

**San Francisco IHSS Public Authority
 832 Folsom St., 9th Floor, San Francisco, CA
 Governing Body – Regular Meeting
 Minutes of September 8, 2020**

Board of Directors
Melvin Beetle President Older Consumer Representative
Kenzi Robi Vice President Younger Consumer Representative
Daisy McArthur Secretary Union Representative
Tricia Webb Younger Consumer Representative
Rita Semel Human Services Commissioner

Roll Call Directors Present: Melvin Beetle, Kenzi Robi, Tricia Webb, Rita Semel, Daisy McArthur

Also Present: Kelly Dearman – *Executive Director*, Eileen Norman – *Deputy Director*, Loc Chau - *Director of Finance and Operations*

Call to Order Melvin Beetle, President of the Governing Body, called the meeting to order at 1:09 p.m. A quorum of the members was present.

Due to the COVID-19 outbreak, this meeting was held via videoconference. This decision was made in compliance with San Francisco’s “Shelter in Place” ordinance.

Agenda & Minutes

- The agenda was reviewed.
- The minutes of July 14, 2019 were reviewed. A motion to adopt the minutes was made by Rita Semel. The motion was properly seconded by Daisy McArthur. The minutes were unanimously adopted.

Director’s Report

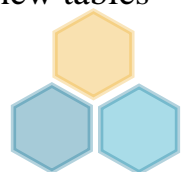
- PA staff are continuing to work remotely and are providing all services, including Mentorship. Fingerprinting, Provider ID’s, and PPE are available in office by appointment only.
- The ED read a message from a Consumer. The Consumer expressed her deep gratitude towards Mel Beetle and the Mentorship team for their hard work and assistance while she was looking for a Provider during these difficult times. The ED thanked Mel Beetle demonstrating such care.



- Several assembly bills are still active and pending at this time. The ED will update the board members once she has more information.

Issues & Reports

- **Programs Report – Eileen Norman**
 - All PA services and programs are running well.
 - Mentorship saw its highest use last month. Many Providers are not currently working because they are accepting unemployment or are sheltering in place. It has been challenging for Consumers to hire Providers. We are happy to see they are using our Mentorship services.
 - Consumers and Providers are utilizing the website to schedule appointments for services. Thus far, this system has been working effectively.
 - Leah Olsen has joined our team as the Salesforce Administrator and Data Analyst. She brings forth her expertise and positive energy. We are happy to have her on the team.
- **FY 2019-20 YTD Financial Report – Loc Chau**
 - Loc reminded the board that this report is unaudited. The audit will begin next month and the final numbers will be presented in November.
 - We continue to maintain a healthy balance sheet. We are able to manage our finances while providing high level service.
 - We have distributed laptops, printers and other necessary technologies to staff so that they may work from home effectively.
 - Although we have not held the annual IPAD event or published newsletters and an annual report this financial year, we have been able to accomplish many goals. This includes installing new cubicles and adding new tables



and chairs to the training room. We will be distributing thank you cards and gift bags to Providers in lieu of the IPAD event.

- Due to the pandemic we used 50% of assigned hours for On Call services. We used all budgeted hours for Mentorship services.
 - The PA was also able to provide a one-time benefit adjustment for all staff, who received this one-time adjustment on their June paycheck.
 - Ms. Daisy thanked Loc for his report which was well organized and informational.
- **FY2020-21 Budget Review & Approval – Loc Chau**
 - Loc spent a lot of time revising this budget. He thanked the ED and DD for their assistance. This budget has already been approved by DAAS. Due to high premium costs, revenue will be increased by 2 million dollars this year. This will also cover any increased or unexpected costs. The other line items remain consistent. We will continue to provide all necessary services for Consumers and Providers. Loc will continue to forecast and make sure we are on track.
 - Rita Semel moved to approve the budget. The motion was properly seconded by Daisy McArthur. All board members unanimously agreed to approve the FY2020-21 Budget.

Adjournment

- The meeting adjourned at 2:00p.m.

