MINUTES
HEALTH COMMISSION
FINANCE AND PLANNING COMMITTEE
TUESDAY, JUNE 2, 2015 2p.m.
101 Grove Street, Room 302 or 300
San Francisco, CA  94102

1)  CALL TO ORDER
Present:    Commissioner Cecilia Chung, Chair
            Commissioner Edward Chow, MD, Member
            Commissioner David Singer, Member
            Commissioner David Pating, MD

The meeting was called to order at 2:06pm.


    Action Taken:  The Committee unanimously approved the May 5, 2015 meeting minutes.

3)  MONTHLY CONTRACTS REPORT
Michelle Ruggels, Director of Operations for Community Programs reviewed the report.

    Commissioner Comments/Follow-Up:
    Regarding the HealthRight360 contract, Commissioner Pating stated that the agency has been expanding its programs. He asked how the SFPDH monitors the contract. Ms. Ruggels stated that the contract funds payments to foster care and board and care providers that live out of the county. Because many of these facilities/homes do not have the administrative infrastructure necessary to complete all the SFPDH requirements, HealthRight360 is funded to provide the administrative functions. She noted that the contract is monitored according to SFPDH protocols.

    Action Taken:  The Committee recommended that the full Health Commission approve the June 2015 Contracts Report.
4) **Request for Approval of a Professional Services Contract with P.B.**

**Possible Action:**

*Strategies to Perform Overall Program Management and Take the Lead in Capital Integration and Bond Planning for Department-Wide Improvements and Planning Projects in the Amount of $2,410,706 for the Term of July 1, 2015 to June 30, 2019 (48 Months)*

Greg Wagner, SFDPH CFO, presented the contract.

**Commissioner Comments/Follow-Up:**

Commissioner Chow asked if this contract was a result of an RFP. Mr. Wagner stated that the contract was a result of an RFQ process, which enables the SFDPH to have a panel of experts that can be contracted with for a number of projects related to their expertise.

Commissioner Singer asked if the SFDPH is likely to renew the contract. Director Garcia stated that the hope is to build infrastructure within the SFDPH so that there will not be need to contract out the full range of services in the future.

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

5) **Discussion of Health Commission Review Process for DPH Sole Sources Contracts**

Michelle Ruggels, Director of Operations for Community Programs, gave the presentation.

**Commissioner Comments/Follow-Up:**

Commissioner Singer asked if the SFDPH can disagree with the Budget Analyst’s analysis. Ms. Ruggels stated that the SFDPH can disagree with the Budget Analyst but it must present a rationale that indicates the SFDPH adheres to the Administration Code.

Commissioner Singer asked if the sole source contracting process dissuades potential new providers from attempting to contract with the SFDPH. Director Garcia stated that new providers continue to approach her; she also noted that the cost of operating a business in San Francisco is an obstacle for some providers.

Commissioner Singer suggested that the list be sorted by contract amount and to add the number of years each of the services has been contracted through a sole source. He also suggested that the list include some examples of services that were sole sourced and then transitioned to a regular contracting process.

Commissioner Chung requested that the list of SFDPH Sole Source providers be kept updated including removing names of agencies no longer in business. Director Garcia suggested that the list be revised every 36 months and that criteria be developed for the list.

6) **Request for Approval of Annual DPH Sole Sources List**

Michelle Ruggels, Director of Operations for Community Programs, reviewed the list.

**Action Taken:** The Committee approved the Annual DPH Sole Source List.

7) **SFDPH IT Update on Electronic Health Records**

Bill Kim, SFDPH CIO, gave the presentation.

**Commissioner Comments/Follow-Up:**

Commissioner Chung asked, since it is difficult to hire an Informatics Manager with the SFDPH, is it possible to contract the position out. Mr. Kim stated that it is possible, but not ideal because the contracted position would only be for 4 days a week due to the contract. He said that ever effort is being made to hire this position as a SFDPH staff member.
Commissioner Chow asked if leadership from SFGH or the San Francisco Health Network will be involved in implementing the electronic health record (EHR). Mr. Wagner stated that the SFDPH Executive level would like the EHR to be San Francisco Health Network-focused.

Commissioner Singer noted that an effective model of project management indicates that as the project deadline approaches, the likelihood that the timeline will be met increases. However, he noted that this is not the case with the timeline for the SFDPH EHR.

Commissioner Singer recommended that Deputy City Attorney attend a Finance and Planning Committee meeting to discuss a plan to contain the time it will take to negotiation a contract with a vendor, once one is chosen for the SFDPH EHR. He also stated that the quality of the legal team negotiation the contract will impact the timeliness of the negotiation. Mr. Kim stated that the City Attorney is considering hiring a specialist to assist in this process and with other similar City contracts.

Commissioner Chung asked when the SFDPH will implement its new sexual orientation and gender data guidelines in the EHR. Mr. Kim stated that these components are planned to be implemented in phase 1 of the EHR project.

Commissioner Chow stated that the timetable in the presentation shows conflicting information. Mr. Kim stated that he will correct this error.

Commissioner Chow stated that the Health Commission should be notified as early as possible if an established timeline for an important SFDPH project is unrealistic or needs to change. Director Garcia stated that if the timeline for the EHR project changes, the Health Commissioners will be notified.

8) **EMERGING ISSUES**
This topic was not discussed.

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

10) **ADJOURNMENT**
The meeting was adjourned at 3:54pm.