

Edward A. Chow, M.D.
President

Cecilia Chung
Commissioner

Judith Karshmer, Ph.D., PMHCNS-BC
Commissioner

David J. Sanchez, Jr., Ph.D.
Commissioner

David B. Singer
Commissioner

Belle Taylor-McGhee
Commissioner

**HEALTH COMMISSION
CITY AND COUNTY OF SAN
FRANCISCO**

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**NOTE: CHANGE OF LOCATION
MINUTES
HEALTH COMMISSION MEETING
Tuesday, August 19, 2014, 2:00 p.m.
25 Van Ness Avenue, Room 330A
San Francisco, CA 94102**

1) CALL TO ORDER

Present: Commissioner Edward A. Chow M.D. , President
Commissioner Cecilia Chung
Commissioner Judith Karshmer, Ph.D, PMHCNS-BC (left at 4:50pm)
Commissioner David J. Sanchez Jr., Ph.D.
Commissioner David B. Singer
Commissioner Belle Taylor-McGhee

The meeting was called to order at 2:02 pm.

2) APPROVAL OF THE MINUTES OF THE HEALTH COMMISSION MEETING OF AUGUST 5, 2014.

Action Taken: The Health Commission unanimously approved the minutes of the meeting of August 5, 2014.

3) GENERAL PUBLIC COMMENT

Otto Duffy stated that as San Francisco gets denser in population, it is more difficult to get necessary resources to everyone; long range planning is needed to utilize spaces appropriately. He noted that there is no Assistant Medical Director at Tom Waddell and other SFDPH medical staff are choosing to leave Tom Waddell Health Center.

Ruben Goodman, started that he is the captain of the Ben Goodman-team for the Walk to End Alzheimer's Disease on September 20 at 8am. He encouraged members of the Commission and SFDPH staff to participate in the walk.

4) RESOLUTION HONORING SONIA E. MELARA, MSW

Edward Chow, MD Health Commission President presented Sonia Melara, MSW, former Health Commissioner, with resolution 14-9, "Resolution Honoring Commissioner Sonia Melara, MSW."

5) **REVIEW HEALTH COMMISSION ROLES AND RESPONSIBILITIES**

Julie Van Nostern, Office of the City Attorney, reviewed a memo outlining Health Commission roles as defined by the City Charter and Administrative Code.

Commissioner Chow introduced Patricia Bennett, Ph.D, Resource Development Associates, who assisted in the facilitation of the meeting.

Commissioner Comments/ Follow-Up:

Commissioner Taylor-McGhee asked for clarification on the definition of “Administrative Matters” as they relate to the roles of the Health Commission and the SFDPH Director of Health. Ms. Van Nostern stated that the Health Commission makes policy and in doing so they give direction to the SFDPH Director of Health to move forward with activities to implement the policy. She added that the day-to-day administration of running the Department of Public Health is in the SFDPH Director of Health’s purview.

Commissioner Sanchez noted that in the past there was tension between the Health Commission and the SFDPH Director of Health in regard to these issues, but over the last 10-15 years, these issues have been clarified.

Commissioner Chow asked how a Commissioner may inquire about a topic referenced during public comment. Ms. Van Nostern stated that a Commissioner who is interested in knowing more about a topic may ask the Commission President or Committee Chair to calendar an item for further discussion. She added that Commissioners do not engage in dialogue with members of the public during Public Comment.

Commissioner Karshmer asked for Commission options to seek more information after hearing a comment from the public. Ms. Van Nostern stated that a Commissioner, through the Chair of a Committee or the Commission President, may request more information on a topic.

Commissioner Singer asked for more information on the role of Joint Conference Committees (JCCs) since they are mandated by state and/or federal regulatory bodies as well as the City. Ms. Van Nostern stated that the Health Commission is the Governing Body and it designates the Health Commission members on the JCCs to represent the Governing Body. She noted that the members of a JCC have no separate or greater duty than the full Health Commission.

6) **REVIEW OF HEALTH COMMISSION COMMITTEE STRUCTURE AND BEST PRACTICES**

Ms. Bennett asked the Health Commission to comment on positive aspects of the current Health Commission Committee structure.

The following are highlights of the Commissioner discussion:

- Committee communication with the full Health Commission has improved.
- Health Commissioners have a better understanding of the Committee structure.
- Progress has been made on agenda-setting to help drive policy.
- The work of the Committees creates efficiency for the Commission as a whole because topics are often discussed at length at a Committee prior to coming before the full Commission.
- The participation of Director Garcia in all the Health Committees has been beneficial.
- The Committee Chair has the authority to determine agenda items; however, the SFDPH Director of Health may give input to the timing of an agenda item due to availability of SFDPH data.

