

## **San Francisco Health Care for the Homeless Co-Applicant Board**

**Monday, September 12<sup>th</sup>, 2022, 5:30-7:00pm**

via Microsoft Teams

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### **Minutes**

- Meeting was called to order at 5:35pm
- Ramaytush Ohlone Land Acknowledgement was read
- Member roll call was taken, quorum was not established. Member attendance details available in table on last page of minutes.
- City Staff introduced themselves, and no members of the public were present
  - DPH: Hali Hammer, Bill Blum, and Emily Kehl
  - Office of the City Attorney: Virginia Dario Elizondo, Henry Lifton, and Starla Sousa
- Reviewed and decided to move forward with the agenda, skipping most voting items due to lack of quorum
- Skipped review of the minutes from prior month, waiting for quorum
- Approved HCH CAB Virtual Public Meetings for 30 days
- There was no public comment
- There were two announcements:
  - Welcomed Emily Kehl who will be working with the DPH HCH team for 11 months
  - Announced the next HCH CAB Meeting time and place - October 17th, 5:30-7:00pm on Microsoft Teams
- Member Neary and Member Jordan presented two Member Applications (Joseph Orlando and Ken Pearce, one at a time) for review and potential vote had quorum been reached as the meeting progressed
  - HCH CAB members agreed that the information shared was the right level of detail and looked forward to voting on the two applications at the next opportunity with quorum

- **HCH CAB discussed additional HCH CAB Member recruitment ideas and race/ethnicity and gender categories that representation could be strengthened to best match the SF DPH HCH client demographics**
  - Latino/a/x and Asian were the two race/ethnicity categories that would ideally be increased through new member recruitment
  - HCH CAB Members recommended reaching out to agencies that particularly focus on best serving these patient demographics, focusing on providers outside of DPH since no City employees can serve on the HCH CAB as voting members
  - HCH CAB Members also had ideas of additional people to potentially reach out to and planned to check in with them directly to gauge interest and availability and to think about other potential good fits
  
- **Deputy City Attorney Henry Lifton presented a Conflict of Interest Training**
  - Generally, the guidance is to not make, participate in making, or use your position to influence a governmental decision in which you have a financial interest
    - Financial Interests include:
      - Real Property
      - Income
      - Investment
      - Gifts
      - Personal Finances
  - If you have a conflict, you must abstain from any participation or efforts to influence the decision
  - Recommended reference guide: [www.sfcityattorney.org/goodgovernment/goodgovernmentguide/](http://www.sfcityattorney.org/goodgovernment/goodgovernmentguide/)
  - Recommended that any HCH CAB Members with questions that about Conflict of Interest at a later time reach out to Beth Neary to help address questions and route back to City Attorneys or other resources
  
- **Deputy City Attorney Virginia Dario Elizondo and Legal Assistant Starla Sousa presented a Brown Act and Sunshine Ordinance Training**
  - The Brown Act was signed into California law in 1953
    - Created in response to the public's concern that governments were holding secret meetings

- The Ralph M. Brown Act is the law that guarantees the public's right to attend and participate in meetings of local legislative bodies
- Meeting definition:
  - A meeting occurs whenever a majority of the members of a policy body come together at the same time and place
  - A meeting occurs even if the policy body takes no action but only gathers information collectively or discusses an issue
  - A meeting may also occur under certain circumstances even if a majority of the members are not physically together at the same time and place
- The Sunshine Ordinance was enacted in 1993 by the San Francisco Board of Supervisors and later amended in 1999 by the voters
  - To keep government policy and procedures transparent by giving citizens the right to access government proceedings and records
  - San Francisco Ordinance was developed to ensure easier access to public records and to strengthen open meeting laws
  - What is a Public Record?
    - It is any writing that contains information relating to the conduct of public business prepared, owned, used by a state or local agency
- Proposed topics for October HCH CAB Meetings were shared, focus area possibilities included:
  - Plans to Bring HCH CAB to a Recently Remodeled Health Center
  - Review City and County of San Francisco Audit Report
  - Annual Evaluation of the HCH Project Director
- Meeting adjourned at 7:03pm

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**Roll Call and Vote Record for September 12<sup>th</sup>, 2022:**

	<b>Present at 9/12/22 Meeting</b>
Anakh Sul Rama	<b>No</b>
Bernadette Okereke	<b>Yes</b>
Dan Jordan	<b>Yes</b>
Freddie Kendrick	<b>No</b>
Gregory McDowell	<b>No</b>
Vacant Patient Role	<b>Not applicable</b>
Vacant Community Role	<b>Not applicable</b>
Manel Silva, MD	<b>No</b>
Vacant Community Role	<b>Not applicable</b>
Michael Discepola	<b>Yes</b>
Richard Sullivan	<b>Yes</b>
Beth Neary (non-voting)	<b>Yes</b>

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*Note: Minutes are in DRAFT form until reviewed and approved by Co-Applicant Board attendees.*

Minutes are available at: <https://sf.gov/public-body/health-care-homeless-board>