MINUTES
HEALTH COMMISSION
FINANCE AND PLANNING COMMITTEE
TUESDAY FEBRUARY 5, 2019  2:00 p.m.
101 Grove Street, Room  300
San Francisco, CA  94102

1)  CALL TO ORDER

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

The meeting was called to order at 2:08pm.

2)  APPROVAL OF THE MINUTES OF THE HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE
MEETING OF DECEMBER 4, 2018

3)  MONTHLY CONTRACTS REPORT
Michelle Ruggels, Director of the SFDPH Business Office, presented the report. She stated that the SFDPH has removed the Curry Senior Center contract from the contracts report and will bring it back to the Committee and Health Commission when details of the contract have been finalized.

Commissioner Comments:
Regarding the PRC/Baker Places Hummingbird contract, Commissioner Bernal asked if the addition 30% of funding is doubling the number of beds in the program. Mr. Ruggels confirmed that the number of beds will be doubled in this contract; she added that the contract includes a 12% contingency and 2.5% amount for expected cost of living increases.
Regarding the Richmond Area Multi-Services contract, Commissioner Chung requested that future reports include more information regarding the previous contract’s client outcomes. This information helps the Commissioners understand the impact of the service.

Regarding the Instituto Familiar de La Raza contract, Commissioner Chow asked if this is a “mega-contract.” Ms. Ruggels stated that the SFDPH contracts with the organization for many adult and children’s services.

Commissioner Chung asked for more information regarding the transitional youth services in the contract. Marlo Simmons, Deputy Director, DPH Behavioral health Services, stated that trauma and violence prevention services were funded through a recent RFQ process; these services are now targeted to specific populations.

Regarding the Community Awareness and Treatment Medical Respite and Sobering Center contract, Commissioner Chow asked if costs in the contract will be devoted to renovating the facility. Ms. Ruggels confirmed that the contract contains funds designated for facility renovations.

Regarding the Special Services for Groups contract, Commissioner Chow asked if the contractor will be providing family mosaic services. Ms. Ruggels stated that the program is a participate of the Family Mosaic Project.

**Action Taken:** The Committee unanimously voted to recommend that the full Health Commission approve the report.

4) **REQUEST FOR APPROVAL OF A NEW CONTRACT WITH CROSS COUNTRY STAFFING, INC., IN THE AMOUNT OF $7,996,074, TO PROVIDE TEMPORARY, AS-NEEDED TRAVELING NURSING PERSONNEL WITH EXPERTISE TO THE SAN FRANCISCO HEALTH NETWORK, ZUCKERBERG SAN FRANCISCO GENERAL HOSPITAL & TRAUMA CENTER (ZSFG), LAGUNA HONDA HOSPITAL (LHH) AND OTHER SAN FRANCISCO HEALTH NETWORK FACILITIES IN SUPPORT OF THE ELECTRONIC HEALTH RECORD PROJECT, FOR THE TERM OF FEBRUARY 1, 2019 THROUGH JANUARY 31, 2020 (1 YEAR).**

Eric Shafer, ZSFG Nursing Administration presented the item.

**Commissioner Comments:**

Commissioner Bernal asked if this contract was anticipated. Mr. Shafer stated that the contract was included in the electronic health record (EHR) budget.

Commissioner Chow asked for more information regarding staff training. Mr. Shafer stated that the SFDPH plans to train up to 1% of SFDPH staff “super users” which can assist in training other staff. He noted that the SFPDH has plans for each employee based on their function.

Commissioner Chow asked if the vendor has successfully completed this type of training project. Heidi Hoffman, representative from Cross Country Staff stated that the organization has completed several other training projects.

**Action Taken:** The Committee unanimously voted to recommend that the full Health Commission approve the report.
5) **Request Approval of a New Contract with Crossing Edge Consulting, Inc. to Provide the Community Mental Health Academy, a 16-Week Training Program Designed for Front-Line (Non-Clinical) Staff Providing Community-Based Social Services to Build Their Capacity to Understand and Support Community Members with Mental Health and Substance Use Challenges. The Full Term of this Contract is 7/1/18 – 12/31/23 and Full Funding is $616,955.**  
Marlo Simmons, Deputy Director, DPH Behavioral Health Services, presented the item.

**Commissioner Comments:**  
Commissioner Chung noted that this training is not a new concept. Ms. Simmons stated that this is the first SFDPH contract to provide this particular training, which is based on previous community training models.

