

File No. 100011

Committee Item No. 1
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: City Operations & Neighborhood Ser. Date: January 25, 2010

Board of Supervisors Meeting Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Victor Young
Completed by: Victor Young

Date January 21, 2010
Date _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.



1 [Accept & Expend Grant –HIV Prevention Programs.]

2
3 **Resolution authorizing the San Francisco Department of Public Health (DPH) to accept**
4 **and expend retroactively a grant in the amount of \$512,960 from the California**
5 **Department of Public Health (CDPH) Office of AIDS to assist with a project entitled “HIV**
6 **Prevention Programs;” for the period of July 1, 2009 through June 30, 2010.**

7
8 WHEREAS, The CDPH Office of AIDS received a grant award from the Centers for
9 Disease Control (CDC) to support the project entitled “HIV Prevention Programs;” and,

10 WHEREAS, It is considered in the best interest of the CDC, the CDPH Office of AIDS,
11 and DPH to collaborate on this project; and,

12 WHEREAS, Through this grant, The CDPH Office of AIDS has agreed to fund DPH in
13 the amount of \$512,960 for the period of July 1, 2009 through June 30,2010; and,

14 WHEREAS, As a condition of receiving the grant funds, the CDPH Office of AIDS
15 requires the City to enter into an agreement (the “Agreement”), a copy of which is on file with
16 the Clerk of the Board of Supervisors in File No. _____; which is hereby declared
17 to be a part of this resolution as if set forth fully herein; and,

18 WHEREAS, An ASO amendment is not required as the grant partially reimburses DPH
19 for nine existing positions, including one Senior Physician Specialist (Job Class #2232) at
20 0.05 FTE, one Manager I (Job Class #0922) at 0.50 FTE, one Health Program Coordinator III
21 (Job Class #2593) at 0.35 FTE, one Health Program Coordinator III (Job Class #2593) at 0.15
22 FTE, one Health Program Coordinator III (Job Class #2593) at 0.20 FTE, one Health Program
23 Coordinator III (Job Class #2593) at 0.65 FTE, one Health Program Coordinator II (Job Class
24 #2591) at 1.00 FTE, one Health Educator (Job Class #2822) at 0.55 FTE, and one IS
25

FILE NO.

RESOLUTION NO.

1 Business Analyst (Job Class #1052) at 0.25 FTE for the period of July 1, 2009 through June
2 30, 2010; and,

3 WHEREAS, A request for retroactive approval is being sought because DPH received
4 the letter of funding allocation on October 8, 2009 and submitted the revised grant application
5 on November 12, 2009; and,

6 WHEREAS, The budget includes a provision for indirect costs of \$66,908; now
7 therefore, be it

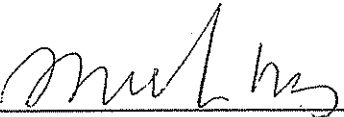
8 RESOLVED, That DPH is hereby authorized to accept and expend a grant in the
9 amount of \$512,960 from the CDPH Office of AIDS; and, be it

10 FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and
11 expend the grant funds pursuant to San Francisco Administrative Code section 10.170-1; and,
12 be it

13 FURTHER RESOLVED, That the Director of Health is authorized to enter into the
14 agreement on behalf of the City; and, be it

15 FURTHER RESOLVED, That the Controller is directed to designate all positions
16 funded under this agreement as "G" or grant-funded positions which would terminate when
17 the agreement expires.

18
19 RECOMMENDED:


20 
21

22 Mitchell Katz, M.D.
23 Director of Health

APPROVED:

24 
25

Office of the Mayor



Office of the Controller



Gavin Newsom
Mayor

Mitchell H. Katz, MD
Director of Health

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Mitchell H. Katz, M.D. *MHK*
Director of Health
DATE: December 14, 2009
SUBJECT: Accept and Expend Resolution for Subject Allocation
GRANT TITLE: HIV Prevention Programs

Attached please find the original and 4 copies of each of the following:

- Proposed grant resolution, original signed by Department, Health Commission
- Grant information form, including disability checklist
- Grant budget and justification
- Grant Award Letter from funding agency
- Grant Application

