San Francisco Department of Public Health

Policy & Procedure Detail*

**Policy & Procedure Title:** Development of Health Commission Resolutions (HCM 3)

**Category:** Health Commission

<table>
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<tr>
<th>Effective Date: 1/17/2012</th>
<th>Last Revision Date: 11/20/2017</th>
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**DPH Unit of Origin:** Health Commission

**Policy Owner:** Mark Morewitz, Health Commission Secretary

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<tr>
<th>Phone: 554-2666</th>
<th>Email: <a href="mailto:mark.morewitz@sfdph.org">mark.morewitz@sfdph.org</a></th>
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**Distribution:** DPH-wide, Other:

*All sections in table required.*

1. **Purpose of Policy**
   This policy and procedure (P&P) provides clarity and guidance regarding the process by which draft Health Commission resolutions should be developed.

2. **Policy**
   It is preferred that a topic in which a resolution will be introduced first be discussed at a Health Commission Committee meeting then brought to a full Commission meeting for discussion and approval of the resolution.

   If it is not possible for the topic in which the resolution will be introduced to first be discussed at a Health Commission Committee, it is preferred that the topic and resolution be discussed at two separate full Health Commission meetings so all the relevant issues can be fully vetted and considered.

   If neither of these options is possible, the Health Commission Secretary should be consulted.

3. **Procedures**
   **Health Commission Review of Resolutions Developed by DPH/External Sources**
   
   A. Draft resolutions may be developed by DPH staff, with approval from the DPH Director of Policy and Planning, or Health Commissioners, with assistance from the Health Commission Executive Secretary.

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*The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.*

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*We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~ ~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~*
B. Other government entities (e.g. California Department of Public Health), public advocacy groups (e.g. Smoke Free California) and other external stakeholders may work with the SFDPH to develop a draft resolution.

C. The Director of Health and the Director of Policy and Planning should review a draft resolution prior to it being distributed to the Health Commission.

D. To provide ample time for Commissioners’ review, draft resolutions should be included in the Health Commissioners’ meeting preparation packets, which are delivered the Friday before each Health Commission meeting. (See “Health Commission Prevention Guidelines” for more information regarding the timeline of submitting materials to the Health Commission Secretary.)

E. After their review, the Health Commissioners may email the Health Commission Secretary questions or suggested amendments to a resolution on the Monday prior to the Health Commission meeting. The Health Commission Secretary will forward suggestions and questions to other Health Commissioners, the DPH Director of Health, the DPH Director of Policy and Planning, and any other relevant DPH staff.

**Health Commission Development of Resolutions**

1. Health Commissioners may propose, develop, and amend unapproved resolutions. They may also offer substitution resolutions or amended language to existing proposed resolutions. The Commissioners may utilize assistance from the Health Commission Secretary along with input from the Department of Public Health staff, including the Director of Health, on development of resolutions.

**Finalization of Resolutions**

1. The Health Commission will generally schedule discussion of a resolution at two consecutive meetings. This may require one Committee meeting and one full Health Commission meeting or two full Health Commission meetings. During the first meeting, discussion and suggested changes are proposed. At the second meeting, the Commissioners will discuss the issue further and vote to approve the final resolution.

2. The Health Commission Secretary will work with the SFDPH staff person who drafted the original resolution to finalize the document.

3. The Health Commission Secretary will post the final resolution on the DPH Health Commission web page: [https://www.sfdph.org/dph/files/hc/HCRes/default.asp](https://www.sfdph.org/dph/files/hc/HCRes/default.asp); he/she will send the final signed resolution to SFDPH staff upon request.

**Guidelines for Writing a Health Commission Resolution**

1. **Style Specifications:**
   a. Font style: Calibri
   b. Font size: 12 point
c. Bold: **Header** and **Resolution Title**; the Health Commission Executive Secretary will add the resolution number to the document.

d. The following should always appear in ALL CAPITAL LETTERS:
   i. HEADER
   ii. TITLE
   iii. The word “WHEREAS” in each statement
   iv. The phrases, “NOW, THEREFORE, BE IT RESOLVED,” and “FURTHER RESOLVED”

2. **Tone and Audience:** Resolutions should be written so that Health Commissioners or members of the public without substantial knowledge about the resolution’s topic may get an overview of relevant information by reading the “WHEREAS” statements, so it is important to explain any acronyms or jargon used.

