



London Breed,
Mayor

Michelle Ruggels,
Director of DPH Business Office

MEMORANDUM

Date: November 30, 2023

TO: Commissioner Laurie Green, President of Health Commission
Commissioner Cecilia Chung, Chair of Finance and Planning Committee
Members of the Health Commission

FROM: Michelle Ruggels *MR*

RE: Information for Regents of UCSF Citywide Case Management Programs to be Re-located from 982 Mission Street, 2nd Floor to 1263 Mission Street

The purpose of this memo is to provide a summary and supporting documentation pertaining to the hearing scheduled for the full Health Commission on December 5, 2023 pertaining to a DPH contracted program relocation, and to document the Department's compliance with Chapter 79 of the Administrative Code and DPH's own Good Neighbor Policy. The relocation is subject to the requirements of Chapter 79 and the DPH Good Neighbor Policy because the relocation will change how the new location has been used previously, and DPH contracts with this program for more than \$50,000 in funding. This hearing does not have an action that is subject to Health Commission approval.

On June 2, 1998, the voters of San Francisco adopted Proposition I, known as the "Citizens' Right-to-Know Act of 1998". This allows for citizens to know about proposed city government projects paid for with taxpayers' dollars; it establishes a formal noticing requirement to inform interested citizens of their right to bring their concerns to the attention of the City departments and agencies involved in the project before a City Project is considered for approval; and it brings opportunity for project sponsors to make sure City Projects meet the needs of the neighborhoods in which the projects are to be located.

Proposition I was codified as [Chapter 79](#) of the City's Administrative Code, which details the minimum noticing requirements prior to the approval of a City Project by a city officer, department, board or commission. [Chapter 79A](#), adopted in 2012, expanded upon these noticing requirements by extending the minimum notice period from 15 days to 30 days. To meet the intent of Chapter 79 and Chapter 79A, the Department adopted the DPH Good Neighbor Policy. The purpose of this DPH policy is to educate DPH staff and DPH project owners of department procedures necessary to be in compliance with Chapter 79 and Chapter 79A.

The Health Commission hearing on December 5, 2023 is the required hearing to allow interested residents and the public-at-large to bring concerns or comments pertaining to the relocation of Citywide Case Management Programs from 982 Mission Street, 2nd Floor to 1263 Mission Street. This hearing follows an initial community meeting that DPH requires per the DPH Good Neighbor Policy.

In overview, Citywide Case Management administration completed its signage postings on November 3, 2023 for the required community meeting on November 15, 2023, and for the Health Commission hearing on December 5, 2023. No members of the public attended the scheduled community meeting.

For more information about the required community meeting, other Good Neighbor Policy requirements, and additional community outreach efforts, please see the Attachments. Additionally, please note that the Department and Citywide Case Management representatives will also present an overview of the project, providing additional information to describe the project's goals and objectives during the December 5, 2023 meeting.

Additional Information may be found in the following Attachments:

- Attachment 1: Summary of Project Proposal for the Health Commission
 - Summary of the Project and DPH's process to meet Chapter 79 requirements
- Attachment 2: Copy of the community meeting posting signage
 - The text of the signage posted at 1263 Mission Street
- Attachment 3: Copy of the Health Commission meeting posting signage
 - The text of the signage posted at 1263 Mission Street
- Attachment 4: Copy of the instructions for joining the Health Commission Meeting by Zoom
 - The flyer that was hand-distributed to neighbors surrounding 1263 Mission Street and was posted at 1263 Mission Street.
- Attachment 5: Photograph of the actual signage and the flyer postings
- Attachment 5: Public Transportation Map for 1263 Mission Street



City and County of San Francisco
 London N. Breed
 Mayor

ATTACHMENT 1

San Francisco Department of Public Health

SUMMARY OF PROJECT PROPOSAL FOR THE HEALTH COMMISSION

Contract Agency:	UCSF: Citywide Case Management, Department of Psychiatry	DPH Division/Section:	Behavioral Health Services (BHS)
Proposed Contract Program:	Relocate all Citywide Division programs and staff located at 982 Mission Street to 1263 Mission Street	DPH Project Sponsor:	Angelica Almeida, Director of BHS Adult/Older Adult SOC
		Business Office of Contract Compliance (BOCC) Contact:	Jerna Reyes, Director of BOCC
Date of Health Commission Meeting:	December 6, 2023	Contract Agency Contact:	Fumi Mitsuishi, MD, Citywide Division Director

In compliance with Chapter 79 of the San Francisco Administrative Code, (put into effect July 9, 1998 upon the passage by voters of Proposition I “Citizens Right to Know” Act of 1998), and the Department of Public Health’s (DPH) “Good Neighbor Policy”, established in response to Chapter 79, the purpose of this meeting is for the DPH Health Commission to allow interested persons and the public-at-large the opportunity to bring up their concerns prior to the final funding and approval of the project.