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Grace Alderson

Phone: 554-2655

Interoffice Mail Address: Dept. of Public Health, 101 Grove St., Room 330

Certified copy required Yes

No

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: HIV Prevention Program
2. Department: Department of Public Health, Office of AIDS
3. Contact Person: Tracey Packer Telephone: 554-9992
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$512,960
- 6a. Matching Funds Required: No
b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: Centers for Disease Control and Prevention (CDC)
b. Grant Pass-Through Agency (if applicable): California Department of Public Health (CDPH) Office of AIDS

8. Proposed Grant Project Summary:
The HIV Prevention Program grant seeks to administer and manage HIV prevention programs including Health Education and Risk Reduction, Prevention with Positives, and HIV Counseling and Testing (C&T) services, partner services, and linkage to care. Specifically, the HIV Prevention program will; develop, manage, and monitor contracts that provide Health Education and Risk Reduction, Prevention with Positives, and HIV Counseling and Testing (C&T); ensure state funding requirements are implemented and addressed; and manage the program data submitted by HIV prevention programs.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: July 1, 2009

End-Date: June 30, 2010

10. Number of new positions created and funded: The grant does not require an ASO amendment and partially reimburses the department for nine existing positions:

- 0.05 FTE Senior Physician Specialist, Job Class# 2232
- 0.50 FTE Manager I, Job Class# 0922
- 0.35 FTE Health Program Coordinator III, Job Class# 2593
- 0.15 FTE Health Program Coordinator III, Job Class# 2593
- 0.20 FTE Health Program Coordinator III, Job Class# 2593
- 0.65 FTE Health Program Coordinator III, Job Class# 2593
- 1.00 FTE Health Program Coordinator II, Job Class# 2591
- 0.55 FTE Health Educator, Job Class# 2822
- 0.25 FTE IS Business Analyst, Job Class# 1052

11. If new positions are created, explain the disposition of employees once the grant ends? N/A

12a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid? N/A

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? N/A

13a. Does the budget include indirect costs? Yes No

b1. If yes, how much? \$66,908

b2. How was the amount calculated? 15% of total personnel

b3. If no, why are indirect costs not included? N/A

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

14. Any other significant grant requirements or comments:

DPH respectfully requests for approval to accept and expend these funds retroactive to July 1, 2009. The Department received the letter of funding allocation on October 8, 2009 and submitted the revised grant application on November 12, 2009.

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: For Jason Hashimoto
Jason Hashimoto
Mitch Katz

Date Reviewed: 12/14/09

Department Approval: Mitch Katz
Mitchell Katz, M.D. Director of Public Health

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
AIDS OFFICE HIV PREVENTION SECTION

Dept/Div: HPH-03
Fund Group: 25/CHS/GNC
Index Code: HCHPHIVSYGR
Grant Code: 1000
Grant Detail: 1000

July 1, 2009 - June 30, 2010
Prevention Program
Revised application for BPREP to match GF

CATEGORY/LINE ITEM	Annual Salary	Annual Frtn Ben	Total Annual Sal/Frn Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frtn Ben Budget	Total Budget	Comments
A. PERSONNEL											
1. Sr. Physician Specialist 2232 7 G. Colfax	183,092	54,928	238,020	5%	0.06	16,258	12	9,155	2,746	11,901	
2. Manager I 0922 2 T. Packer	109,888	32,666	141,554	50%	0.50	9,074	12	54,444	16,333	70,777	
3. Health Program Coordinator III 2593 5 E. Davis	93,522	28,057	121,579	100%	1.00	7,794	0	0	0	0	
4. Disease Control Investigator 2806 5 V. Fuqua	67,598	20,249	87,745	100%	1.00	5,625	0	0	0	0	
5. Health Worker III 2587 5 J. Rapues	59,462	17,839	77,301	100%	1.00	4,955	0	0	0	0	
6. Health Worker I 2595 5 O. Macias	46,542	14,563	63,105	100%	1.00	4,045	0	0	0	0	
Health Worker II 2586 4 vacant (O. Macia	51,740	15,522	67,262	100%	1.00	4,312	0	0	0	0	
Health Program Coordinator III 2593 5 E. Davis	93,522	28,057	121,579	35%	0.35	7,794	12	32,733	9,820	42,553	
Health Program Coordinator III 2593 5 T. Downing	93,522	28,057	121,579	15%	0.15	7,794	12	14,028	4,208	18,237	
Health Program Coordinator III 2583 5 M. Rodriguez	93,522	28,057	121,579	20%	0.20	7,794	12	18,704	5,611	24,316	
Health Educator 2822 5 D. Galvaier	86,502	25,961	112,463	55%	0.55	7,209	12	47,576	14,273	61,849	
Health Program Coordinator III 2593 5 E. Duon	93,522	28,057	121,579	65%	0.65	7,794	12	60,789	18,237	79,026	
Health Program Coordinator III 2591 5 S. Bailey	83,642	25,093	108,735	100%	1.00	6,970	12	83,642	24,794	108,436	
Health Program Coordinator I 2699 5 E. Louytran	74,724	22,417	97,141	0%	0.00	6,227	12	0	0	0	
S. Business Analyst 1052 10 A. Dequzman	89,102	26,731	115,833	50%	0.50	7,425	6	22,276	6,683	28,959	
7. COLA 4%	0	0	0	0%	0.00	0	0	0	0	0	
8. STEP Increases 5%	0	0	0	0%	0.00	0	0	0	0	0	
TOTAL PERSONNEL:	1,377,428	413,228	1,790,656		9.45			343,347	102,705	446,052	
00101 SALARIES:								343,347	102,705	446,052	
00103 MANDATORY FRINGE:								0	0	0	

