Dan Bernal President

Laurie Green, M.D. Vice President

Edward A. Chow, M.D. Commissioner

Susan Belinda Christian, J.D. Commissioner

Cecilia Chung Commissioner

Suzanne Giraudo ED.D

Commissioner

Tessie M. Guillermo Commissioner

HEALTH COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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



Grant Colfax, MD 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 MEETING Tuesday, March 1, 2022 4:00 p.m. **Remote Meeting via Webex Event**

1) **CALL TO ORDER**

Commissioner Dan Bernal President Present:

Commissioner Laurie Green, MD, Vice President

Commissioner Edward A. Chow M.D.

Commissioner Cecilia Chung

Commissioner Suzanne Giraudo, Ph.D

Excused: Commissioner Susan Belinda Christian, J.D.

Commissioner Tessie Guillermo

The meeting was called to order at 4:04 pm.

2) **DPH EMPLOYEE RECOGNITION AWARDS**

Tthe Health Commission recognized the contributions of the following LHH teams:

- Whole person integrated care sobering center and managed alcohol program team
- Whole person integrated care shelter in place teams

3) APPROVAL OF THE MINUTES OF THE HEALTH COMMISSION MEETING OF FEBRUARY 15, 2022.

Mr. Morewitz noted that prior to the meeting, Commissioner Chow alerted him to two errors in the minutes. On Item three, the word, "measure" should have been struck out. In addition, the version of the resolution, "Resolution Adopting a New Regulation to License Refuse Collectors and Permit Designated Refuse Collection Within the City and County of San Francisco," which the Health Commission approved, should be added to the end of the minutes. He noted that both of these edits were made to the amended minutes.

The Health Commission approved the amended minutes of the February 15, 2022 Action taken:

meeting.

4) RESOLUTION MAKING FINDINGS TO ALLOW TELECONFERENCED MEETINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION 54953(e)

Action Taken: The Health Commission unanimously approved the resolution. (See Attachment A)

5) DIRECTOR'S REPORT

Grant Colfax, MD, DPH Director of Health, presented the update.

SF redoubles efforts on COVID vaccine equity

Even as 65% of San Francisco children ages 5 to 11 have reached full vaccination, far exceeding state and national averages, data shows widening racial and ethnic disparities among this age group.

American Indian and Alaska Native children ages 5 to 11 are 22% vaccinated, and Pacific Islander children are 44% vaccinated. Rates among Native Hawaiian or other Pacific Islander children are 34%, while Hispanic or Latino/a/x children are 48% vaccinated.

Meanwhile, data shows vaccination rates of 29% among Black/African American children ages 5 to 11. Black/African American teens ages 12 to 17 are 52% fully vaccinated (overall rates among 12-17-year-olds in San Francisco is more than 90%).

By contrast, vaccination rates among San Francisco adults have been exceedingly successful across race and ethnic groups following the City's targeted outreach to highly impacted communities in partnership with community organizations. The City's success among adults points to the urgent need to follow similar low-barrier approaches and engagement strategies to improve vaccine uptake among children in many of those same communities.

COVID-19 vaccinations are the primary defense against the virus, and while children tend to have less severe forms of the disease than adults, they can still become seriously ill. Additionally, disruptions to their schooling, impacts to families, and risks to medically vulnerable people in their households and communities all point to the urgent need to vaccinate children.

COVID-19 vaccines have been federally authorized for safe use in children ages 5 and older since early November, and their effectiveness in preventing severe illness was once again proven in the recent Omicron surge.

SF Vaccination Rate in Children Ages 5 to 11 by Race and Ethnicity

Race/Ethnicity	Age 5-11
All	67%
American Indian or Alaska Native	22%
Asian	81%
Black or African American	29%
Hispanic or Latino/a/x, all races	48%
Native Hawaiian or other Pacific Islander	34%
White	64%

As we move out of the most recent surge in cases and into a new phase of living with the virus, SFDPH's strategy is to continue to develop approaches that further empower families with information on and access to vaccines. In collaboration with community partners, SFDPH will seek to further reduce barriers to vaccines and to prioritize the needs of highly impacted communities. SFDPH-affiliated vaccination sites offer drop-in and walk-up options for vaccinations. Additionally, SFDPH will host "pop-up" clinics at school sites in collaboration with the San Francisco Unified School District (SFUSD).

