



WHAT'S NEW FOR CONTRACTING FY21/22

San Francisco
Department of Public Health
Business Office

Contract Development & Technical Assistance (CDTA)

September 24, 2021

WHAT'S NEW FOR CONTRACTING FY21/22



San Francisco
Department of Public Health
Business Office
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September 24, 2021

Contract Development & Technical Assistance (CDTA)



WELCOME!

Michelle Long, M.H.A., Director

Contract Development and Technical Assistance

DPH Business Office

LIVE EVENT

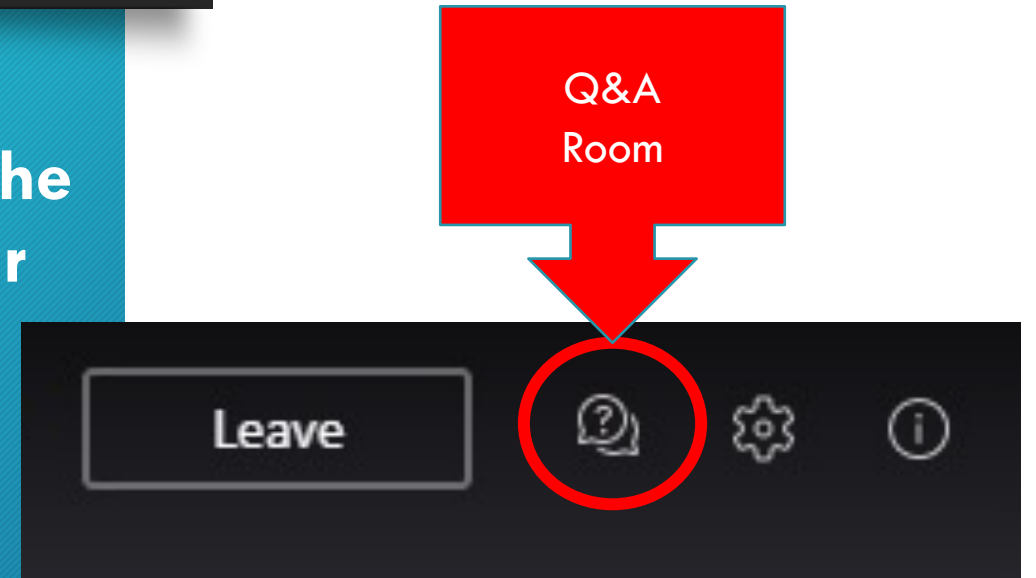
This meeting is being recorded.

**By continuing to be in the meeting,
you are consenting to be recorded.**

Question and Answer Room

There will be no live Q&A Session for this meeting. Please enter your questions into the Q&A Room, located to the right side of your screen.

The questions from the Q&A room will be collected at the end of the meeting and distributed to the appropriate presenter to answer. The Event Committee will later develop an FAQ to distribute to the attendees.



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Welcome and Introductions

Michelle Long, M.H.A, Director, CDTA

Remarks from the Director of Health

Grant Colfax, M.D

Business Office of Contract Compliance (BOCC)

Tom Mesa, MSW, MPH, Director

Budget

Shirley Giang, DPH Business Office Budget Director

Office of Health Equity

Ayanna Bennett, M.D, MS, FAAP, Chief Health Equity Officer, Director

DPH Business Office

Michelle Ruggels, Director

Office of Compliance and Privacy Affairs

Kim Oka, Privacy Officer

Contract Development & Technical Assistance (CDTA)

Michelle Long, M.H.A, Director



Welcome and COVID-19 Update

Grant Colfax, M.D.