Chapter 79 of the San Francisco Admin. Code identifies the specific types of City projects that are subject to Chapter 79, along with required notification procedures. The DPH “Good Neighbor Policy” captures these requirements, while setting forth DPH’s intent to work collaboratively with neighbors to allay fears regarding the siting of new programs in neighborhoods. The following summary describes DPH’s Good Neighbor Policy process for the following project:

Name of Program:	Citywide Case Management (CWCM), Department of Psychiatry and Behavioral Sciences, University of California San Francisco The programs include all Citywide Division outpatient substance use disorder treatment (Citywide Stimulant Treatment Outpatient Program), outpatient mental health services, employment services, and staff that are currently at the main address, 982 Mission Street (excludes Citywide CASC, Supportive Housing and ED Case Mgt.). https://citywide.ucsf.edu/programs
Purpose of Program:	New location for the CWCM administration and outpatient programs. CWCM did not renew its lease at its current location, 982 Mission, as it did not meet UCSF seismic requirements and it was more cost efficient to relocate.
Location (Address):	1263 Mission Street, San Francisco CA 94103-2705
Square Footage	
Hours of Operation	

DPH Good Neighbor Policy Requirements Implementation:

Notice Requirements

Public notice of a proposed new City project must be posted at least 30 days prior to the date at which a new City project will be considered for approval. In lieu of signposting requirements, notices may be mailed to property owners within 300 feet of the lot line of the property.

DPH Public Notification: CWCM posted two signs on Friday, November 3, 2023, to announce (1) the Health Commission Meeting to be held on December 5, 2023, and (2) a required initial community meeting to be held on Friday, November 15, 2023, to obtain community feedback in compliance with DPH's Good Neighbor Policy. Please See Attachment II for the versions of the two signage postings referenced, and Attachment III for a photograph of the actual signage posting.

As DPH implemented the required signage posting, a separate mailing of the notice was not required.

Finally, the Department was informed that CWCM staff was anticipating neighborhood "walks" to informally meet neighbors and community business owners with the aim of answering any questions or concerns. This activity was conducted on November 4, 2023, when CWCM staff went to 4 businesses that were open around 1263 Mission Street and spoke to 4 people. These people were informed that CWCM was re-locating, given information about the programs, informed that CWCM was open to feedback, and handed the flyer for joining the Health Commission meeting remotely. There were no concerns given to CWCM during this time.

Community Meetings

DPH's Good Neighbor Policy establishes a required community meeting prior to the Health Commission meeting to be held with the contractor involved to (a) give information to interested neighbors and the public-at-large about the project, and also to (b) receive input from the public about any concerns regarding the project. Additionally, the Good Neighbor Policy speaks to DPH's commitment to ongoing collaborative work with its neighbors.

This meeting was scheduled for November 15, 2023, from 5:00 pm to 6:00 pm. The meeting was attended by the Director of the DPH Business Office of Contract Compliance (BOCC), Jerna Reyes and BOCC Contract Compliance Manager, Craig Wenzl. The following representatives from CWCM were also in attendance: Dr. Fumi Mitsuishi and Constance Revore. No members of the public attended. Additionally, neither CWCM, nor Ms. Reyes received any comments or feedback.



NOTICE OF COMMUNITY MEETING

To discuss a new location for use by:
UCSF, Department of Psychiatry and Behavioral
Services Citywide Case Management Programs

On Wednesday, November 15, 2023 from 5:00-6:00 p.m.
located at

**1263 MISSION STREET, SAN FRANCISCO,
CA 94103**

These Department of Public Health funded
programs will be located at 1263 Mission Street

For further information, or to submit comments, please
contact Jerna Reyes, Director of Business Office of
Contract Compliance/Department of Public Health at
415 255-3752, or jerna.reyes@sfdph.org



NOTICE OF INTENT TO APPROVE A CITY PROJECT AT THIS LOCATION

The San Francisco Health Commission will consider the relocation of UCSF, Department of Psychiatry and Behavioral Services, Citywide Case Management to 1263 Mission Street for administrative and outpatient programming

Meeting details are below:

The Health Commission Meeting will be held at 101 Grove, Room 300 on Tuesday December 5, 2023 at 4:00 p.m.

