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Commissioner

**Belle Taylor-McGhee**  
Commissioner

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

**Edwin M. Lee, Mayor**  
**Department of Public Health**



**Barbara A. Garcia, M.P.A.**  
Director of Health

**Mark Morewitz, M.S.W.**  
Executive Secretary

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**MINUTES  
HEALTH COMMISSION  
FINANCE AND PLANNING COMMITTEE  
Tuesday, May 7, 2013 3p.m.  
101 Grove Street, Room 302  
San Francisco, CA 94102**

**1) CALL TO ORDER**

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

Excused: Commissioner Cecilia Chung, Chair

Commissioner Chow called the meeting to order at 3:25pm.

**2) APPROVAL OF THE APRIL 2, 2013 FINANCE AND PLANNING COMMITTEE MINUTES**

Action Taken: The minutes of the April 2, 2013 Finance and Planning Committee were unanimously approved.

**3) MONTHLY CONTRACTS REPORT**

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

Action taken: The Committee unanimously recommended that the full Health Commission approve the May Contracts Report.

**4) REQUEST FOR APPROVAL OF A NEW CONTRACT IN THE AMOUNT OF \$1,200,000 WITH EVOKED POTENTIAL ASSOCIATES LLC, AN AFFILIATE OF SPECIALTYCARE, INC TO PROVIDE INTRAOPERATIVE NEUROMONITORING SERVICES FOR SAN FRANCISCO GENERAL HOSPITAL FOR THE TERM OF MAY 1, 2013 THROUGH APRIL 30, 2015 (24 MONTHS).**

Jacquie Hale, Director of Office of Contract Management and Compliance, reviewed the proposed contract.

Commissioner Comments/Follow-Up:

Commissioner Chow asked why the service is being put into a sole-source contract. Ms. Hale stated that the contractor provides the highest standard of care in this field.

Commissioner Chow asked for more information on how the contractor provides services. Michael Maudlin, Executive Director stated that Evoked Potential providers assess a patient prior to surgery and monitor the patient in relevant areas during the surgery giving surgeon's direct and timely feedback during procedures. These services result in a substantially lower amount of unintended impact of surgeries.

Action taken: The Committee unanimously recommended that the full Health Commission approve the contract.

**5) REQUEST FOR SITE APPROVAL FOR RELOCATION OF THE BAYVIEW HUNTERSPOINT HEALTH AND ENVIRONMENTAL RESOURCE CENTER (HERC)**

Jacque Hale, Director of Office of Contract Management and Compliance, presented the request for relocation.

John Ledahl, HERC Executive Director stated that the agency has a three-year strategic plan to expand its model and address other types of chronic diseases; currently it focuses on asthma-related conditions.

Commissioner Comments/Follow-Up:

Commissioner Chow asked how many people are seen each day by the agency staff. Mr. Ledahl stated that approximately 75-200 people participate in agency activities each day.

Action taken: The Committee unanimously recommended that the full Health Commission approve the relocation request.

**6) LAGUNA HONDA HOSPITAL PARATRANSIT SERVICES**

Mike Llewellyn, LHH Chief Operating Officer, presented the item.

Commissioner Comments/Follow-Up:

Commissioner Chow asked Mr. Llewellyn to review the proposed services. Mr. Llewellyn reviewed the memo outlining the proposed services (See Attachment #1).

Commissioner Chow noted that no other providers were in attendance at the May 6, 2013 Finance and Planning Committee meeting and asked Mr. Llewellyn whether LHH had received any notice of interest from other providers. Mr. Llewellyn stated that no other providers had contacted LHH indicating interest in providing paratransit services for LHH.

**7) EMERGING ISSUES**

This item was not discussed.

**8) PUBLIC COMMENT**

There was no public comment.

**9) ADJOURNMENT**

The meeting was adjourned at 3:45pm.

**Attachment #1**

Department of Public Health  
Barbara A. Garcia, MPA, Director of Health



Edwin M. Lee  
Mayor

Laguna Honda Hospital and Rehabilitation Center  
Mivic Hirose, RN, CNS, Executive Administrator

**To:** Sonia Melara, MSW, President  
Members of the San Francisco Health Commission

**Thru:** Barbara A. Garcia, MPA, Director, Department of Public Health

**From:** Mivic Hirose, Executive Administrator, Laguna Honda Hospital

**Cc:** Mark Morewitz, Secretary, San Francisco Health Commission  
Colleen Chawla, Deputy Director, Department of Public Health

**Re:** Application for Caltrans FTA Section 5310 Elderly & Disabled Specialized Transit  
Vehicle Replacement Grant

**Date:** March 14, 2013

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**Background**

Laguna Honda Hospital and Rehabilitation Center (LHH) is applying for a grant for \$361,594 through Caltrans FTA Section 5310 Elderly & Disabled Specialized Transit Vehicle Replacement Grant to replace four LHH aging para-transit vehicles. This capital grants funding program was established by the Federal Transit Administration for meeting the transportation needs of elderly persons and persons with disabilities in areas where public mass transportation services are otherwise unavailable, insufficient, or inappropriate. It allows for the procurement of accessible vans and buses; communication equipment; and computer hardware and software for eligible applicants. LHH's grant request will fund the replacement of four vehicles for the following proposed services.