Director, San Francisco Department of Public Health

**Thank you to all of our
community partners!**





City College of San Francisco



Dignity Health /
St. Mary's Medical Center



Lutheran Social Services



Maitri Compassionate Care



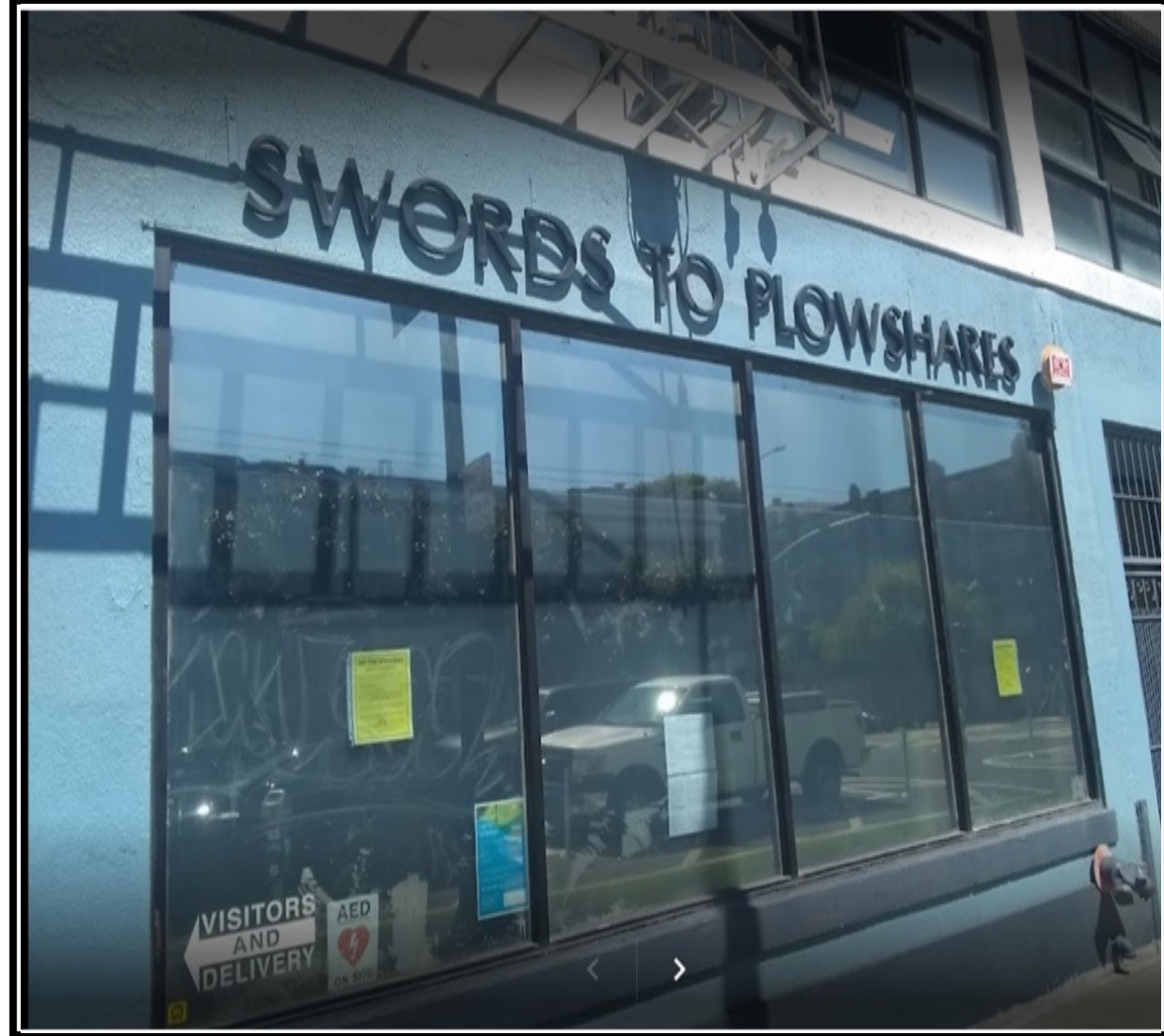
Felton Institute



Instituto Familiar De La Raza



NICOS



Swords to Plowshares



YMCA-SF BAYVIEW



YMCA-SF URBAN SERVICES



Jamestown Community Center



Livable City-Sunday Streets



A&A Health Services



Carecen SF



Community Housing Partnership



GLIDE Community Housing



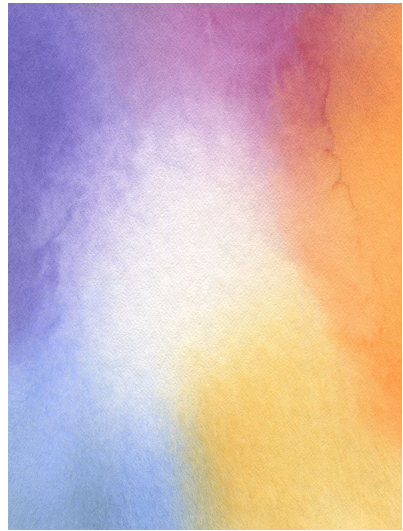
Shanti Project



San Francisco American
Foundation for Suicide Prevention



Homeless
Children's
Network



Homeless Children's Network



Mission Neighborhood Health Center



PRC/Baker Places



RELIAS



Southeast Asian Development Center



SF-Marin Food Bank



Tom Mesa, MSW, MPH, Director

Business Office of Contract Compliance

DPH Business Office

Annual Program Monitoring

22

4 Domains: Standard Across DPH

1. Performance: Objectives
2. Deliverables: UOS and UDC
3. Compliance: DOC and POA, etc.
4. Client Satisfaction: Standard vs. Unique

Relevant Talking Points

23

- FY 20-21 Scoring
- BOS Requirement:
Referral to Compliance Office

Performance Objectives

24

- Objectives created by SOC; exemptions by SOC
- Published by CDTA website early in FY
- SMART Objectives consult by BOCC
- One Measurable per objective
- AVATAR SOC vs. Program Unique Self Report
- FY Comparisons

Deliverables

25

- Units of Services
- ADM 99
- Unduplicated Client Counts

Compliance

26

- **DOC: Declaration of Compliance**
- **Administrative Binder, Premises**
- **Certification (credentialing)**
- **POA: Plan of Action**
- **Prop I Good Neighbor**
- **Controller's Office Fiscal Audits**

Client Satisfaction

27

- **Standard state version**
- **Unique version**
- **This is not a performance objective.**
- **Survey of all recipients of services**

BOCC Motto

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**"People do not do what is expected,
people do what is inspected."**

BOCC Staff Roster as of July 2021

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- Tom Mesa, Director 415-255-3749
- Nick Hancock, Database Mgr 415-255-3776
- Marshia Herring, Compliance 415-255-3938
- Michelle Pollard, Compliance 415-255-3661
- Jerna Reyes, Certifications, Fire 415-255-3752
- Wasim Samara, Fiscal Audits 415-255-3769
- Craig Wenzl, Compliance 415-255-3948
- Israel Alleyne 415-255-3758

THANK YOU!!



San Francisco Mental Health Education Funds

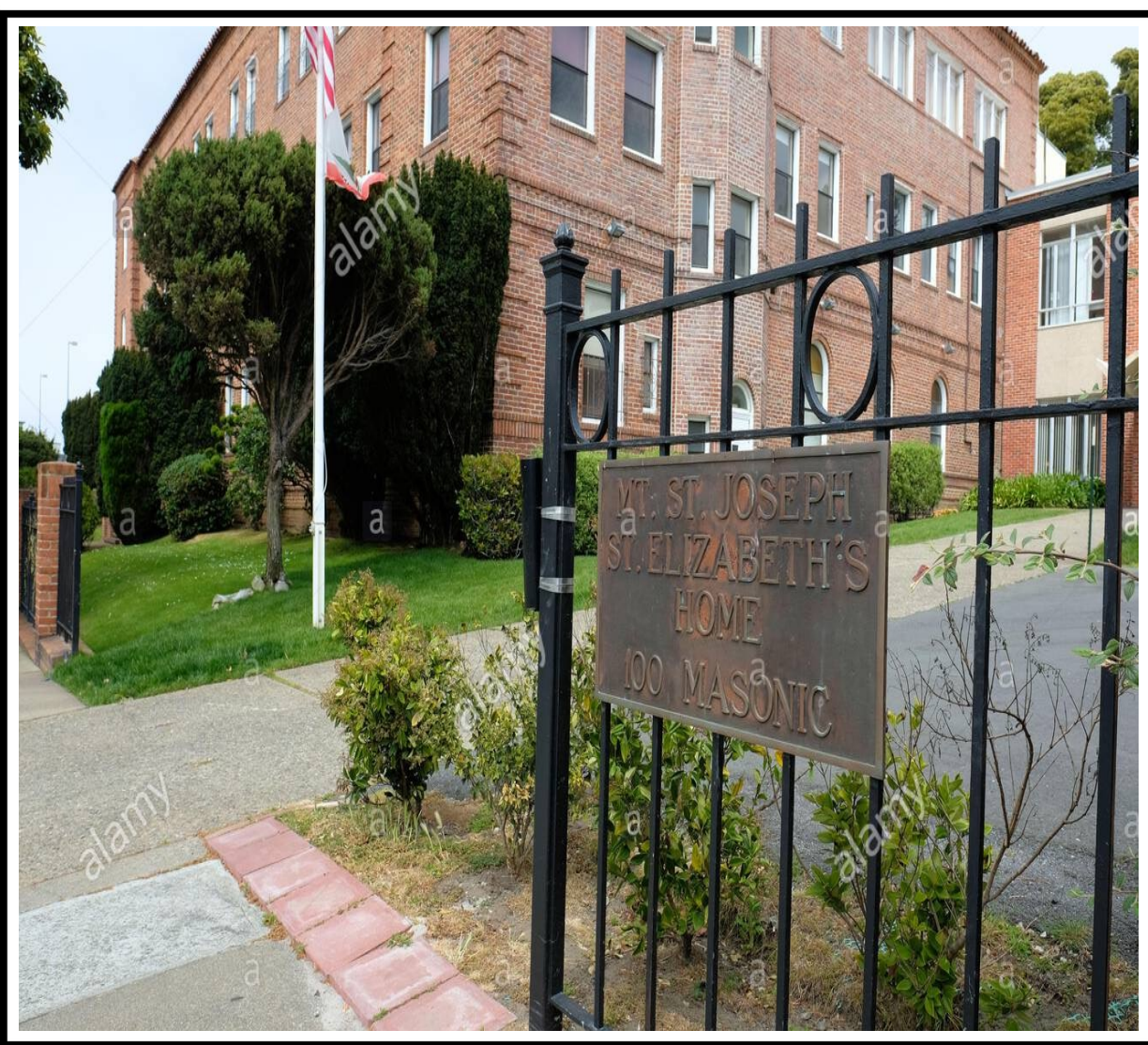
Mental Health Service

San Francisco Mental Health Education Funds



Tenderloin Neighborhood Development Corporation





MSJ Women's Facility



MSJ Children's Facility



Bright Heart Health



Community Youth Center of SF



National Alliance on Mental Illness
San Francisco



Fort Help



Fort Help Mission



Horizons Unlimited



Bayview Hunters Point Foundation for
Community Improvement



Dolores Street Community Services



Harm Reduction Therapy Center



Hatchuel Tabernik and Associates



BAART

Public Health Institute (CA)