Ms. Bennett asked the Health Commission for ideas to improve the Health Commission Committee structure.

The following are highlights of the Commissioner discussion:

- Health Commissioners who participate on external Committees (e.g. San Francisco Health Plan) should report periodically to the full Health Commission on the activities of these Committees.
- The topic of Health Reform should be imbedded in the Committee activities and presentations.
- There is need to add ways to gauge community and public input on topics considered by the Health Commission.
- There is a delicate balance of the long-term and intense work carried out by the SFDPH and community with the short presentations made at Health Commission meetings.
- Timing of Committee Reports – Commissioners are challenged by needing to report back from the Committees that happen just before the full Commission meeting while also attending to the Commission meeting agenda at hand.
- There is a need to talk about outcomes and measures, rather than stories and updates.
- What are the legal obligations of the Committees? How can a Commissioner insure they are doing due diligence on Committees and the Commission?
- What should be the appropriate level of scrutiny at the Committee level – relative size and scale of contracts or specific topics vs. time spent.
- The Finance and Planning Committee should revisit its rules for contract review.

Note: The Health Commission took a break from 3:50-4:05pm.

7) DRAFT SFDPH UNIFIED STRATEGIC PLAN UPDATE

Colleen Chawla, Deputy Director of Health and Director of Policy and Planning, reviewed the draft outline for the SFDPH Strategic Plan.

Commissioner Comments/Follow-Up:

Commissioner Taylor-McGhee requested more frequent updates on the SFDPH Public Health Accreditation.

Commissioner Chow requested a timeline for each element of the draft Plan; he requested an update to the full Commission every six months.

Commissioner Singer requested information on what activities were left out of the Plan.

Commissioner Karshmer stated that using the final SFDPH Strategic Plan to determine Health Commission meeting agenda items may be an effective planning tool.

8) SFDPH FIVE-YEAR BUDGET UPDATE

Greg Wagner, SFDPH CFO, gave a presentation on the SFDPH Five-Year Budget.

Commissioner Comments/Follow-Up:

Commissioner Singer asked information on the proportion of the total City budget that the SFDPH budget represents. Mr. Wagner stated that the SFDPH budget represents approximately 25% of the total City expenditures.

Commissioners Karshmer asked for the SFDPH to involve the Health Commission when advocacy with the Mayor's Office or Board of Supervisor's is necessary for passing SFDPH-related budget initiatives.

Commissioner Taylor-McGhee asked for information regarding San Francisco Health Network patient recruitment and retention efforts. Director Garcia noted that the San Francisco Health Network is assigned 75% of patients who have not signed up for other health insurance plans.

Commissioner Chow requested more information on possible revenue streams for the Population Health Division.

Commissioner Singer suggested the budget continue to be brought to the Finance and Planning Committee for review and discussion.

Commissioner Karshmer suggested that a timeline and dashboard be developed that will assist in determining when a budget item is presented to the full Health Commission.

9) SFDPH IT UPDATE

Bill Kim, SFDPH CIO, gave a presentation on SFDPH IT strategy.

Commissioner Comments/Follow-Up:

Commissioner Chow asked what IT systems will be in place at SFGH when the new hospital building opens in 2016. Mr. Kim stated the new SFGH building will have a data center and a full data medical network.

Commissioner Chow requested more information on the electronic medical record system planned for the 2016 opening of new SFGH hospital building.

Commissioner Karshmer asked for future presentations on how IT is integrating its activities with clinical staff.

Commissioner Karshmer asked how a future electronic medical record system will impact the San Francisco Health Network.

Commissioner Singer asked for more detailed information on the planned IT and electronic medical record system for the 2016 SFGH hospital building opening.

Commissioner Chung asked for information on the estimated cost-savings in ten years of having an integrated electronic medical record system.

The Health Commission recommended that IT updates be made at the Finance and Planning Committee and that Committee should determine the timeline for these updates.

10) COMMITTEE AGENDA SETTING

Commissioner Chung stated that patient health literacy and prevention are important components of policy and financial management.

11) OTHER BUSINESS

Commissioner Taylor-McGhee stated that she is interested in running for Health Commission Vice President; she has been a Health Commissioner for over two years, is Chair of the Community and Public Health Committee, on the Board of the San Francisco Health Plan, and brings a lifetime of leadership experience.

Commissioner Chung stated that she has not decided whether she will run for Health Commission Vice President.

12) ADJOURNMENT

The meeting was adjourned at 6:04pm.