



City and County of San Francisco
Edwin M. Lee, Mayor

San Francisco Health Commission

Guidelines 8/25/16

Policy & Procedure Title: Communications between Individual Health Commissioners and SFDPH staff		
Effective Date: ??? 2016	Last Revision Date: N/A	
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Distribution: DPH-wide <input checked="" type="checkbox"/>	Other:	

1. Purpose of Guidelines

Health Commissioners rely on SFDPH staff members to provide information regarding SFDPH-related topics to help inform them and guide policy decisions. Individual Health Commissioners may have additional questions about an item presented at a meeting or wish to discuss a topic at length with an SFDPH staff member with expertise in a particular subject matter. Health Commissioners and SFDPH staff are encouraged to develop productive relationships that enable Health Commissioners to learn as much as possible about the SFDPH in order to carry out their function as the Governing Body.

The San Francisco Charter and Administrative Code prescribe the roles of the Health Commission and the Director of Health. The Health Commission establishes plans, policies, and goals for the San Francisco Department of Public Health (SFDPH) and the Director of Health administers and manages SFDPH. Specifically, City Charter Section 4.102 provides that “Each board or commission shall deal with administrative matters solely through the department head or his or her designees.” The Charter also states that the Health Commission has authority to act as a body; individual Health Commissioners do not act on behalf of the full Health Commission.

The purpose of this policy is to define the process for an individual Health Commissioner to meet with a SFDPH staff member outside of official Health Commission meetings.

2. Guidelines

Requests to meet or correspond with an individual SFDPH staff member outside of official Health Commission meetings on matters related to SFDPH are authorized by the Director of Health. This process is in place to ensure that when a Health Commissioner has a question or interest in a topic, the Director of Health can ensure that the appropriate staff are made available for a discussion. Ideas or suggestions that arise during such communications which can impact SFDPH or Health Commission policy, practice or administration may be shared by the staff member with the Director of Health. The Health Commissioner is also encouraged to share ideas or suggestions with the Health Commission Executive Secretary to ensure appropriate follow-up.

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

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 ~

3. Procedures

a. Requests for Communication by Individual Health Commissioners

A request by an individual Health Commissioner to meet or correspond with a SFDPH staff member on matters related to SFDPH should be made to and authorized by the Director of Health. The request should include the topic(s) of interest so that the Director of Health can ensure that the staff with expertise in the topic area(s) are made available. The Health Commission Executive Secretary can assist to facilitate such a request.

b. Requests for Communication by SFDPH Staff

A request by a SFDPH staff member to meet or correspond with an individual Health Commissioner will be made to and approved by the Director of Health. The Executive Secretary will work with the staff member and the Commissioner to arrange a meeting.

c. Post-communication Follow-up

The Health Commissioner and any SFDPH staff involved in conversation should share new ideas or suggestions that arise during such meetings with the Health Commission Executive Secretary and the Director of Health to ensure appropriate follow-up.

d. Informal Discussions Between a Health Commissioner and SFDPH Staff

Due to the nature of the relationship between the Health Commission and SFDPH staff, informal discussions may occur. These types of informal interactions are welcome and can help strengthen the working relationship between the Health Commission and SFDPH. If new ideas or suggestions arise out of these types of interactions, the individual Health Commissioner is encouraged to share them with the Health Commission Executive Secretary to ensure appropriate follow-up.

4. Agenda Setting and Ongoing Communication

Ongoing communication between the chairs of Health Commission committees and the lead SFDPH staff associated with the committee is necessary to plan agendas and conduct regular committee business. The Director of Health has authorized the following SFDPH staff to interact with the specific Health Commissioners listed below.

Committee	SFDPH Staff Position	Health Commission
Community and Public Health Committee	Director of Population Health Director of The San Francisco Health Network	Committee Chair
Finance and Planning Committee	Chief Financial Officer	Committee Chair
LHH JCC	LHH Executive Administrator	Committee Chair
ZSFG JCC	ZSFG Chief Executive Officer	Committee Chair