



**Governing Body Members**

**Robin Wilson-Beattie**  
*President*  
Younger Consumer Representative

**Edda Mai Johnson**  
Older Consumer Representative

**Sascha Bittner**  
DAS Commission Representative

**Daisy McArthur**  
*Secretary*  
Union Representative

**Alex Madrid**  
*Treasurer*  
Mayor's Disability Council Member

**Ted Jackson**  
Older Consumer Representative

**Jesse Nichols**  
Younger Consumer Representative

**Jane Redmond**  
Older Consumer Representative

**Mara Math**  
Older Consumer Representative

**San Francisco IHSS Public Authority**  
**832 Folsom St., 9th Floor, San Francisco, CA**  
**Governing Body – Regular Meeting**  
**Minutes of March 11<sup>th</sup>, 2025**

Date: Tuesday, March 11<sup>th</sup>, 2025

Time: 1:02 p.m. – 2:30 p.m.

Place: In-person

Ring Central Dial-in: +12679304000

Ring Central Conference I.D: 905048011

**Call to Order and Roll Call**

Governing Body Members present: Robin Wilson-Beattie, Alex Madrid, Jesse Nichols, Jane Redmond, Daisy McArthur, Sascha Bittner, Ted Jackson, Mara Math, Edda Mai Johnson

Also Present: Eileen Norman- Executive Director, Eren Gutierrez – Deputy Director, Rick Mena- Director of Finance & Administration, Eli Gelardin, New Director of Mayors Office on Disability

President, Robin Wilson-Beattie called the meeting to order at 1:02 pm.

**Consent Agenda**

Robin motioned to approve the Consent Agenda. Alex M. first this motion, Jesse N. seconded this motion.

Unanimously approved.

**President's Report**

- Robin welcomed and thanked members for joining.
- Robin provided an update on recent meetings with CICA.
- Robin announced the completion of the



adoption process for her son.

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**Treasurer's  
Report**

- Alex proposed the idea of a Governing Body retreat utilizing the remaining governing body funds and stated that the topic will be discussed further in the next officer meeting.

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**Executive  
Director's  
Report**

- Eileen provided organizational updates, highlighting the PCWG/PCORI Grant and the PA's partnership with the Palliative Care Work Group to support outreach and training on Advance Care Directives.
- Eileen shared legislative and policy updates, including information on the Brown Act and remote participation requirements. She reminded members of the current process for attending meetings online versus in person.
- Eileen provided an update on the recent AB 283 Collective Bargaining Bill language changes, noting its potential impact on wages and funding for certain PA programs.
- Eileen announced new partnerships and collaborations, including engagements with Homebridge during Supervisor visits and a meeting with Kunal Modi, the Mayor's Czar for Health and Human Services.
- Eileen informed members about upcoming Walgreens closures and their impact on communities relying on Walgreens pharmacies. She encouraged members to use their voices to advocate against these closures.
- Eileen shared details regarding Congress's proposed \$880 billion cut to Medicaid.

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**Board  
Education/  
Guest Speaker**

- President Robin introduced Guest Speaker Eli Gelardin, the newly appointed Director of the Mayor's Office on Disability (MOD).
- Eli provided an update on MOD's current



focus areas and discussed the recent transition from the Department of Disability and Aging Services (DAS) to the newly established San Francisco Office on Disability and Accessibility (ODA).

- Eli presented a concept proposal for the re-envisioning of Hallidie Plaza, sharing the intended blueprint and layout of the project. He encouraged members to attend the upcoming DAS meeting on the 19th for further details.
- Eli expressed gratitude for the opportunity to speak and conveyed enthusiasm for future collaborations.

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**Staff/Org Reports****Finance Report – Director of Finance, Rick Mena**

- Rick discussed the Organizational Revenue Summary of FY2023-24 covering the months of July through June and Budget to Spend Results.

