

Edward A. Chow, M.D.
President

David B. Singer
Vice President

Cecilia Chung
Commissioner

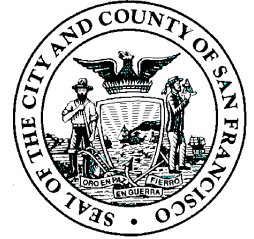
Judith Karshmer, Ph.D., PMHCNS-BC.
Commissioner

David Pating, M.D
Commissioner

David.J. Sanchez, Jr., Ph.D.
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

TEL (415) 554-2666

FAX (415) 554-2665

Web Site: <http://www.sfdph.org>

**MINUTES
HEALTH COMMISSION
FINANCE AND PLANNING COMMITTEE
TUESDAY, JUNE 7, 2016 2p.m.
101 Grove Street, Room 302 or 300
San Francisco, CA 94102**

1) CALL TO ORDER

Present: Commissioner Edward Chow, MD, Member
Commissioner David Singer, Member

Excused: Commissioner Cecilia Chung, Chair

The meeting was called to order at 2:04pm.

2) APPROVAL OF THE MINUTES OF THE HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING OF APRIL 19, 2016

Action Taken: The minutes were unanimously approved.

3) RELOCATION REQUEST FOR INSTITUTO FAMILIAR DE LA RAZA INC. (PROP. I)

Tom Mesa, SFDPH Business Office, presented the item.

Commissioner Comments/Follow-Up:

Commissioner Chow stated that he is glad to see that the agency is striving to meet its target population needs as the population has moved from the Mission due to changes in the San Francisco economy.

Action Taken: The committee unanimously recommended that the full Health Commission approve the request.

4) MONTHLY CONTRACTS REPORT

Michelle Ruggels, Director of the SFDPH Business Office, reviewed the report.

Commissioner Comments/Follow-Up:

Commissioner Singer asked why the Health Commission is approving contracts that have cost of living increases approved by the Mayor and Board of Supervisors. Ms. Ruggles stated that the contracts are over \$1M and have new 5 year terms; these criteria meet the guidelines the Health Commission has established in 2015 for reviewing and approving contracts.

Commissioner Chow asked for clarification on the new 5 year contract term. Ms. Ruggles stated that the RFP allowed for 10 years of contracting; the last contract was for 5 years, so the rules allow for another 5 year contract term with the same provider.

Action Taken: The committee unanimously recommended that the full Health Commission approve the report.

5) REQUEST FOR APPROVAL OF A NEW CONTRACT WITH BETTER WORLD ADVERTISING, IN THE AMOUNT OF \$470,400 WHICH INCLUDES A 12% CONTINGENCY, TO PROVIDE SOCIAL MARKETING SERVICES, FOR THE PERIOD APRIL 1, 2016 THROUGH DECEMBER 31 2016.

Tracey Packer, Director of Community Health Equity and Promotion, presented the item.

Commissioner Comments/Follow-Up:

Commissioner Chow noted that the SFDPH has used the contractor for many years. He asked why this agency has been selected for the particular campaign. Ms. Packer stated that the SFDPH utilized the RFQ process to identify 3 potential contractors; Better World Advertising was chosen because it has extensive HIV prevention campaign experience. She noted that the contractor created the "Healthy Penis" and "HIV Stops With Me" campaigns in San Francisco.

Commissioner Chow asked if the PrEP campaign would include messages about condom use and prevention of other STDs. Ms. Packer stated that the campaign will include a message about condom use and prevention of other STDs. She added that the campaign website contains a phone number that will link callers to navigators to assist with answering questions or linking people to PrEP providers. She noted that the SFDPH has also launched a separate condom campaign.

Commissioner Singer asked for clarification of the term social media in regard to the contract. Ms. Packer stated that the term social marketing is used when promoting social change. Venues used for this contract will be billboards, bus wraps, and bus stop posters. In addition, ads will be placed on gay meet up sites like Grindr and Scruff.

Commissioner Singer asked if the Center for Disease Control (CDC) gives criteria for the funds used to pay for this campaign. Ms. Packer stated that the CDC already conducted a site visit and was pleased with the campaign.

Commissioner Chow asked if the SFDPH may benefit from other campaign data. Ms. Packer stated that the campaign is funded through a CDC Reach grant; because it is a demonstration project, all evaluation data will be shared among sites.

Action Taken: The committee unanimously recommended that the full Health Commission approve the contract.

6) REQUEST FOR APPROVAL OF ANNUAL DPH SOLE SOURCE CONTRACTS LIST UNDER CHAPTER 21.42 OF THE SAN FRANCISCO ADMINISTRATIVE CODE

Michelle Ruggels, Director of the SFDPH Business Office, presented the item.

Commissioner Comments/Follow-Up:

Commissioner Chow asked why contractors would be taken off the Sole Source list. Ms. Ruggels stated that if a vendor has not been used in five years, gone out of business, or the SFDPH was not satisfied with its services, it may be taken off the list.

