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**HEALTH COMMISSION
CITY AND COUNTY OF SAN
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**MINUTES
HEALTH COMMISSION
FINANCE AND PLANNING COMMITTEE
Tuesday, December 4, 2012 2 p.m.
25 Van Ness 5th Floor Conference Room
San Francisco, CA 94102**

1) CALL TO ORDER

Present: Commissioner Sonia Melara MSW, Acting Chair
Commissioner Cecilia Chung, Member
Commissioner Belle Taylor-McGhee, Member

The meeting was called to order at 2:08pm.

2) APPROVAL OF THE NOVEMBER 6, 2012 FINANCE AND PLANNING COMMITTEE MINUTES

Action Taken: The Committee unanimously approved the minutes of the November 6, 2012 Finance and Planning Committee meeting.

3) MONTHLY CONTRACTS REPORT

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

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

4) REQUEST FOR APPROVAL OF A NEW CONTRACT IN THE AMOUNT OF \$149,957 WITH WESTAT, INC. TO ADMINISTER THE HEALTHY COMMUNITIES SURVEY, FOR THE TERM OF DECEMBER 1, 2012, THROUGH NOVEMBER 30, 2013 (12 MONTHS).

Commissioner Comments/Follow-Up:

Commissioner Taylor-McGhee asked when the data from the survey will be available. Colleen Chawla, Deputy Director and Director of Policy and Planning, stated that the data will be compiled in the form of a brief and will be available in approximately one year.

Commissioner Taylor-McGhee asked for clarification on the sample population and size. Ms. Chawla stated that the survey will use a mixed method and will survey 1,000 people through all Supervisorial Districts. There will also be focus groups in four Supervisorial districts. Director Garcia stated that this data will be used for accreditation and will inform DPH planning efforts regarding gaps in the current service system.

Commissioner Melara asked if this project is duplicative of other data collection efforts. Ms. Chawla stated that this survey fills the gap in data for some sub-populations that are not currently represented in the Community Health Improvement Plan development process.

5) DRAFT FY 11/12 DPH ANNUAL REPORT

Patrick Chang, Office of Policy and Planning gave the report.

Commissioner Comments/Follow-Up:

Commissioner Melara requested that the listing of In-Home Supportive Services Public Authority Governing Board be removed from her biography section in the final Report because she does not serve on this body.

6) DPH CORRECTIVE ACTION PLAN UPDATE

Duane Einhorn, Director of DPH Contract Compliance, gave the update.

Commissioner Comments/Follow-Up:

Regarding the AIDS Community Research Consortium (ACRC), Commissioner Taylor-McGhee asked how the agency's services will continue. Marcellina Ogbu, Director of Community Programs, stated that the transition plan is still in development and the DPH is currently assessing other agencies to take over the ACRC program.

Commissioner Melara asked for information on the client population. Michelle Long, Director of Contract Development and Technical Assistance, stated that the agency is in San Mateo but most current clients reside in San Francisco.

Commissioner Chung stated that there is a trend of small agencies having difficulty with remaining fiscally solvent. Director Garcia stated that one common weakness is that Boards of Directors of these smaller agencies do not share strategic perspective of the agency Executive Staff. The DPH is working with these agencies, especially those targeting people of color, to share effective business and fiscal functions through a contractor.

7) EMERGING ISSUES

This item was not discussed.

8) PUBLIC COMMENT

There was no public comment.

9) ADJOURNMENT

The meeting was adjourned at 2:46pm.