**Programs Report – Eren Gutierrez**

- Eren presented program service highlights of October and November She presented the recent increase in Active Registry Providers (an increase from 480 to 499) and onboarding providers (81 in one month) She highlighted the slight increase in consumers their assistance (191 in one month).
- Eren announced the upcoming Provider Resource Fair on March 20<sup>th</sup>.
- Eren and Eileen have taken part in meeting with LHH Social Work team to reinstate our role in LHH discharge and transition to community.

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**Board Seat Updates**

- Robin motioned to hold a appoint Sascha Bittner as GB Vice President. Mara moved the motion, and Jesse seconded. The motion was approved unanimously with no opposition.





**Meeting  
Evaluation**

- Members expressed approval of the meeting and indicated they are looking forward to the next meeting.
- 

**Adjournment**

- Robin called a vote to move to closed session. First motion: Jesse Nichols. Second: Sascha Bittner. Motion passed unanimously.
- Meeting adjourned at 2:23 pm.





**Documents supporting agenda items are available for review at the Public Authority office:  
832 Folsom Street, 9<sup>th</sup> Floor, San Francisco, CA 94107**

1. KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

It is the duty of government and public agencies, such as the IHSS Public Authority, to serve the public, reaching decisions in full view of anyone interested in the subject. Both the state Brown Act and the San Francisco Sunshine Ordinance assure that deliberations are conducted before the people and that pertinent operations are open to the people's review.

The agenda and minutes and all related materials for Governing Body meetings are available in advance at the office of the Authority's Fiscal & Operations Manager, 832 Folsom Street, 9<sup>th</sup> Floor, San Francisco, CA 94107. All agendas and minutes are also accessible through our website: [www.sfihsspa.org](http://www.sfihsspa.org). Minutes and agendas are also available at the Main Branch of the San Francisco Public Library at the Government Information Center, 5<sup>th</sup> Floor, 100 Larkin Street, San Francisco, CA 94102. Meeting notices, agendas and minutes are sent in advance for posting to the Clerk of the Board ([Board.of.Supervisors@sfgov.org](mailto:Board.of.Supervisors@sfgov.org)). Additional copies of the agenda and minutes and all related materials are on hand and available to the public at every board meeting (see below for time and locale).

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2. DISABILITY ACCESS

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Contact IHSS Public Authority 415-243-4477





**SFIHSS** PUBLIC  
AUTHORITY

San Francisco IHSS Public Authority  
832 Folsom Street, 9<sup>th</sup> Floor  
San Francisco, CA 94107-1123  
Phone: 415-243-4477 / Fax: 415-243-4407

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**San Francisco IHSS Public Authority Governing Body –  
 Meeting Agenda**

<b><u>Date:</u></b>	Tuesday, March 11th, 2025
<b><u>Time:</u></b>	1:00 pm – 2:30 pm
<b><u>Location:</u></b>	832 Folsom Street, 9 <sup>th</sup> Floor
<b><u>Virtual Option:</u></b>	<a href="https://v.ringcentral.com/join/905048011?pw=6f0666df790806c1201e90189fe6bf4d">https://v.ringcentral.com/join/905048011?pw=6f0666df790806c1201e90189fe6bf4d</a> Ring Central Dial-In: <b>(267) 930-4000</b> United States Ring Central Conference ID: <b>905048011</b>

1. Roll Call
2. Public Comment
3. Vote to Approve Consent Agenda Including:
  - a. Agenda March 11th, 2025
  - b. Minutes January 14th, 2025
4. President’s Report
5. Treasurer’s Report
6. Executive Director’s Report
7. Board Education/Guest Speakers:
  - a. Guest Speaker Eli Gelardin, New Director of Mayors Office on Disability (MOD)
  - b. Governing Body Retreat Proposal
8. Staff/Org Reports:
  - a. Programs – Deputy Director, Eren Gutierrez
  - b. Finance – Director of Finance & Operations – Rick Mena
9. Board Seat Updates:
  - a. Awaiting Rules Committee for appointee Ted Jackson
  - b. Vice President Vote: Sascha Bittner
10. Commission Updates/Announcements
11. Meeting Evaluation and Adjournment





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**Governing Body Meeting  
March 11, 2025**

**Executive Director's Report**

**Organization Updates**

- PCWG/PCORI Grant: SF IHSS PA is one of the partnering organizations with the Palliative Care Work Group to provide outreach and training on Advance Care Directives to the Latinx population. Currently searching for a Latinx Ambassador.

