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**MINUTES
HEALTH COMMISSION
FINANCE AND PLANNING COMMITTEE
Tuesday, October 1, 2013 2p.m.
101 Grove Street, Room 302
San Francisco, CA 94102**

1) CALL TO ORDER

Commissioner Cecilia Chung, Chair

Commissioner Edward A. Chow, M.D., Member (arrived at 2:05pm)

Commissioner David Singer, MBA, Member

The meeting was called to order at 2:00pm.

2) APPROVAL OF THE SEPTEMBER 3, 2013 FINANCE AND PLANNING COMMITTEE MINUTES

Commissioner Comments/Follow-Up:

Commissioner Singer made an inquiry regarding the timeline of a response to his previous request for DPH staff to review best practices regarding government contracting. Commissioner Chung suggested that an appropriate time to discuss that issue would be at the November 5, 2013 Finance and Planning Committee Planning session.

Commissioner Chow stated that under item 7, "Preparation for Finance and Planning Committee Planning Session, second paragraph, the word "started" should be changed to "stated" in the sentence, "She also started that DPH is working with consultants to evaluate realistic five year budget projections."

Action Taken: The minutes of the September 3, 2013 Finance and Planning Committee meeting were unanimously approved with the correction noted above.

3) CONTRACTS REPORT

Jacque Hale, Director of Office of Contract, presented the report.

Commissioner Comments/Follow-Up:

Commissioner Chow asked for more information regarding the \$138,666 UCSF contract to provide comprehensive maternity care services to uninsured patients at SFGH. He stated that comprehensive maternity services should be provided by UCSF through the DPH/UCSF Affiliation Agreement.

Annie Obuko, DPH Financial Officer, stated that the Health Commission passed resolution 25-98, "Approving a Revised Maternity Fee Package For the Community Health Network" in 1998 which authorizes

to UCSF to offer an expanded maternity package of services. Commissioner Chow stated that the resolution was passed as part of the disbanded DPH Community Health Network, and was intended to pay for itself by offering services possibly to tourists and other non-San Francisco residents.

The Committee requested that DPH staff check on the background and all relevant information regarding this contract at the next Finance and Planning Committee meeting.

Regarding the \$33,600 Transmetro contract to provide transit services for DPH and UCSF staff at SFGH, Commissioner Singer asked if the services will end when the new SFGH facility opens. Terry Saltz, SFGH Rebuild Program Director, stated that the transportation services are considered very helpful and will continue after the new SFGH hospital is completed.

Action Taken: The Committee recommended that the full Health Commission approve the October 2013 Contracts Report with the exception of the \$138,666 UCSF contract, which will be considered at the November 5, 2013 Finance and Planning Committee meeting.

4) DPH ANNUAL REPORT OUTLINE FY 2012-13

Sneha Patil, DPH Office of Policy and Planning, reviewed the report outline.

Commissioner Comments/Follow-Up:

Commissioner Chung requested that the Annual Report contain a section that will reflect relevant changes to public health in the upcoming year (e.g. changes to how transgender information will be collected, ACA implementation).

Director Garcia stated that she hopes future reports can share outcomes in addition to client demographic information.

Commissioner Chow requested that the SFGH and LHH sections in the Report should include quality indicators.

5) DPH 4TH QUARTER FINANCIAL REPORT

Greg Wagner, DPH Chief Financial Officer, gave the report.

Commissioner Comments/Follow-Up:

Commissioner Singer asked the expected timeline when the City “closes the books” on the DPH budget. Mr. Wagner stated the City will complete all budget activities and analysis for the FY12-13 in the next 30-45 days.

Commissioner Singer asked for more information on how the implementation of an electronic medical record (EMR) may impact SFDPH primary care revenue. Mr. Wagner stated that there is a drop in billing and patient encounter data in the months directly after the implementation of an EMR; he added that the industry standard is that it takes at least one quarter for staff to acclimate to a new system. The SFDPH is focusing on clinics in which staff need more time and assistance to acclimate. SFDPH is revising data for each clinic to give appropriate feedback to staff and administration. Director Garcia stated that a lesson learned early in the EMR rollout process for SFDPH Community Oriented Primary Care (COPC) Clinics was that IT and clinic administration staff had to work out communication regarding timeline and action steps for the implementation. Commissioner Chow stated that COPC clinics have the advantage of administrative support staff to assist clinical staff; he is concerned that the hospital clinics may not have the same support systems in place.

Commissioner Chow asked for more information regarding the Jail Health Services (JHS) budget. Director Garcia stated that there are strict regulations that prohibit reimbursement for most care and medical procedures for people who are incarcerated. This results in the General Fund being used to cover the cost of medical care for those incarcerated in the San Francisco jails. She stated that JHS staff are trained to enroll inmates in the San Francisco jails into MediCal. This may enable the SFDPH to receive reimbursement for some medical procedures performed on inmates at SFGH.

Commissioner Singer requested more detailed budget information on the cost of medical and psychiatric care per inmate served by JHS. He also requested human resource information regarding staffing ratio requirements and JHS staffing patterns and cost.

Commissioner Chung asked for more information on “bad” debt information for SFGH. Mr. Wagner stated that when SFDPH increases its patient rates, the rate of “bad” debt increases but it is mitigated by the funds earned through patient revenues.

6) PREPARATION FOR FINANCE AND PLANNING COMMITTEE PLANNING SESSION

Commissioner Cecilia Chung stated that the November 5, 2013 Finance and Planning Committee meeting will be primarily devoted to a planning session in an effort to part of a transparent budgeting process throughout the year.

Commissioner Chow stated that looking at the anticipated real costs of managed care contracting will be helpful to predict budget issues for the upcoming year. He added that using analysis of actual costs of providing care through Healthy San Francisco may be a good predictor.

Commissioners Singer and Chung suggested developing a SFDPH financial dashboard that could assist the Health Commission and interested members of the public in tracking SFDPH budget issues throughout the year.

7) EMERGING ISSUES

This item was not discussed.

8) PUBLIC COMMENT

There was no public comment.

9) ADJOURNMENT

The meeting was adjourned at 3:59pm.