Two schools will host drop-in vaccination clinics for eight weeks, including Brett Hart Elementary School in the Bayview beginning Friday, February 25 (continuing every Friday, 2pm-6pm) and Rosa Parks Elementary School in Western Addition beginning Monday, February 28 (continuing every Monday, 2pm-6pm). Additional school sites are being identified for short-term "pop-up" vaccination sites.

Just as during earlier parts of the city-wide vaccination campaign, the leadership of community partners has been critical in identifying the most meaningful interventions for reducing disparities in vaccination rates for adults. SFDPH is also working with community partners to find other, creative and meaningful ways to reach families in the coming weeks and months.

Horizons Unlimited and Galeria de la Raza are partnering on a youth-led community education campaign, "I Am an Influencer," to promote vaccines and boosters among youth peers and parents.

As San Francisco moves into a new stage of the pandemic and begins to lift many of the restrictions that have been in place as protective layers, such as indoor masking, SFDPH recognizes the important work ahead to support individuals and families in highly impacted communities with the resources needed to best protect themselves against the virus.

COVID-19 vaccines are free and available to everyone, regardless of immigration status.

Parent or guardian consent information:

For children ages 5-11 to receive a COVID-19 vaccine, consent by the parent or guardian is required. However, it is possible for someone other than a parent or guardian to bring a child into a clinic for a vaccination. More information can be found here: sf.gov/information/under-18-permission-covid-19-vaccine

Where to get a vaccination:

For a list of locations in San Francisco to receive a vaccination or booster, go to: sf.gov/get-vaccinated-against-covid-19

DPH virtual Black History Month celebration

The DPH COVID Task Force, in partnership with the Black/African American Health Initiative, hosted a virtual celebratory event on February 17th in honor of Black History Month. The event was an opportunity to acknowledge DPH's Black/African American staff who have supported our city's COVID-19 response since the start of 2020. The theme of the celebration was *We are Resilient*.

Both Mayor London Breed and Dr. Grant Colfax provided remarks of gratitude and acknowledgment for the contributions that staff have made in ensuring a rapid and equitable COVID response in San Francisco's Black/African American community, and in building and strengthening partnerships with Black community leaders over the course of the pandemic. The event was co-facilitated by DPH's own Dr. Vincent Fuqua and

Qianya Vinson, and Chief Health Equity Officer, Dr. Ayanna Bennett, and COVID Task Force Lead, Charles Fann, spoke on the event's theme. Local advocate, Ms. Billie Cooper provided remarks through an inspiration video and there was a special presentation and song from Hugh EMC (Hugh Gregory), a local hip hop pioneer and DPH employee. The event culminated with a photo slide deck of Black staff members who supported the DPH's COVID response.

Click the below link to access the video for the Black History Month Staff Celebration event:

https://web.microsoftstream.com/video/88e487cc-f65a-4006-b6e5-8c68aa1871e8

DPH in the News

SAN FRANCISCO HEALTH NETWORK ZUCKERBERG SAN FRANCISCO GENERAL HOSPITAL & TRAUMA CENTER

February 2022 Governing Body Report - Credentialing Summary (2/17/22 MEC)

	2/2022	07/2021 to 07/2022
New Appointments	9	110
Reinstatements	0	0
Reappointments	46	374
Delinquencies:		
Reappointment Denials:		
Resigned/Retired:	18	122
Disciplinary Actions		
Administrative Suspension		
Restriction/Limitation-Privileges		
Deceased		
Changes in Privileges		
Voluntary Relinquishments	14	82
Additions	9	72
Proctorship Completed	20	127

Current Statistics – as of 2/3/22		
Active Staff	550	
Courtesy Staff	634	
Affiliated Professionals (non-physicians)	292	
TOTAL MEMBERS	1,476	

Applications in Process	19
Applications Withdrawn Month of February 2022	0
SFGH Reappointments in Process 3/1/22 to 5/31/22	192

Commissioner Comments:

Commissioner Bernal thanked Director Colfax for the report.

6) COVID-19 UPDATE

Grant Colfax, MD, DPH Director of Health, presented the item.