**Action Taken:** The Committee unanimously voted to recommend that the full Health Commission approve the report.

6) **Request for Approval of a New Contract with Mental Health Association of San Francisco to Provide Transitional Aged Youth (TAY) System of Care Capacity Building Project, a Mental Health Program That Will Support the Physical and Mental Well-Being of the TAY Population, Particularly Homeless or Marginally-Housed TAY in San Francisco Who Lack the Stable Support Are Critically at Risk in Many Areas That Encompass Health, Both Mental and Physical. The Full Term of this Contract is 7/1/18 – 6/30/23 and Full Funding is $231,073.**  
Marlo Simmons, Deputy Director, DPH Behavioral Health Services, presented the item.

**Commissioner Comments:**  
Commissioner Chow asked for a summary of the contract’s purpose. Ms. Simmons stated that transitional age youth (TAY) will conduct speakers bureaus and behavioral trainings for non-providers.

Commissioner Bernal asked if the TAY participants will receive a stipend for their work. Ms. Simmons stated that the contract includes stipends for the TAY participants.

Commissioner Chung thanked Ms. Simmons and the SFDPH for being thoughtful with including stipends for the work conducted by TAY individuals.

**Action Taken:** The Committee unanimously voted to recommend that the full Health Commission approve the report.

7) **Request for Approval of a New Contract with Applied Statistics & Management Inc. to Provide a Hosted Software Solution to Credential and Privilege Our DPH Providers, Licensed Staff, and Other DPH Staff. Their Solution Will Implement, Maintain Written Policies and Procedures to Initially Credential and Re-Credential in Accordance with State and Federal Regulations. In Addition, the Solution Will Integrate with the City’s Epic System Corporation Electronic Health Record Solutions. The Total Contract Amount is $2,190,608 Which Includes a 12% Contingency and an Option to Extend the Contract for 4 Years. The Term of the Contract Including Options is for the Period May 1, 2019 to April 30, 2028 (108 Months).**  
Roland Pickens, Director San Francisco Health Network, presented the item.

**Commissioner Comments:**  
Commissioner Chow asked if the vendor will be processing credential for medical staff of both SFDPH hospitals. Mr. Pickens stated that any licensed practitioner will have to go through the process with this vendor.
Commissioner Bernal asked if the system has a notification if fraud is present on someone’s file. Mr. Pickens stated that any “red flags” are presented to the credentialing team to assess.

**Action Taken:** The Committee unanimously voted to recommend that the full Health Commission approve the report.

8) **REQUEST FOR APPROVAL OF A NEW CONTRACT WITH PROJECT OPEN HAND TO PROVIDE PATIENTS OF ZUCKERBERG SAN FRANCISCO GENERAL HOSPITAL THAT HAVE CONGESTIVE HEART FAILURE (CHF) WITH A 5-MONTH NUTRITIONAL MEAL PLAN. THE TOTAL CONTRACT AMOUNT IS $468,720 FOR THE TERM OF FEBRUARY 1, 2019 THROUGH JANUARY 31, 2022 (36 MONTHS).**

Val Head, ZSFG, presented the contract.

**Commissioner Comments:**
Commissioner Bernal asked if the service includes home visits and counseling. Ms. Head stated that these services are included in the contract.

Commissioner Chow asked for clarification of which entity is in charge. Ms. Head stated that the project is a collaboration between the San Francisco Health Network and Population Health Division. UCSF evaluators screen participants on behalf of the ZSFG Wellness Center.

**Action Taken:** The Committee unanimously voted to recommend that the full Health Commission approve the report.

9) **REQUEST FOR APPROVAL OF A NEW CONTRACT WITH THE HATCHUEL TABERNIK & ASSOCIATES IN THE AMOUNT OF $560,000 WHICH INCLUDES A 12% CONTINGENCY, TO PROVIDE PROFESSIONAL CONSULTATION SERVICES AND TECHNICAL ASSISTANCE THROUGH STRATEGIC PLANNING SERVICES FOR THE POPULATION HEALTH DIVISION, DISEASE PREVENTION AND CONTROL SECTION TO ADDRESS RISING STD RATES IN SAN FRANCISCO, FOR THE PERIOD JANUARY 1, 2019 THROUGH JUNE 30, 2023 (4.5 YEARS) FOR A TOTAL NOT TO EXCEED AMOUNT OF $560,000.**

Susan Phillip MD, Director of Disease Prevention and Control, presented the item.

**Commissioner Comments:**
Commissioner Chow asked for more information on the timeframe for this project. Dr. Philip stated that the project will take the entire contract period; the contract can be extended if additional scopes of work are identified. She noted that Governor Newsome has indicated that he is interested in this project and there is hope for additional funding.

**Action Taken:** The Committee unanimously voted to recommend that the full Health Commission approve the report.

10) **EMERGING ISSUES**
This issue was not discussed.

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

12) **ADJOURNMENT**
The meeting was adjourned at 3:13pm.