



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

**LONDON N. BREED  
MAYOR**

**MINUTES  
Regular Meeting  
November 4, 2024**

**2:00 p.m.  
Room 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place**

**This meeting will be held in person at the location listed above. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id # 2663 683 1053. Instructions for providing remote public comment are below.**

**LISTEN/PUBLIC COMMENT CALL-IN  
USA is (415) 655-0001 | Access Code: # 2663 683 1053  
Press # twice to listen to the meeting via audio conference  
Dial \*3 when you are ready to queue**

**LONDON N. BREED, MAYOR**

**COMMISSIONERS**

**KATE FAVETTI  
President**

**ELIZABETH SALVESON  
Vice President**

**F.X. CROWLEY  
VITUS LEUNG  
JACQUELINE MINOR**

**SANDRA ENG  
Executive Officer**

The public is encouraged to submit comments in advance of the meeting by email at [civilservice@sfgov.org](mailto:civilservice@sfgov.org), or by voicemail message at the CSC Office main line at 628-652-1100. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record. During commission meetings use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code #2663 683 1053.

**CALL TO ORDER**

2:00 p.m.

**ROLL CALL**

President Kate Favetti	Present
Vice President Elizabeth Salveson	Present
Commissioner F. X. Crowley	Present
Commissioner Vitus Leung	Present
Commissioner Jacqueline P. Minor	Present

President Kate Favetti presided.

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)**

None.

**APPROVAL OF MINUTES (Item No. 3)**

Regular Meeting of October 21, 2024 – 2:00 p.m.

**Action:** Adopted the Minutes.

**ANNOUNCEMENTS (Item No. 4)**

Items severed from the Ratification Agenda: PSC # DHRPSC0004712 v 0.01 from the Department of Public Health, PSC # DHRPSC0004578 V0.01 from the Department of Public Works, and PSC #DHRPSC0004741 V0.01, from the Police Department.

**HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)**

None.

**EXECUTIVE OFFICER'S REPORT**

Sandra Eng, Executive Officer, reported that she continues with the training on the merit system, third training class is full and the first mock meeting training class in room 400 was an exciting experience learning opportunity for analysts.

**0211-24-1 2025 Calendar of CSC Meeting Dates including deadlines for reports. (Item No. 6)**

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

**0216-24-1 Commission Discussion and Potential Action with Respect to City Attorney’s Memorandum on Closed Sessions to Consider Individual Personnel Matters, including discussion of whether to develop a policy and procedure on closed session personnel matters. (Item No. 7)**

**Speakers:** Kate Kimberlin, Deputy City Attorney

**0215-24-1 Commission Discussion and Potential Action with Respect to Continuing to Allow Remote Public Comment at Commission Meetings and Reading Aloud Written Public Comment. (Item No. 8)**

**Speakers:** Kate Kimberlin, Deputy City Attorney

**Action:** Emailed public comments in advance of a commission meeting will be received but not read during the CSC meetings effective beginning of the year in January 2025. Include a way to notify the public of this change such as website/Notices.