Public Health Institute



Heluna Health®

EMPOWERING POPULATION
HEALTH INITIATIVES SINCE 1969

Heluna Health



Huckleberry Youth Programs



Japanese Community Youth Council



Latino Commission



Shirley Giang

Budget Director

DPH Business Office



Cost of Doing Business (CODB) for Non-Profit Agencies

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- In FY20-21, the Mayor's Office approved a one-time, 3% CODB allocation.
 - This funding was provided to recipient vendors through a Direct Payment Voucher (i.e. a one-time check) and was not incorporated into the contractor's Appendix B's (budget pages) in FY20-21
 - Instead, to document that these funds were incorporated into the budget, the allocation for the CODB (and/or MCO) were identified and included as a FY20-21 line-item under the contract's Calculation of Charges section, specifically as a FY20-21 CODB (and/or MCO). To retain the same contractual overall bottom line, the amount of the CODB (and/or MCO) was funded via a reduction to the contract contingency line-item.



Cost of Doing Business (CODB) for Non-Profit Agencies

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- In FY21-22, the Mayor's Office has advised that the FY20-21 3% allocation, originally added as one-time only, will continue in the baseline.
 - In other words, the one-time FY20-21 allocation will be ongoing in FY21-22. Therefore, in FY21-22, these funds should formally be included in the Appendix B, budget pages.
 - These funds will be identified in an agency's FY21-22 Funding Notification Letter and will be incorporated into the budget detail for each contract via the Appendix B.



Cost of Doing Business (CODB) for Non-Profit Agencies

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- In FY21-22, the Mayor's office is also allocating a new 3% FY21-22 CODB allocation. These funds are budgeted to be ongoing.
 - The baseline consists of eligible funding sources included in the FY20-21 contract (with amounts reflected in your FY20-21 Funding Notification letter) that are ongoing into FY21-22, plus the 3% CODB allocation amount awarded through a Direct Payment Voucher in FY20-21.
 - In other words, the FY21-22 new 3% CODB allocation is likely to be slightly more than the amount of the FY20-21 3% CODB allocation because the baseline used to calculate the FY21-22 3% allocation includes the FY20-21 3% CODB allocation.



Cost of Doing Business (CODB) or Minimum Compensation Ordinance (MCO) for Non-Profit Agencies

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- Per Mayor's Office guidelines, the funding term for FY20-21 Minimum Compensation Ordinance (MCO) funding was 12/08/2020 through 06/30/2021.
- FY20-21 MCO was paid through a direct voucher.
- MCO funding is ongoing and will be annualized to include in the agency's FY 21-22 baseline funding.
- The baseline for eligibility to receive FY 20-21 MCO funding is whether an agency received FY 19-20 MCO funding, which in turn was based on a survey that the agency submitted to the Controller's Office. The FY 20-21 MCO allocation is a proportional increase to an agency that received FY 19-20 MCO allocations.



Cost of Doing Business (CODB) or Minimum Compensation Ordinance (MCO) for Non-Profit Agencies

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- Summary – Included in FY21-22 Funding Notification (if applicable)
 - FY20-21 3% CODB (one-time funding will continue in the baseline)
 - FY20-21 MCO (start 12/08/20 and based on FY19-20 allocation)
 - FY21-22 3% CODB
 - FY21-22 MCO (additional amount arrives to the full 12-month funding)

Please Note:

- For Fee-for-Service reimbursed contracts, the resulting increase should be reflected as a rate increase; there is no requirement to increase units of service to earn the additional CODB/MCO funding.



Reporting Requirements for FY 20-21 Cost of Doing Business (CODB) and Minimum Compensation Ordinance (MCO) Funding

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- Behavioral Health Services (BHS) contractors are subject to an annual cost report.
- In order to determine where CODB and/or MCO funding was utilized, the DPH Fiscal Cost Report Section will require supplemental Appendix B Budget Summary and Cost Reporting/Data Collection (CRDC) forms as supporting documentation to the annual cost report submission.
- These supplemental forms will be stand-alone documents and not incorporated into contracts.
- Instructions and an Appendix B sample were sent in April.



Cost of Doing Business (CODB) Calculations

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- The calculation of individual agency CODB allocations is guided by the same criteria as last year. The baseline amount upon which the actual CODB allocation is determined includes the following:
 - General Fund monies, (which for this calculation includes Medi-Cal and Realignment), as well as continuing work-orders (money given to DPH by other City Departments) which are funded by General Fund monies.



Funding Increase for Ryan White Grant-Funded Contractors in FY21-22

48

- Grant funds are not eligible to receive City funded CODB allocations; however, in FY21-22 the BOS did provide funding to serve as a CODB increase for Ryan White grant-funded contractors (covering Ryan White Part A, Ryan White Part B, and Ryan White Part C). This allocation resulted in an approximately 2.3 percent increase to these grant funded services.



3% Increase in MHSA Funding in FY21-22

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- MHSA funded contractors will receive 3% increase in FY21-22. There is additional MHSA revenue funding available this fiscal year to support the increases.



Changes on Subcontract Policy

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- Contracts that contain subcontractor/consultant expenses are expected to submit a copy of all subcontractor/consultant contracts (signed and dated) to CDTA (cdtaunit@sfdph.org) **WITH Appendices A and B.**
- For contractors that are unable to submit their Subcontractor/Consultant Agreements with Appendices A and B, contractors must: 1) Provide a written explanation on why this requirement cannot be met via email to their CDTA Program Managers and; 2) Submit their Subcontractor/Consultant Agreements no later than 30 days of the submission of Appendix A and B.
- Invoice payments for subcontractors will be withheld until a copy of the subcontractor/consultant contract is on file with the CDTA Program Manager.



Changes on Subcontract Policy

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- In the boilerplate, it is required that the contractor names and identifies the subcontractor/consultant. If the name of the subcontractor or other detailed information is unknown, it will then be required to modify the contract to incorporate the name and rate information once that information is available.
- Invoice payments cannot be processed if the name is different from the Appendix B, or the reimbursement rate is different from the rate indicated in Appendix B.



Indirect Cost Calculation on Federal Grant/Federal Pass Through Grant

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- Per OMB Uniform Guidance Part 200 Subpart A Section 200.68 Modified Total Direct Cost (MTDC) and Controller Guidelines for Cost Categorization in Non-Profit Contracts:
- For federal grant or federal pass through grant, the prime contractor can only **charge indirect costs on the first \$25,000 of each subcontract** at the approved/allowed indirect cost rate. Additional subcontract expenses beyond \$25,000 must be excluded from the indirect cost calculation.



