Did Not Attend
2/27/2019	Gay, Velma	Word 2010, Level 1	Attended
2/26/2019	Gay, Velma	Excel 2010, Level 2	Did Not Attend
2/21/2019	Gay, Velma	Excel 2010, Level 2	Cancellation
2/20/2019	Gay, Velma	Business Writing Basics	Attended
2/19/2019	Gay, Velma	Excel 2010, Level 1	Attended
2/15/2019	Gay, Velma	PowerPoint 2010	Cancellation
2/14/2019	Gay, Velma	Multi-Generations -Cultural Competency Series	Attended
2/13/2019	Gay, Velma	Orientation to Working at HSA	Attended
2/12/2019	Gay, Velma	Appreciating Diversity -Cultural Competency series	Attended

Exhibit X

Documents Provided by Brenden Lim

Numerous Emails from Gay to HSA HR

Managers and HSA HR staff,

dated from July 10, 2020 to March 5, 2021

Attachment 1: Email from Kauffman to Gay re:

DAAS List

Lim, Brenden (HSA)

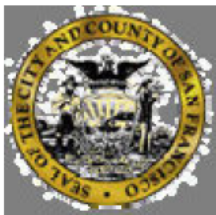
From: Gay, Velma (HSA)
Sent: Friday, September 11, 2020 2:50 PM
To: [REDACTED]; Williams, Katrina (HSA); [REDACTED] Lim, Brenden (HSA); [REDACTED] (HSA); Nisha, Sharee (HSA); [REDACTED]
Subject: RE: Weekly HR Management Team meetings

HR Management Team,

Meetings that were once scheduled for Fridays at 4:30pm are being rescheduled for another date and time. Luenna does not want the meetings to occur on Mondays, Wednesday mornings or Friday late afternoon. Any other time is fine. Can you meet on Fridays 10 or 11am?

Please review,

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

Lim, Brenden (HSA)

Subject: Canceled: RE: HR Management Weekly Meetings
Location: Microsoft Teams Meeting

Start: Fri 7/10/2020 4:30 PM
End: Fri 7/10/2020 5:00 PM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every Friday from 4:30 PM to 5:00 PM

Meeting Status: Not yet responded

Organizer: Gay, Velma (HSA)
Required Attendees: Kim, Luenna (HSA); Williams, Katrina (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Nisha, Sharee (HSA); Lim, Brenden (HSA)
Optional Attendees: [REDACTED] (HSA)

Importance: High
OnlineMeetingConfLink: conf:sip:velma.gay@sfgov.org;gruu;opaque=app:conf:focus:id:teams:2:0!19:meeting_MmQ4ZjdiNTMtNThhYy00MzQ3LTkzNTYtODZhNzkwY2U5YmM2-thread.v2!3915eff83dcf4c2eb8e93cc9495f2c82!22d5c2cfce3e443d9a7dfcc0231f73f

SchedulingServiceMeetingOptionsUrl: https://teams.microsoft.com/meetingOptions/?organizerId=3915eff8-3dcf-4c2e-b8e9-3cc9495f2c82&tenantId=22d5c2cf-ce3e-443d-9a7f-dfcc0231f73f&threadId=19__meeting_MmQ4ZjdiNTMtNThhYy00MzQ3LTkzNTYtODZhNzkwY2U5YmM2@thread.v2&messageId=0&language=en-US

SchedulingServiceUpdateUrl: https://scheduler.teams.microsoft.com/teams/22d5c2cf-ce3e-443d-9a7f-dfcc0231f73f/3915eff8-3dcf-4c2e-b8e9-3cc9495f2c82/19__meeting_MmQ4ZjdiNTMtNThhYy00MzQ3LTkzNTYtODZhNzkwY2U5YmM2@thread.v2/0

SkypeTeamsMeetingUrl: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmQ4ZjdiNTMtNThhYy00MzQ3LTkzNTYtODZhNzkwY2U5YmM2%40thread.v2/0?context=%7b%22id%22%3a%2222d5c2cf-ce3e-443d-9a7f-dfcc0231f73f%22%2c%22oid%22%3a%223915eff8-3dcf-4c2e-b8e9-3cc9495f2c82%22%7d

SkypeTeamsProperties: {"cid":"19:meeting_MmQ4ZjdiNTMtNThhYy00MzQ3LTkzNTYtODZhNzkwY2U5YmM2@thread.v2","private":true,"type":0,"mid":0,"rid":0,"uid":null}

Great news Management Team!

All of these meetings have been cancelled and are being changed to another date and time.

HR Management Team,

The weekly meetings will be restarting!

[Join Microsoft Teams Meeting](#)

+1 415-906-4659 United States, San Francisco (Toll)

Conference ID: 218 252 19#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Monday, September 28, 2020 8:11 AM
To: Williams, Katrina (HSA); [REDACTED]; [REDACTED] (HSA); Nisha, Sharee (HSA); [REDACTED]; [REDACTED] Lim, Brenden (HSA)
Subject: RE: 1:1 Meetings

HR Management Team,

Please provide the day and time you're available to meet with Luenna for a 1:1 meeting starting this week.

She prefers not to meet on Mondays and Fridays.

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

Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Monday, September 28, 2020 12:57 PM
To: Lim, Brenden (HSA)
Subject: RE: 1:1 Meetings

Thanks Brenden!

Sent with BlackBerry Work
(www.blackberry.com)

From: Lim, Brenden (HSA) <brenden.lim@sfgov.org>
Date: Monday, Sep 28, 2020, 11:34 AM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: 1:1 Meetings

Tuesdays: 9 to 11; Thursdays: 2-3

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Monday, September 28, 2020 8:11 AM
To: Williams, Katrina (HSA) <katrina.williams@sfgov.org>; [REDACTED]; [REDACTED]; Nisha, Sharee (HSA) <sharee.nisha@sfgov.org>; [REDACTED]; [REDACTED]; Lim, Brenden (HSA) <brenden.lim@sfgov.org>
Subject: RE: 1:1 Meetings

HR Management Team,

Please provide the day and time you're available to meet with Luenna for a 1:1 meeting starting this week.

She prefers not to meet on Mondays and Fridays.

Thank you,

Velma



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



Email: velma.gay@sfgov.org

Lim, Brenden (HSA)

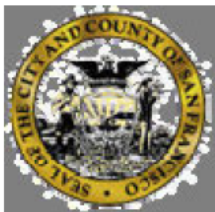
From: Gay, Velma (HSA)
Sent: Friday, October 2, 2020 9:31 AM
To: [REDACTED] (HSA); Williams, Katrina (HSA); [REDACTED] Lim, Brenden (HSA); [REDACTED] (HSA); [REDACTED]; Nisha, Sharee (HSA)
Cc: Kim, Luenna (HSA)
Subject: RE: Daily discussions on Racial Equity

Hr Management,

Just as a friendly reminder, we can decide together at 11am, when you will be able to meet for our - hour daily discussions on Racial Equity. As of yet, this meeting has not been scheduled, due to meeting everyday conflicts with a lot managers meetings that have been previously set. [REDACTED] has already stated that she would not be able to meet in the mornings.

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

Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Monday, October 5, 2020 4:11 PM
To: Nisha, Sharee (HSA); Williams, Katrina (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED]; Lim, Brenden (HSA); [REDACTED] (HSA)
Cc: Kim, Luenna (HSA)
Subject: RE: 1:1 meetings

Good Afternoon HR Managers,

Luenna would like to resume having HR Managers, 1:1 Meetings starting next week.

Velma



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

Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Tuesday, October 6, 2020 9:09 AM
To: Lim, Brenden (HSA)
Subject: RE: RE: 1:1 meetings

Good Morning Brenden,

Luenna, is out of the office today. However, I have emailed her and should have an answer by later today or tomorrow.

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

From: Lim, Brenden (HSA) <brenden.lim@sfgov.org>
Sent: Tuesday, October 6, 2020 8:47 AM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: 1:1 meetings

Hi Velma, should I expect an invite for the same day (i.e., Thursday) as last week moving forward? Or are you needing my availability through the end of the year?

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Monday, October 5, 2020 4:11 PM
To: Nisha, Sharee (HSA) <sharee.nisha@sfgov.org>; Williams, Katrina (HSA) <katrina.williams@sfgov.org>; [REDACTED] <[REDACTED]>; [REDACTED] <[REDACTED]>; [REDACTED] <[REDACTED]>)
[REDACTED] <[REDACTED]> Lim, Brenden (HSA) <brenden.lim@sfgov.org>;
Cc: Kim, Luenna (HSA) <luenna.kim@sfgov.org>
Subject: RE: 1:1 meetings

Good Afternoon HR Managers,

Luenna would like to resume having HR Managers, 1:1 Meetings starting next week.

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153



Email: velma.gay@sfgov.org

Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Tuesday, October 6, 2020 9:21 AM
To: Williams, Katrina (HSA); Nisha, Sharee (HSA); Lim, Brenden (HSA); [REDACTED]
[REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]
Subject: RE: 1:1 Meetings

HR Managers,

Starting next week Luenna would like to meet with you once a week for the rest of the year.

Can you please provide me with the best day and time you're available to meet with her?

Velma



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

Email: velma.gay@sfgov.org

Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Wednesday, October 7, 2020 12:46 PM
To: [REDACTED]; Nisha, Sharee (HSA); [REDACTED] Lim, Brenden (HSA)
Subject: RE: 1: 1 Meeting with Leanna

Good Morning Managers,

Can you please let me know when you meet with Luenna for once a week, for the rest of the year?

If not, the rest of the year than just next week.

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

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

Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Thursday, October 8, 2020 1:29 PM
To: Williams, Katrina (HSA); Seruge, Wael (HSA); Aho, Michael (HSA); Brown, Marcia (HSA); [REDACTED] (HSA); Pineda, Erica (HSA); Lazo, Irvin (HSA); [REDACTED] (HSA); Alejandrino, Abel (HSA); Caraballo, Felix (HSA); He, Brian (HSA); Shaikh, Sanah (HSA); [REDACTED] (HSA); Castro, Julie Jane (HSA); Yeung, Ivy (HSA); Lewis, Carmen (HSA); [REDACTED] (HSA); Lorio, Dorys (HSA); DaRosa, Kim (HSA); [REDACTED] (HSA); Lopez, Estela (HSA); Lim, Brenden (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Appel, Cheyo (HOM); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Mah, Lisa (HSA); Mendoza, Mildred (HSA); Sangalang, Rhodora (HSA); Lopez, Javiera (HSA); Ching, Nathan (HSA); Ngai, Cindy (HSA); [REDACTED] (HSA); Huang, Karen (HSA); Figueira, Michael (HSA); Kupfer, Margarita (HSA); Lee, Caroline (HSA); Nisha, Sharee (HSA); McCaleb, Claire (HSA); DeLeon, Andrea (HSA); Corvinelli, Camaguey (HSA); Varela, Daniel (HSA); Shaikher, Sonali (HSA)
Cc: [REDACTED] (HSA); Kim, Luenna (HSA)
Subject: RE: [REDACTED] /Racial Equity (Link)

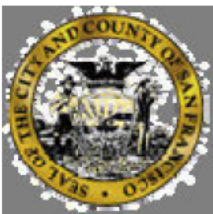
Great News Team!

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

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

Please take time and review,

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Friday, October 9, 2020 3:20 PM
To: Lim, Brenden (HSA)
Subject: RE: 1:1 Meeting with Luenna

Good Afternoon Brenden,

Luenna is only available Wednesday and Friday of next week.

Wednesday after 10am
Friday Mornings
Friday 4-5pm

Please send me a day and time you're available.

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

Lim, Brenden (HSA)

Subject: Brenden/Luenna 1:1 Meeting

Start: Wed 10/14/2020 11:00 AM
End: Wed 10/14/2020 12:00 PM

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Gay, Velma (HSA)
Required Attendees: Lim, Brenden (HSA); Kim, Luenna (HSA)

SkypeTeamsProperties: {"cid":"19:meeting_Y2U0ZmMxNTktZjQ4MC00NmY3LTgzNjgtYzY2MDQyOTE0Mzhl@thread.v2","rid":0,"mid":0,"uid":null,"private":true,"type":0}

SkypeTeamsMeetingUrl: https://teams.microsoft.com/l/meetup-join/19%3ameeting_Y2U0ZmMxNTktZjQ4MC00NmY3LTgzNjgtYzY2MDQyOTE0Mzhl%40thread.v2/0?context=%7b%22Tid%22%3a%2222d5c2cf-ce3e-443d-9a7f-dfcc0231f73f%22%2c%22Oid%22%3a%223915eff8-3dcf-4c2e-b8e9-3cc9495f2c82%22%7d

SchedulingServiceUpdateUrl: https://scheduler.teams.microsoft.com/teams/22d5c2cf-ce3e-443d-9a7f-dfcc0231f73f/3915eff8-3dcf-4c2e-b8e9-3cc9495f2c82/19_meeting_Y2U0ZmMxNTktZjQ4MC00NmY3LTgzNjgtYzY2MDQyOTE0Mzhl@thread.v2/0

OnlineMeetingConfLink: conf:sip:velma.gay@sfgov.org;gruu;opaque=app:conf:focus:id:teams:2:0!19:meeting_Y2U0ZmMxNTktZjQ4MC00NmY3LTgzNjgtYzY2MDQyOTE0Mzhl-thread.v2!3915eff83dcf4c2eb8e93cc9495f2c82!22d5c2cfce3e443d9a7fdfcc0231f73f

TeamsVtcTenantId: 22d5c2cf-ce3e-443d-9a7f-dfcc0231f73f

This is not a reoccurring meeting as of yet I need to speak with Luenna.

[Join Microsoft Teams Meeting](#)

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

Conference ID: 549 949 024#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

[Join Microsoft Teams Meeting](#)

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

Conference ID: 237 065 008#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Thursday, October 15, 2020 1:46 PM
To: HSA ALL HR
Cc: Castro, Julie Jane (HSA)
Subject: RE: Phone Directory
Attachments: Phone Directory_2020_10_05_Contact Info HR.pdf

HSA HR Team,

Here is an updated version of the Directory, which includes Jules Castro name and phone number [REDACTED] new Assistant.

Please Review,

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Wednesday, October 21, 2020 9:39 AM
To: Lim, Brenden (HSA)
Subject: RE: 1:1 Meeting with Luenna

Good Morning Brenden,

Can you meet with Luenna today at 1pm?