**0212-24-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 9)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004712 v 0.01	Public Health	\$4,875,000	Contractor will provide occupational therapy support to children and youth who are at risk of being placed outside their homes or require a higher level of care. This includes providing occupational/vocational assessment to build narratives of client's interests, strengths, and aspirations, along with developing a personal portfolio. Each client will receive an individualized case plan that incorporates client strengths and includes specific, measurable, and realistic/attainable goals. To ensure ongoing support, clients will attend weekly individual therapy sessions. Additionally, assistance will be provided in identifying and setting personal and occupational/vocational goals with the support of an occupational therapist. Clients will receive help in finding job placements and work experience that match their interests and skills and will work closely with adult mentors. The contractor will also provide social work intervention to assist clients and their families in accessing necessary community services.	New	60 months
DHRPSC 0004256 v 0.01	Public Works	\$4,000,000	At ZSFG Building 2 Central Plant, the construction scope includes the replacement of chillers, boilers and cooling towers, including new interior main switchboard and second exit door in basement electrical room, and new exterior transformer and PG&E switchgear on slab foundation with retaining walls on site. The project also includes temporary removal and reinstallation of two separate bays of existing glazed curtainwall and steel seismic bracing, to facilitate removal and replacement of large equipment, and creation of a separate 1-hr rated chiller room within the existing boiler room, with new exit door direct to exterior.	New	60 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004578 v 0.01	Public Works	\$5,000,000	Provide specialized services in Landscape Architecture to support Public Work's design staff on an as-needed basis. Work shall include full design consultation services for landscape architectural projects, constructability reviews of landscape projects, construction administration, and related support services.	New	84 months
DHRPSC 0004741 v 0.01	Police	\$500,000	The O2X Human Performance program is designed to target areas of risk and improve occupational health outcomes within the department. Through an integrated approach, O2X focuses on reducing the risk of injury and mitigating occupational health issues in the areas of orthopedic injury, cardiac disease risk, obesity and associated health risks amplified by job demands. In addition, the program is designed to improve fitness and conditioning, increase readiness and resilience, and optimize performance in job-related tasks and demands. Along with on-site specialists, virtual resources included in the O2X program are able to extend the bandwidth of the on-site specialists and incorporate resources and education in the areas of nutrition and energy management, mental health, resiliency, and sleep. The O2X Human Performance targets increasing readiness, enhancing resilience, improving retention and extending career longevity for members at every department level.	New	24 months
DHRPSC 0004652 v 0.01	Sheriff	\$450,000	<p>The current security system installed in the San Francisco County Jail Facility is proprietary. The security system's software and equipment were specifically designed and programmed for the San Francisco County Jail Facility.</p> <p>The proprietary security system installed at San Francisco County Jail Facility has been maintained on a "as needed" basis to maintain the systems functionality for the last few years. Following a recent malfunction of the door control panel, the Sheriff's Building Engineers and the Supervisor overseeing the Sheriff's Bureau of Buildings and Structures evaluated the overall jail security system and found that it urgently requires a Contractor to provide regular systems checks and maintenance to ensure the security cameras, control panels, locks, doors and public address system are operating properly.</p> <p>The contractor will include analytics and 24/7 support of the entire proprietary security control system located in County Jail #1 and County jail #2. The contractor will provide programming, technical, and service support to the Sheriff's Office by continuing to utilize the existing programming of each system currently installed.</p> <p>The maintenance and support will include the software, device schedules, PLC code for the HMI control stations and consoles, the CCTV and video recording equipment within the facility, the integrated door control boards, programmable logic controllers, intercoms and Paging, panic alarms, remote lighting and security management data logging computer/server software and code. The four-year annual support will ensure the security system will be operational through 2026.</p>	New	60 months
DHRPSC 0004667 v 1.01	Municipal Transportation Agency	Current Approved Amount \$2,200,000 Increase Amount Requested \$550,000 New Total Amount Requested \$2,750,000	Detailed facility and fleet assessment to address the following topics: a) maintenance facilities assessments, b) total power required at each facility, c) upgrades required to convert each of the facilities to accommodate battery electric buses, d) coordination with Pacific Gas and Electric (PG&E), San Francisco Public Utilities Commission (SFPUC), and all other stakeholders, e) review of the existing bus yard management practices and recommended best practices for operating battery electric buses out of each facility, f) schedule of cost and timeline for converting the facilities, g) proposal for a backup power solution at each facility, h) recommendation on ratio of replacement of hybrid and trolley coaches with battery electric coaches, i) options available to use the existing overhead power distribution infrastructure, j) details needed to successfully submit the California Air Resources Board's (CARB) Zero Emission Bus (ZEB) Rollout Plan.	Amendment	66 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0001783 v 1.01	Public Utilities Commission	Current Approved Amount \$300,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$2,300,000	The San Francisco Public Utilities Commission (SFPUC) is launching a Pilot Residential Green Infrastructure Grant Program and seeks to retain the services of a qualified Program Administrator to assist the SFPUC with the implementation of the Program. This new pilot Program will test new technologies on residential properties, encourage residential property owners to manage stormwater on-site, improve sewer collection system performance during wet weather, and educate San Franciscans on the collection system and stormwater management. This professional services contract will be used to fund a short-term, pilot-scale program to test a new grant administration structure and deliver a limited number of projects. The lessons learned from the results of this contract will contribute to future budgeting and staffing for the Residential Green Infrastructure Grant Program.  The Program Administrator will be responsible for program administration, financial management, property owner outreach and coordination, project management, and reporting for the installation of green stormwater infrastructure facilities on residential properties in San Francisco. The Program Administrator will conduct outreach to interested homeowners and recruit them to participate in the Program through workshops, outreach collateral, and site visits. The Program Administrator will assess residential properties and support homeowners in developing applications for grant funding. The Program Administrator will issue payments to homeowners for the cost of design and construction services to build green stormwater infrastructure projects on their properties. The Program Administrator will also provide customer service, collect and manage data, and submit monthly reports on Program performance to the SFPUC.	Amendment	Increase months 45 Total months 73
DHRPSC 0004455 v 1.01	Public Utilities Commission	Current Approved Amount \$3,750,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$7,750,000	The O'Shaughnessy Dam Outlet Works Rehabilitation Project is organized into a series of individual tasks. The Consultant selected to perform the work under this contract will provide detailed design services of the following 3 tasks: 1) Access & Drainage Improvements which includes items that are related to improving safety, access, and drainage inside of O'Shaughnessy Dam; 2) Drum Gate Rehabilitation which includes items that are related to the drum gates and spillway; and 3) Rehabilitation of Bulkheads & Slide Gates and Installation of New Diversion Pipe Butterfly Valve - which includes items that are related to the existing bulkhead system (shutters), existing slide gates, and a new butterfly valve on the existing diversion pipe.	Amendment	Increase months 48 Total months 158