C. TRAVEL
1. Local Travel (02301)
2. Out-of-Jurisdiction Travel (02101)
Sub Total TRAVEL

Page 1 of 2

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
AIDS OFFICE HIV PREVENTION SECTION**

C:\DOCUMENTS\163406A-1\LOCALS-1\Temp\budget\F24\CFY'09-10 budget \$512,960 11-10-09FV'09-10 budget \$512,960 11-10-09revised for prep & st

Dept/Div: HPH-03
Fund Group: 2S/CHS/GNC
Index Code: HCHP/DIV/SVGR
Grant Code: 1000
Grant Detail: 1000

July 1, 2009 - June 30, 2010
Revision Program
revised application for BFR for match GF

CATEGORYLINE ITEM	Annual Salary	Annual Frin Ben	Total Annual Sal+Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget	Comments
-------------------	---------------	-----------------	---------------------------	-----------	----------	--------------	-----	---------------	-----------------	--------------	----------

D. EQUIPMENT
1. Computers @ \$3,000 (060651)
Sub Total EQUIPMENT

E. MATERIALS AND SUPPLIES
1. Office materials and supplies (045931)
2. Non-inventoried equipment (04921)
Sub Total SUPPLIES

F. TRACTUAL SERVICES (02789)
Asian Pacific Islander Wellness
2. St. James Infirmary
3. SF AIDS Foundation
4. Stop AIDS
5. Tenderloin Health
6. Tenderloin Health
7. UCSF - AHP
8. UCSF - PHP
Sub Total CONTRACTSIMOUS

G. OTHER
1. Rent support/infir. facilities (03011)
2. Telephone/Comm (03241)
3. Telephone/DET (081E11)
4. Postage (03561)
5. Delivery/Courier service (03521)
6. Photocopier/leasing (03131)
7. Repro service (In House)(03511)
8. Print/Slide services (Outside)(03552)
9. Staff training (02201)
10. Promo/Advertisement (03599)
Sub Total OTHER

BUDGET SUMMARY

TOTAL DIRECT COST			446,052							446,052	
A. SALARIES			343,347							343,347	
B. MANDATORY FRINGE			102,705							102,705	
C. TRAVEL			0							0	
D. EQUIPMENT			0							0	
E. MATERIALS AND SUPPLIES			0							0	
F. CONTRACT/MOU			0							0	
G. OTHER			0							0	
DIRECT COSTS			446,052							446,052	
INDIRECT COST (15% of Total Personnel Costs)			66,908							66,908	
TOTAL BUDGET			512,960							512,960	
AWARD			512,960							512,960	Christine Nelson email 10/8/09 \$512,960
SURPLUS/(DEFICIT)			0							0	

Sajid Shaikh/DPH/SFGOV
12/09/2009 11:20 AM

To Grace Alderson/DPH/SFGOV@SFGOV
cc
bcc
Subject BOS Resolution - Prevention State Grant

Hi Grace

The following attachments is for a state grant that Prevention received. Attached is the GIF, budget and application for the BOS resolution packet. The email below is from our funder indicating our award amount, \$512,960. Please let me know if you have any questions.



