

Laurie Green, M.D.
President

Tessie M. Guillermo
Vice President

Edward A. Chow, M.D.
Commissioner

Susan Belinda Christian, J.D.
Commissioner

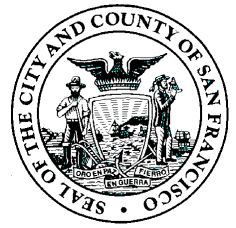
Suzanne Giraudo ED.D
Commissioner

Judy Guggenhime
Commissioner

Karim Salgado
Commissioner

**HEALTH COMMISSION
CITY AND COUNTY OF SAN
FRANCISCO**

Daniel Lurie Mayor
Department of Public Health



Daniel Tsai
Director of Health

Mark Morewitz, M.S.W.
Executive Secretary

TEL (628) 754-6539

MINUTES

HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING

Monday November 3, 2025 2:00 p.m.

**1 Dr. Carlton B. Goodlett Place, City Hall, Room 408
San Francisco, CA 94102 & via Webex**

1) Call to Order

Present: Commissioner Tessie Guillermo, Member
Commissioner Suzanne Giraudo, ED.D

Excused: Commissioner Edward Chow, MD, Member
Commissioner Judy Guggenhime, Member

The meeting was called to order at 2:03pm. Miranda Brillante served as Commission Secretary for this meeting.

2) APPROVAL OF THE MINUTES OF THE HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE OF OCTOBER 6, 2025

Public Comment:

There was no public comment on this item.

Action Taken: The committee unanimously approved the meeting minutes.

3) MONTHLY CONTRACTS REPORT

Kim Baker, NIGP-CPP, Director of Contract Management and Compliance, presented the item.

Public Comment:

There was no public comment on this item.

Commissioner Comments:

Regarding the Crestwood contract, Commissioner Giraudo asked how the DPH calculates the cost of doing business. Ms. Baker stated that the Consumer Price Index is used for DPH community-based contracts.

Commissioner Giraudo asked if the contingency amount is built into the contract. Ms. Baker stated the DPH includes the 12% contingency amount in all its contracts with community-based organizations.

Commissioner Guillermo asked for more information regarding the performance of Crestwood in the contract noted in the report. Eme Garcia, Program Manager for Residential Mental Health Programs, stated that based on the review of metrics including engagement with clients and psycho assessment of clients, the contractor is performing well. He noted that there have been no complaints from the neighbors regarding this program.

Regarding the San Francisco Community Health Center Health Access Point Contracts, Vice President Guillermo asked about the reason for the delayed audit. Nikole Trainor, CHEP System of Care Budget, Contracts & Program Operations Manager, stated that the issue related to lack of fiscal staff at the agency. Vice President Guillermo requested an update to the committee when the audit has been completed.

Regarding the Rafiki Coalition contract, Ms. Trainor stated that the agency did not submit its last invoice, therefore its monitoring score was low. The agency has since submitted its invoice and the DPH will be issuing a plan of correction. Vice President Guillermo stated that before the full Commission approves this contract later in the day, the plan of correction needs to be reviewed by the committee members. She also indicated that the Commission needs assurance that the agency's board of directors has approved the budget. Ms. Trainor stated that she is confident that the agency can successfully implement its plan of correction and noted that the agency board of directors has approved the budget.

Regarding the Instituto De Familiar contract, Vice President Guillermo asked if the audit has begun. Ms. Trainor stated that the audit has begun and should be completed by December.

Regarding the San Francisco AIDS Foundation contract, Ms. Baker indicated that the DPH is pulling this contractor for consideration due to need for continued negotiation with the vendor.

Regarding the Lavender Youth Recreation and Information Center contract, Ms. Trainor stated that the DPH is working with the vendor on several compliance issues and they she is confident they will successfully complete them.

Regarding the University of California at San Francisco AHP contract, Commissioner Giraudo noted that the contract is incorrectly listed as the University of San Francisco. Ms. Baker stated that the contract name would be corrected.

Regarding the Victor Treatment Services contract, Commissioner Giraudo asked if the contract is only for youth residing in San Francisco. Farah Farahmand Ph.D., Director: Children, Youth & Families System of Care, stated that the contract serves only 10 San Francisco residents but the facility services other counties. She stated that Edgewood's McCauley program serves the highest acuity patients in San Francisco; Victor Treatment provides care at the next level down.

Vice President Guillermo asked for more information on the program monitoring report. Dr. Farahmand stated that the program has met 100% of its contract deliverables this year and met 96% of contract deliverables the previous year.

Regarding the A&A Health Services contract, Vice President Guillermo asked if there is a waitlist for the contracted services. Yoonjung Kim, Director of Residential System of Care, stated that there is a waitlist for the contracted services.

Commissioner Giraudo asked if the San Pablo location also has a waitlist. Ms. Kim stated that both locations currently have a waitlist.

Regarding the Ahearn Green Associates contract, Commissioner Giraudo asked for an explanation for the additional funding. Kellee Hom, Systems of Care Director, stated that the additional funding provides more training, technical assistance, and weekly consultation sessions.

Regarding the Tryfacta Inc. contract, Commissioner Giraudo asked if the full amount of the contract is not needed for contracted services, what happens to the funds. Ms. Baker stated that the funds are put into other DPH contracts.

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

- 4) **Requesting approval of a new contract with Agiloft, Inc. for implementation, license, hosting, support, maintenance, and training of an electronic Contract Management System (eCMS) in the total amount of \$4,759,762, which includes a 12% contingency, for the term January 1, 2026, through December 31, 2030 (5 years).**

Michelle Ruggels, Director, DPH Business Office, and Elizabeth Krueger, IT Project Manager, presented the item.

Public Comment:

There was no public comment on this item.

Commissioner Comments:

Commissioner Giraudo asked if there are any cybersecurity issues with the system. Ms. Baker stated that there are no known security issues with the system. DPH IT is rigorously reviewing the plans and no PHI is involved in the database.

Vice President Guillermo stated that she requests an update on performance of the system at the end of 2026 and/or beginning of 2027.

Commissioner Giraudo requested a demonstration of the system once it is up and running.

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

- 5) **Request approval of a new Agreement with PartsSource, Inc. to acquire access to purchase OEM parts at a discounted price, and, as-needed part repair services and training credits. The access to the web-based portal allows SFHN to procure Biomedical and Diagnostic Imaging replacement parts needed for its equipment and or machines that supports the San Francisco Health Network (SFHN) medical & clinical operations/services. The total proposed contract amount is \$2,490,468.50 which includes a 12% contingency for the term of October 1, 2025 through September 30, 2030 (5-years).**

Nader Hammoud, Associate Chief Operating Officer, San Francisco Health Network, presented the item.

Public Comment:

There was no public comment on this item.

Commissioner Comments:

Vice President Guillermo thanked Mr. Hammoud for presenting the item.

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

6) EMERGING ISSUES

Public Comment:

There was no public comment on this item.

Commissioner Comments:

There were no Commissioner comments on this item.

7) PUBLIC COMMENT

There was no public comment on this item.

8) ADJOURNMENT

The meeting was adjourned at 3:25pm.