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Thursday, October 29, 2020 4:59 PM
To: Nisha, Sharee (HSA); McCaleb, Claire (HSA); DeLeon, Andrea (HSA); Varela, Daniel (HSA); Shaikher, Sonali (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Yeung, Ivy (HSA); Lewis, Carmen (HSA); [REDACTED]; Lorio, Dorys (HSA); Ranney, Tamara (HSA); Lopez, Estela (HSA); [REDACTED]; Williams, Katrina (HSA); [REDACTED] Seruge, Wael (HSA); [REDACTED] (HSA); Aho, Michael (HSA); Brown, Marcia (HSA); [REDACTED] (HSA); Pineda, Erica (HSA); Lazo, Irvin (HSA); [REDACTED]; Alejandrino, Abel (HSA); Caraballo, Felix (HSA); He, Brian (HSA); Shaikh, Sanah (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Appel, Cheyo (HOM); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] Ngai, Cindy (HSA); [REDACTED] (HSA); Huang, Karen (HSA); Figueira, Michael (HSA); Kupfer, Margarita (HSA); Lee, Caroline (HSA)
Subject: RE: Directory

HSA HR Team,

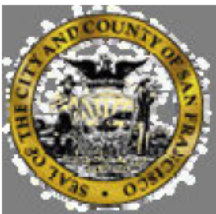
Since, everyone is predominantly working remotely we have decided to include everyone's work cell phone in the Directory.

- Can you please provide the most effective way to get in touch with you via phone?

I already have the work cell phone number of the person's below:

- Cam's
- Isabella
- Maribel
- [REDACTED]
- Luenna

Thank you,



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

Lim, Brenden (HSA)

Subject: Canceled: HR Managers Weekly Meetings
Location: MS Teams

Start: Fri 10/30/2020 1:00 PM
End: Fri 10/30/2020 2:00 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs every Friday from 11:00 AM to 12:00 PM effective 9/25/2020 until 12/25/2020.

Meeting Status: Not yet responded

Organizer: Gay, Velma (HSA)
Required Attendees: Nisha, Sharee (HSA); Kim, Luenna (HSA); Williams, Katrina (HSA); [REDACTED]; [REDACTED] (HSA); Lim, Brenden (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA)

SkypeTeamsProperties: {"cid":"19:meeting_NjUwMzU2NDYtN2Q0OC00M2E1LTg1YjEtNjg3NThmMzAyOWQw@thread.v2","rid":0,"mid":0,"uid":null,"private":true,"type":0}
SkypeTeamsMeetingUrl: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjUwMzU2NDYtN2Q0OC00M2E1LTg1YjEtNjg3NThmMzAyOWQw%40thread.v2/0?context=%7b%22Tid%22%3a%2222d5c2cf-ce3e-443d-9a7f-dfcc0231f73f%22%2c%22Oid%22%3a%223915eff8-3dcf-4c2e-b8e9-3cc9495f2c82%22%7d

SchedulingServiceUpdateUrl: https://scheduler.teams.microsoft.com/teams/22d5c2cf-ce3e-443d-9a7f-dfcc0231f73f/3915eff8-3dcf-4c2e-b8e9-3cc9495f2c82/19_meeting_NjUwMzU2NDYtN2Q0OC00M2E1LTg1YjEtNjg3NThmMzAyOWQw@thread.v2/0

OnlineMeetingConfLink: conf:sip:velma.gay@sfgov.org;gruu;opaque=app:conf:focus:id:teams:2:0!19:meeting_NjUwMzU2NDYtN2Q0OC00M2E1LTg1YjEtNjg3NThmMzAyOWQw-thread.v2!3915eff83dcf4c2eb8e93cc9495f2c82!22d5c2cfce3e443d9a7fdfcc0231f73f

TeamsVtcTenantId: 22d5c2cf-ce3e-443d-9a7f-dfcc0231f73f

HR Management Team,

This meeting at 11am is being changed to today at 1pm. Thanks for your cooperation.

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Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Friday, October 30, 2020 4:05 PM
To: Nisha, Sharee (HSA); McCaleb, Claire (HSA); DeLeon, Andrea (HSA); Varela, Daniel (HSA); Shaikher, Sonali (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Yeung, Ivy (HSA); Lewis, Carmen (HSA); [REDACTED] Lorio, Dorys (HSA); Ranney, Tamara (HSA); Lopez, Estela (HSA); [REDACTED] (HSA); Williams, Katrina (HSA); [REDACTED] Seruge, Wael (HSA); [REDACTED] (HSA); Aho, Michael (HSA); Brown, Marcia (HSA); [REDACTED] (HSA); Pineda, Erica (HSA); Lazo, Irvin (HSA); [REDACTED] (HSA); Alejandrino, Abel (HSA); Caraballo, Felix (HSA); He, Brian (HSA); Shaikh, Sanah (HSA); Lim, Brenden (HSA); [REDACTED] (HSA); Appel, Cheyo (HOM); [REDACTED]; [REDACTED] (HSA); [REDACTED] (HSA); Ngai, Cindy (HSA); [REDACTED] (HSA); Huang, Karen (HSA); Figueira, Michael (HSA); Kupfer, Margarita (HSA); Lee, Caroline (HSA)
Cc: Kim, Luenna (HSA)
Subject: RE: Utilization of Covid-19 time-off
Attachments: COVID-19 - Compensation Plan 10.26.20.pdf; COVID-19 - Compensation Plan (Revised 10.26.20).pdf; Instructions to Look Up Accrual Balances in People and Pay.pdf

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

Lim, Brenden (HSA)

Subject: 1:1 Meeting Luenna and Brenden
Location: MSTEAMS

Start: Wed 11/4/2020 1:00 PM
End: Wed 11/4/2020 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Gay, Velma (HSA)
Required Attendees: Lim, Brenden (HSA); Kim, Luenna (HSA)

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Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Monday, November 2, 2020 11:40 AM
To: Lim, Brenden (HSA)
Subject: RE: RE: Matrix

Thanks Brenden!



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

From: Lim, Brenden (HSA) <brenden.lim@sfgov.org>
Sent: Monday, November 2, 2020 11:37 AM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Cc: [REDACTED]
Subject: RE: RE: Matrix

Hi Velma,

You can add yourself to the end of the list. Melissa and [REDACTED] are still on there as an example. When you're done, you can send it back to [REDACTED]

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Monday, November 2, 2020 11:23 AM
To: Lim, Brenden (HSA) <brenden.lim@sfgov.org>
Subject: RE: Matrix

Good Morning Brenden,

Can you please send me a blank Matrix form top fill-out?

Thank you,

Velma



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Tuesday, November 3, 2020 11:08 AM
To: [REDACTED] (HSA); [REDACTED] (HSA); Nisha, Sharee (HSA); Williams, Katrina (HSA);
Lim, Brenden (HSA); [REDACTED]; [REDACTED]
Subject: RE: Work cell numbers

Hello HR Management Team,

I have spoken with Luenna and she would like for you to be responsible for providing you and your Teams, work cell phone numbers (include area codes).

If they do not have a work cell number, then place an N/A indicating not available. They can provide another number, but they need to include the area code and **be aware, this will be public information.**

- [REDACTED] Team – I already have each employees work cell number
- Luenna - Already provided her work cell phone

Thank you,

Velma



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

Email: velma.gay@sfgov.org

Lim, Brenden (HSA)

Subject: Canceled: HR Managers Weekly Meetings
Location: MS TEAMS

Start: Fri 11/6/2020 11:00 AM
End: Fri 11/6/2020 12:00 PM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Friday from 11:00 AM to 12:00 PM effective 9/25/2020 until 12/25/2020.

Meeting Status: Accepted

Organizer: Gay, Velma (HSA)
Required Attendees: Nisha, Sharee (HSA); Kim, Luenna (HSA); Williams, Katrina (HSA); [REDACTED] (HSA); Lim, Brenden (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA)

Importance: High
SkypeTeamsProperties: {"cid":"19:meeting_NjUwMzU2NDYtN2Q0OC00M2E1LTg1YjEtNjg3NThmMzAyOWQw@thread.v2","private":true,"type":0,"mid":0,"rid":0,"uid":null}
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OnlineMeetingConfLink: conf:sip:velma.gay@sfgov.org;gruu;opaque=app:conf:focus:id:teams:2:0!19:meeting_NjUwMzU2NDYtN2Q0OC00M2E1LTg1YjEtNjg3NThmMzAyOWQw-thread.v2!3915eff83dcf4c2eb8e93cc9495f2c82!22d5c2cfce3e443d9a7fdfcc0231f73f22d5c2cf-ce3e-443d-9a7f-dfcc0231f73f

TeamsVtcTenantId: 22d5c2cf-ce3e-443d-9a7f-dfcc0231f73f

Hi Team,

I have spoken with Luenna and this meeting has been cancelled.

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Lim, Brenden (HSA)

Subject: 1:1 Meeting Luenna and Brenden
Location: Microsoft Teams Meeting

Start: Tue 11/24/2020 10:00 AM
End: Tue 11/24/2020 11:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Gay, Velma (HSA)
Required Attendees: Kim, Luenna (HSA); Lim, Brenden (HSA)

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Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Friday, December 4, 2020 2:47 PM
To: Lim, Brenden (HSA); [REDACTED]; Williams, Katrina (HSA); Nisha, Sharee (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA)
Cc: Kim, Luenna (HSA)
Subject: RE: Glitch in the Signature Line

Hi Team,

If you or one of your team members are having a slight issue with the salutation under Office Address section of the salutation, then here is a possible solution provided by Krista Ballard. They are try this in the signature-line area. Options, Mail, signatures.....

- **If you put your cursor in front of “San Francisco” and backspace it onto the previous line, then hold down shift and press enter to put it onto the second line, it should remove the space.**

Have a great weekend!

Velma Gay (she/her/hers)

Management Assistant
Human Resources

O: (415) 557-5751
[REDACTED]

Office Address:

1650 Mission street, Suite 400
San Francisco, CA 92103

www.SFHSA.org



Lim, Brenden (HSA)

Subject: Canceled: RE: HR Managers Weekly Meetings
Location: MS TEAMS

Start: Fri 12/11/2020 11:00 AM
End: Fri 12/11/2020 12:00 PM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every Friday from 11:00 AM to 12:00 PM

Meeting Status: Accepted

Organizer: Gay, Velma (HSA)
Required Attendees: [REDACTED] (HSA); Kim, Luenna (HSA); Nisha, Sharee (HSA); [REDACTED] (HSA); Williams, Katrina (HSA); [REDACTED]; Lim, Brenden (HSA); [REDACTED] (HSA); [REDACTED] (HSA)

Importance: High

Luenna would like to cancel this meeting, 12/11

Thanks for your patience!

Updating the title of the meeting 11/16/20

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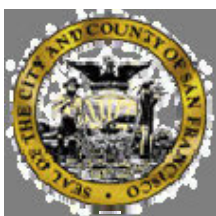
Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Thursday, December 17, 2020 8:38 AM
To: Lim, Brenden (HSA)
Subject: RE: Employer Certification Form for Signature

Hi Brenden,

Yes, I can assist him with his Loan Forgiveness.

Thank you,



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

From: Lim, Brenden (HSA) <brenden.lim@sfgov.org>
Sent: Thursday, December 17, 2020 8:27 AM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Cc: Finetti, Roderick (HSA) <roderick.finetti@sfgov.org>
Subject: RE: Employer Certification Form for Signature

Hi Velma, would you be able to assist Rod with the attached employer verification?

From: Finetti, Roderick (HSA) <roderick.finetti@sfgov.org>
Sent: Wednesday, December 16, 2020 5:17 PM
To: Lim, Brenden (HSA) <brenden.lim@sfgov.org>
Subject: RE: Employer Certification Form for Signature

Hi Brenden,

Usually Allan Gonzalez-Ruiz signs this form for me, but I haven't been able to get a hold of him and it seems he is out of the office now. I'm not sure who my HR analyst is. Could you please either sign it or help me identify who my analyst is? It's an annual form I have to get signed for my student loans, verifying I work for a gov agency.

Thank you,

Rod Finetti

Pronouns: he, him, his

Housing Group Deputy Lead, Human Services Branch
San Francisco COVID Command Center

From: Finetti, Roderick (HSA)

Sent: Monday, December 14, 2020 12:59 PM

To: Gonzalez-Ruiz, Allan (HSA) <allan.gonzalez-ruiz@sfgov.org>

Subject: RE: Employer Certification Form for Signature

Hi Allan,

I believe you were out of the office when I sent this originally, and then I was out. Can you please sign and return this to me?

Thank you,

Rod Finetti

Pronouns: he, him, his

Housing Group Deputy Lead, Human Services Branch
San Francisco COVID Command Center

From: Finetti, Roderick (HSA)

Sent: Monday, November 23, 2020 2:18 PM

To: Gonzalez-Ruiz, Allan (HSA) <allan.gonzalez-ruiz@sfgov.org>

Subject: Employer Certification Form for Signature

Hi Allan,

Will you please sign the attached employment certification form for my student loans (and scan and return to me)?

I hope you are doing well.

Thank you,

Rod Finetti

Pronouns: he, him, his

Housing Group Deputy Lead, Human Services Branch
San Francisco COVID Command Center

Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Monday, December 28, 2020 3:40 PM
To: Lim, Brenden (HSA); [REDACTED]
Subject: RE: Last HR Weekly Manager Meeting

Happy Holidays,

Luenna would like to have a last HR weekly meeting on 12/31 @ 9-10am, would you be able to attend? If you cannot meet on Zoom can you attend via phone?

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



Lim, Brenden (HSA)

Subject: Canceled: RE: Last HR Weekly Manager Meeting
Location: Microsoft Teams Meeting

Start: Thu 12/31/2020 9:00 AM
End: Thu 12/31/2020 10:00 AM
Show Time As: Free

Recurrence: (none)

Meeting Status: Accepted

Organizer: Kim, Luenna (HSA)
Required Attendees: Williams, Katrina (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Lim, Brenden (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Nisha, Sharee (HSA); Gay, Velma (HSA)

Importance: High

Happy Holidays!

Most of the HR Managers will be Out-of-Office on 12/31. Therefore, today, Luenna has decided to cancel this meeting.

Hi Team,

Anyone who is not able to meet on Zoom, Luenna will appreciate if you can meet via phone. [REDACTED] I'm know you're at the Covid Command Center (CCC) However, if you can attend that would be great!

Microsoft Teams meeting

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Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Wednesday, January 6, 2021 9:09 AM
To: [REDACTED] (HSA); Lim, Brenden (HSA); Williams, Katrina (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Nisha, Sharee (HSA); [REDACTED] (HSA)
Cc: Kim, Luenna (HSA)
Subject: RE: HR Weekly Managers Meetings

Hi Team,

Please let me know, if you can attend HR Weekly meetings every Friday, from, 10-11 am or 1-2pm? These are the times that work best for Luenna.

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 92103

www.SFHSA.org



Lim, Brenden (HSA)

Subject: Canceled: RE: HR Weekly Managers Meeting
Location: Microsoft Teams Meeting

Start: Fri 1/8/2021 10:00 AM
End: Fri 1/8/2021 11:00 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every Friday from 10:00 AM to 11:00 AM

Meeting Status: Not yet responded

Organizer: Kim, Luenna (HSA)

Required Attendees: [REDACTED] (HSA); Lim, Brenden (HSA); Williams, Katrina (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Nisha, Sharee (HSA); [REDACTED]; Gay, Velma (HSA)

Importance: High

Hi Team,

This will be the new time for the HR Managers weekly meetings. Please revise and adjust your calendars to align with the time that works best for Luenna's schedule.

