

**James Loyce, Jr., M.S.**  
President

**Dan Bernal**  
Vice President

**Edward A. Chow, M.D.**  
Commissioner

**Cecilia Chung**  
Commissioner

**Laurie Green, M.D.**  
Commissioner

**Tessie M. Guillermo**  
Commissioner

**HEALTH COMMISSION  
CITY AND COUNTY OF SAN  
FRANCISCO**

**London N. Breed Mayor  
Department of Public Health**



**Grant Colfax M.D.**  
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 4, 2019 2:00 p.m.  
101 Grove Street, Room 300  
San Francisco, CA 94102**

**1) CALL TO ORDER**

Present: Commissioner Cecilia Chung, Chair  
Commissioner Edward Chow, MD, Member

Excused: Commissioner Dan Bernal, Member

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

**2) APPROVAL OF THE MINUTES OF THE HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING OF MAY 7, 2019**

Action Taken: The Committee unanimously approved the April 2, 2019 meeting minutes.

**3) MONTHLY CONTRACTS REPORT**

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

Commissioner Comments:

Regarding the YMCA SF Hope contract, Commissioner Chow asked how these services will be impactful to the target population. Ayanna Bennett, Director of Interdivisional Initiatives, stated that the program funds peers to provide health education regarding self-management of blood pressure. The program also funds behavioral health workers and a nurse. She added that these services work towards reducing the gap in health disparities of this population.

Commissioner Chung requested program evaluation data to be shared at the end of the contract so the Commission can understand the impact of the services. Dr. Bennett stated that plans for the evaluation are being developed at this time.

Regarding the San Francisco Public Health Foundation contract, Commissioner Chow asked if subcontractors will be chosen that have relationships with targeted communities. Patricia Erwin, Community Health Equity and Promotion, stated that the upcoming RFQ will require that respondents address how they would effectively work with targeted communities. She added that the SFDPH is responsible for the program evaluation of all services funded by the Sugar Tax.

Regarding the UCSF Clinical Practice Group contract, Commissioner Chow stated that he is pleased to see that the sophistication of specialty services at Laguna Honda Hospital.

Regarding the P.B. Strategies contract, Commissioner Chow asked for more information regarding the increase in the contract amount. Greg Wagner, SFDPH CFO, stated that the increase is due to an increase in the number of units of services.

Commissioner Chung asked if this means an increase in the number of service hours for the contract. Mr. Wagner stated that the additional units of services will mean an increase in services and more hours worked due to the increase in the scope of capital projects.

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

**4) REQUEST FOR APPROVAL OF A NEW CONTRACT WITH FAMILY SERVICE AGENCY OF SF THAT INCLUDES TWO NEW PROGRAMS – BEAMUP AND TAY ACUTE LINKAGE. THE TOTAL PROPOSED CONTRACT AMOUNT IS \$3,378,202 WHICH INCLUDES A 12% CONTINGENCY. THE REQUESTED CONTRACT TERM IS 9/30/18 – 3/31/22 (3.6 YRS) WITH AN OPTION TO EXTEND THE INITIAL TERM OF 1.5 YEARS BY 4.5 YEARS FOR A MAXIMUM OF 6 YEARS.**

Marlo Simmons, MPH Deputy Director, Behavioral Health Services, SFHN, presented the item.

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

**5) REQUEST FOR APPROVAL OF A NEW CONTRACT WITH RUBIXIS, INC. TO MANAGE THE BILLING AND COLLECTION OF THE CERNER I.NVISION ACTIVE ACCOUNTS RECEIVABLE USED BY THE DEPARTMENT OF PUBLIC HEALTH. THE TOTAL CONTRACT AMOUNT IS \$7,500,000 WHICH INCLUDES A 12% CONTINGENCY AND THE OPTION TO EXTEND THE CONTRACT FOR 4 ADDITIONAL YEARS. THE TERM OF THE CONTRACT INCLUDING THE OPTION TO EXTEND IS FOR THE PERIOD JUNE 1, 2019 TO MAY 31, 2028 (108 MONTHS).**

Timothy Arnold, Patient Accounting Director, ZSFG, presented the item.

