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Commissioner

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

London N. Breed Mayor
Department of Public Health



Grant Colfax, MD
Director of Health

Mark Morewitz, M.S.W.
Executive Secretary

TEL (415) 554-2666

FAX (415) 554-2665

Web Site: <http://www.sfdph.org>

AGENDA

HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING

Tuesday August 3, 2021 2:00 p.m.

Remote Meeting via Webex Event

To protect the Health Commission members, DPH staff, and members of the public during the COVID-19 health emergency, the Health Commission will hold a remote meeting. Members of the public are encouraged to also participate in this meeting remotely. Please see the information on page 4 of this agenda for remote meeting access and instructions for making public comment.

COMMITTEES OF THE HEALTH COMMISSION CONSIST OF THREE MEMBERS OF THE COMMISSION. IF A QUORUM OF THE HEALTH COMMISSION IS PRESENT, IT CONSTITUTES A SPECIAL MEETING OF THE COMMISSION. IF ADDITIONAL COMMISSIONERS ATTEND THE MEETING OF A COMMITTEE CREATING A QUORUM OF THE FULL HEALTH COMMISSION, THEY MAY PARTICIPATE IN THE DISCUSSION ON AN ITEM ON THE AGENDA BUT MAY NOT VOTE WITH THE MEMBERS OF THE COMMITTEE. THE COMMITTEE'S RECOMMENDATIONS SHALL BE REPORTED TO THE FULL HEALTH COMMISSION FOR DISCUSSION AND POSSIBLE ACTION. THE HEALTH COMMISSION SECRETARY SHALL MAKE A NOTE OF THE PRESENCE OF THE ADDITIONAL COMMISSIONERS IN THE MINUTES, AND DISCUSSION SHALL BE LIMITED TO ITEMS NOTICED ON THIS AGENDA.

Commissioner Cecilia Chung, Chair
Commissioner Edward Chow, MD, Member
Commissioner Tessie Guillermo, Member

1) CALL TO ORDER

2) PROPOSED ACTION: APPROVAL OF THE MINUTES OF THE HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING OF JUNE 1, 2021.

**Minutes of the meetings of June 1, 2020*

3) FOR ACTION: MONTHLY CONTRACTS REPORT

(Michelle Ruggels, Director of the SFDPH Business Office)

**Health Commission August 2021 Contracts Report*

- 4) **FOR ACTION:** **REQUEST FOR APPROVAL OF A NEW CONTRACT WITH UNITED AUDIT SYSTEMS, INC. IN THE AMOUNT OF \$1,499,621, INCLUDING A 12% CONTINGENCY, TO PERFORM REMOTE CODING SERVICES, FOR THE TERM OF JULY 1, 2021 THROUGH JUNE 30, 2022 (12 MONTHS).**
(Michelle Ruggels, Director of the SFDPH Business Office)

5) **EMERGING ISSUES**

OPPORTUNITY WHEN COMMISSIONERS, THE DIRECTOR, AND THE PUBLIC MAY BRING UP TOPICS FOR DISCUSSION, PROVIDING THAT ANY ACTION IS DELAYED UNTIL PROPER NOTICE CAN BE GRANTED.

6) **PUBLIC COMMENT**

AT THIS TIME, MEMBERS OF THE PUBLIC MAY ADDRESS THE COMMISSION ON ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION OF THE COMMISSION THAT ARE NOT ON THIS MEETING AGENDA. WITH RESPECT TO AGENDA ITEMS, YOUR OPPORTUNITY TO ADDRESS THE COMMISSION WILL BE AFFORDED WHEN THE ITEM IS REACHED IN THE MEETING. EACH MEMBER OF THE PUBLIC MAY ADDRESS THE COMMISSION FOR UP TO THREE MINUTES. THE BROWN ACT FORBIDS A COMMISSION FROM TAKING ACTION OR DISCUSSING ANY ITEM NOT APPEARING ON THE POSTED AGENDA, INCLUDING THOSE ITEMS RAISED AT PUBLIC COMMENT. PLEASE SEE PAGE 4 OF THIS AGENDA FOR INFORMATION REGARDING INSTRUCTIONS FOR MAKING PUBLIC COMMENT

7) **ADJOURNMENT**

- * Explanatory documents are available at the Health Commission Office, 101 Grove Street, Room #309, telephone 554-2666. If any materials related to an item on this agenda have been distributed to the Health Commission after distribution of the agenda packet, those materials are available for public inspection at the Health Commission Office at the address above during normal business hours.

Accessible Meeting Policy

American Sign Language interpreters and readers and/or language interpreters are available with advance notice of three business days. The Department of Public Health will make every effort to accommodate requests for sound enhancement systems and alternative formats for meeting minutes and agendas. Please make these requests as far in advance as possible. For all requests contact the Health Commission office at 554-2666. Late requests will be honored if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Cell Phone and/or Sound Producing Electronic Device Usage at Hearings

The ringing of and use of cellular phones, pagers and similar sound producing electronic devices are prohibited during public meetings. Please be advised that the Chair/President may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phones, pagers, or other similar sound producing electronic devices (Sunshine Ordinance 67A.1).

Know Your Rights under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force Administrator by mail to, 1 Dr. Carlton b. Goodlett Place, Room 244, San Francisco, CA 94102, by phone at (415) 554-7724, by fax at (415) 554-7854 or by email at sotf@sfgov.org. Citizens may obtain a free copy of the Sunshine Ordinance by contacting the Sunshine Ordinance Task Force or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfbos.org/sunshine>.

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Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Section 16.520-534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100; fax (415) 252-3112 or visit its website at <http://www.sfgov.org/ethics>.

Remote Meeting Access Information

View the meeting at the link below:

NOTE: Depending on your broadband/WIFI connection, there may be a delay when viewing the meeting live.

<https://sfdph.webex.com/sfdph/onstage/g.php?MTID=ee86fba6b7e45f05b8831e78ed0e678a6>

PUBLIC COMMENT CALL-IN: 415-655-0003/ Access Code: 177 816 8919

After entering the access code, press # twice to listen to the meeting
(There is no delay when listening to the meeting using this number.)

Information Regarding Providing Public Comment

- Each individual may comment 1 time per agenda item.
- Each individual may speak for up to 2 minutes; after which time the line is automatically silenced.
- To make public comment on a specific agenda item, dial in using the information above, when the item is called.
- Dial “*3” to be added to the public comment queue for this item.
- When it is your time to speak, you will hear “Your line has been unmuted.”
- Ensure you are in a quiet location.
- Before you speak, mute the sound of any equipment around you including televisions, radios, and computers. It is especially important that you **mute your computer** so there is no echo sound when you speak.
- When the Commission Secretary states, “Next Caller,” you are encouraged to state your name clearly. As soon as you speak, your 2 minute allotment will begin.
- After you speak, you will go back to listening mode. You may stay on the line to provide public comment on another item.