Thank you.....

Microsoft Teams meeting

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Lim, Brenden (HSA)

Subject: Canceled: RE: HR Weekly Managers Meeting
Location: Microsoft Teams Meeting

Start: Fri 1/8/2021 10:00 AM
End: Fri 1/8/2021 11:00 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every Friday from 10:00 AM to 11:00 AM

Meeting Status: Not yet responded

Organizer: Kim, Luenna (HSA)

Required Attendees: [REDACTED] (HSA); [REDACTED] (HSA); Lim, Brenden (HSA); Williams, Katrina (HSA); [REDACTED] (HSA); Nisha, Sharee (HSA); [REDACTED] (HSA); Gay, Velma (HSA)

Hi Team,

This will be the new time for the HR Managers weekly meetings. Please revise and adjust your calendars to align with the time that works best for Luenna's schedule.

Thank you.....

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Lim, Brenden (HSA)

Subject: Canceled: RE: HR Managers Weekly Meetings
Location: Microsoft Teams Meeting

Start: Fri 1/15/2021 3:00 PM
End: Fri 1/15/2021 4:00 PM

Recurrence: Weekly
Recurrence Pattern: every Friday from 3:00 PM to 4:00 PM

Meeting Status: Accepted

Organizer: Gay, Velma (HSA)

Required Attendees: [REDACTED] (HSA); Lim, Brenden (HSA); Williams, Katrina (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Nisha, Sharee (HSA)

Optional Attendees: Kim, Luenna (HSA)

Importance: High

This meeting is being canceled. The new time will be every Wednesday at 11am.

Hi Team,

Please revise your schedules to meet the date and time that Luenna has suggested.

Thank you,

Microsoft Teams meeting

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Phone Conference ID: 764 631 500#

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Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Thursday, January 14, 2021 4:25 PM
To: [REDACTED] (HSA); Lim, Brenden (HSA); Williams, Katrina (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Nisha, Sharee (HSA)
Cc: Kim, Luenna (HSA)
Subject: RE: Updated Phone Directory 2021

Hi Team,

The is the most recent Phone to reflect the latest changes in our Division. Please let me know if any further changes need to be made in your specific unit, before sending out to the entire HR staff.

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



Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Thursday, January 14, 2021 4:36 PM
To: [REDACTED] (HSA); Lim, Brenden (HSA); Williams, Katrina (HSA); [REDACTED] (HSA); Nisha, Sharee (HSA); [REDACTED] (HSA); [REDACTED] (HSA)
Cc: Kim, Luenna (HSA)
Subject: FW: RE: Updated Phone Directory 2021
Attachments: 2020_Phone Directory_Final_Revision_01_14_2021_Contact Info HR.pdf

Hi Team,

My apologies, here is the attachment. Please review.

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



From: Gay, Velma (HSA)
Sent: Thursday, January 14, 2021 4:25 PM
To: [REDACTED] (HSA) [REDACTED] >; Lim, Brenden (HSA) <brenden.lim@sfgov.org>; Williams, Katrina (HSA) <katrina.williams@sfgov.org>; [REDACTED] >; [REDACTED]; Nisha, Sharee (HSA) <sharee.nisha@sfgov.org>
Cc: Kim, Luenna (HSA) <luenna.kim@sfgov.org>
Subject: RE: Updated Phone Directory 2021

Hi Team,

The is the most recent Phone to reflect the latest changes in our Division. Please let me know if any further changes need to be made in your specific unit, before sending out to the entire HR staff.

Best,

Velma Gay (she/her/hers)

Management Assistant

Human Resources

O: (415) 557-5153



Office Address:

1650 Mission street, Suite 400

San Francisco, CA 92103

www.SFHSA.org



Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Friday, January 15, 2021 9:58 AM
To: Williams, Katrina (HSA); [REDACTED] (HSA); Lim, Brenden (HSA); Nisha, Sharee (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED]
Cc: Kim, Luenna (HSA)
Subject: RE: Timecards

Hi Team,

As a friendly reminder, can you please review your timecards and make the necessary adjustments to reflect the time you actually worked as well as initial your timecards every Friday.

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 92103

www.SFHSA.org



Lim, Brenden (HSA)

Subject: Canceled: RE: HR Weekly Managers Meeting
Location: Microsoft Teams Meeting

Start: Wed 1/13/2021 11:00 AM
End: Wed 1/13/2021 12:00 PM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every Wednesday from 11:00 AM to 12:00 PM

Meeting Status: Not yet responded

Organizer: Kim, Luenna (HSA)

Required Attendees: [REDACTED] (HSA); Lim, Brenden (HSA); Williams, Katrina (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Nisha, Sharee (HSA); [REDACTED]; Gay, Velma (HSA)

Importance: High

This meeting is being canceled to change the Phone Conference ID#. Afterwards, it will be rescheduled for the same date and time.

[REDACTED] will be added when she returns from the Covid Command Center.

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,,683732139#](#) United States, San Francisco

Phone Conference ID: 683 732 139#

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

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

Lim, Brenden (HSA)

Subject: Canceled: RE: 1:1 Meeting Luenna and Brenden
Location: Microsoft Teams Meeting

Start: Wed 1/20/2021 1:00 PM
End: Wed 1/20/2021 2:00 PM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every Wednesday from 1:00 PM to 2:00 PM

Meeting Status: Accepted

Organizer: Kim, Luenna (HSA)
Required Attendees: Lim, Brenden (HSA)

Importance: High

After I speak with Luenna I will let you know when she would like to speak with you.

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,,521658243#](#) United States, San Francisco

Phone Conference ID: 521 658 243#

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

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

Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Wednesday, January 20, 2021 11:34 AM
To: Lim, Brenden (HSA)
Subject: RE: 1:1 Meeting with Luenna

Hi Brenden,

Luenna wants to reschedule your 1:1 meeting. She is only available, 01/22, Friday at 10 or 11am? Can you please let me know, which time 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 92103

www.SFHSA.org



Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Wednesday, January 20, 2021 11:49 AM
To: Lim, Brenden (HSA)
Subject: RE: RE: 1:1 Meeting with Luenna

Thank you, I will send you an invite.

Velma Gay (she/her/hers)

Management Assistant
Human Resources

O: (415) 557-5153

Office Address:

1650 Mission street, Suite 400
San Francisco, CA 92103

www.SFHSA.org



From: Lim, Brenden (HSA) <brenden.lim@sfgov.org>
Sent: Wednesday, January 20, 2021 11:47 AM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: RE: 1:1 Meeting with Luenna

11 works for me. Thanks.

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Wednesday, January 20, 2021 11:34 AM
To: Lim, Brenden (HSA) <brenden.lim@sfgov.org>
Subject: RE: 1:1 Meeting with Luenna

Hi Brenden,

Luenna wants to reschedule your 1:1 meeting. She is only available, 01/22, Friday at 10 or 11am? Can you please let me know, which time works best for you?

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 92103

www.SFHSA.org



Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Friday, January 22, 2021 1:15 PM
To: Lim, Brenden (HSA); Williams, Katrina (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Nisha, Sharee (HSA)
Subject: RE: Timecards

Hi Team,

Luenna has requested, that if you haven't already done so can you please initial your timecards? Making sure the hours you worked reflects the timecards by the COB.

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 92103

www.SFHSA.org



Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Friday, January 22, 2021 2:20 PM
To: Lim, Brenden (HSA)
Subject: RE: Timecards

Hi Brenden,

Luenna would like for the hours indicated in her calendar reflects the timecards. However, you wrote on 1/19 (8) hours VAP (calendar), on the time cards in states, 1/19 2.0 hours and 1/22 4.0 hours. Can you please take the time to review and if needed, make any necessary changes.

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 92103

www.SFHSA.org



Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Tuesday, February 2, 2021 5:15 PM
To: Gay, Velma (HSA); [REDACTED] (HSA); Lim, Brenden (HSA); Nisha, Sharee (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Williams, Katrina (HSA)
Subject: RE: HR Managers weekly Meeting

Hi Team,

Luenna has stated we are still having the HR Weekly Managers meeting tomorrow.

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



Lim, Brenden (HSA)

Subject: RE: HR Staff Meeting
Location: Microsoft Teams Meeting

Start: Tue 2/23/2021 1:00 PM
End: Tue 2/23/2021 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Gay, Velma (HSA)

Required Attendees: Kim, Luenna (HSA); Arnold, Karimah (HSA); Cabral, Enrique (HSA); [REDACTED] (HSA); Blasi, Isabella (HSA); Mora, Maribel (HSA); Emordi, MillicentIsioma (HSA); Lopez, Estela (HSA); Corvinelli, Camaguey (HSA); Gennaccaro, Frank (HSA); Lee, Caroline (HSA); Castro, Julie Jane (HSA); Nisha, Sharee (HSA); McCaleb, Claire (HSA); DeLeon, Andrea (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Yeung, Ivy (HSA); Lewis, Carmen (HSA); Lorio, Dorys (HSA); Ranney, Tamara (HSA); [REDACTED] (HSA); Williams, Katrina (HSA); [REDACTED] (HSA); Seruge, Wael (HSA); [REDACTED] (HSA); Aho, Michael (HSA); Brown, Marcia (HSA); [REDACTED] (HSA); Pineda, Erica (HSA); Lazo, Irvin (HSA); [REDACTED] (HSA); Alejandrino, Abel (HSA); Caraballo, Felix (HSA); He, Brian (HSA); Shaikh, Sanah (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Ngai, Cindy (HSA); Huang, Karen (HSA); Figueira, Michael (HSA); Kupfer, Margarita (HSA); Dekeyan, Hovaness (HSA)

Optional Attendees: [REDACTED] (HSA); Tang, Lily (HSA); Lin, Steve (HSA); [REDACTED] (HSA); Platzer, Rosalie (HSA); Sangalang, Rhodora (HSA); [REDACTED] (HSA); Melissa Harris; Simone Goldman; Harris, Sermin Melissa (HSA)

Great News HR Team!

The new time for the HR Staff Meeting will be 1pm tomorrow.

Thanks for your patience!

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,,876022211#](#) United States, San Francisco

Phone Conference ID: 876 022 211#

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

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

Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Wednesday, February 24, 2021 4:41 PM
To: Kim, Luenna (HSA); Williams, Katrina (HSA); [REDACTED] (HSA); Lim, Brenden (HSA); [REDACTED] (HSA); Nisha, Sharee (HSA); [REDACTED] (HSA); Dekeyan, Hovaness (HSA); [REDACTED] (HSA) [REDACTED] (HSA)
Subject: RE: Latest version of the HR Phone Directory
Attachments: 2020_Phone Directory_Final_Revision_02_24_2021_.pdf

Hi Team,

Please review and let me know if any changes need to be made before, I send out to all HR Staff employees. This information is also available via the HAS Intranet.

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



Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Friday, March 5, 2021 1:02 PM
To: Corvino, Denise (HSA); Gibbs, Emily (HSA); Kelly, Dan (HSA); Huang, Joseph (HSA); Balanon, Shane (HSA); Burris, Tracy (HSA); Isom, Sophia (HSA); Lenhardt, Julie (HSA); Mateu-Newsome, Jessica (HSA); Iwasaki, Christina (HSA); Pineda, Anna (HSA); Austin, Terri (HSA); Ellison, Bart (HSA); Tai, Yunny (HSA); Adamek, Jason (HSA); Adrian, Mary (HSA); Lugo, Tony (HSA); Panelo, Noel (HSA); Lau, Susie (HSA); Martinez, Cynthia (HSA); Kim, Luenna (HSA); Williams, Katrina (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Lim, Brenden (HSA); Rudakov, Vladimir (HSA); Tsutakawa, John (HSA); Leone, Elizabeth (HSA); Zapien, Esperanza (HSA); Gendelman, Johanna (HSA); Walsh, Robert (HSA); Fraser, Don (HSA); Mcclenney, Christopher (HSA); Toledo, Natalie (HSA); Casino, Bernadette (HSA); Chang, Crystal (HSA); Eickwort, Robert (HSA); Rahim, Sahil (HSA); Rossi, Stephanie (HSA); Shoyket, Alexander (HSA); Johnson, Chandra (HSA); Hebert, Marc (HSA); Barone, Doris (HSA); Osegueda, Carla (HSA)
Subject: RE: Form 700
Attachments: Form_700_2020.pdf; 2021-04-03_Form 700 Designated Employee List.pdf; SFHSA Memo.docx

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
[REDACTED]

Office Address:

1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



Lim, Brenden (HSA)

From: Gay, Velma (HSA)
Sent: Friday, March 5, 2021 1:40 PM
To: Penafior, Alfie (HSA); Gregory, Jay (HSA); Duenas, Rocio (HSA); Kim, Steve (HSA); Corvino, Denise (HSA); Gibbs, Emily (HSA); Kelly, Dan (HSA); Huang, Joseph (HSA); Balanon, Shane (HSA); Burris, Tracy (HSA); Isom, Sophia (HSA); Lenhardt, Julie (HSA); Mateu-Newsome, Jessica (HSA); Iwasaki, Christina (HSA); Pineda, Anna (HSA); Austin, Terri (HSA); Ellison, Bart (HSA); Tai, Yunny (HSA); Adamek, Jason (HSA); Adrian, Mary (HSA); Lugo, Tony (HSA); Panelo, Noel (HSA); Lau, Susie (HSA); Martinez, Cynthia (HSA); Kim, Luenna (HSA); Williams, Katrina (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA); Lim, Brenden (HSA); Rudakov, Vladimir (HSA); Tsutakawa, John (HSA); Leone, Elizabeth (HSA); Zapien, Esperanza (HSA); Gendelman, Johanna (HSA); Walsh, Robert (HSA); Fraser, Don (HSA); Mcclenney, Christopher (HSA); Toledo, Natalie (HSA); Casino, Bernadette (HSA); Chang, Crystal (HSA); Eickwort, Robert (HSA); Rahim, Sahil (HSA); Rossi, Stephanie (HSA); Shoyket, Alexander (HSA); Johnson, Chandra (HSA); Hebert, Marc (HSA); Barone, Doris (HSA); Osegueda, Carla (HSA)
Subject: RE: Form 700
Attachments: Form_700_2020.pdf; 2021-04-03_Form 700 Designated Employee List.pdf; Form 700 Filers Memo 2021.pdf

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
[REDACTED]

Office Address:

1650 Mission street, Suite 400
San Francisco, CA 94103

www.SFHSA.org



Attachment 1: Email from Kauffman to Gay re:
DAAS List

Lim, Brenden (HSA)

From: Kauffman, Cindy (HSA)
Sent: Monday, February 24, 2020 5:01 PM
To: Gay, Velma (HSA)
Cc: Coleman, Valerie (HSA)
Subject: RE: DAS List

Follow Up Flag: Follow up
Flag Status: Completed

You have my direct reports in the management list. The only other person I would add is Valerie Coleman. (Coleman, Valerie (HSA) Valerie.J.Coleman@sfgov.org)

Cindy Kauffman, MS
Deputy Director of Community Services
San Francisco Department of Disability and Aging Services
P.O. Box 7988
San Francisco, CA 94120-7988
Phone: 415-355-3693
Email: Cindy.Kauffman@sfgov.org
Pronouns: she/her

REFRAMING AGING SAN FRANCISCO

End Ageism.com

The Department of Disability and Aging Services supports the well-being, safety and independence of adults with disabilities, older people, and veterans.

