



San Francisco Department of Public Health

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San Francisco Department of Public Health *Policy & Procedure Detail**

Policy & Procedure Title: Health Commission Presentation Guidelines (HCM2)		
Category: Health Commission		
Effective Date: May 15, 2012	Last Revision Date: January 16, 2018	
DPH Unit of Origin: Health Commission		
Policy Owner: Mark Morewitz, Health Commission Secretary	Phone: 554-2666	Email: mark.morewitz@sfdph.org
Distribution: DPH-wide <input checked="" type="checkbox"/>	Other:	

*All sections in table required.

1. Purpose of Policy

This policy and procedure (P&P) provides clarity and guidance regarding presentations made by Department of Public Health (DPH) staff at Health Commission meetings and provides information to help understand and meet the Commissioners' expectations.

2. Policy

The purpose of each presentation is to highlight the most important outcome-oriented facts/data for the Commissioners and members of the public to consider. Presentations should be clear, concise, and easy to understand. All presentation materials are public documents and are posted online. Health Commissioners are sent packets on the Friday before a Health Commission meeting. These packets contain all the presentation materials for the upcoming meeting(s).

Presenters should assume that the Commissioners read background materials provided in advance and will be prepared to discuss the issue(s) in an educated manner. Any background materials should include thorough context for the information that will be presented, including any relevant financial or budget information. (There is no length limit for this material, but concise submissions are encouraged.)

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~
~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

3. Procedures

a. Identification of Items to be Presented to the Health Commission

- i. Presentations to the Health Commission are requested or required for a variety of reasons. The following list outlines the main categories of topics that DPH staff may be expected to present at a Commission hearing.
 - 1) Health Policy: Matters relating to health policy are presented to the Health Commission. If the policy matter requires a decision or direction on the part of the Commission, the item must be formally presented to the Commissioners at a full meeting.
 - 2) Special Requests: In some cases, the Commissioners may request that an item be presented to them.
 - 3) Emerging Issues: In this case, DPH staff or units may offer to update the Commission on a topic of special interest.
 - 4) Required Reports: Required by City Administrative Code or other regulation(s), and include Institutional Master Plans, Charity Care, Prop Q, etc.

b. Scheduling of Health Commission Presentations

- i. Generally, all presentations to the Health Commission should first be made at one of the Health Commission committees (i.e., Community and Public Health Committee, Finance and Planning Committee, San Francisco General Hospital Joint Conference Committee, or Laguna Honda Joint Conference Committee) before being scheduled for a full Health Commission meeting.
- ii. In the months prior to the scheduled presentation, the Health Commission may direct the Commission Secretary to request that the presentation focus on certain areas of interest or include specific data. In this case, the Commission Secretary will explain such requests to the presenter.
- iii. The Health Commission Secretary will email the "Health Commission Presentation Guidelines" policy to presenters two weeks prior to the materials submission due date to remind them of the topic to be presented and logistics of the meeting. The Health Commission Secretary will email a reminder to presenters one week prior to the materials submission due date.

c. Format of Presentations

- i. Written presentations: Cover memos are required and should be sent through the Director of Health. These memos give context and/or history of the topic.
- ii. Oral presentations: Presenters should plan to speak for a maximum of 20 minutes; presenters are encouraged to practice to keep within the timeframe. Following the formal presentation, the Commissioners may ask questions of the presenter, and there may be public comment. This part of the presentation does not have a time limit.
- iii. PowerPoint requirements: PowerPoint presentation formats should:
 - 1) Feature a light background with dark lettering no smaller than 12-point font.
 - 2) Be no more than 15 slides unless the Health Commission Secretary gives approval for a change in length.

d. Review Process for Draft Health Commission Meeting Presentations

- i. Submit draft presentation to Deputy Director of Health via email (naveena.bobba@sfdph.org) 3 weeks prior to the scheduled Health Commission meeting. She/he will share the materials with DPH's Director for review and they may suggest revisions.
- ii. After their review, the presentation will then be made at an Integration Steering Committee (ISC) meeting. The purpose of the ISC meeting is for the group to provide helpful feedback for incorporation before the presentation is finalized. Scheduling of the ISC presentation is flexible, but usually takes place on the Wednesday before the presentation submission deadline.
- iii. If a presentation has already gone through this process for the Committee, is also scheduled to go before the full Commission, and presenters have made material changes to the presentation that have not been reviewed, presenters should consult the Director of Policy and Planning as to final review steps before submitting full Commission materials to the Commission Secretary.

e. Submitting the Presentation

Presenters are then required to email the presentation and any background materials to the Health Commission Secretary by noon on the Wednesday before the Health Commission meeting date. At that time, presenters should notify the Health

Commission Secretary if members of the public or community have been invited, or are expected, for this item. This information assists the Health Commission Secretary to properly prepare for the meeting. Regarding the presentation materials, the Commission Secretary will:

- i. Review the material and may request additional information;
- ii. Include all submitted materials in the meeting preparatory packets distributed to the Commissioners on the Friday afternoon before the meeting date; and
- iii. Upload an electronic version of the presentation onto the Commission laptop for use with a projector at the meeting.

f. At the Meeting

- i. Full Commission Meetings are usually held in Room 300 at 101 Grove Street. Presenters stand at a podium and use the provided laptop to present slides which are projected onto a large screen at the front of the room. Audience members sit behind the presenters, and the Commissioners are able to view the presentation electronically on individual screens. Attendance at full Commission meetings can vary from approximately 25 -175 people.
- ii. Committee meetings are usually held in Room 302 at 101 Grove. Presenters sit at a conference table with the Committee members and use the provided laptop to present slides which are projected onto a small screen in the front of the room. Attendance at Committee meetings can vary from approximately 10-25 people.
- iii. Before making the presentation, presenters should always introduce themselves by stating their name and SFDPH title, department, and section. Since the Commissioners will already be familiar with the presentation materials, presenters should avoid reading the slides verbatim and instead offer contextual information and other relevant data
- iv. When the presenter completes the presentation, he/she will ask the Commissioners if they have any questions.
- v. The Health Commission Secretary may contact the presenter(s) after the presentation to request additional information as a follow-up to

questions/comments made by Commissioners at the Health Commission meeting.

g. Timeline for Presentations:

This timeline explains the major steps to take and when to take them in order to make a presentation to the full Health Commission and/or Committee.

Committee/ full Commission Presentation Timeline

SUN	MON	TUE	WED	THU	FRI	SAT
		Send draft presentation materials to Health Director and Director of Policy & Planning <i>(3 weeks before the scheduled Health Commission meeting)</i>				
			9:30 AM: Presentation to Integration Steering Committee (ISC) ¹			
			12:00 PM: Presentation materials due to Health Commission Secretary			
		2:00 PM: Presentation to Finance & Planning Committee (1 st Tue) or Community & Public Health Committee (3 rd Tue) OR 4:00 PM: Health Commission Presentation (1 st and 3 rd Tue)				

¹ Scheduling for the Director's Cabinet presentation is flexible, but would ideally be prior to the Health Commission presentation.