3. **Resolution Structure:**

   **“WHEREAS” Statements:**
   a. “WHEREAS” Statements should give context, foundational information, and an overview of the topic so the requested action makes sense to the reader (i.e. Health Commissioners/members of the public without substantial knowledge about the resolution’s subject matter).
   b. The “WHEREAS” statements should flow from broad to specific information and from past to present.
   c. Each “WHEREAS” statement should contain a single piece of information. This may mean a series of “WHEREAS” statements will be necessary to fully explain the resolution’s theme/issue, with a minimum of three “WHEREAS” statements recommended.

   **“NOW, THEREFORE, BE IT RESOLVED” and “FURTHER RESOLVED” Statements:**
   d. These statements are used to state Health Commission actions (e.g. approval) and requests (e.g. a report back to the Commission within a certain timeframe.)
   e. The first action statement takes the form of, “NOW, THEREFORE, BE IT RESOLVED.” Wording for action statements that follow should be “FURTHER RESOLVED.”
   f. The Health Commission Executive Secretary can provide further clarification or assistance as these statements are drafted.

   **Health Commission Executive Secretary Declaration**
   g. Every Health Commission resolution should end with the following statement:
“I hereby certify that the San Francisco Health Commission at its meeting of [DAY +MONTH + YEAR] adopted the foregoing resolution.

________________________________________________________________________________
Mark Morewitz,
Executive Secretary to the Health Commission

A template and two examples of Health Commission resolutions can be found on the next several pages.
[HEALTH COMMISSION RESOLUTION TEMPLATE]

HEALTH COMMISSION
RESOLUTION NO. XX-X

RESOLUTION TITLE

WHEREAS, [PLACEHOLDER]

WHEREAS, [PLACEHOLDER]

WHEREAS, [PLACEHOLDER]

WHEREAS, [PLACEHOLDER]

WHEREAS, [PLACEHOLDER]

NOW, THEREFORE, BE IT RESOLVED, that the Health Commission [ACTION]

FURTHER RESOLVED [If necessary]

FURTHER RESOLVED [If necessary]

I hereby certify that the San Francisco Health Commission at its meeting of [DAY + MONTH + YEAR] adopted the foregoing resolution.

_________________________________
Mark Morewitz
Executive Secretary to the Health Commission
EXAMPLE #1
HEALTH COMMISSION
RESOLUTION NO. 15-1

APPROVING THE SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH’S 2015 STATE AND FEDERAL LEGISLATIVE PLANS

WHEREAS, On October 16, 2012, the Health Commission identified three five-year budget priorities for the San Francisco Department of Public Health (SFDPH): 1) development of an integrated delivery system; 2) achievement of public health accreditation; and 3) improved financial and operational efficiency; and

WHEREAS, On February 5, 2013, the Health Commission endorsed the Community Health Improvement Plan, which sets forth three priorities for health improvement citywide: 1) ensuring safe and healthy living environments; 2) increasing physical activity and healthy eating; and 3) improving access to high quality health care and services; and

WHEREAS, A number of important issues that will have a significant impact on achievement of SFDPH’s budget priorities and the citywide Community Health Improvement priorities will likely be considered by state and federal legislative bodies in 2015, including Health Reform implementation, Medi-Cal reimbursement, communicable disease control and prevention, behavioral health expansions, and healthy food access; and

WHEREAS, SFDPH participates in a number of statewide associations representing various county health professionals, including health executives, health officers, public hospital executives, mental health directors, and substance abuse directors, to ensure that SFDPH is represented in coalition positions on legislation; and

WHEREAS, SFDPH coordinates engagement in State and federal policymaking and legislative advocacy through the Mayor’s Office of Legislative and Government Affairs to ensure that changes in health policy are consistent with SFDPH priorities and aligned with citywide priorities; and

WHEREAS, the City maintains lobbyists in Washington, DC and Sacramento, with whom SFDPH staff works to ensure that health policy positions approved by the Mayor’s Office and consistent with SFDPH priorities are represented in federal and State advocacy; and

WHEREAS, At its January 6, 2015 meeting, the Health Commission directed SFDPH to revise the state legislative plan to include advocacy for increased Medi-Cal reimbursement rates, and to support efforts that increase awareness of and access to palliative care; and
WHEREAS, SFDPH’s 2015 state and federal legislative plans reflect SFDPH’s health policy priorities, and are an important tool for the City to advocate for health policy and legislation;

NOW, THEREFORE, BE IT RESOLVED, that the Health Commission approves SFDPH’s 2015 federal and state legislative plans.

I hereby certify that the San Francisco Health Commission at its meeting of January 6, 2015 adopted the foregoing resolution.