For further information, or to submit comments, please contact Jerna Reyes, Director, Business Office of Contract Compliance/Department of Public Health 415 255-3752, or jerna.reyes@sfdph.org

Instructions to Join Health Commission Meeting Remotely

Date and Time:

Tuesday, December 5, 2023 4:00 PM | (UTC-07:00)
Pacific Time (US & Canada)

Join link:

<https://sfpublic.webex.com/sfpublic/j.php?MTID=m1866b9feff948032a32d5288c8adfa0d>

Webinar number:

2662 393 7509

Webinar password:

health (432584 from video systems)

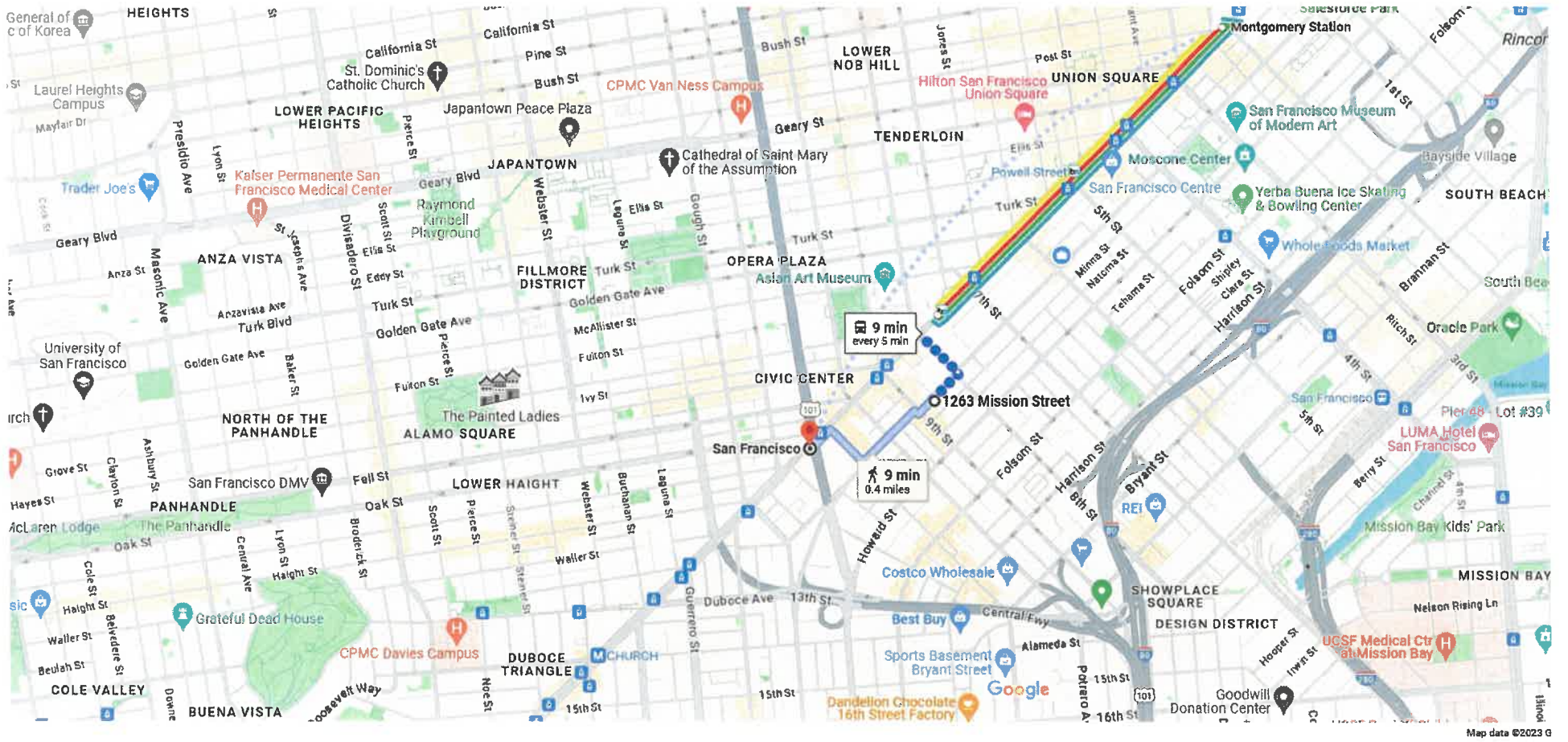
Join by phone

+1-415-655-0001 United States Toll (San Francisco)

Access code: 266 239 37509#



Attachment 5



49 PM

9 min

Attachment 6