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HEALTH COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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MINUTES

HEALTH COMMISSION FINANCE COMMITTEE

Tuesday, August 4, 2009

2:00 p.m.

**101 Grove Street, Room 302 or 220
San Francisco, CA 94102**

Commissioner Steven Tierney, Ed.D., Chair
Commissioner Edward A. Chow, M.D., Member
Commissioner James M. Illig, Member

1) CALL TO ORDER

Commissioner Tierney called the meeting to order at 2:10p.m.

Present:
Commissioner Steven Tierney, Ed.D.
Commissioner Edward A. Chow, M.D. (Arrived at 2:25pm)
Commissioner James M. Illig

2) APPROVAL OF THE July 7, 2009 FINANCE COMMITTEE MINUTES

Action Taken:
July 7, 2009 Finance Committee minutes were amended and approved.

3) CONTRACTS REPORT

Barbara Garcia presented the Contracts Report.

Comments:

- Barbara Garcia requested to place the Westside Correction Action plan on the next meeting's agenda.
- Anne Okubo explained that there used to be a Corrective Action Pending column and that correction action is sometimes contract-specific, but when it goes through oversight process, every issue is reviewed
- Commissioner Illig suggested Anne Okubo consult with the Commission about correction action items.
- Barbara Garcia stated she would like to see what corrective actions plans are related to past contracts.

Action Taken:

The Committee unanimously approved the Contracts Report with item 3A.

3A) DPH Admin.-Healthy San Francisco

Tangerine Brigham requested approval of a new contract with Mathematica Policy Research, Inc., in the amount of \$1,249,562, to provide evaluation services for the Healthy San Francisco Program, for the period of July 1, 2009 to June 30, 2011 (2 years).

Comments:

- Commissioner Chow asked if Healthy San Francisco is being evaluated based on defined periods of time in the program's history.
- Tangerine Brigham explained that the periods being evaluated depend on the type of analysis being conducted. Some areas of the program can be evaluated immediately while others cannot be evaluated until more data is collected.
- Commissioner Chow asked when to expect a finished evaluation.
- Tangerine Brigham stated that the topical reports will become available on a rolling basis throughout the entire evaluation process, with the first available report in 12-15 months.
- Commissioner Illig praised the write-up on cultural competency and suggested that the Health Commission provide input in the evaluation process.
- Tangerine Brigham invited the Commissioners to attend one of the evaluation's future site visits.

4) UPDATE ON NEW BUSINESS OFFICE WITHIN COMMUNITY PROGRAMS

Barbara Garcia presented an update on the new business office within community programs. A centralized business office will result the consolidation of community program staff, the reduction of overall contracts and to provide better oversight from staff assigned to each contract agency. Ms. Garcia reviewed the revised organizational structure of the Community Programs Business Office.

Comments:

- Commissioner Illig inquired about the advantages of separating out the program managers and fiscal monitors
- Duane Einhorn noted that sometimes program managers are not always objective during budget monitoring
- Barbara Garcia explained that the responsibility of care and policy development is going to be separated under the new business office. Ms. Garcia announced that the staff is in

the process of relocating to 1380 Howard Street and that a retreat for about 60 staff members has been planned for September.

- Duane Einhorn gave a brief overview of the goals of contract compliance.
- Commissioner Illig if cultural competency will be integrated into contract compliance.
- Michelle Long ensured that cultural competency will be covered in the report. Ms. Long explained that she will encourage the contractors committee to give feedback on progress during the office consolidation. She also would like program managers to look at best practices, policies and procedures to make changes in the directions and the RFP's. Long discussed the need for future staff training on systems of care, cultural competency and grant funding to level the playing field before distributing contracts evenly among the staff.
- Commissioner Illig expressed interest in building a liaison with community planning bodies. He suggested that in addition to a grants report that is sent to the Commission, a presentation on grant funded contracts for community programs would inform the Commission on how some contracts follow federal government guidelines.
- Barbara Garcia said she will have a report to bring to the Commission in October.

5) **ASSESSMENT OF 2009 BUDGET PROCESS AND 2009-2010 BUDGET PLANNING CYCLE**

The Committee discussed the best approach to the upcoming budget hearings and how to allow the public to provide input in a useful way. The Committee also discussed redefining the current Health Commission budget principles and reviewing the budget priorities.

Comments:

- Mitch Katz explained that budget hearings are most helpful when ideas from Commissioners or the public suggest better ways to handle budgeting issues. Dr. Katz noted that the budget hearings are difficult and least helpful when people veer from policy issues at the Health Commission meetings.
- Commissioner Illig asked that the Mayor's office to bounce ideas off of the Commission so that repeated hearings do not happen again
- Mitch Katz suggested revisiting the Health Commission budget principles in September and encouraged the Finance Committee to begin deciding which budget cuts did or did align with the Commission's budget principles.
- Commissioner Illig suggested redefining the current Health Commission budget principles at the next Finance Committee meeting.
- Commissioner Tierney suggested narrowing the budget principles down to five or eight guiding principles. Commissioner Tierney asked if it is possible to introduce strict time limits for public testimony during the budget meetings.
- Richard Heasley of Conrad House asked if there are instructions from the Mayors office about the timing of hearings.

6) **UPDATE ON DPH RFP PLANS**

The Committee discussed the updates on RFP plans and identified which parts of the current RFP list needs to be updated since it was last discussed.

Comments:

- Michelle Long noted that the RFP list changes frequently and needs to be updated

- Bill Blum stated that the department would like to contract out as much as possible.
- Anne Okubo explained that sole sourced RFP's only applies to non-profits. Current contracts are going being approved by the Board of Supervisors instead of using DPH.
- Commissioner Tierney asked for an updated report on RFP's at the October's Finance Committee meeting.
- Commissioner Illig asked that the Commissioner's input be included in RFP's in the future.

7) **EMERGING ISSUES**

No emerging issues.

8) **PUBLIC COMMENT**

No public comment.

9) **ADJOURNMENT**

The meeting adjourned at 3:57p.m.