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Monday, February 24, 2020 4:50 PM
To: DAAS - Executive Management <DAAS-ExecutiveManagement@SFGOV1.onmicrosoft.com>
Subject: DAS List

Good Afternoon Everyone,

Currently, I am compiling a DAS list to coincide with the Form 700 List that has already been generated. It is to my understanding that everyone who needs to complete a Form 700 must also complete the Ethics Training workshop. Therefore, I would like assistance with sending me a list of all employees, who have a programmatic oversight of contracts.

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

Lim, Brenden (HSA)

From: Mercado, Ria (HSA)
Sent: Wednesday, February 5, 2020 11:59 AM
To: Wong, Carrie (HSA);Nielsen, Jill (HSA)
Cc: Gay, Velma (HSA)
Subject: RE: Corona Virus

Hello Carrie,

The nature of the question pertains to another employee. I reached out to HR. Please refer the employee to contact:

Katrina Williams regarding this issue. Her extension is:

- **415-557-6681**

More importantly, the locations mentioned below are outside the epicenter of the Novel Corona Virus. The risk is very low.

Ria I. Mercado RN MSN PHN
Director of Quality Management Services
Department of Disability and Aging Services (DAS)
City and County of San Francisco
1650 Mission Street, 5th Floor
San Francisco, CA 94103
Tel No: (415) 355-6806
Fax No: (415) 355 6785
ria.mercado@sfgov.org
www.SFHSA.org/DAAS

REFRAMING AGING SAN FRANCISCO

End Ageism.com

The Department of Disability and Aging Services supports the well-being, safety and independence of adults with disabilities, older people, and veterans.



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From: Martinez, Patrick (HSA) <patrick.martinez@sfgov.org>
Sent: Wednesday, February 5, 2020 9:19 AM
To: Mercado, Ria (HSA) <ria.mercado@sfgov.org>
Cc: Wong, Carrie (HSA) <Carrie.Wong@sfgov.org>; Chen, Andrew (HSA) <Andrew.Chen@sfgov.org>
Subject: Corona Virus

Hi Ria,

We have a co-worker who travelled to [REDACTED] for sure, we don't know if he also visited [REDACTED]. He is due back to work tomorrow, Feb 6.

Since an afflicted person does not necessarily show signs or symptoms of the infection right away, a number of us that work with this returning employee, while he may be completely free of the virus, are concerned about being exposed to the it.

On behalf of some of my co-workers, I would like to know what measures we have in place for such a health situation like this. If possible, please give us a directive before the subject employee returns to work tomorrow.

Thank you.

Lim, Brenden (HSA)

From: Kaplan, Daniel (HSA)
Sent: Tuesday, March 17, 2020 9:58 AM
To: Gay, Velma (HSA); Kim, Luenna (HSA); [REDACTED] (HSA); Corvino, Denise (HSA); Kauffman, Cindy (HSA); Simmons, Noelle (HSA); Smith, Susie (HSA); Nielsen, Jill (HSA); Miller, Joan (HSA)
Cc: Rhorer, Trent (HSA); McSpadden, Shireen (HSA)
Subject: RE: DEI/B Meeting

May not need to be said, but let's officially cancel this.

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

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Monday, February 3, 2020 2:02 PM
To: Gay, Velma (HSA); Kaplan, Daniel (HSA); Kim, Luenna (HSA); [REDACTED] (HSA); Corvino, Denise (HSA); Kauffman, Cindy (HSA); Simmons, Noelle (HSA); Smith, Susie (HSA); Nielsen, Jill (HSA); Miller, Joan (HSA)
Cc: Rhorer, Trent (HSA); McSpadden, Shireen (HSA)
Subject: DEI/B Meeting
When: Tuesday, March 17, 2020 2:00 PM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Dan's Office

Forwarding meeting invite to Trent and Shireen. Let us know if you are unavailable and we can reschedule.

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

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Monday, February 3, 2020 2:02 PM
To: Gay, Velma (HSA); Kaplan, Daniel (HSA); Kim, Luenna (HSA); [REDACTED] (HSA); Corvino, Denise (HSA); Kauffman, Cindy (HSA); Simmons, Noelle (HSA); Smith, Susie (HSA); Nielsen, Jill (HSA); Miller, Joan (HSA)
Subject: DEI/B Meeting
When: Tuesday, March 17, 2020 2:00 PM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Dan's Office

Lim, Brenden (HSA)

From: Nielsen, Jill (HSA)
Sent: Friday, April 17, 2020 4:44 PM
To: Gay, Velma (HSA)
Subject: Accepted: RE: PPE Equipment

Lim, Brenden (HSA)

From: Kim, Luenna (HSA)
Sent: Friday, April 17, 2020 4:23 PM
To: Gay, Velma (HSA)
Cc: [REDACTED]; Williams, Katrina (HSA); Miller, Joan (HSA); Nielsen, Jill (HSA)
Subject: Meeting re: Updated PPE

Velma,

Please schedule a call as soon as possible for early next week.

Attendees: Joan, Jill, Luenna

Thanks.

L

Lim, Brenden (HSA)

From: Kim, Luenna (HSA)
Sent: Monday, April 6, 2020 10:02 AM
To: Adamek, Jason (HSA);Adrian, Mary (HSA);Austin, Terri (HSA);Barone, Doris (HSA);Boessenecker, Janet (HSA);Burris, Tracy (HSA);Ceron, Akiles (HSA);Crudo, Liz (HSA);Ferreira, Taninha (HSA);Gaeta, Krista (HSA);Gibbs, Emily (HSA);Hebert, Marc (HSA);Huang, Joseph (HSA);Isom, Sophia (HSA);Johnson, Chandra (HSA); [REDACTED] (HSA);Kelly, Dan (HSA);Kim, Luenna (HSA);Lugo, Tony (HSA);Mateu-Newsome, Jessica (HSA);McGee, Melissa (HSA);Nisha, Sharee (HSA); [REDACTED] (HSA);Panelo, Noel (HSA);Rudakov, Vladimir (HSA);Shadoan, Kate (HSA);Toledo, Natalie (HSA);Tsutakawa, John (HSA); [REDACTED] (HSA);Walsh, Robert (HSA);Ward, Cindy (HSA);Williams, Katrina (HSA);Wong, Carrie (HSA);Zaugg, Michael (HSA)
Cc: Caraballo, Felix (HSA);Corvinelli, Camaguey (HSA);DeLeon, Andrea (HSA);Gay, Velma (HSA);Hirakawa, Karen (HSA); [REDACTED] (HSA); [REDACTED] (HSA);Lim, Brenden (HSA);McCaleb, Claire (HSA);Nisha, Sharee (HSA); [REDACTED] (HSA); [REDACTED] (HSA); [REDACTED] (HSA);Williams, Katrina (HSA);Corvino, Denise (HSA);Kaplan, Daniel (HSA);Kauffman, Cindy (HSA);Miller, Joan (HSA);Nielsen, Jill (HSA);Simmons, Noelle (HSA);Smith, Susie (HSA)
Subject: Agenda: 1p Call Today

Hello,

Although I am on a DOC assignment to lead the DSW staffing effort, we will continue to have these 1p calls for as long as they are needed and helpful.

The agenda for today's meeting is:

1. Upcoming DSW Staffing Needs
2. Timesheet Coding (Leave and Comp Time)
3. Vulnerable/Essential – what this means in terms of work assignments

Please send in any other questions.

Thanks,

L

Exhibit Y

Documents Provided by HSA

Attachment 1: Gay, Kauffman email re: DAAS
List

Attachment 1: Gay, Kauffman email re: DAAS List

From: [Gay, Velma \(HSA\)](#)
To: [Kauffman, Cindy \(HSA\)](#)
Subject: DAS List
Date: Monday, February 24, 2020 12:50:30 PM
Attachments: [image001.png](#)

Good Morning Cindy,

I wanted to know if you were able to please provide me with the DAS List? It is my understanding that everyone who needs to fill out a Form 700 needs to take the Ethnic Training workshop. Therefore, I would like the DAS list so I can send the Form 700 and Ethics training workshop information out at the same time.

Thanks for your cooperation,

Velma Gay



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153



Email: velma.gay@sfgov.org

From: [Nielsen, Jill \(HSA\)](#)
To: [Gay, Velma \(HSA\)](#)
Cc: [Kauffman, Cindy \(HSA\)](#); [Chan, Jeannie \(HSA\)](#)
Subject: RE: DAS List
Date: Monday, February 24, 2020 12:57:55 PM
Attachments: [image003.png](#)

Hi Velma,

I am including Cindy Kauffman and Jeannie Chan here.

Are you requesting a list of all DAS staff? Or a list of just our management team? I am hoping that Jeannie can provide you with whatever list you are needing.

Thanks,
Jill

Jill Nielsen, LCSW
Pronouns: She/Her/Hers
Deputy Director of Programs
San Francisco Department of Disability and Aging Services
1650 Mission Street, 5th Floor
San Francisco, CA 94103
[415-355-6788](tel:415-355-6788)/jill.nielsen@sfgov.org
www.SFHSA.org/DAAS

The San Francisco Department of Disability and Aging Services supports the well-being, safety and independence of adults with disabilities, older people, and veterans.

REFRAMING AGING SAN FRANCISCO

End Ageism.com

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Monday, February 24, 2020 12:52 PM
To: Nielsen, Jill (HSA) <Jill.Nielsen@sfgov.org>
Subject: DAS List

Good Morning Cindy,

I wanted to know if you were able to please provide me with the DAS List? It is my understanding

that everyone who needs to fill out a Form 700 needs to take the Ethnic Training workshop. Therefore, I would like the DAS list so I can send the Form 700 and Ethics training workshop information out at the same time.

Thanks for your cooperation,

Velma Gay



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153



Email: velma.gay@sfgov.org

From: [Kauffman, Cindy \(HSA\)](#)
To: [Nielsen, Jill \(HSA\)](#); [Gay, Velma \(HSA\)](#)
Cc: [Chan, Jeannie \(HSA\)](#)
Subject: RE: DAS List
Date: Monday, February 24, 2020 3:56:25 PM
Attachments: [image005.png](#)

Velma,

Our managers are the primary people who complete the Form 700 but we also have additional staff who complete the form because their jobs include contracting. It might be easiest for you to send the info to the management team (DAAS - Executive Management <DAAS-ExecutiveManagement@SFGOV1.onmicrosoft.com>) and tell them to forward to their staff who have programmatic oversight of contracts. If you need that secondary list of people, it is probably easier to have the managers send you the names.

Cindy Kauffman, MS
Deputy Director of Community Services
San Francisco Department of Disability and Aging Services
P.O. Box 7988
San Francisco, CA 94120-7988
Phone: 415-355-3693
Email: Cindy.Kauffman@sfgov.org
Pronouns: she/her



The Department of Disability and Aging Services supports the well-being, safety and independence of adults with disabilities, older people, and veterans.

From: Nielsen, Jill (HSA) <Jill.Nielsen@sfgov.org>
Sent: Monday, February 24, 2020 12:59 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Cc: Kauffman, Cindy (HSA) <cindy.kauffman@sfgov.org>; Chan, Jeannie (HSA) <jeannie.chan@sfgov.org>
Subject: RE: DAS List

Hi Velma,

I am including Cindy Kauffman and Jeannie Chan here.

Are you requesting a list of all DAS staff? Or a list of just our management team? I am hoping that Jeannie can provide you with whatever list you are needing.

Thanks,
Jill

Jill Nielsen, LCSW
Pronouns: She/Her/Hers
Deputy Director of Programs
San Francisco Department of Disability and Aging Services
1650 Mission Street, 5th Floor
San Francisco, CA 94103
[415-355-6788](tel:415-355-6788)/jill.nielsen@sfgov.org
www.SFHSA.org/DAAS

The San Francisco Department of Disability and Aging Services supports the well-being, safety and independence of adults with disabilities, older people, and veterans.



From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Monday, February 24, 2020 12:52 PM
To: Nielsen, Jill (HSA) <Jill.Nielsen@sfgov.org>
Subject: DAS List

Good Morning Cindy,

I wanted to know if you were able to please provide me with the DAS List? It is my understanding that everyone who needs to fill out a Form 700 needs to take the Ethnic Training workshop. Therefore, I would like the DAS list so I can send the Form 700 and Ethics training workshop information out at the same time.

Thanks for your cooperation,

Velma Gay



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153



Email: velma.gay@sfgov.org

From: [Gay, Velma \(HSA\)](#)
To: [DAAS - Executive Management](#)
Subject: DAS List
Date: Monday, February 24, 2020 4:49:40 PM
Attachments: [image001.png](#)

Good Afternoon Everyone,

Currently, I am compiling a DAS list to coincide with the Form 700 List that has already been generated. It is to my understanding that everyone who needs to complete a Form 700 must also complete the Ethics Training workshop.

Therefore, I would like assistance with sending me a list of all employees, who have a programmatic oversight of contracts.

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

From: [Gay, Velma \(HSA\)](#)
To: [Kauffman, Cindy \(HSA\)](#)
Cc: [Nielsen, Jill \(HSA\)](#)
Subject: RE: DAS List
Date: Tuesday, February 25, 2020 3:25:32 PM
Attachments: [image002.png](#)

Good Afternoon,

I have spoken with Luenna and we are required by the City and County of San Francisco for all employees to attend the Ethics Training. The Das List should contain any employee (staff) who has programmatic oversight of contracts.

Therefore, I would like to proceed with receiving your confirmation stating your departments that are listed below have provided all names for the Ethics Training.

Shireen McSpadden
Cindy Kaufmann
Jill Nielsen
Mike Zaugg
Kate Shadoan
Krista Blyth-Gaeta
Janet Boessenecker
Carrie Wong
Valerie Coleman

These names came from Akiles Ceron:

Akiles Ceron
Ben Seisdodos
Kari Kientzy
Jaime Arlett

If you have any questions or concerns please contact me via phone or email.

Thank you,

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

From: Kauffman, Cindy (HSA) <cindy.kauffman@sfgov.org>

Sent: Monday, February 24, 2020 5:01 PM

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

Cc: Coleman, Valerie (HSA) <valerie.j.coleman@sfgov.org>

Subject: RE: DAS List

You have my direct reports in the management list. The only other person I would add is Valerie Coleman. (Coleman, Valerie (HSA) Valerie.J.Coleman@sfgov.org)

Cindy Kauffman, MS

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Email: Cindy.Kauffman@sfgov.org

Pronouns: she/her

REFRAMING AGING SAN FRANCISCO

End Ageism.com

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

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Subject: DAS List

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Velma Gay



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City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153



Email: velma.gay@sfgov.org

From: [Kauffman, Cindy \(HSA\)](#)
To: [Gay, Velma \(HSA\)](#)
Cc: [Nielsen, Jill \(HSA\)](#); [Zaugg, Michael \(HSA\)](#); [Shadoan, Kate \(HSA\)](#)
Subject: RE: DAS List
Date: Tuesday, February 25, 2020 3:34:17 PM
Attachments: [image002.png](#)

I am cc'ing Mike Zaugg and Kate Shadoan who have staff with programmatic oversight of contracts.