**Legislative/Policy Updates**

- Updates to Brown Act/remote participation: If joining remotely by ADA exemption send an email stating: Due to my disability, I am unable to join the meeting on \_\_\_\_ (date) in person. I will join remotely in line with the AG decision to allow for remote participation for an ADA exemption.
- AB 283: Collective Bargaining Bill

**Partnerships/Collaboration Updates**

- Supervisor Visits: Invited by Homebridge to attend visits with new District Supervisors.
- Met w/ Kunal Modi, Mayor's Czar for Health and Human Services.

**Other News**

- Walgreens closures - Speaking at MDC. Interviewed by KQED. Need more people to speak up on how this affects them.
- Medi-Cal: Congress proposed to cut \$880 Billion from Medicaid.

**FY24-25 Budget Breakdown**

**Jul - Jan 25**

**FY2024-25 Adjusted Shown Budget: 105,207,814**

**Organizational Revenue Summary FY2024-25**

*Actual Months Reported:* 7  
*Percent of Year:* 58%

<b>Recieved &amp; Accrued Revenue</b>	<b>Approved Budget</b>	<b>Total To Date</b>	<b>% of Budget</b>	<b>Report Balance</b>
Advance on IP Contract	17,490,000	17,490,000		0
Monthly Invoice Benefits & Operations	86,725,754	52,629,496	61%	34,096,258
Monthly Invoice Live Scan	577,662	240,335	42%	337,327
Monthly Invoice Governing Body	88,819	25,664	29%	63,155
Monthly BUPs	325,579	140,881	43%	184,698
Other Non-Reserve Deposits		0		0
<b>Total Recieved &amp; Acrued Revenue</b>	<b>105,207,814</b>	<b>70,526,376</b>	<b>67%</b>	<b>34,681,439</b>

**Organizational Expense Summary FY2024-25**

<b>Admistrative Cost Centers</b>	<b>Approved Budget</b>	<b>Total Actual</b>	<b>% of Budget</b>	<b>Report Balance</b>
Finance & Admin	720,178	369,717	51%	350,461
Human Resources	36,000	1,740	5%	34,260
Salesforce Data Analysis	107,947	77,086	71%	30,861
<b>Total Admistrative Cost Centers</b>	<b>864,125</b>	<b>448,543</b>	<b>52%</b>	<b>415,582</b>

*percent of budget 0.82%*

<b>Program Cost Centers</b>	<b>Approved Budget</b>	<b>Total Actual</b>	<b>% of Budget</b>	<b>Report Balance</b>
On Call/BUPS	329,079	172,691	52%	156,388
Registry	12,100	1,550	13%	10,550
Mentorship	113,689	67,916	60%	45,773
Recruitment	521,210	197,702	38%	323,508
Provider Services	60,220	27,419	46%	32,801
Live Scan	220,196	87,182	40%	133,014
Governing Body	39,250	12,822	33%	26,428
Agency-Wide Program Expenses	241,364	107,525	45%	133,839
PA Staff Compensation	3,378,864	1,790,938	53%	1,587,926
<b>Total Program Cost Centers</b>	<b>4,915,972</b>	<b>2,465,745</b>	<b>50%</b>	<b>2,450,227</b>

*percent of budget 4.67% 3.97%*

<b>Total IP Benefits</b>	<b>99,428,717</b>	<b>59,209,357</b>	<b>60%</b>	<b>40,219,360</b>
<i>percent of budget</i>	<i>94.51%</i>	<i>95.31%</i>		

<b>Total Organization Expenses</b>	<b>105,208,814</b>	<b>62,123,645</b>	<b>59%</b>	<b>43,085,169</b>
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**Governing Body Expense Detail**

