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Commissioner

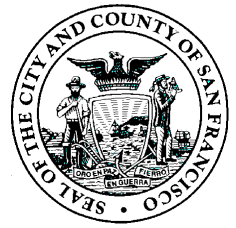
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MINUTES

HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING

Tuesday November 5, 2024 2:30 p.m.

101 Grove Street, Room 300

San Francisco, CA 94102 & via Webex

1) Call to Order

Present: Commissioner Cecilia Chung, Chair
Commissioner Tessie Guillermo, Member

Excused: Commissioner Edward Chow, MD, Member

Commissioner Guillermo called the meeting to order at 2:01pm.

2) APPROVAL OF THE MINUTES OF THE HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE OF OCTOBER 1, 2024

Action Taken: The Finance and Planning Committee members unanimously voted to approve the minutes.

3) MONTHLY CONTRACTS REPORT

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

Commissioner Comments:

Regarding the Community Forward SF contract, Commissioner Guillermo noted the organization's cash reserve issues and asked how the DPH Business Office interacts with agencies who are highly dependent on City funding. Ms. Ruggels stated the DPH fiscal monitoring team looks at the entire fiscal picture of an agency. She added that this agency noted that the DPH was late with a payment, which impacted its cash reserves. The agency is making a big effort to conduct more fundraising so it is not so reliant on City funding. This is an issue for the DPH to continue monitoring and technical assistance will be provided.

Commissioner Guillermo noted concern with agencies that have less than 30 days of cash at the beginning of the fiscal year and how it may impact services and clients in addition to potential loss of staff. Ms. Ruggels

stated that the DPH fiscal monitoring staff keeps an eye on these situations. She noted that the final monitoring letter shows the vendor in compliance. Commissioner Guillermo stated that two of the contractors with contracts under review for this meeting have the same cashflow issue.

Commissioner Chung stated that it is key to understand that the DPH cannot do the job of running these organizations, but it can ask about plans for fiscal sustainability for the agency.

Commissioner Chung asked if in some cases the City could do the work more cost effectively then using vendors. Ms. Ruggels stated that the DPH does not have the resources to conduct all the necessary work. She added that the DPH must get approval from the Civil Service Commission for any work to ensure that the City could not provide the same services. She added that some communities do not want City staff to provide some services and instead prefer to work with non-profits with expertise in their communities.

Regarding the Curry Senior Center contract, Commissioner Guillermo asked for more information regarding the lack of staff that led to the low unduplicated client numbers. Teresa Yu, Population Health Division, stated that due to the pandemic, the agency experienced staffing issues. She noted that the new unduplicated client numbers for this contract is 240.

Commissioner Guillermo noted that the monitoring report for this program shows zero clients even though the DPH Business Office requested that invoices include client numbers. Ms. Yu stated that the agency had finance staff submitting invoices without checking with program staff on the client numbers. This issue has been rectified.

Regarding the Felton Institute contract, Commissioner Guillermo asked why another City Department issued the funding letter. Ms. Ruggels stated that when more than one City Department has a contact with a vendor, the Controller has the Departments take turns with sending the funding letter.

Action Taken: The Committee voted unanimously to recommend that that the full Health Commission approve November 2024 Contracts Report.

- 4) **Request for approval of a New Professional Services Agreement with Civic Edge Consulting to perform Stakeholder Outreach Services. The total proposed agreement amount is \$200,000 which does not include the 12% contingency as this is a one-time funding for the term of 11/01/2024 through 10/31/2025 (1 year).**

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

Commissioner Comments:

Commissioner Guillermo asked for more information regarding the unspent funds that led to this contract. Ms. Ruggels stated that generally when there are unspent money from the General Fund, it goes back into the General Fund. However, she noted funds can sometimes be used for one-time spending like this project.

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

5) **EMERGING ISSUES**

Commissioner Chung requested future reporting on the DPH efforts to increase the fiscal sustainability of its contractors that have cashflow issues and decreasing dependence on DPH/City funding.

6) **PUBLIC COMMENT**

There was no public comment.

7) ADJOURNMENT

The meeting was adjourned at 3:08pm.