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**MINUTES  
HEALTH COMMISSION  
FINANCE AND PLANNING COMMITTEE  
Tuesday, November 6, 2012 3 p.m.  
101 Grove Street, Room 302  
San Francisco, CA 94102**

**1) CALL TO ORDER**

Present: Commissioner Edward A. Chow, M.D., Chair  
Commissioner Cecilia Chung, Member  
Commissioner Belle Taylor-McGhee

The meeting was called to order at 3:03pm.

**2) APPROVAL OF THE OCTOBER 2, 2012 FINANCE AND PLANNING COMMITTEE MINUTES**

Action Taken: The minutes of the October 2, 2012 Finance and Planning Committee were unanimously approved.

**3) MONTHLY CONTRACTS REPORT**

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

Commissioner Comments/Follow-Up:

Regarding the PHFE contract, Commissioner Chow asked for clarification of the purpose of the contract. Tracey Packer, Acting Director of HIV Prevention, stated that this contract is for a demonstration grant funded by a Center for Disease Control. The goal of the two year project is to combine seven to ten databases that store client-level data for HIV, TB, STDs, and Hepatitis C into one database which will also reduce amount of related work.

Commissioner Chung asked if the new system will only track HIV confidential testing. Ms. Packer stated that these DPH databases maintain client-level data only on people who test positive for HIV; even if someone has obtained a test at an anonymous site, if the test is positive then client-level information is collected in an attempt to link that person to care.

Commissioner Chow asked if the new system will assist with getting relevant information to clinicians to ensure that treatment options are offered to people who test positive for TB, HIV, STDs, or Hepatitis C. Dave Counter, DPH Chief Information Officer, stated that the databases are compatible with the new electronic medical record and will provide clinicians with the appropriate data to make decisions regarding patient care.

Commissioner Chung asked for clarification on why the contract only has twelve units of service. Ms. Hale stated that it is common practice for non-direct-service contracts to have one unit of service per month for billing purposes.

Regarding the WestBay contract, Commissioner Chow asked if the cost of business for this service has increased. Margot Antonetty, Deputy Director of Housing and Urban Health, stated that the contract amount was reduced last year because the provider could not bill for all the funds in the contract due to a lower number of Laguna Honda residents ready for discharge placement. She explained that the provider is contracted to assist with placing Laguna Honda Hospital residents in appropriate housing. She added that ADA-related repair costs for the housing is included in the contract.

Action Taken: The Committee recommended that the full Health Commission approve the November, 2012 Contracts Report.

**4) REQUEST FOR APPROVAL OF A NEW CONTRACT IN THE AMOUNT OF \$2,286,200 WITH FDI PLANNING CONSULTANTS, INC. TO PROVIDE TRANSITION PLANNING SERVICES FOR THE SAN FRANCISCO GENERAL HOSPITAL REBUILD PROJECT FOR THE DEPARTMENT OF PUBLIC HEALTH FOR THE TERM OF NOVEMBER 1, 2012 THROUGH DECEMBER 31, 2016 (50 MONTHS).**

Commissioner Comments/Follow-Up:

Commissioner Chow asked for more information on the timeline of the contract activities. Terry Saltz, SFGH Rebuild Program Director, stated that in phase one, which will take place in 2013, the bulk of the planning activities will be completed. This includes creating a master schedule and finalizing the project budget. Phase two will take place in 2014 and will include the final transition plan. Phase three will take place in 2015 and will implement the plan for furniture, fixtures and equipment.

Commissioner Chow asked for clarification on the \$450,000 budget item for the virtual tour. Mr. Saltz stated that the item would be used as a training tool but added that it has not yet been determined whether the tour will be the most effective use of the funds. He also stated that not all the funds in the contract have to be expended.

Commissioner Taylor McGhee asked whether the contractor was chosen from a competitive bid process. Mr. Saltz stated that three qualified providers were chosen and this contractor submitted the most cost efficient and overall effective proposal. He stated that the culmination of the contractor's efforts will be a one-day move from the old building into the new hospital.

Greg Wagner, DPH CFO, stated that funds from the Controller's Office are included in the contract amount. Director Garcia added that the DPH learned from the LHH move that having consultants assist with the transition will increase the effectiveness of the process.

Commissioner Chung asked what the LBE was on the bid. Robert Longitano, DPH Contracts Office, stated that the RFP required a 5% LBE goal; the contractor's bid had 7% LBE. He added that the contractor has implemented over 200 hospital transitions with very diverse populations throughout the country.

Commissioner Taylor-McGhee noted that the contract language indicates that the provide only has to adhere to cultural competency "if required." Ms. Hale stated that non-service contracts have different requirements regarding cultural competency. However, due to the diversity of SFGH staff and patients, the provider will have to appropriately deal with issues of cultural competency to effectively plan for the move.

**5) DPH CORRECTIVE ACTION PLAN UPDATE**

Tracey Packer, Acting Director of HIV Prevention, gave an update on the closure of the Native American AIDS Project (NAAP). She stated that the agency made the decision on its own and has been working with the DPH to develop a transition plan. NAAP HIV Health Services and Prevention clients will be transitioned to the Native American Health Center, which has appropriate expertise to provide services. The NAAP transgender clients will be transitioned to the Asian Pacific Islander Wellness Center.

Ms. Packer also stated that the DPH was successful in its negotiation with NAAP's landlord to allow the agency to stay in its space through 12/31/12.

**Commissioner Comments/Follow-Up:**

Commissioner Chung asked if the DPH knows of other contractors who are suffering hardships. Director Garcia stated that the DPH Contract Compliance Unit conducts annual monitoring and regular audits to ensure the DPH is kept updated on potential problems with contractors. Michelle Long, Director of the DPH Contract Development and Technical Assistance Unit (CDTA), stated that the CDTA staff also attempt to monitor contractor issues as they develop or modify contracts. In addition DPH contractors receive various trainings from the DPH and the Controller's Office.

Commissioner Taylor-McGhee stated that this contractor had issues related to maintaining fiscal solvency and asked how the DPH monitors these types of issues which may be distinct from issues related to contract deliverables. Director Garcia stated that the DPH does monitor fiscal issues and uses the Corrective Action Plan as a tool to monitor problems. If a contractor does not meet the terms of the Corrective Action Plan then Marcellina Ogbu, Director of Community Programs, becomes involved. As a last resort, Director Garcia and Greg Wagner, DPH CFO, work with the agency's board of directors to resolve the relevant issues.

**6) EMERGING ISSUES**

This item was not discussed.

**7) PUBLIC COMMENT**

There was no public comment.

**8) ADJOURNMENT**

The meeting was adjourned at 3:59pm.