<b>Categories</b>	<b>Approved Budget</b>	<b>Total Actual</b>	<b>% of Budget</b>	<b>Report Balance</b>
D&O Insurance	9,750	0	0%	9,750
CICA Membership	5,000	0	0%	5,000
Board Stipends	12,500	5,655	45%	6,845
Communications	12,000	7,166	60%	4,834
<b>Total Governing Body Expense Detail</b>	<b>39,250</b>	<b>12,822</b>	<b>33%</b>	<b>26,428</b>

## Administration Expense Detail

Jul - Jan 25

Actual Months Reported: 7  
 Percent of Year: 58%

<b>Finance, IT and Admin.</b>				
Categories	Approved Budget	Total Actual	% of Budget	Report Balance
Rent	443,958	262,565	59%	181,393
Utilities	32,015	7,431	23%	24,584
Insurance	22,925	163	1%	22,762
Auditor	34,558	27,500	80%	7,058
IT Services	48,091	20,756	43%	27,335
Computer Replacement Program	12,500	9,518	76%	2,982
Banking Devices & Fees	1,000	701	70%	299
DOFA Team Meetings	720	106	15%	614
Legal services	30,000	223	1%	29,777
Other Administrative Services and Consultants	10,000	1,318	13%	8,682
Professional Svs. Admin: Flex,UBS, VRC, Other	13,500	10,786	80%	2,714
Capital Expenses	10,500	0	0%	10,500
Bookkeeping & Payroll	60,411	28,648	47%	31,763
<b>Total Finance, IT and Admin.</b>	<b>720,178</b>	<b>369,717</b>	<b>51%</b>	<b>350,461</b>

<b>Human Resources</b>				
Categories	Approved Budget	Total Actual	% of Budget	Report Balance
Holiday Party	2,000	444	22%	1,556
Tuition Reimbursement	14,000	0	0%	14,000
Staff Recognition	5,000	0	0%	5,000
Consulting (Job Advertising)	15,000	1,297	9%	13,703
<b>Total Human Resources</b>	<b>36,000</b>	<b>1,740</b>	<b>5%</b>	<b>34,260</b>

<b>Salesforce Consultants</b>				
Categories	Approved Budget	Total Actual	% of Budget	Report Balance
Staff Training	700	699	100%	1
Consulting	105,500	72,347	69%	33,153
Utilities (SmartFile/File.com)	1,747	4,040	231%	(2,293)
<b>Total Salesforce Consultants</b>	<b>107,947</b>	<b>77,086</b>	<b>71%</b>	<b>30,861</b>

## Back-Up Provider Serv. & Registry Expense Detail

Jul - Jan 25

Actual Months Reported: 7  
 Percent of Year: 58%

<b>Back Up Provider Services Contract</b>			<b>Total</b>	<b>% of</b>	<b>Report</b>
<b>Categories</b>	<b>Approved Budget</b>		<b>Actual</b>	<b>Budget</b>	<b>Balance</b>
On-Call Providers	201,217		113,841	57%	87,376
Fringe Benefits	70,426		29,700	42%	40,726
<b>Total Comp</b>	<b>271,643</b>		<b>143,541</b>	<b>53%</b>	<b>128,102</b>
<b>NonComp</b>					
Staff Travel	35,568		16,766	47%	18,802
Cell Phones	10,368		5,385	52%	4,983
Supplies/Infectious Control	8,000		4,006	50%	3,994
<b>Total NonComp</b>	<b>53,936</b>		<b>26,158</b>	<b>48%</b>	<b>27,778</b>
<b>Back Up Provider Services Contract Total</b>	<b>325,579</b>		<b>169,699</b>	<b>52%</b>	<b>155,880</b>
<b>BUPS PA Suplmental Budget</b>					
<b>Categories</b>	<b>Approved Budget</b>		<b>Total</b>	<b>% of</b>	<b>Report</b>
			<b>Actual</b>	<b>Budget</b>	<b>Balance</b>
IP Education & Outreach	1,500		794	53%	706
Printing and Reproduction	2,000		2,198	110%	(198)
<b>Total BUPS Program Supplement</b>	<b>3,500</b>		<b>2,992</b>	<b>85%</b>	<b>508</b>
<b>Total BUPS Program</b>	<b>329,079</b>		<b>172,691</b>	<b>52%</b>	<b>156,388</b>
<b>Registry</b>					
<b>Categories</b>	<b>Approved Budget</b>		<b>Total</b>	<b>% of</b>	<b>Report</b>
			<b>Actual</b>	<b>Budget</b>	<b>Balance</b>
BUPS and Reg Staff Meetings	1,620		995	61%	625
IP Education & Outreach	1,580		555	35%	1,025
Utilities (A Point in Time)	6,400		0	0%	6,400
Printing and Reproduction	2,500		0	0%	2,500
<b>Total Registration Program</b>	<b>12,100</b>		<b>1,550</b>	<b>13%</b>	<b>10,550</b>