Indirect Cost Calculation on Federal Grant/Federal Pass Through Grant

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Example:

- DPH gives funding to the agency that is funded by Substance Abuse Block Grant (SABG) to provide SUD Prevention Set-Aside services.
 - The agency budgeted \$100,000 in the subcontract line to fund ABC Company (subcontractor) to provide SUD Prevention Set-Aside services.
 - The agency can **charge indirect costs on the first \$25,000** at the approved/allowed indirect cost rate.
 - \$75,000 must be excluded from the indirect cost calculation.
- The indirect cost payment limitations would not apply to subcontractor funded by the prime contractor to perform a different service, e.g. a media consultant to publicize the availability of substance use disorder (SUD) services delivered by the prime contractor.



Indirect Cost Calculation on Federal Grant/Federal Pass Through Grant

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- The underlying rationale is that if an agency chooses to contract with outside vendors to provide services, those contracts have a tendency to reduce the administrative effort required by the agency to complete that function; therefore, the agency should not charge the indirect cost on the subcontract.
- In order to address these distorting costs, Federal is to request an exclusion for the amount of any contracted service in excess of \$25,000 that impacts the direct cost base.



Signature on Invoices

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- **Starting FY21-22, typed signature is no longer allowed. Contractor is required to sign on the invoice.**
 - PDF signature (print out, sign, then PDF)
 - Adobe signature (please do not use the signature that looks like as typed; make it stand out)
 - DocuSign signature



Frequently Asked Questions (FAQ) and Table for Type of Invoice

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- The Business Office has prepared the FAQ and Table for Type of Invoice as resources to help the contractor to have a better understanding of DPH's contract invoicing process.
- These references are available on the CDTA website:

 www.sfdph.org/cdta





Important Items to Remember

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- Contracts that contain subcontractor/consultant expenses are expected to submit a copy of all subcontractor/consultant contracts (signed and dated) to CDTA (cdtaunit@sfdph.org) **WITH Appendices A and B.**
- For federal grant or federal pass through grant, the prime contractor can only **charge indirect costs on the first \$25,000 of each subcontract** at the approved/allowed indirect cost rate. Additional subcontract expenses beyond \$25,000 must be excluded from the indirect rate calculation.
- Starting FY21-22, contractor is required to sign on the invoice. Typed signature is no longer allowed.



DPH Business Office- Budget Staff

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Christina Xiong	(415) 255 3697	caiqing.xiong@sfdph.org
Daniel Leong	(415) 255-3554	daniel.leong@sfdph.org
Deanna Chan	(415) 255-3768	deanna.chan@sfdph.org
JinQuan Li	(415) 255-3424	Jinquan.li@sfdph.org
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Judy Perillo	(415) 255-3451	judy.perillo@sfdph.org
Mimi Fung	(415) 255-3667	mimi.fung@sfdph.org
Sajid Shaikh	(415) 255-3512	sajid.shaikh@sfdph.org
Valerie Lai	(415) 255-3432	valerie.lai@sfdph.org
Winnie Chen	(415) 255-3921	winnie.chen@sfdph.org
Ya Cong (Grace) Liang	(415) 255-3748	Yliang@sfdph.org
Yaoquan Zhu	(415) 255-3498	Yaoquan.zhu@sfdph.org



TIME TO
stretch

5 MINUTE BREAK





TIME TO
stretch

4 MINUTE BREAK



TIME TO
stretch

3 MINUTE BREAK

TIME TO
stretch

2 MINUTE BREAK



TIME TO
stretch

1 MINUTE BREAK





Dr. Ayanna Bennett, M.D., MS, FAAP
Chief Health Equity Officer, Director

Office of Health Equity



Marin County Department of Health and Human Services



Regents of UCSF-Infant Parent Program





Richmond Area Multi-Services,
Inc.



