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MINUTES
HEALTH COMMISSION
FINANCE AND PLANNING COMMITTEE
Tuesday, March 1, 2011, 2:00 p.m.
101 Grove Street, Room 302
San Francisco, CA 94102

1) CALL TO ORDER

Present: Commissioner James M. Illig, Ed.D. Chair
Commissioner Edward A. Chow, M.D., Member
Commissioner Sonia Melara, Member
Commissioner Steven Tierney, Ex Officio Member

The meeting was called to order at 2:07pm. Commissioner Tierney stated that he appointed Commissioner Illig as Chair of the Finance and Planning Committee. He also announced that there will be a one year Task Force focusing on a five-year budget process. The Finance and Planning Committee will continue to focus on the current budget issues.

2) APPROVAL OF THE FEBRUARY 1, 2011 FINANCE AND PLANNING COMMITTEE MINUTES

Action Taken: The minutes were unanimously approved.

3) MONTHLY CONTRACTS REPORT

Jacque Hale, Director of Office of Contract Management and Compliance presented the report.

Commissioner Illig asked if the San Francisco AIDS Foundation contract is for a term of five years and whether the General Fund is the only funder of the contract. Ms. Hale stated that the contract is for five years and is only funded by General Fund.

Action Taken: The Contracts Report was unanimously approved.

4) COMPETITIVE SOLICITATIONS REPORT FOR 2010 & 2011

Jacquie Hale, Director of Office of Contract Management and Compliance presented the report.

Commissioner Illig asked for more details on the residential mental health program solicitation. Ms. Garcia stated Baker Places provided these services in the past but did not successfully apply to the recent RFP and therefore an 18-month contract was sole-sourced to them. It is now time to put the services out to bid.

Commissioner Illig asked if the DPH children and youth services only serve San Francisco residents. Ms. Hale stated that the contracts primarily serve San Francisco residents however if a resident of another city has a mental health emergency while in San Francisco, the DPH services will care for the individual.

Commissioner Illig requested that an update on competitive solicitations be done every six months with the addition of the total amount of money put out to bid for each item.

5) NOTICE OF FORT HELP RELOCATION

Jim Stillwell, Deputy Director, Community Behavioral Services introduced Stan Sharma, Fort Help Executive Director and Isaac Burns, Program Manager. Mike Broslin, the owner of the building was also present. Mr. Broslin stated that the building is zoned for mixed commercial and residential use. Fort Help will be on the first floor.

Commissioner Illig asked for clarification of the organization's name. Mr. Sharma stated that the organization was named for Dr. Fort and the other part of the clinic's name is due to the fact the clinic is in the Mission neighborhood.

Sean Nguyen, Program Manager, Business Office of Contract Compliance stated that one of the residents who attended the 2/14/11 community meeting was concerned about the types of clients that will be at the clinic.

President Illig commended Mr. Broslin for offering to mediate problems between the residents of the building and Fort Help.

Ms. Garcia stated that the new DPH Good Neighbor Policy is meant to improve relations between communities and providers.

Action Taken: The request for relocation was unanimously recommended to the full Health Commission for approval.

6) TRAINING ON THE DPH BUDGET PROCESS

Gregg Sass, Chief Financial Officer, made the presentation which provided an overview of the DPH's five major budget categories and the processes by which budget decisions are made for each.

The following are highlights of the discussion of this item:

The Director's Cabinet is a distinct group from the Integration Steering Committee which has recently been expanded to include Community Programs representatives.

When DPH applies a grant, it reviews whether it has the existing capacity and infrastructure to provide the services or whether the services would best be provided in the community. DPH has learned to

partner with community providers as part of the application process so the provider is written in the grant which eliminates the need for an RPF process. The specific workflow of how grant applications are routed within DPH is still in development.

Ms. Garcia stated that the DPH has proposed building new space in between 101 Grove and Van Ness Avenue. If that project is approved, the staff from 101 Grove would move into the new building while 101 Grove is retrofitted. When that project is completed and staff move back into 101 Grove, staff from 1380 Howard could be moved over to the new building which would give the DPH a long-term savings on rent costs.

The City and County of San Francisco Committee on Information Technology reviews the status of all City information technology projects and monitors the choice of vendors.

Annually, the DPH base budget is given to DPH from the Controller's Office and is based on the previous year's budget with the addition of any changes in various union MOUs.

Cuts in the SFGH and LHH personnel budgets would result in loss of overall revenue for DPH. Much of the GF budget in these areas is a match of MediCal funds.

Commissioner Comments/Follow-Up

Commission Illig stated that because of the high percentage of indirect costs associated with each civil service position, he urges the DPH to engage in a thorough review process when deciding whether to contract a service out to a non-profit organization or provide it through civil service positions.

Commissioner Illig requested that the SFGH and LHH budget items be reviewed at the next JCC meetings.

Commissioner Tierney suggested that after approval by the Board of Supervisors, the final budget should be brought back to the Commission to discuss how it ties into its budget principles and priorities.

Commissioner Illig requested that future presentations include more clarification on the process by which the DPH internal budget decisions are made.

Commissioners Illig and Chow requested that the Grants Budget be presented to the Finance and Planning Committee every six months.

7) COMMITTEE ANNUAL CALENDAR

There was no discussion of this issue.

11) EMERGING ISSUES

Ms. Garcia stated that she met with the Lyon-Martin Board and San Francisco Community Clinic Consortium Executive staff to discuss Lyon-Martin's current request for five hundred thousand dollars to assist in paying back-taxes and for general cash-flow for the agency.

Commissioner Tierney stated that he is concerned about the quality of care being provided during a time when the agency is undergoing tremendous fiscal stress. Ms. Garcia stated that prior to the DPH making a decision regarding whether it will provide cash-flow assistance to the organization, it will conduct a chart audit to review the quality of services currently being provided.

12) PUBLIC COMMENT

There was no public comment.

13) ADJOURNMENT

The meeting was adjourned at 3:59pm.