Mike and Kate – please supply Velma with the names of your staff.

Cindy Kauffman, MS
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Valerie Coleman

These names came from Akiles Ceron:

Akiles Ceron
Ben Seisedodos
Kari Kientzy
Jaime Arlett

If you have any questions or concerns please contact me via phone or email.

Thank you,

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

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

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Subject: RE: DAS List

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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

From: [Zaugg, Michael \(HSA\)](#)
To: [Gay, Velma \(HSA\)](#)
Cc: [Kauffman, Cindy \(HSA\)](#)
Subject: RE: DAS List
Date: Tuesday, February 25, 2020 3:51:12 PM
Attachments: [image002.png](#)

Hi Velma –

Can you give me more info about the Ethics Training? Is it the ones being organized by the Ethics Committee for March 17 and March 18?

Here are my staff who will be filing the Form 700:

Melissa McGee
Fanny Lapitan
Reanna Albert
Rick Appleby
Sarah Chan
Lauren McCasland
Paulo Salta
Sara Hofverberg
Tiffany Kearney
Justin Chico

Thanks,
Mike

Michael Zaugg
415-355-6790
michael.zaugg@sfgov.org

From: Kauffman, Cindy (HSA) <cindy.kauffman@sfgov.org>
Sent: Tuesday, February 25, 2020 3:34 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Cc: Nielsen, Jill (HSA) <Jill.Nielsen@sfgov.org>; Zaugg, Michael (HSA) <Michael.Zaugg@sfgov.org>; Shadoan, Kate (HSA) <kate.shadoan@sfgov.org>
Subject: RE: DAS List

I am cc'ing Mike Zaugg and Kate Shadoan who have staff with programmatic oversight of contracts.

Mike and Kate – please supply Velma with the names of your staff.

Cindy Kauffman, MS
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Jill Nielsen
Mike Zaugg
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Krista Blyth-Gaeta
Janet Boessenecker
Carrie Wong
Valerie Coleman

These names came from Akiles Ceron:

Akiles Ceron
Ben Seisededos
Kari Kientzy
Jaime Arlett

If you have any questions or concerns please contact me via phone or email.

Thank you,

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

From: Kauffman, Cindy (HSA) <cindy.kauffman@sfgov.org>

Sent: Monday, February 24, 2020 5:01 PM

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

Cc: Coleman, Valerie (HSA) <valerie.j.coleman@sfgov.org>

Subject: RE: DAS List

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Pronouns: she/her

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Thanks for your cooperation,

Velma Gay



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City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153



Email: velma.gay@sfgov.org

From: [Gay, Velma \(HSA\)](#)
To: [Kauffman, Cindy \(HSA\)](#)
Subject: RE: DAS List for Ethics Training
Date: Tuesday, February 25, 2020 4:19:55 PM
Attachments: [image001.png](#)

Hi Cindy,

I appreciate the rapid response to finalized the DAS List, to begin sending out the information for Ethics Training.

Thank you,

Velma Gay



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

██████████
Email: velma.gay@sfgov.org

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Janet Boessenecker
Carrie Wong
Valerie Coleman

These names came from Akiles Ceron:

Akiles Ceron
Ben Seisedodos
Kari Kientzy
Jaime Arlett

If you have any questions or concerns please contact me via phone or email.

Thank you,

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

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Sent: Monday, February 24, 2020 5:01 PM

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

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HSA HR – Director Luenna Kim Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

██████████
Email: velma.gay@sfgov.org

From: [Shadoan, Kate \(HSA\)](#)
To: [Kauffman, Cindy \(HSA\)](#); [Gay, Velma \(HSA\)](#)
Cc: [Nielsen, Jill \(HSA\)](#); [Zaugg, Michael \(HSA\)](#)
Subject: RE: DAS List
Date: Tuesday, February 25, 2020 5:01:19 PM
Attachments: [image006.png](#)

Hi Velma

We have Mui Fung and Patrick Garcia that should be added to the list.

Thanks,

Kate Shadoan, Ed.D.

Benefits and Resource HUB Director

Phone: 415-934-4297



From: Kauffman, Cindy (HSA) <cindy.kauffman@sfgov.org>
Sent: Tuesday, February 25, 2020 3:34 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Cc: Nielsen, Jill (HSA) <Jill.Nielsen@sfgov.org>; Zaugg, Michael (HSA) <Michael.Zaugg@sfgov.org>; Shadoan, Kate (HSA) <kate.shadoan@sfgov.org>
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Human Services Agency

Phone: (415) 557-5153



Email: velma.gay@sfgov.org

From: [Nielsen, Jill \(HSA\)](#)
To: [Gay, Velma \(HSA\)](#); [Kauffman, Cindy \(HSA\)](#); [Law, Chun Yin \(HSA\)](#); [Gaeta, Krista \(HSA\)](#)
Subject: RE: DAS List
Date: Tuesday, February 25, 2020 8:28:02 PM
Attachments: [image002.png](#)

Hi Velma

Did you get additional names from IHSS?

Jill Nielsen, LCSW
Pronouns: She/Her/Hers
Deputy Director of Programs
San Francisco Department of Disability and Aging Services
1650 Mission Street, 5th Floor
San Francisco, CA 94103
415-355-6788
jill.nielsen@sfgov.org
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City & County of San Francisco

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Phone: (415) 557-5153



Email: velma.gay@sfgov.org

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Human Services Agency
Phone: (415) 557-5153

██████████
Email: velma.gay@sfgov.org

From: [Nielsen, Jill \(HSA\)](#)
To: [Law, Chun Yin \(HSA\)](#); [Ceron, Akiles \(HSA\)](#); [Wong, Carrie \(HSA\)](#); [Boessenecker, Janet \(HSA\)](#); [Gaeta, Krista \(HSA\)](#)
Cc: [Gay, Velma \(HSA\)](#)
Subject: RE: DAS List (added names)
Date: Wednesday, February 26, 2020 9:49:35 AM
Attachments: [image001.png](#)

Hi Chun Yin, Akiles, Carrie and Janet,
Please send Velma the names of all staff who should complete the Ethics training and form 700 (managers and those who have decision making authority over contracts or other key areas)

She needs this information ASAP.

Thank you,
Jill

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Wednesday, February 26, 2020 8:49 AM
To: Nielsen, Jill (HSA) <Jill.Nielsen@sfgov.org>
Subject: RE: DAS List (added names)

Good Morning Jill,

These are the new names That I have received from Kate Shadoan:

Mui Fung
Patrick Garcia

Michael Zaugg provided me these names:

Melissa McGee
Fanny Lapitan
Reanna Albert
Rick Appleby
Sarah Chan
Lauren McCasland
Paulo Salta
Sara Hofverberg
Tiffany Kearney
Justin Chico

These are the list of the new names that I received yesterday.

Thank you,

Velma Gay



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153



Email: velma.gay@sfgov.org

From: Nielsen, Jill (HSA) <Jill.Nielsen@sfgov.org>

Sent: Tuesday, February 25, 2020 8:28 PM

To: Gay, Velma (HSA) <velma.gay@sfgov.org>; Kauffman, Cindy (HSA) <cindy.kauffman@sfgov.org>; Law, Chun Yin (HSA) <ChunYin.Law@sfgov.org>; Gaeta, Krista (HSA) <krista.blyth-gaeta@sfgov.org>

Subject: RE: DAS List

Hi Velma

Did you get additional names from IHSS?

Jill Nielsen, LCSW

Pronouns: She/Her/Hers

Deputy Director of Programs

San Francisco Department of Disability and Aging Services

[1650 Mission Street, 5th Floor](#)

[San Francisco, CA 94103](#)

[415-355-6788](tel:415-355-6788)

jill.nielsen@sfgov.org

www.SFHSA.org/DAAS

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Cc: Nielsen, Jill (HSA) <Jill.Nielsen@sfgov.org>
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Janet Boessenecker
Carrie Wong
Valerie Coleman

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Akiles Ceron
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Kari Kientzy
Jaime Arlett

If you have any questions or concerns please contact me via phone or email.

Thank you,

Velma Gay



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City & County of San Francisco

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Phone: (415) 557-5153

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Email: velma.gay@sfgov.org

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Sent: Monday, February 24, 2020 5:01 PM

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

Cc: Coleman, Valerie (HSA) <valerie.j.coleman@sfgov.org>

Subject: RE: DAS List

You have my direct reports in the management list. The only other person I would add is Valerie Coleman. (Coleman, Valerie (HSA) Valerie.J.Coleman@sfgov.org)

Cindy Kauffman, MS

Deputy Director of Community Services

San Francisco Department of Disability and Aging Services

P.O. Box 7988

San Francisco, CA 94120-7988

Phone: 415-355-3693

Email: Cindy.Kauffman@sfgov.org

Pronouns: she/her

REFRAMING AGING SAN FRANCISCO

End Ageism.com

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Email: velma.gay@sfgov.org

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To: [Nielsen, Jill \(HSA\)](#); [Gay, Velma \(HSA\)](#); [Kauffman, Cindy \(HSA\)](#); [Gaeta, Krista \(HSA\)](#)
Subject: RE: DAS List
Date: Wednesday, February 26, 2020 10:00:52 AM
Attachments: [image001.png](#)
[image002.png](#)

Dear Velma,

It was nice speaking with you on the phone.
Here is the list for IHSS:

Gaeta, Krista
Curtin, Ana
Tran, Sandy
McGregor, Brenda
Latch, Jessie
Huang, Juliet
Law, Chun Yin

Thank you,

Chun Yin Law (N300)
Pronouns: He/Him/His
In-Home Supportive Services
Section Manager

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Valerie Coleman

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Akiles Ceron

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Kari Kientzy
Jaime Arlett

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Email: velma.gay@sfgov.org

From: [Gay, Velma \(HSA\)](#)
To: [Nielsen, Jill \(HSA\)](#)
Subject: RE: DAS List (added names)
Date: Wednesday, February 26, 2020 10:11:42 AM
Attachments: [image001.png](#)

Good Morning Jill,

As of yet, I have not received names from Janet or Carrie, however, I have received names from Chung and Akiles.

Thanks for your cooperation,

Velma Gay



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Human Services Agency

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Email: velma.gay@sfgov.org

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Cc: Gay, Velma (HSA) <velma.gay@sfgov.org>
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Importance: High

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Ben Seisedodos
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City & County of San Francisco
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Phone: (415) 557-5153
[REDACTED]
Email: velma.gay@sfgov.org

From: [Law, Chun Yin \(HSA\)](#)
To: [Nielsen, Jill \(HSA\)](#)
Cc: [Gay, Velma \(HSA\)](#)
Subject: RE: DAS List (added names)
Date: Wednesday, February 26, 2020 11:06:43 AM
Attachments: [image003.png](#)
[image004.png](#)

Thank you Jill for the reminder.

I spoke with Velma this morning and also provided Velma the name of IHSS Staff.

Thank you for following-up,

Chun Yin Law (N300)
Pronouns: He/Him/His
In-Home Supportive Services
Section Manager

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REFRAMING AGING SAN FRANCISCO

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To: [Gay, Velma \(HSA\)](#)
Cc: [Nielsen, Jill \(HSA\)](#)
Subject: RE: DAS List (added names)
Date: Wednesday, February 26, 2020 12:16:14 PM
Attachments: [image001.png](#)

Hi Velma,

Sorry for delay. For our team, please add:

Sandra Teixeira ()
Mike Nguyen
Thomas McGeorge

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Subject: RE: DAS List

You have my direct reports in the management list. The only other person I would add is Valerie Coleman. (Coleman, Valerie (HSA) Valerie.J.Coleman@sfgov.org)

Cindy Kauffman, MS

Deputy Director of Community Services

San Francisco Department of Disability and Aging Services

P.O. Box 7988

San Francisco, CA 94120-7988

Phone: 415-355-3693

Email: Cindy.Kauffman@sfgov.org

Pronouns: she/her

REFRAMING AGING SAN FRANCISCO

End Ageism.com

The Department of Disability and Aging Services supports the well-being, safety and independence of adults with disabilities, older people, and veterans.

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Monday, February 24, 2020 4:50 PM
To: DAAS - Executive Management <DAAS-ExecutiveManagement@SFGOV1.onmicrosoft.com>
Subject: DAS List

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Thanks for your cooperation,

Velma Gay



HSA HR – Director Luenna Kim Management Assistant

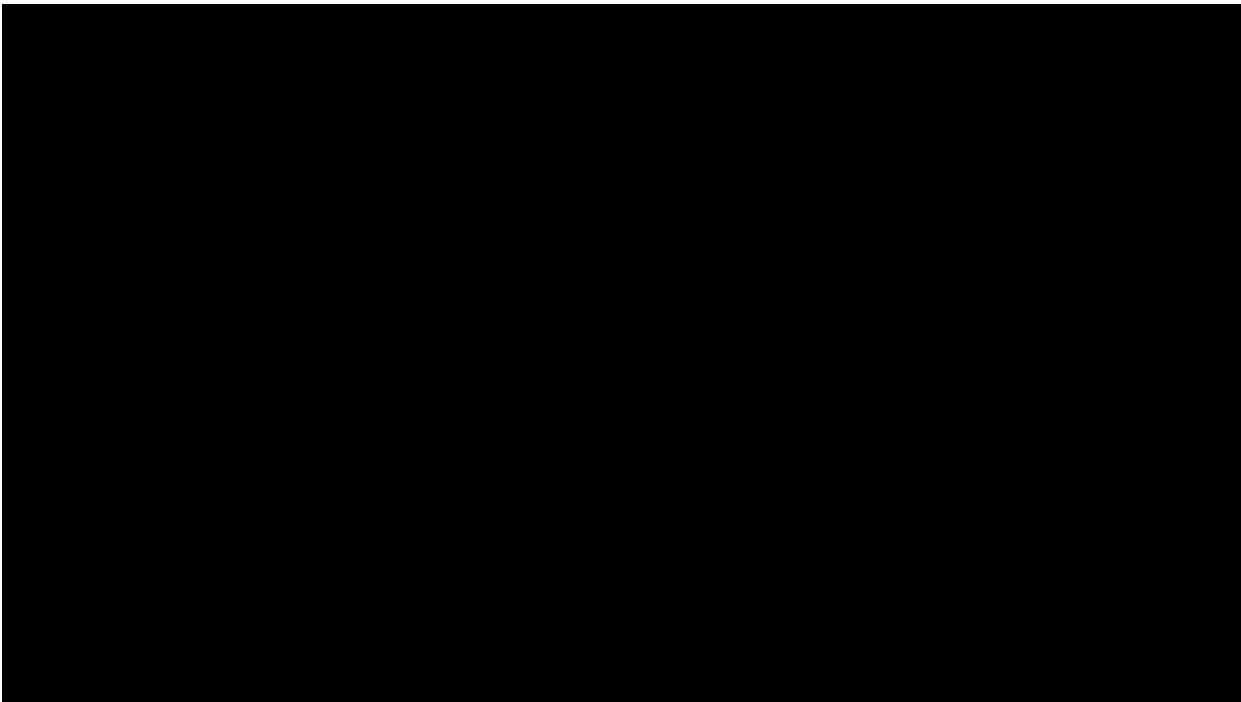
City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

██████████
Email: velma.gay@sfgov.org

From: [Boessenecker, Janet \(HSA\)](#)
To: [Gay, Velma \(HSA\)](#)
Cc: [Nielsen, Jill \(HSA\)](#)
Subject: RE: DAS List
Date: Wednesday, February 26, 2020 1:07:24 PM
Attachments: [image001.png](#)



PLEASE NOTE: This message is intended for the use of the individual or entity to whom or to which it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you have received this communication in error, please notify our office immediately by telephone and destroy the original message. Thank you.