_________________________________
Mark Morewitz
Executive Secretary to the Health Commission
EXAMPLE #2
HEALTH COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 15-7


WHEREAS, the Priscilla and Mark Zuckerberg San Francisco General Hospital and Trauma Center (SFGH), is one of the nation’s leading public hospitals and has continuously provided a wide range of ambulatory, emergency, acute care and trauma services to San Francisco residents for more than one hundred years; and

WHEREAS, The SFGH campus is under the jurisdiction of City’s Department of Public Health (“DPH”); and

WHEREAS, DPH and The Regents of the University of California, (“the Regents” or “UCSF”) have a long standing affiliation through which UCSF provides physicians and other professional services at SFGH; and

WHEREAS, through the SFGH – UCSF partnership, physicians who are leaders in their fields have been attracted to SFGH and have established SFGH as one of the nation’s leading academic medical centers with a top training program for residents and medical students; and

WHEREAS, SFGH is home to more than 20 UCSF research centers and major laboratories, and over 150 principal UCSF investigators conduct research at the SFGH campus; and

WHEREAS, the co-location of patient care, teaching and research activities is critical to the ability to recruit and retain the physician leaders who treat patients at SFGH; and

WHEREAS, in February 2013, the Mayor and City Administrator established a working task force co-chaired by the San Francisco Public Health Director (or designee) and the UCSF Chancellor (or designee) to collaborate on the development and implementation of certain capital projects on the SFGH campus and to explore the proposal that UCSF construct a modern academic research building at SFGH on what is currently the B/C surface parking lot (the “Research Facility”), which would allow UCSF to consolidate existing SFGH campus research centers and laboratories; and
WHEREAS, since February 2013, staff from the City (DPH, Real Estate Department, Planning Department and City Attorney’s Office) and staff from the Regents have negotiated a number of agreements with respect to the proposed new Research Facility, including (1) a Fee Payment Agreement between DPH and UCSF, dated October 23, 2013, which establishes cost sharing for the negotiation process, and (2) an MOU between UCSF and the Director of the San Francisco Planning Department, dated September 23, 2103, which outlines the manner in which the Regents and the Planning Department will cooperate to perform the environmental review for the proposed Research Facility; and

WHEREAS, City staff and staff from the Regents have negotiated a non-binding term sheet (the “Term Sheet”) that sets forth certain basic economic parameters and other fundamental terms to serve as the basis for City staff and UCSF staff negotiating a ground lease between the City and the Regents of that portion of SFGH campus known as the B/C Lot for the development, ownership and operation of the proposed Research Facility (the “Ground Lease”), and provides that the parties will negotiate in good faith with a goal of completing negotiations on the Ground Lease and related agreements by JUNE 30, 2016; a copy of which Term Sheet is attached as an Exhibit to the staff report accompanying this resolution and is incorporated by this reference; and

WHEREAS, the parties understand that the proposed Research Facility and the terms of the related Ground Lease (collectively, the “Project”) will continue to evolve throughout the public review process; and

WHEREAS, the Term Sheet is not itself a binding agreement that commits the City or the Regents to proceed with the approval or implementation of the Project, and all Project approvals by the City and the Regents, including approvals for the Research Facility and the Ground Lease, are subject to completion of environmental review, including identification of a full range of appropriate alternatives and mitigation measures under the California Environmental Quality Act (“CEQA) and will be subject to public review in accordance with the processes of the City and the Regents; and

WHEREAS, no legal obligation will exist unless and until the City and the Regents have negotiated, executed and delivered mutually acceptable agreements based upon information produced from the CEQA environmental review process and other public review and hearing processes, subject to all applicable governmental approvals; and

WHEREAS, staff from the City and the Regents wish to obtain the endorsement of the Term Sheet by the Health Commission and the San Francisco Board of Supervisors prior to continuing negotiations on the Ground Lease; and

NOW, THEREFORE, BE IT RESOLVED, That the Health Commission endorses the Term Sheet and directs DPH staff to seek the endorsement of the San Francisco Board of Supervisors of the Term Sheet, and upon the receipt of such endorsement to continue negotiations with UCSF
staff with a goal of completing negotiations on the Ground Lease and related agreements by JUNE 30, 2016; and be it further

FURTHER RESOLVED, That the Health Commission’s endorsement of the Term Sheet and direction to DPH staff does not commit the Health Commission or the City to approval of the final Ground Lease or implementation of the Project, nor does endorsement of the Term Sheet foreclose the possibility of considering alternatives to the proposal, mitigation measures, or deciding not to approve or implement the Project, after conducting and completing appropriate environmental review under CEQA.

I hereby certify that the San Francisco Health Commission at its meeting of May 5, 2015 adopted the foregoing resolution.

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Mark Morewitz
Executive Secretary to the Health Commission