

SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

Contractor	<u>Health Right 360 – (Lyon Martin)</u>	Division/Section	<u>SFDPH, Behavioral Health Services (BHS)</u>
Address	<u>1563 Mission Street, 4th Floor</u>	Deputy Director	<u>Roland Pickens</u>
	<u>San Francisco, CA 94103</u>	DPH Administrator	<u>Hali Hammer</u>
Contact	<u>Vitka Eisen</u>	Program Administrator	<u>Hali Hammer</u> Phone _____
	<u>CEO</u>	Contract Analyst	<u>David Folmar</u> Phone <u>415-255-3491</u>

Request for retroactive approval of a new contract with Health RIGHT 360 in the amount of \$3,384,000, including a 12% contingency, to provide capacity building services to Lyon Martin Community Health Services, a program of Health RIGHT 360, for the retroactive term of 07/01/2020-06/30/22 (two years).

Profit Non-Profit LBE Sole Source: DPH SS 21.42
 New Renewal Mod GPO

Number of years DPH has been doing business with this organization: 30+ years

<u>CONTRACT INFORMATION:</u>	<u>Prior Transaction</u>	<u>Proposed Transaction</u>	<u>Annualized Difference*</u>
	New – No Prior Transaction	07/01/2020-06/30/22	
<u>Funding Sources:</u>			
General Fund Primary Care		\$3,150,000	\$3,150,000
TOTAL DPH REVENUES		\$3,150,000	\$3,150,000
12% Contingency		\$234,000	\$234,000
TOTAL DPH REVENUES		\$3,384,000	\$3,384,000
CONTRACT TOTAL		\$3,384,000	\$3,384,000
<i>ANNUAL AMOUNT OF CONTRACT (estimate)</i>		\$1,200,000*	\$1,200,000
Agency Funds		-\$0-	-\$0-
Contract FTE (annual)		3.2 FTE	3.2FTE

*An additional \$750,000 added in FY21-22 as a BOS addback to provide support for a new LGBTQ health building in the Trans District.

PROPOSED:

Mode(s) of Service & Unit of Service Definition	No. Of Clients	No. of Units	Unit Cost (Average)
	<u>Unduplicated</u>		
1 UOS = 1 Administrative Staff Hours, projected to provide 5,120 Hours of administrative support services To Lyon Martin Community Health Services	N/A	5,120*	\$468.75

* UOS: Administrative Staff Hours
 0.33 Human Resource Director (Full Time), 0.33 Finance Director (Full-Time), 0.13 Medical Director (Part Time) X 1,600 Actual Hours Worked (excluding vacation, sick leave) July 1, 2020-June 30 2021 = 1,280 Administrative Staff Hours (staff hired February 1, 2021-June 30, 2021);
 1.00 Human Resource Director (Full Time), 1.00 Finance Director (Full Time) , 0.4 Medical Director (Part Time) X 1,600 Actual Hours Worked July 1, 2021-June 30 2022 = 3,840 Administrative Staff Hours .

Explanation of Service Change and Variances:

The requested action is the approval of a retroactive new contract with Health Right 360 for a Total Contract Amount with Contingency of \$3,384,000 for the period of July 1, 2020 to June 30, 2022 (two years). This is a new contract that will support the strengthening of the Lyon Martin Community Health Services infrastructure and operational capacity. Lyon Martin Community Health Services is a critical health provider in San Francisco, particularly in its efforts to provide transgender health. Several years ago, this entity merged and came under HR360, a DPH contractor and non-profit community based organization. As a result, Lyon Martin Community Health Services have been and continue to be a program of HR360. Due to significant revenue shortfalls, however, HR360 was considering the need to close the program. As the Board of Supervisors believes it is in the City's best interest to preserve this capacity, the Board of Supervisors provided two-years of addback funding to support HR360 to support actions to improve the future stability of Lyon Martin Community Health Services beginning in FY20-21. In this way, the program and services can continue to be provided to San Franciscans. HR 360 will provide capacity building services (Human Resources, Finance, Medical and IT) with the goal of Lyon Martin Community Health Services becoming self-sustaining by June 30, 2022. This contract is authorized under Administrative Code 21.42. HR360 is not charging any indirect rate, and is instead using all funding in support of the goal of these funds. The reason the request for the subject contract is retroactively being brought to the Health Commission is a combination of an initial delay in approval of the City FY20-21 budget (October, 2020) that contained these funds, followed by further deliberations to develop the scope of work, and finally workload constraints.

Explanation of Service Change and Variances:

This is a new contract.

Monitoring Report/Program Review & Follow-up:

The contract will be monitored by the DPH Business Office of Contract Compliance (BOCC),

Nondiscrimination and Cultural Competency:

The Contractor will participate in applicable cultural competency requirements.

Other Significant Issues/Project Description:

This contract will provide capacity building services and develop Lyon Martin Community Health Services into a self-sustaining entity—with the expertise to serve the target population into the future. The contract will be used to strengthen the infrastructure, including oversee the hiring of various positions (Finance Director, Human Resource Director, Medical Director) that will aid in the development of a self-sustaining program. These positions will help develop organizational budgets, productivity measures, Employee Handbooks, Human Resource policies, training programs, hiring of staff, benefits administration, organizational restructuring, payroll systems, new medical clinic policies and procedures, new clinical research programs, service expansion, clinical rotation for medical students and the development of an Electronic Health Record IT system, as well as its own website. Finally, it is expected that the clinic will move to a new site. As noted, the Board of Supervisors included a one-time FY21-22 addback, in the amount of \$750,000 in support of a new site.

Recipients of services include transgender, non-binary, gender non-conforming, and intersex communities and cis-gender women with specific sensitivity to sexual orientation, gender identity, disability, race, ethnicity, and language, regardless of immigration status or ability to pay for health care services.

Unit Cost for this contract assumes the hiring of a full time Human Resources Director and Finance Director and a part-time Medical Director who will complete 5,120 administrative staff hours (UOS) devoted to establishing departments, policies and procedures and other business framework sufficient to support a stand-alone Lyon Martin Community Health Services. The contract will also fund a subcontract with an IT provider to purchase hardware and transfer all software, internet, server and associated equipment to Lyon Martin. HR360 will also contract with a web developer to create a separate website. The balance of the Lyon Martin clinical staffing is already funded by HR360 and not be DPH.

Board of Directors	Foundation Board
Bryan B.C.I. Graham, Board Chair Diane Ireland, Board Vice Chair Linda Smart, Board Secretary Dr. Yener Balan, Board Member Kathryn Holmes, Board Member Daniel Binder, Board Member Timothy Torres, Board Member Karen E. Pointer, Board Member Alex Pugh, Board Member Ahmad Thomas, Board Member Chris Gurley, Board Member Natalie Mitchell, Board Member	Eric Flowers, Board Chair The Hon. Ellen Chaitin, Board Vice Chair Stephen Wilson, Board Secretary Kathryn Holmes, Board Member Ed Miller, Board Member Peter Sullivan, Board Member

Owners of 10% or more of the Firm:

None

Executive Director

Vitka Eisen, MSW, Ed.D, CEO

Recommendations:

The Department recommends approval of this contract.