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**MINUTES  
HEALTH COMMISSION  
FINANCE AND PLANNING COMMITTEE  
TUESDAY, NOVEMBER 7, 2017 2:00 p.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 Pating, MD

Excused. : Commissioner Dan Bernal, Member

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

**2) APPROVAL OF THE MINUTES OF THE HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING OF OCTOBER 3, 2017**

Action Taken: The Committee unanimously approved the minutes.

**3) MONTHLY CONTRACTS REPORT**

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

Commissioner Comments:

Regarding the Instituto Familiar de la Raza contract, Commissioner Chow asked for clarification regarding the 2.5% cost increase; he indicated that the report seems to show 5% increase. Ms. Ruggels stated that the report shows the different between the FY16-17 and FY17-18 contract amounts.

Regarding Seneca Family Agencies, Commissioner Pating asked for information regarding the cost per client per year. Commissioner Chung noted the cost is approximately \$16,000 per client per year. Ms. Ruggels stated

that the contractor provides the most intensive paradigm of services in an effort to reintegrate clients back to communities.

Commissioner Chow asked how long clients participate in services. Dr. Alice Chen, San Francisco Health Network Deputy Director and Chief Medical Officer, stated that clients can participate up to 60 days in effort to stabilize and transfer them to appropriate long-term services.

Commissioner Pating asked if these services are mandated. Dr. Chen stated that the contract is funded to provide services for which San Francisco is mandated.

Commissioner Chow asked if the contract is fee-for-service. Dr. Chen stated the vendor bills for services rendered; she noted the services are provided on the ZSFG campus.

Commissioners Chow and Pating requested that future Contract Reports include cost of unduplicated clients annually. Director Garcia suggested that the Report should include a range of cost of unduplicated clients due to the range of services in some contracts.

Commissioner Chung requested the Contract Report include the name of the RFP to give the Commissioners context of the funding process.

Regarding the Rafiki Coalition for Health and Wellness contract, Commissioner Chow stated that it seems the contract is helping the SFDPH provide necessary services to a valuable population.

Regarding the Mission Neighborhood Health Center, Commissioner Pating asked if the contract is funded through mental health funds. Dean Goodwin, SFDPH Assistant Director of HIV Services, stated that the contract is funded through Ryan White funding.

Regarding the San Francisco AIDS Foundation contract, Commissioner Pating noted that the contract amount seems lower than last the previous contract. Ms. Ruggels stated that the baseline of the contract changed because last year there were one-time Ryan White funds added for just one year.

Regarding the University of the Pacific contract, Commissioner Chow asked why there is no COLA included. Ms. Ruggels stated that COLAS are not added to non-General Fund contracts.

Commissioner Chung asked if UOP is the only dental provider for adult HIV positive clients. Mr. Goodwin stated that UOP serves most clients but the SFDPH also offers some dental services.

Commissioner Chow asked if UCSF had previously had a contract with SFDPH to provide dental services. Mr. Goodwin stated that UCSF had been funded in the past but those services are now provided by the SFDPH.

#### **4) DRAFT SFDPH FY2016-17 ANNUAL REPORT**

Krishna Patel, Office of Policy and Planning, reviewed the draft report.

##### Commissioner Comments:

Commissioner Chow and Pating thanked Ms. Patel for the report and gave SFDPH suggested edits based on misspelled words and formatting issues.

Commissioner Chow noted that the draft still states that the SFDPH has applied for Public Health Accreditation although it has already earned it.

Commissioner Pating thanked Ms. Patel for including the inclusion message regarding the SFDPH being a safe place for everyone to receive services and care.

**5) EMERGING ISSUES**

The Committee members suggested improvements to the Contract Report format:

1. Include contract cost of unit of service over a period of years of the contract.
2. Include any relevant monitoring report/audit information to indicate if the contractor has any existing issues.
3. Include any relevant information on whether the contract has been successful in achieving client outcome goals of existing contracts.

Greg Wagner, SFDPH CFO, stated the SFDPH presents outcomes and monitoring report issues annually to the Committee.

**6) PUBLIC COMMENT**

There was no public comment.

**7) ADJOURNMENT**

The meeting was adjourned at 3:52pm.