**Proposed Services**

*Shuttle Buses to Public Transportation:* Replace shuttle buses to transport patients and their families to and from MUNI, which is located 0.7 miles down steep slopes that are difficult to navigate for disabled and elderly individuals. The existing LHH shuttles are 14 and 19 years old, and both have accrued over 150,000 miles each. The cost to service the aging shuttle vehicles in FY 11-12 was over \$21,000.00. While in City's Central Shops, shuttles can take up to two months to be repaired. New shuttles will reduce maintenance costs, and are integral to LHH's commitment to providing accessible transport for our senior and disabled population who can use MUNI to get to and from

community-based services that will help ready them for discharge; as well as ensuring that LHH is accessible via public transportation to families and visitors who may be disabled and/or elderly.

*Activity Therapy Bus:* Replace one bus for our Activity Therapy program. The new bus will enable the Activity Therapy department to send many patients on community outings that support re-integration back into the greater San Francisco/Bay Area community and preparation for discharge back into the larger San Francisco community. The current bus is over 13 years old, and in FY 11-12, service costs were over \$22,000 in maintenance and repairs.

*Van:* Purchase of one new wheelchair accessible van to meet LHH's growing need to transport patients to and from San Francisco General Hospital, other community appointments and housing options that will help to ready them for community re-integration and discharge or transport between the two DPH hospital locations. This vehicle will be used primarily by LHH Social Services and Rehabilitation Departments.

### **Grant Requirement**

Title 49 USC 5310(a)(2) requires that any public agency applying for these funds must notice and certify that "no non-profit agencies are readily available to provide the proposed services." LH has sent out letters to local non-profit para-transit agencies notifying them of the proposed services we are requesting vehicles for this grant application. The public agency's governing body is required to hold a public hearing and to sign and submit certification that it has done so.

I am submitting this memo to ask for your support in meeting this funding requirement by: (1) holding a public hearing giving notice to any non-profit transportation provider who may be available to provide the proposed services and (2) sign attached certification verifying that a public hearing was held.

We are excited about the proposed vehicle grant and its potential to reduce maintenance costs, improve quality of care and service excellence, provide our residents with the para-transit support to assist them with a successful discharge and re-integration to the community, and provide continued access to LHH for families and visitors via transport from the Forest Hill MUNI station to the hospital.

If there are questions, please contact Mike Llewellyn at 759-2363. Thank you.

## PART I –APPLICANT ELIGIBILITY

### ***Public Agency Certification***

Title 49 U.S.C. 5310(a)(2) provides that a State may allocate apportioned funds to a governmental authority provided that: 1) the governmental authority is approved by the State to coordinate services for elderly individuals and individuals with disabilities; and 2) there are no non-profit organizations readily available in the area to provide the special services.

A public agency must certify that no non-profit agencies are readily available to provide the proposed service, by completing and signing the “**Public Agency Certification**” below. A public hearing is a required part of the application process and should be completed between the Call for Projects release date and the due date of the application to the RTPA. If a public hearing has been scheduled, but not completed by this date, write the scheduled hearing date in the space provided at the bottom of the Certification. Under no circumstances will the Department accept missing documentation relative to this Certification after the Caltrans due date.

#### **Public Agencies**

Check one and provide the following as instructed:

- a) \_\_\_ Certifying to the Governor that no non-profit corporations or associations are readily available in the service area to provide the proposed service.

***Note: If a hearing is scheduled but has not yet been held, follow instructions provided below (shown in italics), under each specific item.***

1. Submit proof of a public hearing notice and a copy of the contact letter sent to non-profit transportation providers informing them of the hearing. *If the hearing has not been held prior to the application’s submittal to the RTPA, then proof of the scheduled public hearing date must be submitted to both Caltrans and the RTPA prior to the final application due date.*
  2. Submit a resolution that no non-profit agencies are readily available to provide the proposed service. *If a hearing has not yet been held, submit the resolution following the hearing.*
  3. Complete Public Agency Certification. *If a hearing has not yet been held, submit certification following the hearing.*
  4. Submit proof of contact with all non-profit transportation providers regarding notice of public hearing.
- b) \_\_\_ Approved by the State to coordinate services for elderly individuals and individuals with disabilities, including CTAsAs designated by the RTPA.
1. Submit current designation letter.

#### **Certification of No Readily Available Service Providers**

The public agency, \_\_\_\_\_, certifies that there are no non-profit agencies readily available to provide the service proposed in this application.

Certifying Representative

Name (print):

Title (print)	
Signature:	Date
Date of Hearing:	