FY 09-10 State Applicatoin \$512,960.xls A&E GIF \$512,960.doc FY 09-10 budget \$512,960 11-10-09.xls

thanks
Sajid Shaikh
Senior Administrative Analyst
AIDS Office, Budget & Finance
San Francisco Department of Public Health
1380 Howard Street
San Francisco, CA 94103
E-Mail: Sajid.Shaikh@sfdph.org
Phone: 415-255-3512
Fax: 415-503-4710

----- Forwarded by Sajid Shaikh/DPH/SFGOV on 12/09/2009 11:14 AM -----

Bill Blum/DPH/SFGOV
10/12/2009 05:07 PM

To Sajid Shaikh/DPH/SFGOV@SFGOV
cc
Subject Fw: Master Agreement budget guidance for Care and Prevention Programs

FYI

Bill Blum
Interim Director, HIV Health Services
San Francisco Department of Public Health
Phone: (415) 554-9000
Fax: (415) 431-7547

CONFIDENTIALITY NOTICE

This e-mail and any files transmitted with it are the property of the San Francisco Department of Public Health are confidential, and intended only for the named recipient(s) above. If it has been sent to you in error, please notify the sender at 415-554-9000 and delete this message immediately from your computer. Any other use, retention, dissemination, forwarding, printing, or copying of this e-mail is strictly forbidden. Thank you for your consideration.

----- Forwarded by Bill Blum/DPH/SFGOV on 10/12/2009 05:06 PM -----



"Nelson, Christine



(CDPH-CID-OOA)"
 <Christine.Nelson@cdph.ca.gov>

10/08/2009 03:44 PM

To "Bill Blum" <Bill.Blum@sfdph.org>

cc "Smiley, Cynthia (CDPH-OOA)"
 <Cynthia.Smiley@cdph.ca.gov>, "Flores, Schenelle (CDPH)"
 <Schenelle.Flores@cdph.ca.gov>, "Lew, Brian
 (CDPH-OOA)" <Brian.Lew@cdph.ca.gov>, "Weiss, Barbara
 (CDPH-OOA)" <Barbara.Weiss@cdph.ca.gov>, "Simms,
 Sandy (CDPH-OOA)" <Sandy.Simms@cdph.ca.gov>,
 "Geary, Mary (CDPH-OOA)" <Mary.Geary@cdph.ca.gov>,
 "Poole-Sims, Clarissa (CDPH-OOA)"
 <Clarissa.Poole-Sims@cdph.ca.gov>, "Iniguez, Richard
 (CDPH-OOA)" <Richard.Iniguez@cdph.ca.gov>, "Russell,
 Carol (CDPH-OOA)" <Carol.Russell@cdph.ca.gov>, "Willis,
 Matthew (CDPH-OOA)" <Matthew.Willis@cdph.ca.gov>

Subject Master Agreement budget guidance for Care and Prevention Programs

Attached please find the budget guidance for the HIV Care and Prevention Programs for Fiscal Year 2009/10. The guidance includes:

- *information regarding the Master Agreement contract and MOU changes
- *service descriptions for the HIV Care and Prevention Programs
- *instructions for completing the required budget documents and use of the excel file that is attached to this email
- *OA contact information.

Care Program

Contractor	LHJ	allocation	contract amount	Compliance analyst
San Francisco	San Francisco	\$ 3,437,862	\$ 3,437,862	Matthew Willis

Prevention Program

Contractor		allocation	contract amount	Compliance analyst
San Francisco			\$ 512,960	Mary Geary
	Formula	\$ 434,324		
	Partner Services	\$ 78,636		

Your compliance analysts are included in this email. Please contact them directly if you have any questions.

Please note that there are no changes to the Surveillance Program, so you do not need to submit any documents for that program.