**Note:** *New Personal Services Contracts start date may not exceed eighteen (18) months after approval/commission meeting date.*

**Speakers:** Reanna Albert and Janet Avila, Department of Public Health spoke on PSC #DHRPSC0004712 v 0.01  
Jun Curanto, Department of Public Works spoke on PSC #DHRPSC0004578 V0.01

**Public Comment:** Carlos Gabriel and Maximilian Baccarat from SEIU Local 1021 spoke on PSC #DHRPSC0004712 v 0.01

**0212-24-8 Continued**

- Action:**
1. Approved PSC # DHRPSC0004712 V0.01, from Department of Public Health with the condition to modify the scope of work to include the occupational therapist classification and report back in 30 months on whether it is feasible to bring some of the scope of work in house. (Vote of 5 to 0)
  2. Approved PSC # DHRPSC0004578 V0.01, from the Department of Public Works with the condition to provide an accounting of the scope and the amount of the contract specialized work in report back to the Commission every two years. (Vote of 5 to 0)
  3. Approved PSC #DHRPSC0004741 V0.01, from the Police Department with the condition to revise the PSC document to only include the scope of work and remove the requirement of an endorsement of the contractor by removing the contractor's name. (Vote of 4 to 1; Commissioner Crowley dissented)
  4. Adopted the report. Approved the requests for the remaining proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

**0213-24-8 Follow-up response on Personal Service Contract Number 49798-23/24 from the Human Services Agency. (Item No. 10)**

**Speakers:** Angela Ramos-Reyes, Human Services Agency  
Katrina Williams, Human Services Agency  
Mirna Palma, Human Services Agency

**Action:** Accepted the follow-up report requested by the Commission on May 6, 2024, on information regarding the scope of work and the possibility of bringing some of the work in-house. Thank the department for the very thorough report indicating the complexities of the work they are facing. This PSC was conditionally approved on December 18, 2023, and fully approved on May 6, 2024. (Vote of 5 to 0)

**0214-24-8 Review of Request for Approval of Proposed Personal Services Contract Number DHRPSC0004099 v 0.01 from the Human Services Agency. (Item No. 11)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004099 v 0.01	Human Services	\$1,700,000	In recognition that people struggling with addiction to illegal drugs often need significant support to engage in treatment successfully, HSA seeks a contractor to provide end-to-end substance use treatment support services to ensure that clients subject to Prop F requirements remain eligible for CAAP benefits. These services include administering substance use assessments, providing individualized care coordination, and monitoring client participation in treatment. Individualized care coordination will ensure that those facing greater challenges in engaging and/or remaining engaged in treatment will receive increased levels of support, including regular outreach, motivational interviewing, peer support, and accompaniment of the client to treatment.	New	24 months

**October 28, 2024:** Continued PSC #DHRPSC0004099 v 0.0 from the Human Services Agency to the meeting of November 4, 2024, for the department and SEIU Local 1021 to continue the conversations on this PSC.

