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Commissioner

**HEALTH COMMISSION
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**MINUTES
HEALTH COMMISSION
FINANCE AND PLANNING COMMITTEE
Tuesday, April 2, 2013 2p.m.
101 Grove Street, Room 302
San Francisco, CA 94102**

1) CALL TO ORDER

Present: Commissioner Cecilia Chung, Chair
Commissioner Edward A. Chow, M.D., Member

Absent: Commissioner Belle Taylor-McGhee, Member

The meeting was called to order at 2:03pm.

2) APPROVAL OF THE MARCH 5, 2013 FINANCE AND PLANNING COMMITTEE MINUTES

Mr. Morewitz noted that the minutes should be revised to indicate that Commissioner Taylor-McGhee was absent.

Action Taken: The Committee unanimously approved the minutes of the March 5, 2013 Finance and Planning Committee with the correction noted above.

3) MONTHLY CONTRACTS REPORT

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

Commissioner Comments/Follow-Up:

Regarding the University of the Pacific contract, Commissioner Chow asked what impact will the reduction of funds have on the number of clients to be served. Dean Goodwin, HIV Health Services Assistant Director, stated that the reduction in the contract is comprised of funds that were Ryan White funding rollover from the previous fiscal year; therefore the reduction is not impacting the baseline targets of the contract.

Regarding the University of the Pacific contract, Commissioner Chung asked whether the contractor has other sources of funding to supplement the program. Mr. Goodwin indicated that the contract does have other funding sources for the program.

Commissioner Chow asked for the rate of indirect costs for the Public Health Foundation Enterprises contract. Tracey Packer, Acting Director of HIV Prevention, stated that the indirect amount for the contract

is 9%; if the contractor subcontracts out any of the contract, then the indirect cost will be \$27,744 out of the \$336,000 total contract amount.

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

4) Request for approval of a new contract with Asian Week Foundation in the amount of \$192,723, which includes a 12% contingency, to provide fiscal intermediary services to support the HEAL SF B: Hepatitis B identification and linkage to care program for foreign-born persons with Hepatitis B, for the period of March 1, 2013 through September 29, 2013 (7 months).

Commissioner Comments/Follow-Up:

Commissioner Chow asked for the rate of indirect expenses in the contract. Ms. Hale stated that the contract has an indirect rate of 10%.

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

5) RFP REPORT

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

Commissioner Comments/Follow-Up:

Commissioner Chung requested that future RFP reports include information regarding whether the service is new or a continuation. She also requested information regarding the approximate funding for the category based on past DPH service contracts in the same service category.

Commissioner Chung asked whether the new gender reassignment surgery services will be put out to bid through an RFP process. Ms. Hale stated that the services will be contracted through a sole-source mechanism due to the limited number of providers with the appropriate expertise.

6) SOLE SOURCE LIST

Jacquie Hale, Director of Office of Contract Management and Compliance, gave an overview of the report and suggested that it be included in the approval of the Contracts Report at the full Health Commission meeting.

Action taken: The Committee unanimously recommended that the full Health Commission approve the Sole Source List. Commissioner Chow noted that because he is a Board member of NICOS, a DPH contractor, he will abstain from the vote on the Contracts Report which lists NICOS on the revised Sole-Source Contractor list.

8) UPDATE ON 5-YEAR BUDGET TOOL

Greg Wagner, Chief Financial Officer, gave the report which provided an update on the use of the 5-Year budget Evaluation Tool by DPH staff. He stated that the tool has been especially helpful when considering IT projects. However the tool requires a substantial amount of time. He suggested that the tool continue to be revised to make it more efficient to use.

Tomas Aragon, MD, Health Officer and Director of Population Health and Prevention, stated that the tool has been very helpful in ensuring that all DPH staff understand a universal criteria when setting budget priorities and considering specific initiatives. However, he added that there are inherent complexities when comparing programs that provide health services to individuals with prevention programs targeting communities.

Director Garcia stated that the Tool has increased the quality of the budget discussions for DPH staff.

Marcellina Ogbu, Director of Community Health Programs, stated that the Tool was helpful because all those around the table were using the same criteria. However, the Tool did not assist them with actually making budget decisions.

Commissioner Comments/Follow-Up:

Commissioner Chung asked how the Tool may be helpful when communicating budget decisions to the public. Director Garcia stated that the Tool and the accompanying process is helpful in showing the public that a formal process was undertaken to make DPH budget decisions.

Commissioner Chung suggested that when considering the weighting of the Tool's criteria and domains, it may decrease the complexity of the form to eliminate the two decimal places.

Commissioner Chow asked how the Tool can be adapted to be more useful to the DPH in the future. Dr. Aragon stated that the tool will need small changes with pilot tests to revise the process to better fit the DPH. However, it may not be possible to use the Tool for all budget decisions because of the interconnectedness that many of the programs have with each other. Mr. Wagner suggested that a possible future step would be to have a group discuss and assign scores together to cut down on the time. Using the same criteria, the discussion of the budget item may be an effective next step.

Commissioner Chung stated that having a shared criteria and culture around budget decisions is a helpful step. She requested an update on this issue as revisions are made to the Tool.

9) EMERGING ISSUES

This item was not discussed.

10) PUBLIC COMMENT

There was no public comment.

11) ADJOURNMENT

The meeting was adjourned at 3:35pm.