Laguna Honda Hospital
SFDPH-Health at Home



Life Learning Academy



Rafiki Coalition for Health and Wellness



City Clinic



Edgewood



**Community
Forward**



Friendship House

Justice & Diversity

C E N T E R

OF THE BAR ASSOCIATION OF SAN FRANCISCO

Justice & Diversity

NATIONAL

HARM REDUCTION

COALITION

**National Harm
Reduction Coalition**



HealthRIGHT 360

Native American Health Center



Progress Foundation

Safe & Sound



St. James Infirmary



UC San Diego



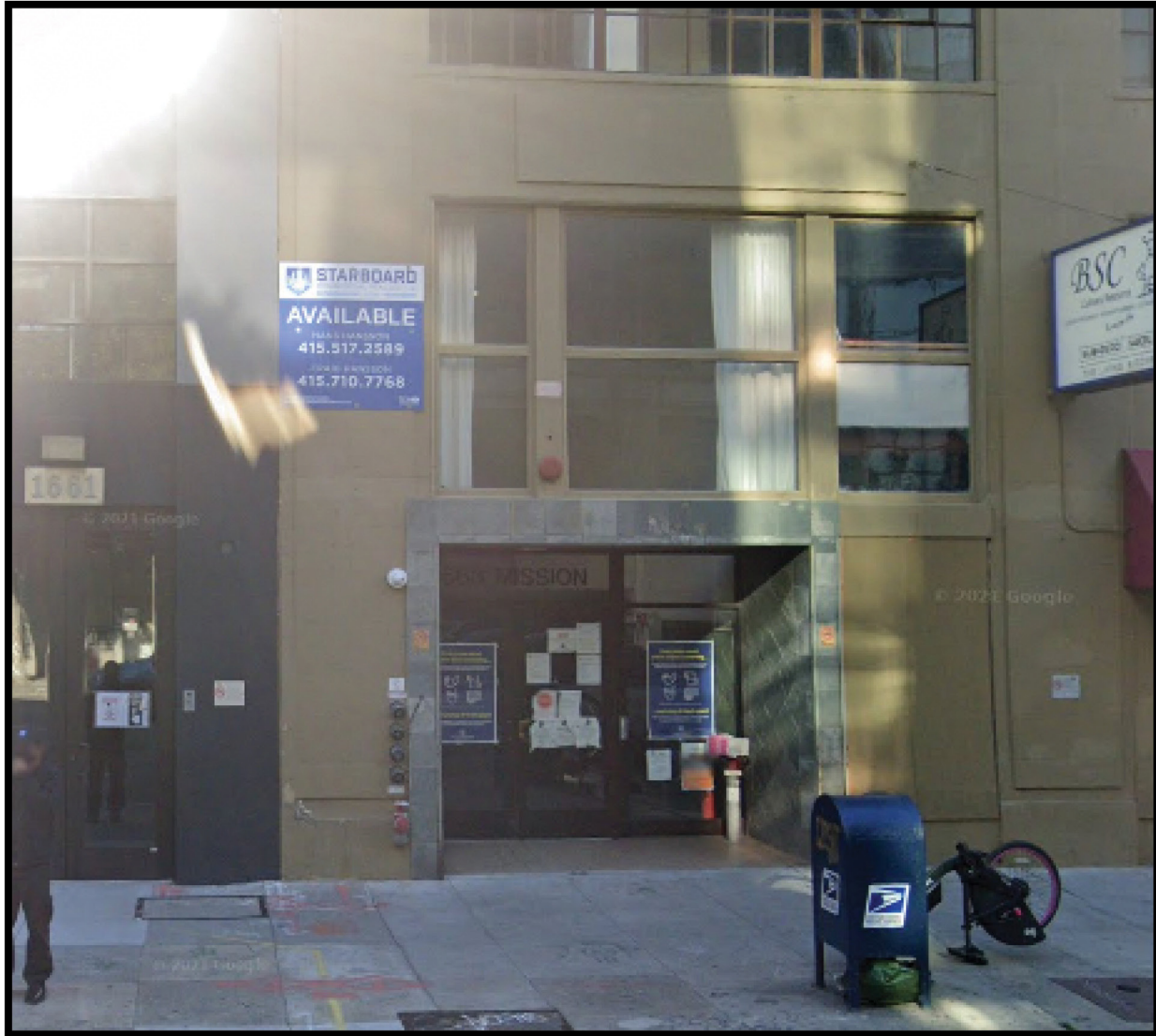
Unity Care



**Youth Leadership
Institute**



3rd Street Youth Center & Clinic



AIDS Legal Referral Panel



18 Reasons



**Children's Council
of San Francisco**



Michelle Ruggels

Director, DPH Business Office

- Presenting as the Director of the DPH Business Office and the Contracts Office Director (acting)
 - Contracts Office Supervisor Changes
 - 1380 Howard
 - 101 Grove
- Appreciation for Human Services Network and Community Based Organizations (CBOs)



Important Items to Know- Contract Changes

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- A summary with detail and links will be distributed; however to highlight what is new in FY21-22 Contracting Requirements
 - Update Supplier (aka contractor) Headquarter Information in People Soft (FSP) Supplier Portal
 - Cyber Insurance in your Certificate of Insurance and Endorsements; typically, CBOs are asked to obtain an amount of \$5.0m for the agency. The final amount is recommended by the City's Risk Manager.
 - Currently, most contractors have an Appendix titled "Business Associates Agreement" Appendix. Included in the appendix is reference to two forms: Privacy Attestation and Data Security Attestation that may require follow-up.
 - In FY21-22, for most vendors (or those not already using EPIC), you will have a new Appendix entitled Data Access and Sharing Terms in contract amendments and new contract agreements. If you require access to EPIC or Avatar, there are instructions in Attachment 1 of the Appendix.
 - City Cybersecurity Certificate of Completion The City's Department of Technology is requiring contractors to undergo an official cyber security assessment. This is a brand new process, and isn't fully worked out. The Contracts Office will provide you with two separate forms to complete to get started.
 - Please Note: The Contracts Office will strive to complete FY21-22 contract budget updates using a Revision to Program Budget if there is sufficient available funding. This will be followed by an amendment (if we must extend the term or add funding to total contract, an amendment is required, and processing will be impeded by this process).



Important Items to Know

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- COVID Contract Accommodations in FY21-22
 - Case by Case Basis: Contract Change Request Form
 - BHS- Children Youth and Family: Rate Letter
- Appendix B
 - The Drop-Down for MH Services selection has some pending updates that will allow for the selection of Actual Cost (instead of staff hour).
- Response to Submitted Questions



**Mission Council
on Alcoholism**

Crossing Edge Consulting

**Crossing Edge
Consulting**



Golden Bear Associates

harder  co | community
research

**Harder & Co
Community Research**



**Jewish Family &
Children's Services**



**Larkin Street
Youth Services**



Lavender Youth Recreation and Information Center (LYRIC)



Westcoast Children's Clinic



**Napa County
Health & Human Services Agency**



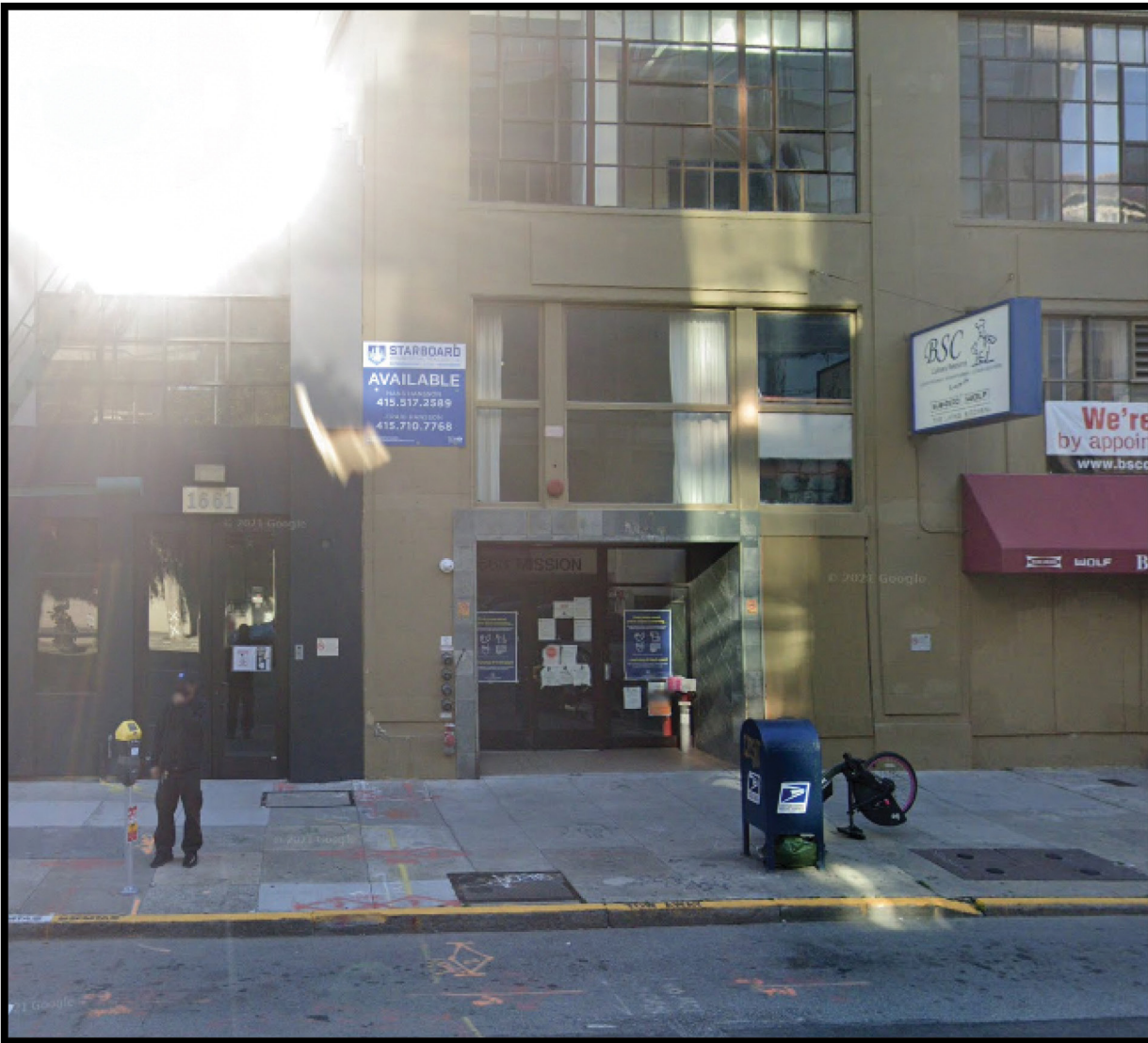
**Sonoma County
Public Health Division**