Commissioner Comments:

Commissioner Chow asked if the contract amount is based on commissions. Mr. Arnold stated that the contractor receives a 4% commission; he noted that this vendor offered the lowest rate of commission compared to others who applied to the RFP process.

Commissioner Chow asked if EPIC will take on the billing function once it is fully implemented. Mr. Arnold confirmed that this contract will serve as a bridge to the two systems.

Action Taken: The Committee unanimously recommended that the full Health

Commission approve the contract.

**6) REQUEST FOR APPROVAL OF A NEW CONTRACT WITH KPMG LLP (KPMG) TO PROVIDE COMPREHENSIVE BUSINESS CONTINUITY DISASTER RECOVERY (BCDR) MANAGEMENT SERVICES, TO SAFEGUARD CRITICAL SUPPORT SYSTEMS AND INFORMATION TECHNOLOGY OPERATIONS. THE TOTAL PROPOSED CONTRACT AMOUNT IS \$994,352 WHICH INCLUDES A 12% ONTINGENCY FOR THE INITIAL TERM OF JUNE 1, 2019 TO MAY 31, 2021. THE CONTRACT HAS AN OPTION TO EXTEND THE INITIAL TERM FOR A MAXIMUM OF 36 ADDITIONAL MONTHS IF THERE IS A CONTINUED NEED OR THE SERVICES. THE FULL TERM OF THE CONTRACT INCLUDING OPTIONS IS FROM JUNE 1, 2019 TO MAY 31, 2024 (60 MONTHS).**

Mark Upchurch, SFDPH Chief Information Security Officer, presented the item.

Commissioner Comments:

Commissioner Chow asked if this contract is part of the EPIC, centralized electronic health record system, contracts. Winona Mindolovich, Acting CIO, stated that this contract is coordinated with the EPIC system but is outside of its budget. She noted that the contract timelines will be refined as EPIC is implemented.

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

**7) ANNUAL SOLE SOURCE CONTRACTS REPORT FOR SUBMISSION TO THEBOARD 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.

Note: Items 7, 8 and 9 were presented together. Comments are included under item #8 below.

**8) ANNUAL SFDPH 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:

Commissioner Chow stated that is important for the Health Commission to review the list before the BOS votes on it.

Commissioner Chow asked for more information on the block of contractors that were removed from the list. Ms. Ruggels stated that the vendors were removed because the SFDPH never used them under this category. She noted that some of the vendors have contracts in other services areas.

Commissioner Chung noted that some of the vendors on the list are behavioral health providers. Ms. Ruggels stated that when there is an immediate need for a service, the SFDPH is able to use the vendors on the list to contract for needed services until an RFP can be developed.

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

**9) SFDPH ANNUAL CONTRACTS CONTINGENCY REPORT FOR SUBMISSION TO THE BOARD OF SUPERVISORS**

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

Note: Items 7, 8 and 9 were presented together. Comments are included under item #8 below.

**10) SFDPH REVENUE AND EXPENDITURE PROJECTION REPORT – 3<sup>RD</sup> QUARTER  
FY2018-19**

Greg Wagner, SFDPH CFO, presented the item.

Commissioner Comments:

Commissioner Chow asked for clarification of issues with use of per diem staff at ZSFG. Mr. Wagner stated that salary expenditures are tied directly to the hospital census due to mandatory staff to patient ratios. The SFDPH makes every effort to fill vacant positions. However, due to the fluctuating census, the SFDPH utilizes per diem staff for temporary census surges.

**11) EMERGING ISSUES**

This issue was not discussed.

**12) PUBLIC COMMENT**

There was no public comment.

**13) ADJOURNMENT**

The meeting was adjourned at 3:31pm.