Commissioner Singer asked what proportion of SFDPH contracts are sole source. Ms. Ruggels stated that the SFDPH has approximately \$400M in contracts and of that amount, \$214M are sole source. Greg Wagner, SFDPH CFO, stated that the term sole source has a few meanings: an organization providing a unique service and/or a service to a distinct population; a vendor with propriety software rights; and special category of providers that the Board of Supervisors has given the DPH authority to contract through a sole source mechanism until the services can be put out to bid through an RFP.

Commissioner Singer noted that by 2018 most of the sole source vendors would not be on the list because services would likely be put out to bid. Mr. Wagner stated that Commissioner Singer is correct.

Commissioner Chow stated that he appreciates the data because it shows the list is dynamic and continues to change.

Action Taken: The committee unanimously recommended that the full Health Commission approve the list.

7) ANNUAL SOLE SOURCE CONTRACTS REPORT FOR SUBMISSION TO THE BOARD OF SUPERVISORS UNDER CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE (THE SUNSHINE ORDINANCE)

Michelle Ruggels, Director of the SFDPH Business Office, presented the item.

Commissioner Comments/Follow-Up:

Items 6, 7, 8 and 9 were discussed together. Please see comments under item 6.

8) SFDPH SOLE SOURCE USAGE REPORT

Michelle Ruggels, Director of the SFDPH Business Office, presented the item.

Commissioner Comments/Follow-Up:

Items 6, 7, 8 and 9 were discussed together. Please see comments under item 6.

9) SFDPH SOLE SOURCE CONTRACTS - WRITTEN POLICIES AND PROCEDURES

Michelle Ruggels, Director of the SFDPH Business Office, presented the item.

Commissioner Comments/Follow-Up:

Items 6, 7, 8 and 9 were discussed together. Please see comments under item 6.

10) DPH STRUCTURE AND PROCESSES FOR ASSESSING COMMUNITY BASED ORGANIZATIONS PERFORMANCE, STABILITY AND QUALITY OF CARE. (CONTINUATION)

Michelle Ruggels, Director of the SFDPH Business Office, and Michelle Long, Director of Contract Development and Technical Assistance, gave the presentation.

Commissioner Comments/Follow-Up:

Commissioner Singer asked for information regarding the impact on the SFDPH when contractors are fined due to audit results. Director Garcia stated that the SFDPH is sometimes fined and the SFDPH takes the amount of the fine out of the contractor's monthly payments.

Commissioner Singer asked for information on the most common issues that result in fines. Ms. Ruggels stated that proper documentation that describes services as a medical necessity is a common issue that impacts MediCal reimbursement.

Commissioner Singer stated that taking into consideration documentation and privacy issues, does the SFDPH spend in a rational manner. Greg Wagner, SFDPH CFO, stated that the SFDPH has had budget initiatives that focus on increasing the integrity of documentation. Director Garcia stated that the Affordable Care Act has increased regulatory requirement that the SFDPH continues striving to comply with.

Commissioner Singer stated that the Health Commission needs to understand the SFDPH resources in terms of monitoring, compliance and risk.

Commissioner Chow asked for a report of contractor audit data. Ms. Ruggels stated that this information can be provided at a future Committee meeting.

Commissioner Chow asked if contractors are audited annually. Ms. Ruggels stated that contractors are independently audited and the SFDPH reviews the audit findings. She added that the SFDPH focuses review at the program level. Mr. Wagner stated that the SFDPH also focuses reviews of large agencies because of the possible impact on its service system if there are any serious financial issues.

Commissioner Singer asked if contracts are rotated so the SFDPH staff do not become too familiar with contractor staff in regard to fair and neutral monitoring. Ms. Ruggels stated that SFDPH staff assignments are made based on workload. Director Garcia stated that seven years ago, the SFDPH changed the manner in which staff are organized so one set of staff members negotiates and manages a contract and another group monitors the contracts.

Commissioner Singer asked if there is relationship between compliance and the size of an organization. Mr. Mesa stated that larger agencies are often able to fund necessary resources to help with compliance. He gave the example of Family Service Agency that hired a full-time quality assurance staff member; this hire dramatically improved the agencies compliance issues.

Commissioner Chow asked if smaller agencies could share administrative/fiscal resources. Director Garcia stated that the SFDPH proposed this idea in the past but agencies were not willing to participate in shared resources even though it may have saved costs and improved regulatory compliance.

Commissioner Singer stated that it would be helpful to be able to provide technological tools to these agencies to help them with their administrative and fiscal issues. However, he stated that he is not sure how to effectively identify or provide these tools within the SFDPH system.

Action Taken: The committee unanimously recommended that the full Health Commission approve the request.

11) EMERGING ISSUES

This item was not discussed.

12) PUBLIC COMMENT

There was no public comment.

13) ADJOURNMENT

The meeting was adjourned at 3:57pm.