Project Open Hand



**Seneca
Family of Agencies**



SF Study Center



SF Unified School District



**Occupational Therapy Training
Program (OTTP) - SSG**



University of the Pacific



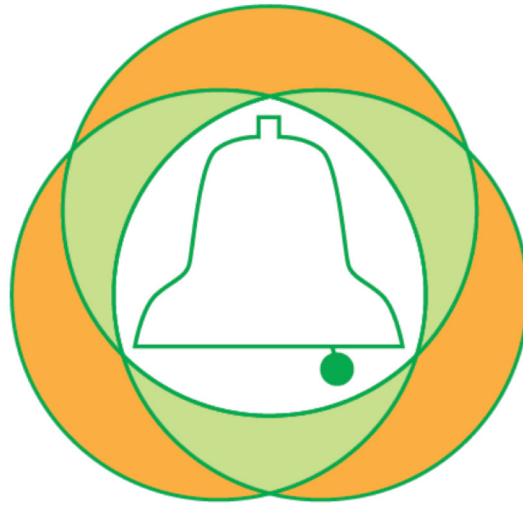
Victor Treatment Center



SF Community Health Center

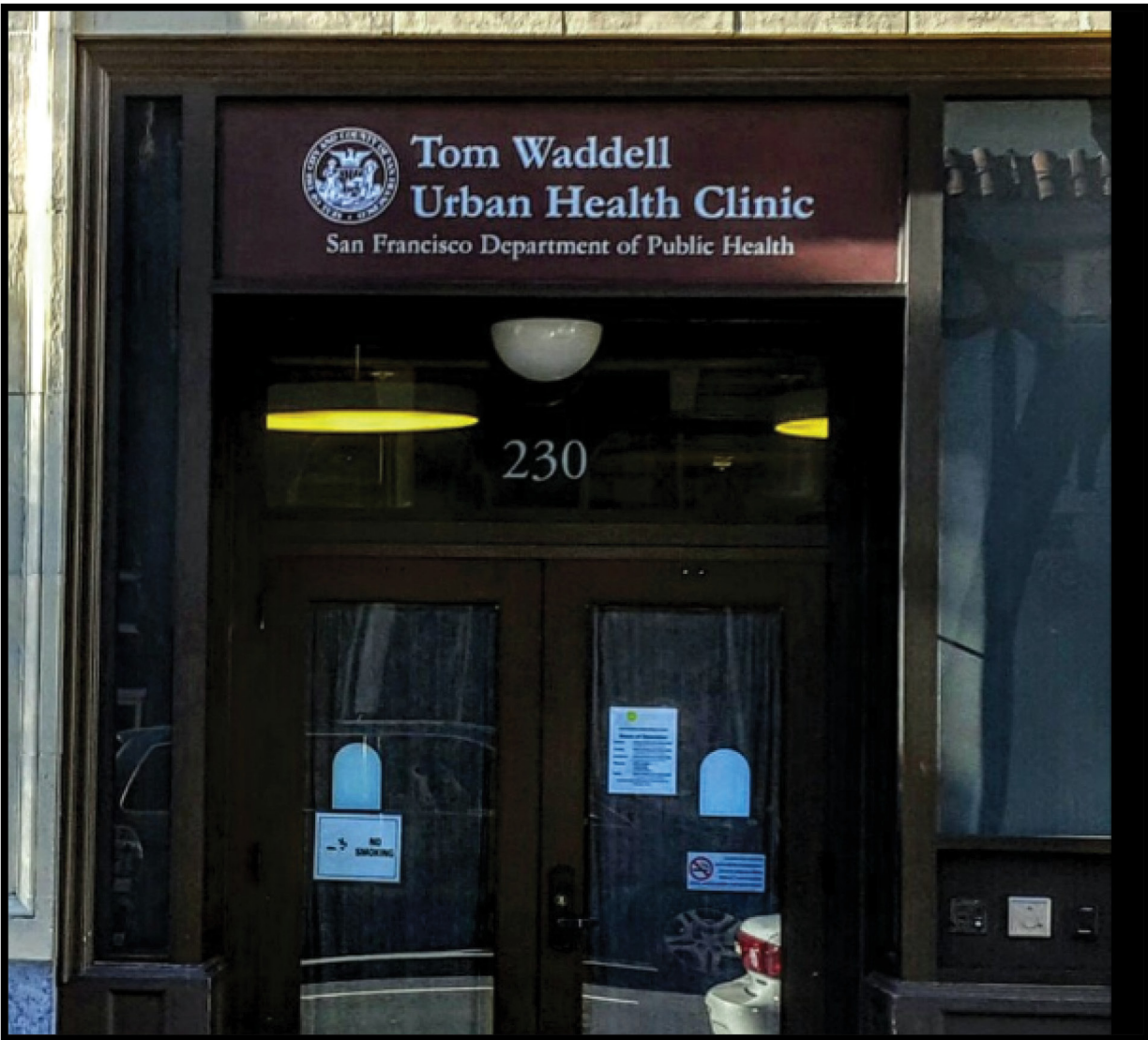


**Catholic Charities-
St. Vincent**



**Mental Health
Association of San Francisco**





**Tom Waddell
Urban Health Clinic**



**UCSF
School of Medicine**

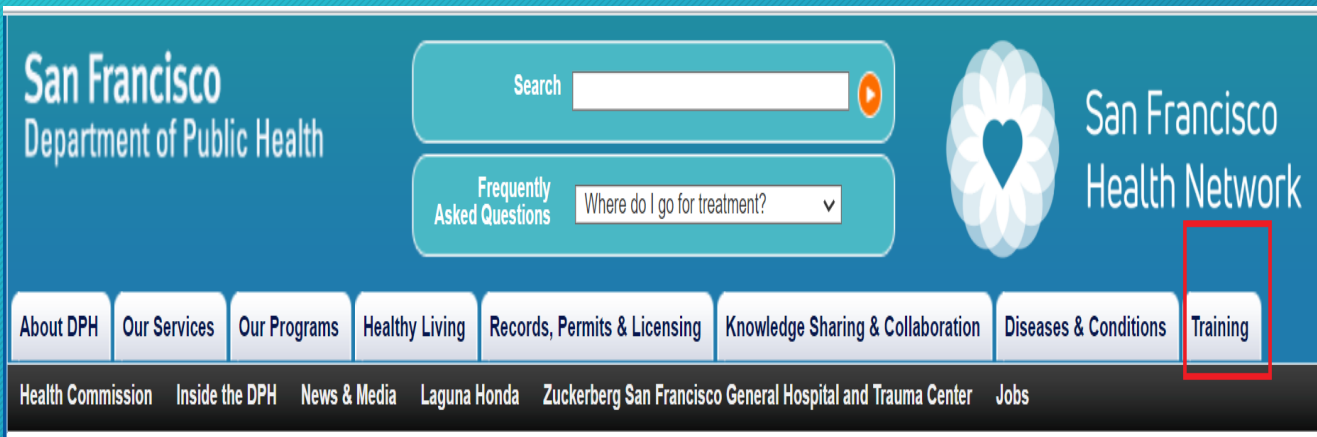


Kim Oka, Privacy Officer

Office of Compliance and Privacy Affairs

Annual Privacy & Compliance Training

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1. Online Privacy & Compliance Training can be accessed at www.sfdph.org

2. Questions:

Email: compliance.privacy@sfdph.org

or call Privacy & Compliance Hotline

(855) 729-6040.