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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

From: [Gay, Velma \(HSA\)](#)
To: [Nielsen, Jill \(HSA\)](#)
Subject: RE: DAS List (added names)
Date: Wednesday, February 26, 2020 1:11:38 PM
Attachments: [image001.png](#)

Good Afternoon Jill,

The only person that I have not received names for the Das List to take the Ethics Training is:

- **Carrie Wong**

Thank you,

Velma Gay



HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

Email: velma.gay@sfgov.org

From: Nielsen, Jill (HSA) <Jill.Nielsen@sfgov.org>
Sent: Wednesday, February 26, 2020 9:50 AM
To: Law, Chun Yin (HSA) <ChunYin.Law@sfgov.org>; Ceron, Akiles (HSA) <akiles.ceron@sfgov.org>; Wong, Carrie (HSA) <Carrie.Wong@sfgov.org>; Boessenecker, Janet (HSA) <janet.boessenecker@sfgov.org>; Gaeta, Krista (HSA) <krista.blyth-gaeta@sfgov.org>
Cc: Gay, Velma (HSA) <velma.gay@sfgov.org>
Subject: RE: DAS List (added names)
Importance: High

Hi Chun Yin, Akiles, Carrie and Janet,
Please send Velma the names of all staff who should complete the Ethics training and form 700 (managers and those who have decision making authority over contracts or other key areas)

She needs this information ASAP.

Thank you,
Jill

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Sent: Wednesday, February 26, 2020 8:49 AM
To: Nielsen, Jill (HSA) <Jill.Nielsen@sfgov.org>
Subject: RE: DAS List (added names)

Good Morning Jill,

These are the new names That I have received from Kate Shadoan:

Mui Fung
Patrick Garcia

Michael Zaugg provided me these names:

Melissa McGee
Fanny Lapitan
Reanna Albert
Rick Appleby
Sarah Chan
Lauren McCasland
Paulo Salta
Sara Hofverberg
Tiffany Kearney
Justin Chico

These are the list of the new names that I received yesterday.

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

From: Nielsen, Jill (HSA) <Jill.Nielsen@sfgov.org>
Sent: Tuesday, February 25, 2020 8:28 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>; Kauffman, Cindy (HSA) <cindy.kauffman@sfgov.org>; Law, Chun Yin (HSA) <ChunYin.Law@sfgov.org>; Gaeta, Krista (HSA) <krista.blyth-gaeta@sfgov.org>
Subject: RE: DAS List

Hi Velma

Did you get additional names from IHSS?

Jill Nielsen, LCSW
Pronouns: She/Her/Hers
Deputy Director of Programs
San Francisco Department of Disability and Aging Services
[1650 Mission Street, 5th Floor](#)
[San Francisco, CA 94103](#)
[415-355-6788](tel:415-355-6788)
jill.nielsen@sfgov.org
www.SFHSA.org/DAAS

The San Francisco Department of Disability and Aging Services supports the well-being, safety and independence of adults with disabilities, older people, and veterans.

From: Gay, Velma (HSA) <velma.gay@sfgov.org>
Date: Tuesday, Feb 25, 2020, 3:25 PM
To: Kauffman, Cindy (HSA) <cindy.kauffman@sfgov.org>
Cc: Nielsen, Jill (HSA) <Jill.Nielsen@sfgov.org>
Subject: RE: DAS List

Good Afternoon,

I have spoken with Luenna and we are required by the City and County of San Francisco for all employees to attend the Ethics Training. The Das List should contain any employee (staff) who has programmatic oversight of contracts. Therefore, I would like to proceed with receiving your confirmation stating your departments that

are listed below have provided all names for the Ethics Training.

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Cindy Kaufmann
Jill Nielsen
Mike Zaugg
Kate Shadoan
Krista Blyth-Gaeta
Janet Boessenecker
Carrie Wong
Valerie Coleman

These names came from Akiles Ceron:

Akiles Ceron
Ben Seisdodos
Kari Kientzy
Jaime Arlett

If you have any questions or concerns please contact me via phone or email.

Thank you,

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

From: Kauffman, Cindy (HSA) <cindy.kauffman@sfgov.org>

Sent: Monday, February 24, 2020 5:01 PM

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

Cc: Coleman, Valerie (HSA) <valerie.j.coleman@sfgov.org>

Subject: RE: DAS List

You have my direct reports in the management list. The only other person I would add is Valerie Coleman. (Coleman, Valerie (HSA) Valerie.J.Coleman@sfgov.org)

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Thanks for your cooperation,

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HSA HR – Director Luenna Kim Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153



Email: velma.gay@sfgov.org

From: [Kauffman, Cindy \(HSA\)](#)
To: [Gay, Velma \(HSA\)](#)
Subject: RE: DAS List
Date: Wednesday, February 26, 2020 2:26:24 PM
Attachments: [image004.png](#)

Not a problem. I am glad you got what you need.

Cindy Kauffman, MS
Deputy Director of Community Services
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Pronouns: she/her



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Sent: Wednesday, February 26, 2020 1:49 PM
To: Kauffman, Cindy (HSA) <cindy.kauffman@sfgov.org>
Subject: RE: DAS List

Good Afternoon Cindy,

Carrie Wong has just sent me a list of names and I now believe I have a much more completed list.

Thank for your cooperation,

Velma Gay



HSA HR - Management Assistant

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

From: Kauffman, Cindy (HSA) <cindy.kauffman@sfgov.org>
Sent: Tuesday, February 25, 2020 3:34 PM
To: Gay, Velma (HSA) <velma.gay@sfgov.org>
Cc: Nielsen, Jill (HSA) <Jill.Nielsen@sfgov.org>; Zaugg, Michael (HSA) <Michael.Zaugg@sfgov.org>; Shadoan, Kate (HSA) <kate.shadoan@sfgov.org>
Subject: RE: DAS List

I am cc'ing Mike Zaugg and Kate Shadoan who have staff with programmatic oversight of contracts.

Mike and Kate – please supply Velma with the names of your staff.

Cindy Kauffman, MS
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Janet Boessenecker
Carrie Wong
Valerie Coleman

These names came from Akiles Ceron:

Akiles Ceron
Ben Seisdodos
Kari Kientzy
Jaime Arlett

If you have any questions or concerns please contact me via phone or email.

Thank you,

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

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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

From: [Gay, Velma \(HSA\)](#)
To: [Kauffman, Cindy \(HSA\)](#)
Subject: RE: DAS List
Date: Wednesday, February 26, 2020 1:48:52 PM
Attachments: [image001.png](#)

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Thank for your cooperation,

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HSA HR - Management Assistant

City & County of San Francisco

Human Services Agency

Phone: (415) 557-5153

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Human Services Agency

Phone: (415) 557-5153



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Exhibit G

Additional Documentation

**Attachment 1: DHR EEO's Discussions with
Appellant**

**Attachment 2: DHR EEO's E-mails with
Appellant**

**Attachment 3: DHR EEO's Investigative Activity
Log**

Attachment 1: DHR EEO's Discussions with Appellant



MEMORANDUM

To: File

From: Jennifer Burke, EEO Programs Senior Specialist

RE: Velma Gay/HSA, EEO File No. 3643

Date: March 25, 2021

Jennifer Burke spoke with Velma Gay and Daniella Gonzalez via telephone on March 25, 2021.

Burke discussed with Gay and Gonzalez the election of remedy restrictions per Gay's MOU. Burke explained to Gay that Gay's MOU allows for Gay to choose to file a union grievance or an EEO complaint, but not both for the same allegations. Gonzalez explained to Gay that the union grievance could be filed for a transfer or for recouping financial loss of time off within 30 days of filing a grievance, but in order to get that remedy, it would require a "full blown investigation" with findings.

Burke informed Gay that the EEO complaint process also requires investigations and findings of discrimination that any harms were tied to the sustained allegations could result in make-whole remedies. Gay said she wanted to speak with HR first and see if she could get transferred out of HSA. Gay requested another week to consider which remedy she would elect. Burke informed Gay that she would check in with Gay the week of April 5.



MEMORANDUM

To: File

From: Jennifer Burke, EEO Programs Senior Specialist

RE: Velma Gay/HSA, EEO File No. 3643

Date: October 4, 2021

Jennifer Burke spoke with Velma Gay via telephone on October 4, 2021. [REDACTED]

Gay wanted to speak to Burke to clarify the information Gay sent Burke. Gay stated that Kim says that Gay is on the playing field and that HSA didn't have training. However, Gay believes HSA has always had training and new training like "web author training" and "content author training." Gay believe that the whole time Gay has been going through her struggles with Kim that Katrina Williams has been Kim's assistant.

Gay said that each HR Manager hired 2-3 new people and trained those individuals. However, they did not train Gay and did not have any prepared training for Gay when she arrived to her position.

Gay said that there was a training booklet Gay was supposed to create; however, the HR Managers told Gay they were not interested in it. However, after Gay had this idea, someone in HR HSA gave the assignment to [REDACTED]. Gay alleges that she has all the documentation to create one and they "wouldn't allow" Gay to draft it, but "gave it to [REDACTED] to do."

Gay said that she wants "to emphasize is that [REDACTED] is the face of the concept of racial equity for HSA." However, Gay believes [REDACTED] is "working counter-intuitively" to Gay. Gay believes so because "you can't be the face of racial equity and like LGBTQ, but if you get her pronouns wrong, there is a foot up your ass."¹

Gay said that such conduct is "not fair to a person like me. I don't see how they're able to do this. How they're able to get away and of racial Equity and I'm African American, you stole my intellectual property. She doesn't even say hi to you. I'm not included and being equitable. I'm isolated by myself. How can this be? They see me every week, I don't work and don't talk to Catrina. I'm not acting as her assistant and how long as this supposed to be go on like this, while everyone continues to grow. Why am I being subjugated, what did I do to deserve this. This is unfair. This is why Luenna left to DPH because all of this was going to come out. If I had not

¹ [REDACTED] pronouns are they/them. However, Gay repeatedly used she/her pronouns for [REDACTED]

walk by and see that booklet on an employee's desk and took my ideas and created a booklet for it...my intellectual property."

When Burke asked if Gay was making new, additional allegations regarding her concerns, Gay said yes, that the Skelly training she was denied is to show that HSA has training that Gay is disallowed to participate in.

In addition, Gay alleged that HSA is hiring new individuals and that Kim was holding Gay back to use as justification to hire permanent employees when there was an otherwise freeze on hiring due to the pandemic.

Gay further alleged that Katrina Williams had Gay "uploading things into the system," asked "how did [Kim] leave [H.S.A.] and I can't?," "how is Claire [McCaleb] able to go to another department?". Gay said, "I see all these other people moving around, but I can't leave."

Gay also said that H.S.A. HR "took my PPT to another type of training. They took PPT and 8 managers, like Luenna and Katrina, they create a think tank and took the PPT and from the PPT they decided how to disseminate this information for each person's dept and take this concept in new orientation, Labor and Relations, and Office of Civil Rights.

What I need to make sure, why are you not telling Velma? I don't know nothing that is going on what's in the office. Why are they not telling me anything going on in the office. That's a question that I need to be in the office.

Bridget Badasow, lied there was no DAS list. She avoided me because Luenna told her to and so that I would have to make up my own list."



MEMORANDUM

To: File

From: Jennifer Burke, EEO Programs Senior Specialist

RE: Velma Gay/HSA, EEO File No. 3643

Date: November 5, 2021

Jennifer Burke spoke with Velma Gay via telephone on November 5, 2021. [REDACTED] VM full. Called through Teams, left VM. Gay emailed Burke and asked Burke to call Gay. Burke called called Gay at [REDACTED] and Gay answered.

Gay wrote out a grievance yesterday; however, Gay wanted to know what she's going to do to get put paid admin leave due to stress. Gay believes the managers know what they're doing and what they're using Gay's idea right in Gay's face. Gay had a meeting with Katrina Williams (Williams) about 10/22. And Williams basically told Gay that "what difference where my training comes from" for Web content, things Gay created, the HR contact list. Williams requested that list be placed into the Intranet and the system. Gay to make a manual list, makes Gay go to the Web Content Author training, and Gay found out about that through the accident. Gay was explaining the access and learn the new technology and one EE from each team was sent. 2 employees from one Dept was sent and that's not true. Gay wasn't sent at all, Gay wasn't asked. Gay has to give her work over to someone else and Gay wasn't really receiving anything. Williams even stated through the meeting that "Oh, I thought that you were only going to be scheduling." That's only what she's saying that didn't require any type of training, Williams was very much aware and shadowing Luenna [Kim]'s position 1.5 years before Williams was given the position. Williams also said that she didn't need an assistant. Gay is not going to be trained and asked about the web content author training, basically saying no. Gay is in a hostile work environment. Gay does not talk to or communicate with anybody. You have employees who started well after Gay and training through Zoom and conducting meetings, but nobody worked with Gay and Gay was told no all across the board. Gay told Williams that Gay would be communicating with the union about the situation and then she was like "Oh, well, whatever." New employees are implementing what Gay said should be done, but they never included Gay. Gay has never been in any train. Gay has not talked to anybody and does not work with people. Gay told Williams that she does not work with Williams as your assistant. They don't talk and sit next Gay. No PPARS. No competency modeling. Gay has no context. It is like Gay is a private contractor and developing her own process out of thin air. Gay is told by some EEs "What are you asking me questions for?" Gay has emails that say like "don't email me," from a supervisor. Gay should be able to be placed on paid admin leave until the investigation is cleared. Gay is not

giving Burke all the incidents that are happening because there are just so many of them, and it is filtering over into other departments. And conversations get in and it is because of Gay's age and because Gay is African American. All of this is going on while racial equity and racial inclusiveness, and [REDACTED] is over it and watching it all and she's [sic] not changing anything. How can you be in that leadership role? She [sic] can't be in that leadership role, only for her team.

