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**MINUTES**  
**HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING**

**Tuesday September 1, 2020 2:00 p.m.**  
**Remote Meeting via Webex Event**

**1) CALL TO ORDER**

Present: Commissioner Cecilia Chung, Chair  
Commissioner Edward Chow, MD, Member

The meeting was called to order at 2:01pm.

**2) APPROVAL OF THE MINUTES OF THE HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING OF MARCH 3, 2020**

Action Taken: The Committee unanimously approved the March 3, 2020 minutes.

**3) MONTHLY CONTRACTS REPORT**

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

**Commissioner Comments:**

Regarding the San Francisco AIDS Foundation (SFAF) contract, Commissioner Chow asked if performance monitoring of other SFAF contracts has been satisfactory. Ms. Ruggels stated that all annual monitorings indicate that the vendor has met all contractual requirements.

Commissioner Chow asked whether client satisfaction is measured as part of the annual contract monitoring process. Ms. Ruggels stated that the annual monitoring process includes client satisfaction information.

Commissioner Chung stated that client outcomes are important to share with the Commission and the public; this helps both understand the story behind the fiscal information. She suggested that the Community and Public Health Committee work with the Finance and Planning Committee to develop ideas in this area.

**Action Taken:** The Finance and Planning Committee unanimously recommended that the full Commission approve the Contracts Report.

**4) REQUEST FOR APPROVAL OF A NEW CONTRACT WITH PHFE DBA. HELUNA HEALTH, IN THE AMOUNT OF \$7,000,000 (INCLUDING CONTINGENCY), TO ASSIST THE DEPARTMENT IN DELIVERING CASE INVESTIGATION AND CONTACT TRACING (CICT), AND OUTBREAK MANAGEMENT SUPPORT SERVICES IN RESPONSE TO COVID-19.**

Commissioner Comments:

Commissioner Chow stated that contact tracing is vital to moving forward in the COVID-19 pandemic. He asked how many people will be hired to staff this service. Dr. Philip stated that the goal is to hire 200 contact tracers. The DPH will work to staff this service as it is needed. She noted that there is currently need for more bilingual staff who are fluent in Spanish.

Commissioner Chow asked why the vendor was chosen. Dr. Philip stated that the DPH has had prior success with the vendor.

Commissioner Chung stated that this contract is an example of investing in cultural appropriate services which are most needed by the most underserved communities.

Action Taken: The Finance and Planning Committee unanimously recommended that the full Commission approve the contract.

**5) EMERGING ISSUES**

Commissioner Chow stated that he agrees with Commissioner Chung regarding the DPH providing more client outcome data to give context to fiscal data for the Committee and full Commission. Commissioner Chung stated that this request is about having a deeper understanding of the programs in which the DPH invests.

**6) PUBLIC COMMENT**

There was no public comment.

**7) ADJOURNMENT**

The meeting was adjourned at 2:27pm.