Commissioner Comments:

Commissioner Chow asked for clarification regarding the COVID-19 safety measures for "mega-events." Dr. Susan Philip, San Francisco Health Officer, stated that San Francisco is working with Berkeley to align strategies and are exploring how soon masking, vaccination, and testing requirements may be lifted safely.

Commissioner Green asked for plans to maintain testing and vaccination centers, in preparation for possible future variants and surges. Director Colfax stated that the DPH encourages individuals to visit their primary care provider, if they have one, for vaccinations and testing. He noted that currently, there is more than adequate capacity. The best way for people to access information regarding available testing and vaccination sites are to go to the DPH vaccination page (https://sf.gov/vaccine-sites), which gives information about many public and private vaccination sites. He noted that the DPH continues to work to "right-size," both testing and vaccination sites, understanding that the city needs to have flexible resources in this area.

Commissioner Green asked for clarification regarding the guidance given to individuals who are now exposed to COVID-1019, but their home test shows a negative result. Director Colfax stated that individuals are encouraged to test a few days in a row to get the most accurate result. He also noted that PCR tests are good to validate home tests. He also stated that new data indicates that home tests are able to detect Omicron, but are not as sensitive as PCR tests.

7) GENERAL PUBLIC COMMENT

Ethan asked if the meet is being video recorded. Mr. Morewitz stated that the meeting is video recorded and the video will be posted on the Health Commission meeting page within 5-7 business days.

8) OFFICE OF HEALTH EQUITY UPDATE

Ayanna Bennett, MD, MS, FAAP, presented the item.

Commissioner Comments:

Commissioner Giraudo thanked Dr. Bennett for the excellent report. She asked for more information regarding the frequency-related goals for staff equity trainings. She noted concern that in her experience staff need reminders after initial trainings. Dr. Bennett noted that new online trainings are being developed and will be offered to staff; new Office of Health Equity trainersings are being hired to help develop the online and inperson modules. She also stated that the DPH needs skills training-champions and added that the Equity Fellows program focuses on development of staff for this purpose. The previous required training amount was 4 hours per year but that will change to 12 hours per year over the next 3 years. Commissioner Giraudo requested that online modules be shared with the Health Commission.

Commissioner Chow noted that the DPH has struggled for years on how to embed cultural competency in its contracting process. He added that currently, contracts contain several lines of information on this topic, but he is unsure if it is monitored or useful. Dr. Bennett stated the goal is sustained change and the concept of cultural competency is only a piece of the equity paradigm. She also stated that the DPH Finance Section, including the contracting staff, are developing their equity plan. She added that once work within DPH is further completed, future equity work will also focus on DPH vendors.

9) <u>DPH REVENUE AND EXPENDITURE PROJECTION REPORTFY2021-22 SECOND QUARTER</u> Jen Louie, DPH CFO, presented the item.

Commissioner Comments:

Commissioner Chow asked for more information regarding the negative \$6.8M which has shown up on the previous Quarterly report for the year. Ms. Louie stated that the DPH has been waiting until the Health Commission approved the Escheatment Policy before adjusting the budget to account for these funds. The

recent budget submission for next year was adjusted after the Escheatment policy was approved to prevent the negative variance.

10) RESOLUTION TO RECOMMEND TO THE BOARD OF SUPERVISORS TO AUTHORIZE THE DPH TO ACCEPT AND EXPEND A GIFT OF \$115,000 FROM THE EPIC SYSTEMS CORPORATION

Eric Raffin, CIO, presented the item.

Commissioner Comments:

Commissioner Bernal thanked Mr. Raffin for the presentation and noted gratitude to the Epics Systems Corporation for the gift.

Action Taken: The Health Commission unanimously approved the resolution. (See Attachment B)

11) RESOLUTION TO RECOMMEND TO THE BOARD OF SUPERVISORS TO AUTHORIZE THE DEPARTMENT OF PUBLIC HEALTH TO ACCEPT AND EXPEND A BEQUEST FROM THE ESTATE OF JANET D KRAMER

William Frazier, LHH Fiscal Staff, presented the item.

Commissioner Comments:

Commissioner Bernal expressed gratitude to Ms. Kramer and her estate for the generous gift.