Let me explain something to you as well, a week ago in HR Manager meetings. [REDACTED] said a cohort, which is similar to the induction team. That's what Gay was having the tough conversations about Kim that began the request, Gay was requesting that Gay receive the same type of training that Induction Team was receiving. When Gay was making that statement, Gay didn't know the Induction Team's cohorts was a 6 month process. 3 month of learning and then 3 months on the job training, but Gay did not know that. Gay thought it was 30 days. When you're talking about racial equity, nothing was prepared for Gay. Luenna and Katrina were upset and scoffed requesting, "like how ridiculous." Gay knew there was no way to get around training.

Gay showed Burke a picture of the booklet [REDACTED] created, but that was a booklet Gay was supposed to create. Gay does not know if Burke sees what's happening. Training those that have been excluded to now being included. They're calling it different things, 8 managers involved, 8 managers are taking Gay's information and using it for their own way. [REDACTED] is calling it Career Pathways. He started Career Pathways in 2018, but it wasn't an Innovative Approach to Learning. He started Career Pathways, it was dated 2018 and had on their Jobs Now, Trent Roher. But he sat on it all that time. But now you have an employee like Gay coming through the door, and there is nothing prepared for Gay. Black people like Gay couldn't pass the test. They train each other on the job. [REDACTED] and [REDACTED], 20+ years on the job. So when a person who is not African American, there is no need for training, but they train each other. An African American, they won't train you. The prerequisites, you should already know. They make sure you go through all your training. SF University. They will pay you to go to all your trainings.

No African Americans are getting training at HSA: the ones who got hired after me. The ones who hired after Gay, they used Gay as a way to justify why we needed other employees. Because Gay couldn't do the work. So they hired other African Americans.

Gay wasn't being blocked to get her M.A. and Gay knows how to pass tests, Gay has to be given access and pass the test. When they start brining African Americans in, they knew they had trainings. They were going to use Gay's training. They were hiding the booklet from Gay. A booklet for new EEs, created by [REDACTED]. Gay's ideas in the booklet, and coincide with my PPT. Now, they're training the African Americans and all other new EEs are getting this training.

Burke: What training, specifically?

Gay developed the concept of innovative techniques. Things have to be uploaded into the system and a new Web Content Authors, and allows you the ability to upload into the system. If [REDACTED] wants to send, then they go. They hid it from Gay.

Burke: Who went?

Seven people. But they're gonna lie if asked Katrina about training.

Burke: How do you know who went?

Gay kept her ear to the ground and an employee left their book on the desk, in that book was everything Gay was talking about. Angela Janino (who was over the training) and Williams organized it.

Burke: Who else attended the training?

██████████ (white); ██████████ (Asian); ██████████ (Latino); Andre De Leon (Italian/White); ██████████ ██████████ (Asian); Tamara Ronnie (White); Estrella Lopez (Latino).

Burke: When did this training occur?

Gay was told by Lopez about the training months ago. Sometime in 2021.

Burke: How do you know who went?

By accident, ██████████ and ██████████ were out of the office and Williams or ██████████ told Gay to ask Janino about the uploading to the Intranet. So, Gay started looking around Janino emails Gay back about who can upload, look at these names who are Web Content Authors. It is only a matter of time, Gay is going to find out. They're intentionally hiding information from Gay.

There was also the Career Pathways training. No idea who went to that. Also, so what does Gay do in the meantime? You have to understand, now that we're in the office, people are gonna talk more. So now, Gay would assume if Gay would use Gay's imagination and guesstimate and put the onus on Gay. So, what does Gay do? Do you know, if Gay was the one who actually created the Training, it was Gay's concept taken, would that have been Sunshined?

Burke: What training ideas in particular? Training is very broad, what specific concepts or topics did you provide?

Gay attended a meeting with ██████████ department, meeting on racial equity and they had Simone Goldman, African American EE doing what Gay suggested in my PPT presentation, when Gay was talking about shadowing, mentoring, training. Gay started talking about that in May 2020. But Gay didn't do my PPT until Dec 2020. Kim gave it to ██████████ It had already been taken as a great idea. Gay knew how she was working with Gay since day 1. She lied on a regular basis, but Gay could not do anything about it because Gay was on probation.

Gay knew they were going to use Gay's ideas. ██████████ would be considered African American, but that's not how they identify. A person from Nigeria doesn't culturally identify from foundational Black American, lineage-wise, who were slaves and who look Black.

Burke: What's [REDACTED] national origin?

Gay believes she's [sic] from Nigeria, not from America. She's [sic] also from the LGBTQ community. Gay would have these types of tough conversations with Kim and Kim wrote it all down. [REDACTED] is being attributed the racial equity program. However, it was Gay talking to Kim and Kim was writing it all down. The real point of contention is how we identify ourselves. [REDACTED] is considered Black looking but how she [sic] is culturally different. Does she [sic] identify with the foundational Black community or do you identify with Africans who live in America? Sharee McFadden identifies as POC, but to the average person, McFadden is a White lady. Luenna Kim identifies as POC, but she looks Chinese. They don't identify the same. What happens to the benefits of the 1964 Civil Rights Act? They identify through color, but they do not identify the same issue. Gay doubts Kim eats chicken and watermelon. Gay does not identify with eating fish heads or drinking blood. Culturally, we are not the same even though we go through POC, and they only do that to get the benefits of 1964 Civil Rights Act, Amendments 13-15. But when Gay tries to explain this during the racial equity group, Gay is cut off. Gay cannot use my Zoom and Teams. Gay's power is just now being turned on.

There needs to be, who needs to talk to. There needs to be a definitive answer on what is racial equity. They're trying to use the term to include all all. The global leading scholar Kendi Ibrahim leading scholar. And he's clearly states what racial equity is, but they say it is all. You're never gonna get racial equity program and there are more conflicts and disputes than ever before. How Gay identifies culturally vs. what Gay checks on the census, two different things. You're not going to get true resolution until people are honest.

Example, perceived to be difficult with Gay, come correct and do the right thing or Gay doesn't know how to deal with you. If you're in a racial equity work group and not being honest about Gay and the Black community in America, what you really want to say is you aren't being hired is because you are idle and lazy, while someone else's group is taught work hard and accomplished. And that's why they're hired more, that's an honest answer because that's how Gay believes people really feel. Once I asked one EE, he's Black but he said he doesn't identify with us in U.S. he's from Dominican Republic. He said, "I'm Black, but I don't think like a Black man" he was at a comfort level. Gay told him he could be honest with Gay. So, he felt better toward Gay and then he said he could go to lunch with Gay and be honest and cool. Be honest, and Gay could respect him. Instead of being, "Oh you know, we should get along." That's not going to change anything, what he said to me and starting point and erase those cultural contributed in society and haven't been taught the history of society. And just like him being Dominican Republic, Gay doesn't know why in their country coming to U.S. Gay asked him, if you're so great, why don't your country look like us? So Gay could understand his culture, racial equity, needs honesty. Have more complaints that ever. What happens to Gay, the City has been predominately Asians. The only ones who can pass the exams, that cannot be true, so what was stopping you before? Racial equity, [REDACTED] that dept has to be separate and race matters and it is a major issue in general. Major major issue. A matter for Gay is who is gonna be in the EBT line? Is it gonna be me or you?

Gay is at my breaking point, in 10/22, she ruined my working relationships and my start and beginning Gay hasn't regained what Gay has had the last two years. Unless you explain it is Gay's information that you are using. People need to know it was an African American and started all of this dead, organized dept. But now they have me sitting in the corner and dumbing me down. This is racial discrimination. They are defining Gay's level of intellect by making decisions and run behind policy. They decided because of this person due to age or race, can't be a leader and can't use technology. Low level administrative work, Williams decided. It started with Kim and carried on with Williams.

Gay is shut down, right now, they're trying to give me a little something to do. Gay is beat out and stressed out.

Burke: What are they giving you to do?

Some administrative work, finally.

Burke: Who gave it to you?

Williams worked with facilities Robert Walsh (RE) to order the calendars for 2022, assist with the transitioning L&OD team from 4th to 2nd floor. Just gave that to Gay yesterday. It is almost like too little too late. Gay is burnt out, Gay is uninspired and unimpressed and do not working hard and constantly lie to me and mute me in meetings. They control over my computer and shut in Teams, Gay can't do anything. Gay is completely stressed out.

Gay does not know if Gay ever let Burke know, when Kim was giving Gay and June or July about overwhelmed with workload without training. Kim mentioned to Gay in 1-1 meetings that she was consulting with Williams before giving Gay assignments. The data project. Kim consulted with Williams. 10/22/21, Gay heard her say Gay was hired to schedule. 13-15 new people in our dept. Kim was telling Gay that she can't help our mgrs. That all of this work is here that Gay would not be able to assist them. It can't be both. Gay works with 8 different mgrs. And know everything they do and at a moment's notice and complete tasks, along with Dave Kaplan's department. But Gay does feel to this day, it is almost like Gay is a private EE or contractor and you know to come in and work and very little supervision and guidance.

Burke: Unable to give paid admin leave during an open investigation of employment-based harms. This is still an active, open investigation into Gay's discrimination allegations and DHR EEO will follow up with Gay as the investigation progresses. Still in the middle of witness interviews because of the scope and span of the specific employment-based allegations Gay has made.



MEMORANDUM

To: File

From: Jennifer Burke, EEO Programs Senior Specialist

RE: Velma Gay/HSA, EEO File No. 3643

Date: June 1, 2022

Burke calls Gay at [REDACTED]

Gay becomes ill when Gay has had to research and has to be put out on administrative leave. Gay has already blacked out and had to go to ER and blackout from stress from the job. Gay has to put the oxygen mask on first, and this been going through this for 2.5 years, extremely stressful. Gay can't do both. Gay can't go to work and do all the research about my own grievance. Not only just stressful, nothing is being done, from alleviate the stress. If you were going through this and literally sitting in your office and do nothing for your job or 2 years, you would feel the same. You know what you're doing at job.

Burke: Did you have a chance to provide the emails I requested?

Well Gay is asking Burke a question, Gay doesn't understand this investigation. Gay doesn't understand. But you're asking Gay for emails for what someone said. To provide it for her. Gay can't provide it for her. [REDACTED] said she wasn't acting as an assistant to Luenna Kim, is Burke going to look at their emails? The search is for me. And the questions you're asking Gay the first time and borderline absurd. They come across as disingenuous. Like when you say when Luenna not to give you something, that doesn't coincide. That's not providing an explanation for what she said. That's not giving me an explanation. And then you're asking me things that don't even make sense. When you ask me about Jeffrey San, Gay never said he was in charge and timelines. Burke is asking Gay stuff that doesn't make sense. That is coming across as bias and disingenuous. Like how can Burke run an investigation and never found out what Gay's job duties?

Burke: The parameters of this investigation are the charge of discrimination you signed, which includes a number of job duties.

Gay does not believe how Burke was initially conducting interview made any sense whatsoever, Burke was acting as if Burke was gaining insight. Like, uh, as if Burke had Gay cornered on something. When it happens, and Gay is sure Burke is going to do it differently. It was extremely

disingenuous, Burke is using your education and intelligence to trick Gay and instead of asking a questions. Are you a lawyer?

Burke: No, I'm not. I'm investigating your allegations per the City's EEO Policy as a neutral third-party. Like I said in the intake interview, I am not your representative. Our investigatory process is to speak to witnesses to corroborate your allegations.

It is a cumulation of things that they've done. All the things the done to cumulated. Look over schedule and go from there. Gay goes to therapy. Burke has never covered Gay's job duties and Burke has never asked about them. Gay does not have more time, Gay's health is being affected, Gay is on medication and seeing a therapist. Gay is dealing with 8 hiring managers and 2 Directors, and ELR is supposed to assist. DEIB is supposed to be looking after Gay. Are they doing that?



MEMORANDUM

To: File
From: Jennifer Burke, EEO Programs Senior Specialist
RE: Velma Gay/HSA, EEO File No. 3643
Date: December 23, 2022 12:43-1:15 p.m.

Burke called Gay. [REDACTED]

Burke: How can I help you?

Uh, yes, I received my determination letter via email. On December 6, 2022.

Burke: Your investigation has been completed and a decision regarding violations of the City's EEO Policy has been determined. If you disagree with that decision, you can contact the City's Civil Service Commission (CSC) and appeal. I also got an email about your workman's comp claim; however, I do not process workman's compensation and you'll need to follow up with HSA HR about that process.

I sent that email to you in error.

Burke: There are a lot of Jennifers.

I got you confused. I have a question CSC commission. The thing about it, I received the email determination letter from Carol Isen, we never finished, we never finished, you didn't go through anything. And then also my second complaint about IT.

Burke: I attempted several times to conduct a rebuttal interview with you and then you disconnected our call. And, we have your second complaint on file.

Let me explain to you, when I told you that I they took my intellectual property. So when they took my intellectual property that was in that, that they stole about training. Because of my age and experiences and I was homeless and lived in SROs and went through the entire process and which is what the City offers. I went through Trent Rhoher's jobs now program. I went through 5 different resources centers that receive money through the City and get the rent subsidy. I went through literally through everything the City has to offer, pass 5 exams, and applied with 70 applications for the City. Went I sent that information. It is real and valid. When I was a PST, I stared off under Katrina. I pass the exam. The y were saying and doing things around me that

they thought . What I'm trying to get across from you, what I sent the information from you, if you thought the training was going to get rid of L Kim and K Williams, I'm the path of least resistance. You think Carol is going to choose me and think they're going to go along with me. You remember from White people and benefited the most from the Civil Rights, it is upon you from what you need to do and if you had even sincere about your job and taken one that I never did my job as an 1842 management assistant and how can that be fair. I never did my job in three years.

I was the one living in the shelter and I'm taking this opportunity to speak directly to you and I'm suffered. But you don't do anything and you benefit from our suffering. But you receive the help and you are able to pay your bills. Excellent jobs, obtain house, equity, cars and everything else. You never even investigated, you never asked for a desk audit. When you thought I was going to win the argument.

Burke: I appreciate you sharing that information with me.

You're very welcome, patronizing commentary is not effected and actual execute. You can't do that. When it comes to helping other people, I help them. I execute and help the people. You can't tell me what you did. You didn't even ask for a desk audit. You counted on everything I didn't know about the job classification, but you did, did you make an assessment and ask any questions from Luenna. You were supposed to ask Dan Kaplan.

They admit I was not doing my job as an 1842 management assistant, that followed afterwards. So therefore, but you never even investigated and then when they spoke tho. There's not documentation. You could've done a desk audit, you know what they did. They said we're going to do your job. You emboldened them to do more hideous acts towards me and racially profiling me. I know you think you're getting away with this.

You will be called into a meeting, just like you were called to equitable lens was because they can't pass the test. If there wasn't any racism involved, how are they getting now. You benefitted from and stand up and have people stand up for you.

