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Vice President

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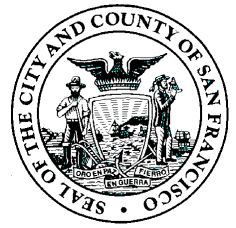
Suzanne Giraudo ED.D
Commissioner

Judy Guggenhime
Commissioner

Karim Salgado
Commissioner

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

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MINUTES

HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING

Monday December 1, 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 Edward Chow, MD, Chair
Commissioner Tessie Guillermo, Member
Commissioner Judy Guggenhime, Member

The meeting was called to order at 2:04pm.

2) APPROVAL OF THE MINUTES OF THE HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE OF NOVEMBER 3, 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 San Francisco AIDS Foundation (SFAF) contract, Commissioner Chow asked why the capacity building activities remain the same throughout the contract. Nicole Trainor, CHEP System of Care Budget,

Contracts & Program Operations Manager, stated that the three types of capacity building activities will take three years to fully implement.

Regarding the YMCA contract, Vice President Guillermo asked for the rationale for only extending the contract for one year. Farahnaz Farahmand, Ph.D, Director Children and Family System of Care, stated that all outpatient contracts are going out to bid in FY27-28, so the extension is to bridge the gap between the end of the original contract period and the time when new contracts are expected to begin.

Commissioner Guggenhime asked for information regarding outcome objectives in this contract. Dr. Farahmand stated that the state mandates use of the Child and Adolescent Needs and Strengths assessment and pediatric symptom checklist as outcome objectives.

Regarding the UCSF contract, Commissioner Chow asked why the program costs decrease. Ms. Baker stated that the program costs are being adjusted to match similar programs.

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

- 4) **Request for approval of a New Professional Services Agreement with the Regents of the University of California (UCSF Health) to perform Day Treatment Intensive and Specialty Mental Health Services through an Intensive Outpatient Program (IOP). The total proposed agreement amount is \$6,875,923 which includes a 12% contingency for the term of 1/1/2026 through 6/30/2028 (2 years and 6 months).**

Farahnaz Farahmand, Ph.D, Director Children and Family System of Care, presented the item.

Public Comment:

There was no public comment on this item.

Commissioner Comments:

Vice President Guillermo asked if the California Department of Health Services (DHCS) required this service. Dr. Farahmand stated that DHCS does require this service as part of spectrum of mental health services offered. She noted that DHCS is paying for the renovation of a portion of ZSFG to add the service.

Vice President Guillermo asked how this service will be funded, including adding to the Affiliation Agreement with UCSF. Dr. Farahmand stated that the outpatient component is funded through this contract. Once the ZSFG renovations are completed and program staff hired, the partial-inpatient program will be funded through the Affiliation Agreement.

Commissioner Chow asked if UCSF will be tracking clients after discharge from the program. Dr. Farahmand stated that the program will track participants for up to 30 days post discharge, with the client's consent.

Vice President Guillermo requested an update on this service after it is implemented.

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

- 5) **Request for approval of a new contract with Commure Inc., for software, implementation, hosting, support, training and maintenance, that will integrate with DPH's electronic health record system to support voice-enabled clinical documentation. The total proposed contract amount is \$9,389,343.60 which includes a 12% contingency for the approximate term of December 31, 2025, through December 30, 2026 (1 year), with options to extend for 2 additional years through December 30, 2028.**

Natasha Lalani, EHR Program Director, presented the item.

Public Comment:

There was no public comment on this item.

Commissioner Comments:

Vice President Guillermo asked whether patients have to consent before a session is recorded. Ms. Lalani stated that patients must consent before a session is recorded; patients may opt out of consenting. She noted that the system has been used at UCSF, Sutter Health, and Boston Medical.

Commissioner Chow asked for more information regarding how the system works in the exam room. Ms. Lalani stated that after a patient consents, the provider uses a secure phone app which records clinical aspects of the session and writes a draft note of the information. The provider then reviews and approves the note. The provider can make edits to the draft note.

Commissioner Chow requested an update to the Committee after the system has been implemented.