**Speakers:** Leslie Lau, Human Services Agency  
 Jason Adamek, Human Services Agency  
 XiuMin Li, SEIU Local 1021  
 Marquitta Collins, SEIU Local 1021

**Action:** Adopted the report. Approved Personal Services Contract DHRPSC0004099 v 0.01 for two (2) years with the condition of the Human Services Agency to engage the Department of Human Resources in a feasibility study to explore whether the end-to-end array of substance abuse treatment can be done by existing Civil Service classifications in the Human Services Agency, including having discussions with SEIU Local 1021 and a report back in twelve (12) months. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

**0174-24-4 Appeal by Matthew Suhr of the Disqualification of their application for the H004 Inspector, Fire Department examination. (Item No. 12)**

**Speakers:** Isabelle Choy, Department of Human Resources  
 Anna Biasbas, Department of Human Resources  
 Jesusa Bushon, Fire Department  
 Matthew Suhr, Appellant

**Action:** Adopted the report of the Department of Human Resources and denied the appeal by Suhr. (Vote of 4 to 1; Commissioner Leung dissented)

**0176-24-4 Appeal by Christine Bao Tran Truong Appealing the Disqualification of Their Application for the H004 Inspector, Fire Department Examination. (Item No. 13)**

**Speakers:** Isabelle Choy, Department of Human Resources

**Action:** Adopted the report of the Department of Human Resources and denied the appeal by Truong. Appellant failed to appear.  
(Vote of 5 to 0)

**0172-24-4 Appeal by IBEW Local 6 of the Human Resources Director’s decision to deny IBEW Local 6’s request to use Certification Rule, Rule of Three Scores for the 9240 Airport Electrician Examination (CBT-9240-A00010). (Item No. 14)**

**Speakers:** Anna Biasbas, Department of Human Resources  
Osha Ashworth, IBEW Local 6  
Claire McCaleb, Department of Human Resources

**Action:** Adopted the report and denied the appeal submitted by IBEW.  
(Vote of 4 to 1; Commissioner Crowley dissented)

**Public Comment on all matters pertaining to Item 18 including public comment on whether to hold Item 18 in closed session. (Item No. 15)**

None.

**Vote on whether to hold Item 17 in closed session. (Item No. 16)**

The Commission voted to go into Closed Session for item 17. (Vote of 5 to 0)

**0186-24-1 Performance Evaluation – Executive Officer – PERSONNEL EXCEPTION – San Francisco Administrative Code Section 67.10(b) and California Government Code Section 54957 (b)(1). (Item No. 17)**

**September 16, 2024:** The Commission voted not to disclose any discussions held in closed session. The Performance Evaluation is not completed.

**Closed Session started at 4 p.m. and the following were present:**

President Kate Favetti, Civil Service Commission  
Vice President Elizabeth Salveson, Civil Service Commission  
Commissioner F.X. Crowley, Civil Service Commission  
Commissioner Vitus Leung, Civil Service Commission  
Commissioner Jacqueline Minor, Civil Service Commission  
Sandra Eng, Civil Service Commission  
Kate Kimberlin, Office of the City Attorney

**Reconvened in Open Session at 4:30 p.m.**

**Vote to elect whether to disclose any or all discussions on Item 17 in closed session**



**(S.F. Admin. Code §67.12 (a)) – (Item No. 18)**

**Action:** The Commission voted not to disclose any discussions in closed session. (Vote of 5 to 0)

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 19)**

Commissioner Minor inquired if we are definite about having a Holiday Luncheon.

**ADJOURNMENT (Item No. 20)**

4:34 p.m.