1) CALL TO ORDER
Present: Commissioner Cecilia Chung, Chair
Commissioner Edward Chow, MD, Member
Commissioner David Singer, Member (arrived at 2:29pm)

The meeting was called to order at 2:07pm.


Action Taken: The Committee unanimously approved the minutes of the 11/4/14 meeting.


Sean Nguyen, SFDPH Program Manager, presented the request. Vitka Eisen, HealthRight360 CEO, was present to answer questions.

Commissioner Comments/Follow-Up:
Commissioner Chow asked if the agency will work with the landlord to ensure the sidewalks are clean. Ms Eisen stated that HealthRight360 always attempts to keep its program areas clean.

Commissioner Chung stated that this request is indicative of the change in the San Francisco economy as more non-profits’ leases are increased.

Action Taken: The Committee recommended that the full Health Commission approve the relocation request.
4) **HEALTH COMMISSION CONTRACT REVIEW POLICY**  
Greg Wagner, Chief Financial Officer, presented the revised policy.

**Commissioner Comments:**  
Commissioner Chow suggested that after the revisions are approved by the full Health Commission, that the Committee review the policy after six months.

Commissioner Chung stated that after the first year, the Committee can review the policy’s effectively every other year. She added that it will be important that the monitoring of the contracts is adequate and updated.

Commissioner Chow requested that a statement of intent for the policy be added that includes that there are ongoing opportunities for new providers as services are put out to bid.

Commissioner Chung stated that the SFDPH use of sole-source contracts remains confusing. Mr. Wagner stated that the Committee will discuss sole source contracting in early 2015.

Commissioner Chow requested that an annual report of SFDPH grants be presented to the Committee.

5) **SFDPH CORRECTIVE ACTION POLICY AND PROCEDURE FOR CONTRACTORS**  
Duane Einhorn, Director of Contract Compliance, presented the item.

**Commissioner Comments/ Follow-Up:**  
Commissioner Chow asked how the Health Commission will be informed if a contractor is on a correction action plan (CAP). Director Garcia stated that when a contractor is placed on a CAP, the Health Commission will be notified through an email to the Health Commission Secretary. Mr. Morewitz noted that the monthly contracts report will have a notation if the contractor is on a CAP.

Commissioner Chung asked why a contractor could be eligible to respond to an RFP if it is on a CAP. Director Garcia stated that as long as the contractor is working with the SFDPH in regards to adhering to the CAP, they remain in good standing to compete in RFPs.

Commissioner Singer stated that is glad to see that a CAP is not punitive but can be a map to success as an SFDPH contractor.

Commissioner Chung noted that many contractors use subcontractors so it the main contractor is out of compliance, it may have a ripple impact on all the agencies involved in a project.

**Discussion of the Native American Health Center CAP:**  
Commissioner Chung asked if an agency without a CAP can ask for technical assistance. Director Garcia stated that the Contract Development and Technical Assistance Unit provides technical assistance to many contractors that do not have a CAP.

Commissioner Chow asked if technical assistance has helped this agency. Mr. Einhorn stated that the SFDPH technical assistance has enabled the agency to meet its goals in the fourth quarter.
Commissioner Chung noted that this agency is now the only Native American provider for the community.

Commissioner Singer asked if the SFDPH has a mechanism to celebrate when an agency CAP is removed due to its success at meeting goals. Director Garcia stated that the SFDPH will improve in this area.

Commissioner Chow asked if cultural competency has been integrated in to contract monitoring. Marcellina Ogbu stated that contract compliance and cultural competency are monitored by separate SFDPH units. Commissioner Chow requested a report on SFDPH cultural competency efforts.

**Discussion of Bayview Hunters Point Foundation CAP:**
Commissioner Singer asked for clarification as to whether the agency is reimbursing the state for the services found not to be in compliance. Mr. Einhorn stated that the SFDPH had to pay the state back immediately and the agency is paying the SFDPH back over time.

Commissioner Chow asked if the organization should have been audited earlier. Chona Peralta, SFDPH Compliance Office, stated that all SFDPH contracts are audited annually or every other year. She added that this agency was audited then provided with technical assistance before being put on a CAP.

Commissioner Singer asked if the SFDPH can learn from this example to determine which contractors may need closer oversight. Ms. Peralta stated that the SFDPH has identified those agencies at highest risk and are being offered technical assistance.

**6) MONTHLY CONTRACTS REPORT**
Greg Wagner, Chief Financial Officer, gave the report.

**Commissioner Comments/Follow-Up:**
Regarding the Public Health Foundation Enterprise contract for mass prophylaxis preparedness, Commissioner Chow asked if the data system will integrate with the SFDPH electronic medical record. Israel Nieves, Director of Office of Equity and Quality Improvement, stated that this system will interface with the SFDPH electronic medical record.

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

**7) REQUEST FOR APPROVAL OF A NEW CONTRACT WITH HEALTH RIGHT 360, IN THE AMOUNT OF $328,094, WHICH INCLUDES A 12% CONTINGENCY, TO PROVIDE FISCAL INTERMEDIARY, PROFESSIONAL CONSULTATION AND TECHNICAL ASSISTANCE SERVICES TO SUPPORT THE DEPARTMENT’S PSYCHIATRIC INPATIENT UNIT DOCUMENTATION PROJECT, FOR THE PERIOD OF JULY 1, 2014 THROUGH JUNE 30, 2015 (1 YEAR).**
Chona Peralta, SFDPH Compliance Officer, presented the contract request. Mary Thorton, the contractor, reviewed the scope of work for the contract.

**Commissioner Comments/Follow-Up:**
Commissioner Chow asked why the contract is retroactive. Ms. Peralta stated that the contract went through several iterations before being finalized. Director Garcia stated that the SFDPH will attempt to be more timely with contract negotiations.
Action Taken:
The Committee recommended that the full Health Commission approve the new contract request.

8) **SFDPH SOLE SOURCE LIST OF CONTRACTORS**
Jacquie Hale, Director, DPH Office of Contracts Management and Compliance, presented the list and requested a recommendation from the Committee for full Health Commission approval of this item.

Commissioner Comments/Follow-Up:
Commissioner Singer stated that the document does not contain language stating that only these contractors can provide the specified service. Mr. Wagner stated that the presentation on sole source contracts in 2015 will hopefully provide clarification regarding the SFDPH use of sole source contracts.

Action Taken:
The Committee recommended that the full Health Commission approve the SFDPH list of sole source contractors.

9) **EMERGING ISSUES**
This item was not discussed.

10) **PUBLIC COMMENT**
There was no public comment.

11) **ADJOURNMENT**
The meeting was adjourned at 3:55pm.