Action Taken: The Health Commission unanimously approved the resolution. (See Attachment C)

12) FINANCE AND PLANNING COMMITTEE UPDATE

Commissioner Chung, Chair, stated that at the meeting, the Committee reviewed all the items on the Consent Calendar and recommended that the full Health Commission approve them. She also noted that the Committee reviewed and gave feedback on the draft DPH Annual Report, which will be presented to the full health Commission in upcoming weeks.

13) CONSENT CALENDAR

<u>Action Taken</u>: The Health Commission unanimously approved the following items:

- MARCH 2022 CONTRACTS REPORT
- REQUEST FOR APPROVAL OF A NEW CONTRACT WITH 911 INTERPRETERS, INC. TO PERFORM
 REMOTE INTERPRETER SERVICES FOR THE DEPARTMENT OF PUBLIC HEALTH. THE TOTAL
 PROPOSED CONTRACT AMOUNT IS \$9,918,720 WHICH INCLUDES A 12% CONTINGENCY FOR THE
 INITIAL TERM OF MARCH 1, 2022 THROUGH FEBRUARY 28, 2025 (36 MONTHS). THE
 CONTRACT HAS TWO OPTIONS TO EXTEND FOR A PERIOD OF THREE YEARS EACH.
- Request for approval of a new contract with Lionbridge Global Solutions II, Inc to perform remote interpreter services for the Department of Public Health. The total proposed contract amount is \$9,918,720 which includes a 12% contingency for the initial term of March 1, 2022 through February 28, 2025 (36 months). The contract has two options to extend for a period of three years each.

14) OTHER BUSINESS:

This item was not discussed.

15) JOINT CONFERENCE COMMITTEE AND OTHER COMMITTEE REPORTS

Commissioner Green chaired the February 22, 2022 ZSFG JCC and thanked Commissioner Bernal for attending to ensure quorum for the meeting. She noted that the Committee discussed the Regulatory Affairs Report, and True North Scorecard progress. The Scorecard assesses progress metrics of the 6 True North pillars: equity, safety, quality, care experience, developing our people, and financial stewardship, as well as specific outcome metrics. Despite the additional burdens of the pandemic, progress was made in colon SSI infection rates, central line associated blood stream infections, and thanks to the hard work of the care coordination team, a lowering of the lower level of care numbers. Success was also achieved in BAA heart failure readmission rates. Work in lowering fall rates with injury is ongoing, and a collaboration between LHH and ZSFG quality teams is in the works. During the CEO report, Dr. Ehrlich noted the workforce impact of the pandemic and the exemplary work of OHS, with over 550 employees out at one time. She introduced ZSFG's new director of diversity, Sophia Lai, and celebrated a successful ZSFG Hearts virtual even, which raised significant funds for the hospital and also recognized Vice Dean Sue Carlisle, who retires next month after a long career at UCSF. The stellar work by the Urgent Care Clinic offset demand in the ED; however, diversion rates were up due to staffing shortages, which affects all unit at the hospital. The employee hiring and vacancy report noted a drop in staff vacancies, and a vigorous recruitment effort to complete future staffing needs for the BERT team. The Medical Staff report was an excellent summary reflecting the quality and successes in that area. The Committee approved Urology Department rules and regulations, Medicine PA/NP standardized procedures which added IUD and contraceptive implant placement and removal, and clinical privileges for educational interpretation of radiology studies. In closed session, the Committee approved the credentialing report, and discussed the primary care initiative "Back to Basics" to improve preventive care in clinics, the progress in primary care in the anti-racism and equity action plan, and changes to improve afterhours radiology interpretation.

Commissioner Comments:

Commissioner Giraudo, noted that she is the Health Commission representative on the SFGH Foundation Board. The recent fundraiser event raised \$2M for the foundation.

16) ADJOURNMENT

The meeting was adjourned at 5:52pm.