Lost password – call DPH IT Help Desk at (628) 206-7378

Upcoming Changes in Federal Health Privacy Laws for Behavioral Health and SUD

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1. Changes to HIPAA- expected later in 2021 or 2022
2. Changes to 42 CFR Part 2 due to the CARES Act are expected in 2022
3. See this resource for more information:
https://coephi.org/sites/default/files/31741026_current_state_of_the_federal_health_privacy_laws.pdf
4. Other resources from the Center of Excellence in Protected Health Information are here: <https://coephi.org/resource-center>



**Episcopal
Community Services**



**Hyde Street
Community Services** 



SF AIDS Foundation



SFLGBT Center



Central City Hospitality House



Curry Senior Center



**HIV Clinic at San Francisco
General Hospital Ward 86**



**Westside
Community Services**



**360 Positive Care
Center - UCSF**



A Better Way



Aguilas



The Salvation Army



**San Francisco
Public Health Foundation**



Learning For Action

FACENTE CONSULTING

UNDERSTAND • IMPLEMENT • TELL YOUR STORY

Facente Consulting



**East Bay Agency
for Children**



Conard House



**Center for Juvenile and
Criminal Justice**



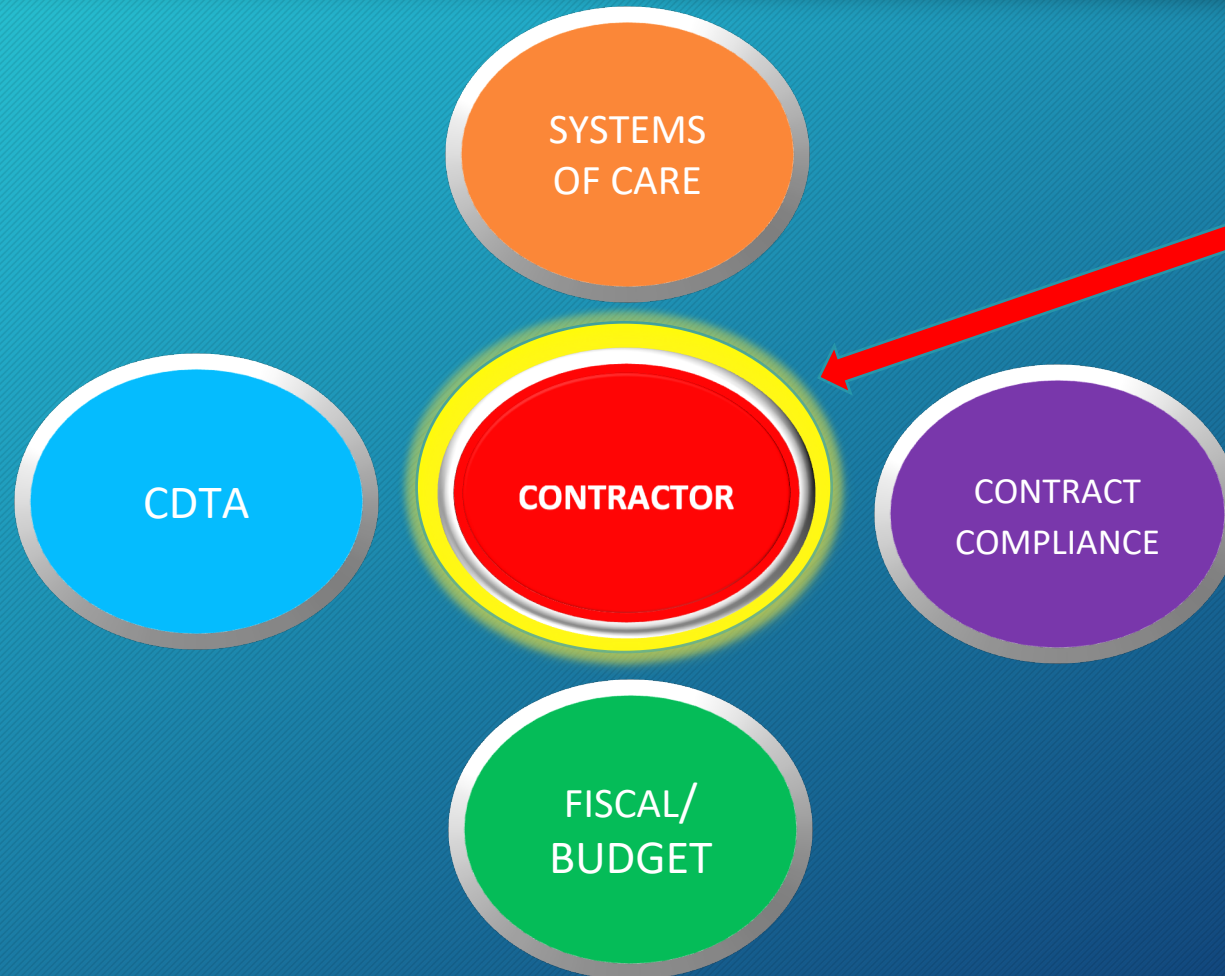
UCSF Alliance Health Project



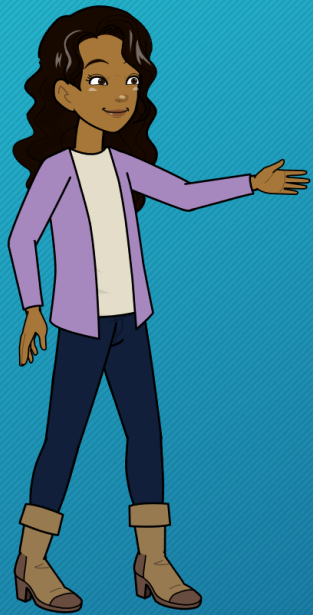
Michelle Long, M.H.A., Director

**Contract Development and Technical Assistance
DPH Business Office**

The Familiar... Contracting is a Collaborative Process



At the
center!



What's **New** on the CDTA WEBSITE!



What's **New** on the CDTA WEBSITE!

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Contractor Communications

All general notifications and information that has been sent out by the DPH Business Office will be stored here by fiscal year. Most communications will come from the email address cdtaunit@sfdph.org or from Margaret Elam, Assistant to the CDTA Director. Located in the *Helpful Links* category.