## Mentorship Expense Detail

Jul - Jan 25

Actual Months Reported: 7  
 Percent of Year: 58%

<b>Mentorship</b>				
Categories	Approved Budget	Total Actual	% of Budget	Report Balance
Mentors Salaries	66,000	47,571	72%	18,429
Fringe Benefits	25,689	14,815	58%	10,874
<b>Total Comp</b>	<b>91,689</b>	<b>62,387</b>	<b>68%</b>	<b>29,302</b>
Mentor Training and Outreach	4,800	0	0%	4,800
Staff Meetings	900	878	98%	22
Office Supplies	4,000	235	6%	3,765
Travel	1,500	43	3%	1,457
Consultant	4,000	0	0%	4,000
Tech (Tablets)	4,500	2,429	54%	2,071
Bookkeeping	2,300	1,945	85%	355
<b>Total NonComp</b>	<b>22,000</b>	<b>5,530</b>	<b>25%</b>	<b>16,470</b>
<b>Total Mentorship</b>	<b>113,689</b>	<b>67,916</b>	<b>60%</b>	<b>45,773</b>

## Recruitment Expense Detail

Jul - Jan 25

Actual Months Reported: 7  
 Percent of Year: 58%

<b>Recruitment</b>				
Categories	Approved Budget	Total Actual	% of Budget	Report Balance
Printing and Reproduction	3,000	0	0%	3,000
Travel	500	207	41%	293
Staff Meetings	540	245	45%	295
IP Education and Outreach (Recruitment Outreach)	21,169	2,038	10%	19,131
IP Education and Outreach (IPAD)	1	0	25%	1
Bus Passes	486,000	195,211	40%	290,789
IP Development	10,000	0	0%	10,000
<b>Total Recruitment</b>	<b>521,210</b>	<b>197,702</b>	<b>38%</b>	<b>323,508</b>

## Provider Services Expense Detail

Jul - Jan 25

Actual Months Reported: 7  
 Percent of Year: 58%

<b>Provider Services</b>				
Categories	Approved Budget	Total Actual	% of Budget	Report Balance
Printing and Reproduction/Benefits	15,000	8,222	55%	6,778
Staff Meetings	720	383	53%	337
IP Education and Outreach	2,000	268	13%	1,732
PPE and ID Cards	42,500	18,545	44%	23,955
<b>Total Provider Services</b>	<b>60,220</b>	<b>27,419</b>	<b>46%</b>	<b>32,801</b>

<b>Live Scan/Finger Printing</b>				
Categories	Approved Budget	Total Actual	% of Budget	Report Balance
Utilities & Maint.	6,896	731	11%	6,165
Rent	12,500	2,865	23%	9,635
Office Supplies	9,000	301	3%	8,699
ID Card Supplies	1,000	0	0%	1,000
Postage (SOC881 - NoticelP for Inactivity)	11,500	5,837	51%	5,663
Insurance	6,500	0	0%	6,500
FP Per Person Expense	172,800	77,447	45%	95,353
<b>Total Live Scan/Finger Printing</b>	<b>220,196</b>	<b>87,182</b>	<b>40%</b>	<b>133,014</b>