*Chris Nelson, Assistant Chief
Office of AIDS
California Department of Public Health
1616 Capitol Avenue, Suite 616
P.O. Box 997426, MS 7700
Sacramento, CA 95899-7426*

*ph (916) 449-5896
fax (916) 449-5912*



MA budget guidance for Care and Prevention.pdf MA budget guidelines forms for Care and Prevention.xls

Application

HIV Prevention Program Budget Detail

Enter LHJ Name:
San Francisco Department of Public Health, AIDS Office

Fiscal Year
2009-2010

Section I - Budget Information

Expenses Category	Description	Total Budget
Personnel	Total Personnel	\$446,052
Operating		
	Total Operating	\$0
Capital		
	Total Capital	\$0
Indirect 15% of total personnel		\$66,908
	Total Indirect	\$66,908
Subtotal LHJ Costs		\$512,960
Subcontracts		
	Total Subcontracts	\$0
Total LHJ HIV Prevention Program Budget		\$512,960

Section 2 - Service Categories - Complete for services provided BY THE LHJ

Services Use the category name for allowable services	Estimated Clients Served	Budgeted Amount
HIV Testing	N/A (Administration of the program)	\$140,501
Behavioral Interventions	N/A (Administration of the program)	\$203,211
Partner Services	N/A (Administration of the program)	\$102,340
Total Services provided by LHJ		\$446,052

HIV Prevention Program Personnel Detail

Enter LHJ Name:

Fiscal Year

San Francisco Department of Public Health, AIDS Office

2009-2010

Position Title	Staff Member's First and Last Name		
Sr. Physician Specialist	Grant Colfax		<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties (include purpose and destination of any job-related travel)		If vacant, what is the estimated hire date?	
The Director of the HIV Prevention and Research Section administers the overall HIV prevention program including the prevention budget, RFPs, contracts, evaluation and prevention research, and oversees the HIV prevention community planning component. The Director oversees the activities of Health Education and Risk Reduction, Prevention with Positives, and Counseling, Testing, and Linkages and provides direction to the overall program including reviewing contract status, progress and monitoring reports, budget requests and other administrative functions.		Annual Salary	Percentage of time performing these duties
		\$183,092	5%
		Is travel required?	Salary paid by this contract
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$9,155
			Benefits
			\$2,746

Position Title	Staff Member's First and Last Name		
Manager I	Tracey Packer		<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties (include purpose and destination of any job-related travel)		If vacant, what is the estimated hire date?	
The Deputy Director assists the HIV Prevention Director with oversight of the HIV prevention program. The Deputy Director provides fiscal management, manages resource allocation and human resources. The position supervises the management of contracts of the HIV Prevention Section in cooperation with and under the supervision of the Director. This position is responsible for supervising, training and evaluating the activities of Health Program Coordinators I and/or II (2591/2593). Participates in the preparation and maintenance of HIV Prevention Section budget, monitoring of expenditures and financial reporting. Assists in the preparation of federal and state grants.		Annual Salary	Percentage of time performing these duties
		\$108,888	50%
		Is travel required?	Salary paid by this contract
		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$54,444
			Benefits
			\$16,333

Position Title	Staff Member's First and Last Name		
Health Program Coordinator III	Elizabeth Davis		<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties (include purpose and destination of any job-related travel)		If vacant, what is the estimated hire date?	
This position is responsible for the development and management of contracts and interdepartmental MOUs for HIV testing and behavioral interventions. Provides programmatic input on RFP and contracts development, provides technical assistance to contractors, and participates in technology transfer of information.		Annual Salary	Percentage of time performing these duties
		\$93,522	35%
		Is travel required?	Salary paid by this contract
		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$32,733
			Benefits
			\$9,820

Position Title	Staff Member's First and Last Name		
Health Program Coordinator III	Teri Dowling		<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties (include purpose and destination of any job-related travel)		If vacant, what is the estimated hire date?	
This position is the Manager of HIV Counseling, Testing, and Linkages (CTL) and is responsible for supervising all activities of the CTL program, including partner services. Responsibilities include supervising staff and consultants, working with providers to set goals and objectives for the program, overseeing data collection and management, overseeing and providing technical assistance to contractors, and evaluating the program.		Annual Salary	Percentage of time performing these duties
		\$93,552	15%
		Is travel required?	Salary paid by this contract
		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$14,028
			Benefits
			\$4,208

Total Personnel Expenses (this page)

\$143,467

HIV Prevention Program Personnel Detail

Enter LHJ Name:

Fiscal Year

San Francisco Department of Public Health, AIDS Office

2009-2010

Position Title	Staff Member's First and Last Name		
Health Program Coordinator III	Marise Rodriguez		
Describe Duties (include purpose and destination of any job-related travel)	If vacant, what is the estimated hire date?		
This position coordinates the planning and implementation of data security and compliance requirements and other data activities for the HIV Prevention Section. Oversees staff training requirements and implements training programs.	Annual Salary	Percentage of time performing these duties	Salary paid by this contract
	\$93,522	20%	\$18,704
	Is travel required?		Benefits
	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$5,611

Position Title	Staff Member's First and Last Name		
Health Educator	Dara Geckeler		
Describe Duties (include purpose and destination of any job-related travel)	If vacant, what is the estimated hire date?		
This position is the coordinator of evaluation for HIV prevention programs that provide behavioral interventions. Works with community groups, providers, health department staff, researchers to develop and implement evaluation plans for San Francisco. Works with the HIV Prevention Planning Council (HPPC) and its committees to ensure community input to evaluation and other HIV prevention priorities. Coordinates the development and maintenance of a data collection system for prevention providers in San Francisco with state and federal input and collaboration, which includes developing and conducting training and providing technical assistance for providers in data collection requirements.	Annual Salary	Percentage of time performing these duties	Salary paid by this contract
	\$86,502	55%	\$47,576
	Is travel required?		Benefits
	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$14,273

Position Title	Staff Member's First and Last Name		
Health Program Coordinator III	Erik Dubon		
Describe Duties (include purpose and destination of any job-related travel)	If vacant, what is the estimated hire date?		
This position is responsible for the development and management of contracts and interdepartmental MOUs for HIV testing and behavioral interventions. Provides programmatic input on RFP and contracts development, provides technical assistance to contractors, and participates in technology transfer of information.	Annual Salary	Percentage of time performing these duties	Salary paid by this contract
	\$93,522	65%	\$60,789
	Is travel required?		Benefits
	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$18,237

Position Title	Staff Member's First and Last Name		
Health Program Coordinator II	Sonia Bailey		
Describe Duties (include purpose and destination of any job-related travel)	If vacant, what is the estimated hire date?		
Under general supervision of the HIV Counseling, Testing and Linkage (CTL) Program Manager, the Health Program Coordinator II works closely with community providers, health department programs, and UCSF to plan and implement CTL programs. This position is responsible for developing and monitoring partner services programs, HIV rapid testing programs, providing technical assistance and ensuring quality assurance for all HIV counseling and testing programs. This position is responsible for managing the training database and other relevant CTL databases. This position assists the CTL Program Manager in setting CTL policy and procedures and supporting the network of CTL providers in San Francisco.	Annual Salary	Percentage of time performing these duties	Salary paid by this contract
	\$83,642	100%	\$83,642
	Is travel required?		Benefits
	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$24,794

Total Personnel Expenses (this page)

\$273,626

HIV Prevention Program Personnel Detail

Enter LHJ Name:

Fiscal Year

San Francisco Department of Public Health, AIDS Office

2009-2010

Position Title	Staff Member's First and Last Name		
IS Business Analyst	Art De Guzman		
Describe Duties (include purpose and destination of any job-related travel) This position is responsible for developing data management systems and coordinating all databases related to program evaluation, behavioral surveys, and data gathering constructs as identified in the prevention planning process. These include standardization of data variables, development of protocols, developing data entry screens and data checking programs.	If vacant, what is the estimated hire date?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Annual Salary	Percentage of time performing these duties	Salary paid by this contract
	\$89,102	25%	\$22,276
	Is travel required?		Benefits
	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$6,683

Position Title	Staff Member's First and Last Name		
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties (include purpose and destination of any job-related travel) (This section is currently blank)	If vacant, what is the estimated hire date?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Annual Salary	Percentage of time performing these duties	Salary paid by this contract
	Is travel required?		Benefits
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Position Title	Staff Member's First and Last Name		
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties (include purpose and destination of any job-related travel) (This section is currently blank)	If vacant, what is the estimated hire date?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Annual Salary	Percentage of time performing these duties	Salary paid by this contract
	Is travel required?		Benefits
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Position Title	Staff Member's First and Last Name		
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties (include purpose and destination of any job-related travel) (This section is currently blank)	If vacant, what is the estimated hire date?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Annual Salary	Percentage of time performing these duties	Salary paid by this contract
	Is travel required?		Benefits
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Total Personnel Expenses (this page)

\$28,959