Health Commission Resolution 22-08

RESOLUTION MAKING FINDINGS TO ALLOW TELECONFERENCED MEETINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION 54953(e)

WHEREAS, California Government Code Section 54953(e) empowers local policy bodies to convene by teleconferencing technology during a proclaimed state of emergency under the State Emergency Services Act so long as certain conditions are met; and

WHEREAS, In March, 2020, the Governor of the State of California proclaimed a state of emergency in California in connection with the Coronavirus Disease 2019 ("COVID-19") pandemic, and that state of emergency remains in effect; and

WHEREAS, On February 25, 2020, the Mayor of the City and County of San Francisco (the "City") declared a local emergency, and on March 6, 2020 the City's Health Officer declared a local health emergency, and both those declarations also remain in effect; and

WHEREAS, On March 11 and March 23, 2020, the Mayor issued emergency orders suspending select provisions of local law, including sections of the City Charter, that restrict teleconferencing by members of policy bodies; those orders remain in effect, so City law currently allows policy bodies to meet remotely if they comply with restrictions in State law regarding teleconference meetings; and

WHEREAS, On September 16, 2021, the Governor signed AB 361, a bill that amends the Brown Act to allow local policy bodies to continue to meet by teleconferencing during a state of emergency without complying with restrictions in State law that would otherwise apply, provided that the policy bodies make certain findings at least once every 30 days; and

WHEREAS, While federal, State, and local health officials emphasize the critical importance of vaccination and consistent mask-wearing to prevent the spread of COVID-19, the City's Health Officer has issued at least one order (Health Officer Order No. C19-07y, available online at www.sfdph.org/healthorders) and one directive (Health Officer Directive No. 2020-33i, available online at www.sfdph.org/directives) that continue to recommend measures to promote physical distancing and other social distancing measures, such as masking, in certain contexts; and

WHEREAS, The California Department of Industrial Relations Division of Occupational Safety and Health ("Cal/OSHA") has promulgated Section 3205 of Title 8 of the California Code of Regulations, which requires most employers in California, including in the City, to train and instruct employees about measures that can decrease the spread of COVID-19, including physical distancing and other social distancing measures; and

WHEREAS, Without limiting any requirements under applicable federal, state, or local pandemic-related rules, orders, or directives, the City's Department of Public Health, in coordination with the City's Health Officer, has advised that for group gatherings indoors, such as meetings of boards and commissions, people can increase safety and greatly reduce risks to the health and safety of

attendees from COVID-19 by maximizing ventilation, wearing well-fitting masks (as required by Health Officer Order No. C19-07), using physical distancing where the vaccination status of attendees is not known, and considering holding the meeting remotely if feasible, especially for long meetings, with any attendees with unknown vaccination status and where ventilation may not be optimal; and

WHEREAS, On July 31, 2020, the Mayor issued an emergency order that, with limited exceptions, prohibited policy bodies other than the Board of Supervisors and its committees from meeting in person under any circumstances, so as to ensure the safety of policy body members, City staff, and the public; and

WHEREAS, The San Francisco Health Commission has met remotely during the COVID-19 pandemic and can continue to do so in a manner that allows public participation and transparency while minimizing health risks to members, staff, and the public that would be present with in-person meetings while this emergency continues; now, therefore, be it

RESOLVED, That San Francisco Health Commission finds as follows:

- 1. As described above, the State of California and the City remain in a state of emergency due to the COVID-19 pandemic. At this meeting, the San Francisco Health Commission has considered the circumstances of the state of emergency.
- 2. As described above, State and City officials continue to recommend measures to promote physical distancing and other social distancing measures, in some settings.
- 3. As described above, because of the COVID-19 pandemic, conducting meetings of this body and its committees, including the Zuckerberg San Francisco General Hospital and Laguna Honda Hospital Joint Conference Committees, in person would present imminent risks to the safety of attendees, and the state of emergency continues to directly impact the ability of members to meet safely in person; and be it

FURTHER RESOLVED, That for at least the next 30 days meetings of the San Francisco Health Commission and its committees, including the Zuckerberg San Francisco General Hospital and Laguna Honda Hospital Joint Conference Committees, will continue to occur exclusively by teleconferencing technology (and not by any in-person meetings or any other meetings with public access to the places where any policy body member is present for the meeting). Such meetings of the San Francisco Health Commission that occur by teleconferencing technology will provide an opportunity for members of the public to address this body and its committees, including the Zuckerberg San Francisco General Hospital and Laguna Honda Hospital Joint Conference Committees, and will otherwise occur in a manner that protects the statutory and constitutional rights of parties and the members of the public attending the meeting via teleconferencing; and, be it

FURTHER RESOLVED, That the Executive Secretary of the San Francisco Health Commission is directed to place a resolution substantially similar to this resolution on the agenda of a future meeting of the San Francisco Health Commission within the next 30 days. If the San Francisco Health Commission does

not meet within the next 30 days, the Executive Secretary is directed to place a such resolution or	n the
agenda of the next meeting of San Francisco Health Commission.	