<b>Benefits</b>				
Categories	Approved Budget	Total Actual	% of Budget	Report Balance
IP Health	95,975,779	57,558,144	60%	38,417,635
IP Dental	3,452,938	1,651,213	48%	1,801,725
<b>Total Benefits</b>	<b>99,428,717</b>	<b>59,209,357</b>	<b>60%</b>	<b>40,219,360</b>



# Agency-Wide Program Operations Expense Detail

Jul - Nov 24

Actual Months Reported: 7

Percent of Year: 58%

<u>PA Staff Compensation</u>	<u>Approved Budget</u>	<u>Total Actual</u>	<u>% of Budget</u>	<u>Report Balance</u>
PA Regular Staff Salaries	2,423,229	1,395,551	58%	1,027,678
Fringe Benefits	955,635	395,387	41%	560,248
<b>Total</b>	<b>3,378,864</b>	<b>1,790,938</b>	<b>53%</b>	

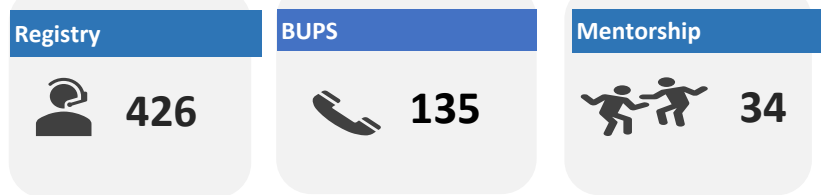
<u>Agency-Wide Program Expenses</u>	<u>Approved Budget</u>	<u>Total Actual</u>	<u>% of Budget</u>	<u>Report Balance</u>
Office Supplies	23,008	12,108	53%	10,900
Postage	5,000	13,328	267%	(8,328)
Printing and Reproduction	24,705	19,723	80%	4,982
Staff Training	17,694	4,178	24%	13,516
All Staff Meetings	5,220	5,426	104%	(206)
Staff Travel	6,000	424	7%	5,576
Other Program Consultants	70,340	8,978	13%	61,362
Exchange Server	7,697	2,258	29%	5,439
IP Education and Outreach/IP Training Stipends	20,000	1,666	8%	18,334
CAPA Annual Dues	21,000	21,000	100%	-
Shop Stewards	40,700	18,436	45%	22,264
<b>Total</b>	<b>241,364</b>	<b>107,525</b>	<b>45%</b>	<b>133,839</b>

## Programs Overview October & November 2024

Data from 10/1/24-11/30/2024



### Total # of new Intakes/Consumers Served



### Total # of Provider Activity



FY 2024-25 Monthly Report			Jun. 2024	Jul. 2024	Aug. 2024	Sept.2024	Oct. 2024	Nov. 2024
Consumers	Registry	# of Consumers referred to the Registry	193	240	239	187	235	191
	Mentorship	# of Consumers referred to Mentorship	16	39	20	21	17	17
		# of Consumers working with mentors (IP Plus)	136	142	156	125	118	123
	Back-Up Service(BUPS)	# of Consumers referred to BUPS	71	86	59	71	65	70

Providers	Registry Providers	Total # of Registry Providers (active- looking for work)	564	596	525	518	498	500
		# of Registry Provider applicants	77	89	88	77	87	65
		# of Provider applicants who were accepted to registry	40	42	53	45	47	34
		# of Providers Employed w/ 1+ Consumers	1723	1750	1778	1782	1797	1812
	IHSS Provider Benefits	# of Providers enrolled in health benefits	11382	11548	11300	11495	11570	11622
		# of Providers enrolled in dental benefits	9,128	9,245	9,041	9,154	9,178	9,186
		# of LiveScans serviced	288	324	345	311	401	281
		# of DOJ records processed	397	425	424	521	521	429
		# of Protective Personal Equipment (PPE)	512	710	598	700	507	523