Subcontractor/Consultant Policy

As described earlier in the Budget presentation; to be submitted annually with other contract documents. Located on the website under *Policies & Procedures, Forms & Guidelines/General Information*



Signature Authority Form

This form will help us to collect up to date information on your leadership team and other important information; to be submitted annually with other contract documents and again, if the information changes at any time during the contract year. Located on the website under *Policies & Procedures, Forms & Guidelines/General Information*

What's **New** on the CDTA WEBSITE!

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Performance Objectives



Check for updated Objectives per System of Care (SOC) for FY 21-22. Located on the website under *Performance Objectives & Scoring Criteria*.



Remember: Do not insert these objectives into your Appendix A document.



Common Things That Can Slow Down the Contract Development and Certification Process:

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Expired Insurance Certificates

Please check for expired insurance as you prepare your contract documents; make sure you have sufficient coverage for the type of service that you are funded to provide and in sufficient amounts.

Late Documents

The due date for documents is listed in your Funding Notification. Do not delay in meeting the deadline in the Funding Notification because you are waiting for a contract modification (additional money, funding from a specific funding source, adding a grant funded or state funded program).

Use of Incorrect Document Templates

Please go to the CDTA website and select the appropriate template or use a copy of last year's final contract as a guide.

The New... Highlight Changes

Please highlight changes from the previous year or previous version so that they are readily apparent to the DPH reviewers. Substantial changes should be first approved through a Contract Change Request (CCR).

The Familiar...Contract Change Request Form

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Purpose of the Form

To document contractor requests for:

1. Programmatic and/or budget changes to contracts
2. Budget changes to contracts
3. Deliverable changes to contracts
4. Negotiation meetings to discuss changes to contracts or service procedures

The Familiar...Contract Change Request Form

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Guidelines

- 1. Requests are limited to no more than two (2) CCR submissions per funding year.**
- 2. All requests for contract changes must be received and approved before the last quarter of the current funding year. Any requests made subsequent to the third quarter will be considered for the next funding year and will be reviewed for inclusion in the following year's contract.**

The Familiar... Contract Change Request Form

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1. Where can I find the form?

On the CDTA website under the category of Policies, Procedures, Forms & Guidelines.

2. Who receives the form?

The form and supporting materials must be sent to your CDTA Program Manager.





“The Unforgettables”

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1. Turn in your contract documents on time! Date listed in Funding Notification;
2. *The New...* Submit any subcontracts to your CDTA Program Manager along with your Appendix A & B;
3. Use the contract checklist, found on the CDTA website, under **Contract Development Instructions and Templates**, to check your work (Appendix A & B) to ensure that you've included all required information;
4. If you have any questions, about developing your Appendix A or B, please contact your CDTA Program Manager for assistance.
5. Please sign and return your finalized contract to DPH promptly.



CDTA STAFF

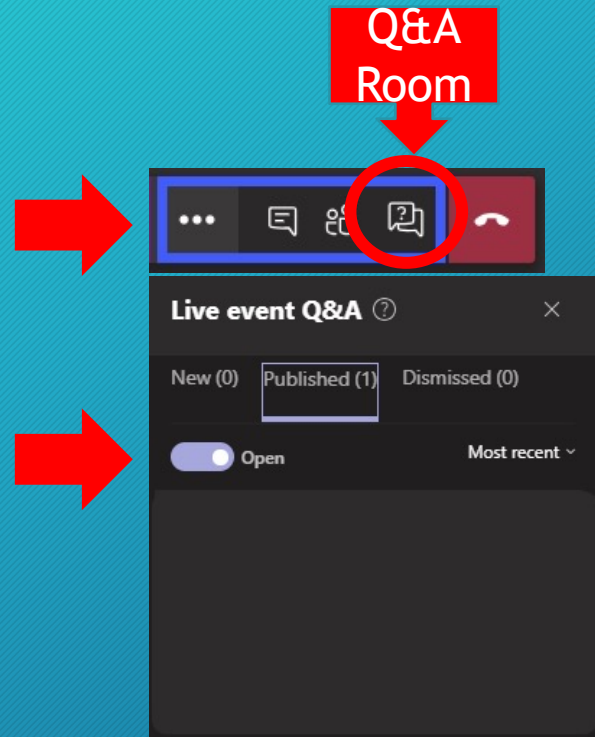
117

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Valerie Wiggins	255-3514	valerie.wiggins@sfdph.org
Andrew Williams III	255-3928	andrew.williams@sfdph.org

EVALUATION OPTIONS

118

1. Go To Q & A Room



OR

2. Complete Email Evaluation.

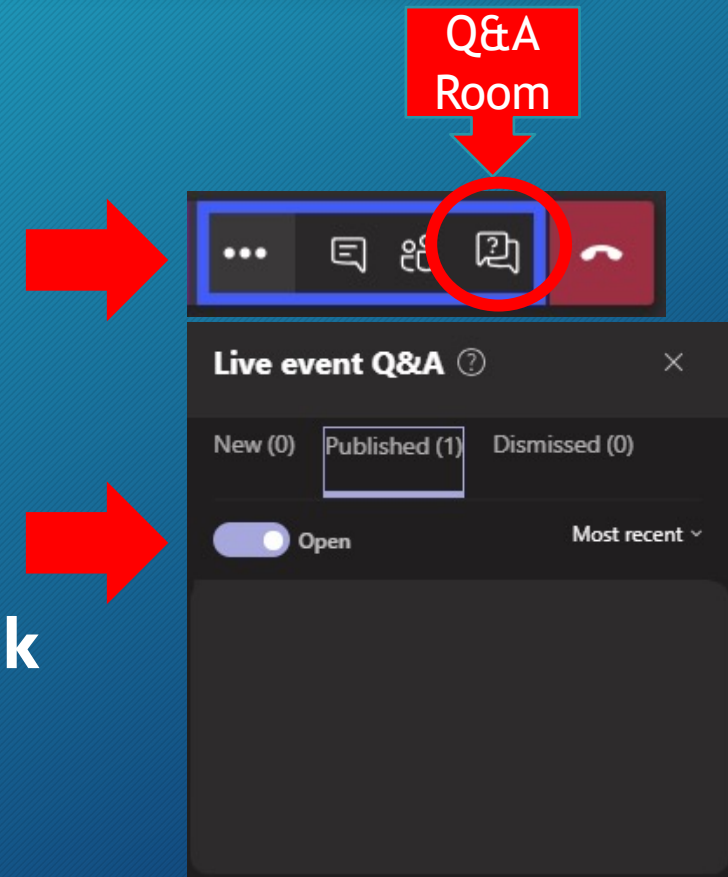


EVALUATION Location:

1) Enter the Q&A room to the right.

2) In the Q&A room, click on PUBLISHED.

In the PUBLISHED room, you will find the link to the Evaluation.



SPECIAL THANKS TO....

Branding and Training Committee

Richelle-Lynn Mojica, Chair
Michelle Long, Director of CDTA
Tony Buckman
April J. Crawford
Margaret Elam
Mario Hernandez
Valerie Wiggins

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In Loving Memory of



Nahlet Girma





THANK YOU FOR ATTENDING THE MEETING!