You should've done an audit. It would've happened to show you and racism isn't out there on the street. I'm at a desk. My allegations allude and I'm not doing my job. All of that alludes to and the only thing that got them to admit that I wasn't doing my job. You didn't go to into anything about doing my job duties.

You will get called into a meeting and told to hire Black people and go on with your life and do what you choose to do and you're destroying people's lives. Who have done nothing to do you. But don't help the person. You think the people will admit to Katrina or Luenana will admit? Run the desk audit. This is how things transpire. If you go to work and not doing a job, it leads to problems. It is and I ask me about my job duties and you don't have any idea. I don't understand your position. I don't know why you're working and I have no respect and so adamant and living in the shelters. You're going to hear much more of me. You're going to be called in to a meeting and Blacks, primarily, who have been excluded from the workforce and look at the "you need to hire people of color." Eat and pay their bills. You have to be told that

because of racism. That's ensuring their people eat and go to UCLA and the other group lives in shelters and SROs. That's the bottom line and come along and "hire through an equitable lens." It was interdependent on the HR manager. You can choose or level 1 or 10. It is interdependent. But if you hire all Asians, who do you think are the managers when an Asian comes through the door. Hire through an equitable lens. All the office are 70-90 % Asian. I was in an office 98% Asian and you're not going to measure and say it isn't racism? I wasn't ever doing my job duties. You can go on with your life and do an another assessment about your job and I might not ever get to speak to and just like I'm speaking to them just like I'm talking to you. They had to be forced after 3 years, to do their job. I do hear you. You should do tell me that you're recording! I hear you typing.

Burke: I always type notes during our calls.

Luenna told you that she was writing all the things down. That's what she does and she took my intellectual property. You're doing the same thing. You said we were going to call me. The reason why I kept the phone call because I knew you were going to do that. You were going to deny what you said. You say, "Let's set up the meeting and go over the allegations." And we get to #4 and you shut it down. Claim racial discrimination and four different protected categories. Age and ethnicity, the other two I can't think of right now, but when we begin and you stopped the investigation. Since February Then, I get a determination from Carol Isen. Everything now is we're back in the office and everything is closing in on Katrina and Sharee, 3-5 days a week in the office. They can't stop me from talking with other employees.

Burke: Thank you for the additional information, if you wish to appeal the HR Director's determination, you can follow the instructions on the determination letter.

Attachment 2: DHR EEO's E-mails with Appellant

Dulay, Deborah (HRD)

From: velma gay [REDACTED]
Sent: Monday, October 4, 2021 1:46 PM
To: Selina Keene
Cc: Daniela.gonzalez@seiu1021.org; Burke, Jennifer (HRD); Morgan, Darryl (HSA)
Subject: RE: Grievance/Complaint against the HSA Human Resources Department

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

I need to speak with you immediately, regarding my grievance against the HSA Human Resources department. Unbelievable! How can they possibly be this dirty against me? I did nothing to them but enliven their "dead" unorganized department. You told me that heads are going to roll and I now believe you're exactly right. I knew they were up to something but I couldn't quite put my hands on exactly what, **until now. (Meritorious Manumission) . This still exists to this day.**

I went to school for 15 years and I have a Masters degree for a reason and I worked in the Real Estate industry for 12 years.

However, what is most important to understand out of all of this...is that the social dynamics that are transpiring in society right now are, also, interplaying within the office. These are unspoken, "rules of engagement." a form of warfare or genocidal economic warfare. If a person doesn't have an income, they are willing to do almost anything to take care of themselves or their families.

The Immigrant and LGBTQ community are coveting for the position of White-Supremacy. That is, Immigration Policy is morphing into White-Supremacy, right now within the HSA Human Resources Department. Under the guise of how an individual or employee "identifies" themselves. Luenna Kim "identifies" herself as a "people of color," but **Culturally** who is she? How WS has been able to develop historically, systematically and structurally grow extensively over such a long period of time is because it is "silent." Groups or Communities are acting or pretending as if it doesn't exist!

How is the HSA Human Resources who governs over 2700 employees able to dictate policy, that they themselves are reluctant to adhere to.

- Katrina Williams - PHD. Education - Acting (Director)
- Brenden Lim - Office of Civil Rights
- Sharee Nisha - Employee Labor Relations
- [REDACTED] - Exams
- [REDACTED] Diversity, Equity, Inclusiveness and Belongingness
- [REDACTED] - Health and Well being
- [REDACTED] Operations
- [REDACTED] HR Employee Analytics now acting as Manager L & O D

All individuals above are working in a concerted cohesive manner against 2700 employees instead of are betterment. In direct opposition to becoming productive employees for the City of San Francisco. Not only do each employee above need to have a negative mark placed in their files but they all need to be replaced/terminated. Similar to Luenna Kim at least and terminated at best! Because their ideologies and philosophies on how to manage and govern 2700 employees have become contaminated with personal beliefs that work counterintuitive against being Equitable and Justice. Somewhere along the way they all have lost the connection between themselves and the people they assist in governing.

The entire HSA Human Resources Department is being controlled by "Asians" which is directly opposed to an Equitable hiring process. [REDACTED] entire team is Asian or once again, identified under "people-of-color" Asian/Island-Pacifiers. He's controlled Hiring and HR Operations, for close to 10 years.

However, to his [REDACTED] credit has only hired one black person as a 1404 clerk. How can this be Equitable! This is completely diabolical and ridiculous! Most importantly, unacceptable and I have had enough of the B.S. All 9910's and 9916;s are predominantly black and mexican. Last one hired and the first one fired...or let go!

Threw Implicit Bias behavior and ill-Intent black people in particular were/are being Excluded, The only reason we are being allowed into the office today, is because The HSA Human Resources Department has been mandated by the Mayor London Breed to view the hiring process through an equitable Lens. However, the lenses are only as clear as the person who wants them to be.

Please give me a call,

In solidarity!

Velma Gay
[REDACTED]

Attachment 3: DHR EEO's Investigative Activity Log

DHR EEO INVESTIGATIVE ACTIVITY/PHONE LOG

NAME: Velma Gay

EEO FILE NO. : 3643

DEPT.: HSA

INVESTIGATOR: Jennifer Burke

Date Complaint Filed: 08/07/2020

Date assigned to Investigator: 2/11/21

DATE	DESCRIPTION OF ACTIVITY
2/11/21	Matthew Valdez, EEO Programs Manager, assigned to Burke for intake.
2/11/21	Burke called Gay [REDACTED] scheduled intake interview for Tues, 2/23 at 10:00 a.m. Gay said she would send documentation to Burke and Matthew Valdez.
2/23/21	Burke conducted intake via telephone [REDACTED].
2/26/21	Gay emailed Burke re: forms.
3/16/21	Burke spoke with Gay, see phone memo in file.
3/16/21	Burke emailed Gay draft charge and email re: status.
3/24/21	Gay emailed Burke Re: Formal EEO Complaint.
3/24/21	Gay emailed Burke, stating that her union rep does not know what an election of remedy is.
3/24/21	Gay emailed Burke, from the content of the email—looks like it was meant for her union rep.
3/24/21	Burke emailed Gay, told Gay she would call her at 1:30 p.m. on 3/25. Gay emailed Burke and requested Burke speak with Gay's union rep. Burke replied to Gay that Burke would do a three-way call.
3/25/21	Burke, Gay, and Gonzalez spoke by phone. See phone memo in file.
3/25/21	Burke emailed Gay with summary of phone conversation. See email saved to file.
4/19/21	Burke emailed Gay re: interest in pursuing EEO complaint, inform Burke by 5/3/21. See email saved to file.
4/29/21	Burke emailed Gay charge of discrimination for review and signature. See email saved to file.
4/29/21	Gay emailed Burke re: charge of discrimination. See email saved to file.
4/30/21	Gay emailed Burke re: charge of discrimination. See email saved to file.
4/30/21	Burke emailed Gay re: election of remedy and charge of discrimination. See email saved to file.
4/30/21	Gay emailed Burke re: editing charge of discrimination. See email saved to file.
5/7/21	Gay emailed Burke re: scheduling phone call. See email saved to file.
5/7/21	Burke emailed Gay: scheduling phone call. See email saved to file.
5/10/21	Gay emailed Burke re: complaint details and meeting time. See email saved to file.
5/10/21	Burke emailed Gay re: meeting specifics. See email saved to file.
5/10/21	Gay forwarded Burke Zoom meeting invite. See email saved to file.
5/10/21	Burke received Zoom meeting invite. See email saved to file.
5/10/21	Burke emailed Gay re: additional allegations. See email saved to file.
5/17/21	Gay emailed Burke re: draft charge of discrimination.
5/18/21	Gay emailed Burke additional allegations. See email saved to file.
5/25/21	Burke emailed Gay clarification about additional allegations. See email saved to file.
6/2/21	Gay emailed Burke information. See email saved to file.
6/4/21	Burke emailed Gay re: additional information. See email saved to file.
6/11/21	Gay signs charge of discrimination.
6/14/21	Gay emailed Burke re: pain and suffering financial compensation. See email saved to file.
6/15/21	Burke emails Gay re: pain and suffering are legal remedies. See email saved to file.
6/18/21	Gay emailed Burke re: complaint remedy – transfer. See email saved to file.
6/22/21	Burke emailed Gay re: complaint remedy. See email saved to file.
8/18/21	Gay emailed Burke re: status update.
8/19/21	Burke emailed Brenden Lim re: interview coordinating. See email saved to file.

8/19/21	Burke emailed ██████████ re: witness interview for 8/24/21 and job duties. See email saved to file.
8/19/21	██████████ accepted witness interview invite.
8/20/21	Burke called Gay w/status update. Informed Gay that investigation will take a few months to complete because of the scope and size of Gay's allegation. Informed Gay that Burke is currently conducting witness interviews. Informed Gay that Burke would update her approximately every month. Informed Gay that she can provide documentation via email to help substantiate her allegations. See email on file.
8/20/21	Burke emailed Gay, requesting documents. See email on file.
8/24/21	Burke conducts ██████████ witness interview.
8/24/21	██████████ mails Burke documentation. See email on file.
9/8/21	Gay emailed Burke re: mother's passing and documentation. See email on file.
9/9/21	Burke emailed Gay. See email on file.
9/13/21	Burke conducts ██████████ wit int. See notes in file.
9/13/21	Teams meeting with Dan Kaplan, re: RFI and charge. ██████████ Witness, out on leave. Burke said we should circle back w/ Brenden Lim when he returns to office (9/27), to make sure Lim and Kaplan don't duplicate efforts for RFI.
9/20/21	Burke conducts ██████████ wit int. See notes in file.
9/27/21	Burke emails Lim and Kaplan re: RFI.
10/4/21	Burke calls Gay. See telephone memo on file.
10/7/21	Gay emails Burke re: DAS List documentation. See email in file.
10/14/21	Gay emails Burke re: DAS List documentation. See email in file.
10/15/21	Burke conducts ██████████ wit int. See notes in file.
10/18/21	Gay emails Burke re: DAS List documentation. See email in file.
10/27/21	Burke conducts ██████████ wit int. See notes in file.
11/3/21	Burke conducts ██████████ wit int. See notes in file.
11/4/21	Burke conducts ██████████ wit int. See notes in file.
11/5/21	Burke spoke with Gay via phone. See memo in file.
11/10/21	Burke conducts ██████████ wit int. See notes in file.
11/15/21	Burke emails ██████████ to see if willing to interview. ██████████ no longer City EE.
11/17/21	Burke conducts ██████████ wit int. See notes on file.
11/19/21	Burke conducts ██████████ wit int. See notes on file.
12/1/21	Burke conducts ██████████ wit int. See notes on file.
12/10/21	Burke conducts ██████████ wit int. See notes on file.
1/7/22	Burke conducts ██████████ wit int. See notes on file.
1/10/22	Burke conducts ██████████ wit int. See notes in file.
1/12/22	Burke conducts ██████████ wit int. See notes in file.
1/14/22	Burke conducts ██████████ wit int. See notes in file.
2/4/22	Burke conducts ██████████ wit int. See notes in file.
2/23/22	Burke conducts Katrina Williams respondent interview, with Criss Romero, MEA. See notes in file.
3/3/22	Burke calls Gay at ██████████ Burke left VM: Burke has completed interviews for Gay complaint and will synthesize information next week. Would like to schedule a follow-up rebuttal interview with Gay for 3/16 or 3/18. Burke left office phone (415-557-4851).
3/3/22	Gay emails Burke and requests to speak on 3/16.
3/7/22	Burke emails Gay and confirm rebuttal for 3/16/22 at 1p.m.
3/16/22	Burke conducts first part of rebuttal with Gay. Burke schedules next rebuttal with Gay for 3/22.
3/17/22	Burke emails wit ██████████ for documentation request.
3/22/22	Burke attempts to conduct rebuttal with Gay at 10:00 a.m. Gay no show, Burke ends call at 10:15

	a.m.
4/12/22	Burke attempts to conduct rebuttal with Gay at 10:00 a.m. Gay no show, Burke ends call at 10:15 a.m.
4/12/22	Gay emails Burke at 10:10 a.m. and explains she is out ill and unavailable. See email on file.
4/12/22	Burke emails Gay re: return to work date. See email on file.
4/12/22	Gay email Burke with no RTW date. See email on file.
4/15/22	Burke emails Gay to follow up on when Gay will be available for rebuttal.
4/20/22	Burke emails Brenden Lim re: Gay leave status and payroll record from 3/8/22 onward.
4/20/22	Burke emails Gay third request for follow-up rebuttal. Due 4/27/22.
4/29/22	Gay emails Burke re: illness. See email on file.
5/3/22	Burke responds to Gay's email. See email on file.
5/3/22	Burke RFI to Brenden Lim for Velma Gay's email. See email on file.
5/27/22	Burke attempt to conduct rebuttal with Gay at 11:00 a.m. Gay no show, Burke ends call at 11:15 a.m.
6/1/22	Burke called Gay. See memo in file.
6/10/22	Gay emails Burke re: job duties.
6/14/22	Burke emails Gay re: investigation and rebuttal interview.
6/14/22	Gay emails Burke and requests rebuttal interview for Monday, June 20, 2022.
6/14/22	Burke emails Gay re: Juneteenth holiday and requests alternate date.
6/14/22	Burke emails Gay interview invitation for 6/24/22 at 9:30 a.m.
6/24/22	Burke conducts partial rebuttal with Gay, from 9:30 a.m. -11:41 a.m. Gay releases call after Burke informs Gay that Burke has no findings of discrimination. See rebuttal interview notes in file.
6/24/22	Burke emails Gay re: rebuttal. See email on file.
7/25/22	Gay emails Burke and requests the name of Burke's supervisor.
7/26/22	Burke emails Gay the name of Burke's supervisor: Amalia Martinez, EEO Director. See email in file.
12/23/22	Burke calls Gay re: determination letter. See memo in file.
12/23/22	Gay emails Burke re: CSC. See email on file.
1/5/23	Gay emails Burke re: IT complaint. See emails on file.
1/6/23	Burke emails Gay. See email on file.