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

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- 6) **Requesting approval of a new contract with Vertosoft, LLC for implementation, license, hosting, support, maintenance, and training of an Enterprise Workforce and Talent Management System in the total amount of \$9,969,556, which includes a 12% contingency, for the term December 31, 2025, through December 30, 2030 (5 years).**

Eric Raffin, DPH CIO, presented the item.

Public Comment:

There was no public comment on this item.

Commissioner Comments:

Vice President Guillermo asked for more information regarding expected efficiencies from using this vendor. Mr. Raffin stated that the biggest efficiency will be eliminating paper-based time sheets for the payroll system, which is expected to bring enormous time savings.

Vice President Guillermo asked how swapping of nurse shifts will be captured by this system. Mr. Raffin stated it will depend on the rules that leadership puts into place. He noted the system can capture any related schedule changes.

Vice President Guillermo asked for an update to the Committee once the system has been implemented. Commissioner Chow asked if this system will be used for all DPH staff. Mr. Raffin stated that the system will be used primarily for clinical staff beginning in 2027.

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

- 7) **Request for approval of a new contract with the University of California, San Francisco to perform Felony Incompetent to Stand Trial Mental Health Diversion programming on behalf of the City and County of San Francisco, Department of Public Health Jail Health Services Division. The total proposed contract amount is \$9,376,440.51 for the term of 4 years and 7 months commencing on December 1, 2025 to June 30, 2030.**

Tanya Mera, Deputy Director, Jail Health Services, presented the item.

Public Comment:

There was no public comment on this item.

Commissioner Comments:

Commissioner Chow asked how clients are selected. Ms. Mera stated that the judge or defense attorney can make a request for a court appointed psychologist to provide the assessment as to whether the plaintiff is competent to stand trial. The assessment will include a violence risk assessment. She added that this program is for individuals experiencing serious mental illness.

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

8) HEALTH COMMISSION'S DUTIES AND POWERS REGARDING DPH CONTRACTS AND GRANTS

Anne Pearson, Chief Attorney, Health and Human Services, Office of City Attorney, or Arnulfo Medina, Office of City Attorney, presented the item.

Public Comment:

There was no public comment on this item.

Commissioner Comments:

Commissioner Chow noted that when the Health Commission was formed in 1985, the Commission President wished for an increase in transparency regarding DPH finances. At the time, there was a decentralized fiscal administration. Once the Commission began reviewing all DPH contracts, it quickly realized it should only be reviewing contracts over \$100,000 in addition to any high-risk contracts and contracts with a corrective action plan.

Vice President Guillermo stated that she appreciates the history and rationale of the Commission's past practice. She is in favor of streamlining the amount of contracts the Commission reviews while ensuring there are DPH systems in place to oversee all contract development and monitoring.

Commissioner Chow stated that the Commission may consider adding these to the list of contracts to prioritize for review by the Commission on an ongoing basis:

1. Vendors with large volume and large amount of funded contracts
2. Vendors/contracts on corrective action for any reason (programmatic and/or fiscal)
3. Contracts of smaller populations regardless of dollar amount (e.g. Contracts serving the Samoan or American Indian populations)

The Commissioners would like to hear how DPH plans to increase the use of Specific, Measurable, Achievable, Relevant, Time-bound (SMART) objectives or the equivalent.

The Commissioners request more information at future meetings regarding outcome objectives and client outcome data.

Moving into tough budget years ahead, Commissioner Chow also asked if it makes sense to revisit the process used during the last budget crisis (2009-2012) in which the Commission approved budget priorities. The DPH classified each contract with at least one budget priority category before presenting it to the Commission. This ensured any contract approved by the Commission fit into the priorities it has previously approved.

The Commissioners understand that it will take a year to get the new electronic contract management system in place. Until that is a reliable resource, they are curious to hear how the DPH might provide outcome data and context of how any one contract fits in with other contracts funded to provide similar services.

Commissioner Chow requested that this item be kept on the agenda for the next few committee meetings.

9) EMERGING ISSUES

This item was not discussed.

10) PUBLIC COMMENT

There was no public comment.

10) ADJOURNMENT

The meeting was adjourned at 3:57pm.