I hereby certify that the San Francisco Health Commission at its February 1, 2022 meeting adopt the foregoing resolution.

Mark Morewitz, MSW Health Commission Executive Secretary

Attachment B

Health Commission City and County of San Francisco Resolution No. 22-07

RESOLUTION TO RECOMMEND TO THE BOARD OF SUPERVISORS TO AUTHORIZE THE DEPARTMENT OF PUBLIC HEALTH TO ACCEPT AND EXPEND A GIFT OF \$115,000 FROM THE EPIC SYSTEMS CORPORATION

WHEREAS, The Epic Systems Corporation has donated to the Department of Public Health in the amount of \$115,000 for the department's role as a Safety Net provider; and

WHEREAS, The Epic Systems Corporation has notified the Department of Public Health that proceeds from the gift will be distributed; and

WHEREAS, The Epic Safety Net Program comprises hospitals, clinics, emergency medical service treatment providers, and affiliate and contract treatment providers, all of which are under the Department of Public Health; and

WHEREAS, The Epic Systems Corporation provides gifts to entities that help low income and at-risk populations; and

WHEREAS, The DPH will use the funds to help with computer equipment, upgrades and training relating to the care and health of patients; therefore be it

RESOLVED, That the Health Commission recommends that the Board of Supervisor authorize the Department of Public Health to accept and expend a gift of cash of up to one hundred and fifteen thousand dollars (\$115,000) to support the goal of helping low income and at-risk populations; and be it

FURTHER RESOLVED, That the gift will be accepted and expended consistent with San Francisco Administrative Code Sections governing the acceptance of gifts to the City and County of San Francisco, including San Francisco Administrative Code Section 10.100-305.

I hereby certify that the San Francisco Health Commission at its meeting on March 1, 2022, adopted the foregoing resolution.

Mark Morewitz, MSW
Health Commission Executive Secretary

Attachment C

Health Commission City and County of San Francisco Resolution No. 22-09

RESOLUTION TO RECOMMEND TO THE BOARD OF SUPERVISORS TO AUTHORIZE THE DEPARTMENT OF PUBLIC HEALTH TO ACCEPT AND EXPEND A BEQUEST FROM THE ESTATE OF JANET D KRAMER.

WHEREAS, Janet Kramer was a former employee of the Federal Reserve who passed away on May 30th 2020; and

WHEREAS, The San Francisco Public Administrator's Office notified Laguna Honda Hospital and Rehabilitation Center (Laguna Honda) of Ms. Kramer's passing and that she had named Laguna Honda as beneficiary to her retirement plan with the Federal Reserve; and

WHEREAS, the value of the retirement plan as of February 7th, 2022 was \$81065.86 and will continue to fluctuate based on performance of the investments of the retirement plan; and

WHEREAS, Laguna Honda is part of the San Francisco Health Network operated by the Department of Public Health and is a safety net and community hospital, with a mission to provide a welcoming, therapeutic, and a healing environment that promotes the individual's health and well-being; and

WHEREAS, the Laguna Honda Hospital Gift Fund is used to benefit the residents at Laguna Honda, including providing comfort and support for hospital residents; therefore, be it

RESOLVED, That the Health Commission recommends that the Board of Supervisor authorize Department of Public Health to accept and expend the total value of the retirement plan upon liquidation and deposit those funds into the Laguna Honda Gift Fund to support resident care programs; and be it

FURTHER RESOLVED, That the donation will be accepted and expended consistent with San Francisco Administrative Code Sections governing the acceptance of gifts to the City and County of San Francisco, including San Francisco Administrative Code Section 10.100-201.

FURTHER RESOLVED that the San Francisco Health Commission is grateful to the memory of Janet D. Kramer for her charity.

I hereby certify that the San Francisco Health Commission at its meeting on March 1, 2022, adopted the foregoing resolution

Mark Morewitz, MSW	
Health Commission Executive Secretary	