

File No. 190360

Committee Item No. 5

Board Item No. \_\_\_\_\_

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee

Date April 17, 2019

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER (Use back side if additional space is needed)

- Health Commission Resolution
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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Completed by: Linda Wong

Date April 12, 2019

Completed by: Linda Wong

Date \_\_\_\_\_

1 [Accept and Expend Gift - Richard and Bonnie Green Bequest - Laguna Honda Gift Fund -  
2 \$200,000]

3 **Resolution authorizing the Department of Public Health to accept and expend a**  
4 **monetary gift in the amount of \$200,000 from the Richard and Bonnie Green**  
5 **Survivor's Trust to the Laguna Honda Gift Fund, to support resident care programs,**  
6 **for the period of July 1, 2019, through June 30, 2029.**

7  
8 WHEREAS, The Richard and Bonnie Green Survivor's Trust provides for the  
9 distribution of \$200,000 to the Laguna Honda Gift Fund; and

10 WHEREAS, The successor trustee of the Richard and Bonnie Green Survivor's  
11 Trust had notified Laguna Honda Hospital and Rehabilitation Center (Laguna Honda) of the  
12 distribution; proceeds from the trust was received by Laguna Honda on March 5, 2019; and

13 WHEREAS, Laguna Honda is part of the San Francisco Health Network operated by  
14 the Department of Public Health and is a safety net and community hospital, with a mission  
15 to provide a welcoming, therapeutic, and a healing environment that promotes the  
16 individual's health and well-being; and

17 WHEREAS, The Laguna Honda Gift Fund is used to benefit the residents at Laguna  
18 Honda, including providing comfort and support for hospital residents; and

19 WHEREAS, On February 19, 2019, the San Francisco Health Commission passed a  
20 Resolution recommending that the Board of Supervisors approve the gift and authorize  
21 Laguna Honda to accept and expend the gift; now, therefore, be it

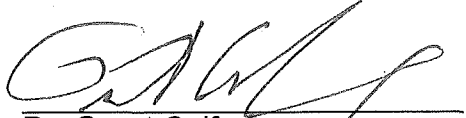
22 **RESOLVED**, That the San Francisco Board of Supervisors approves the gift and  
23 authorizes the Department of Public Health and Laguna Honda Hospital to accept and  
24 expend a gift of cash of \$200,000 donated to the Laguna Honda Gift Fund to support  
25 resident care programs; and, be it


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FURTHER RESOLVED, That the donation will be accepted and expended consistent with San Francisco Administrative Code Sections governing the acceptance of gifts to the City and County of San Francisco, including San Francisco Administrative Code, Section 10.100-201.

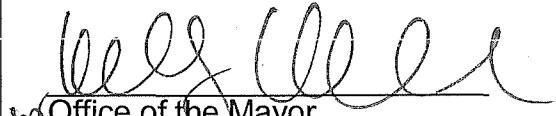
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RECOMMENDED:

  
Dr. Grant Colfax  
Director of Health

  
for Office of the Controller

APPROVED

  
for Office of the Mayor

File Number: 190360  
(Provided by Clerk of Board of Supervisors)

**Grant Resolution Information Form**  
(Effective July 2011)

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: **Richard and Bonnie Green Bequest**
- 2. Department: **Department of Public Health, Laguna Honda Hospital**
- 3. Contact Person: **William Frazier** Telephone: **759-3384**
- 4. Grant Approval Status (check one):

Approved by funding agency                       Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$200,000.00**

6a. Matching Funds Required: **\$0**  
b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: **The Richard and Bonnie Green Survivor's Trust**  
b. Grant Pass-Through Agency (if applicable): **N/A**

8. Proposed Grant Project Summary: **As a donation to the Laguna Honda Gift Fund, this gift will be used to purchase services and amenities in all hospital programs designed to enhance resident well-being and quality of life. The uses of the gift may include but are not limited to expenditures for musical entertainment, cultural celebrations, holiday meals, newspaper subscriptions, and community outings.**

9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: **7/1/2019**    End-Date: **6/30/2029**

10a. Amount budgeted for contractual services: **N/A**

- 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 Local Business Enterprise (LBE) requirements? **N/A**
- d. Is this likely to be a one-time or ongoing request for contracting out? **N/A**

11a. Does the budget include indirect costs?                       Yes                       No

b1. If yes, how much? **N/A**  
b2. How was the amount calculated? **N/A**

c1. If no, why are indirect costs not included?  
 Not allowed by granting agency                       To maximize use of grant funds on direct services  
 Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? **N/A**

12. Any other significant grant requirements or comments: **None**

PeopleSoft Chartfields: Fund: **22150** Department: **207690** Project Code: **Pending** Authority: **10001**

**\*\*Disability Access Checklist\*\*\*(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

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

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s)       | <input type="checkbox"/> Rehabilitated Structure(s)       | <input type="checkbox"/> New Program(s) or Service(s)                 |
| <input type="checkbox"/> New Site(s)                 | <input type="checkbox"/> New Structure(s)                 |   |

14. The Departmental ADA Coordinator 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 disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

if such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Toni Rucker, PhD  
\_\_\_\_\_  
(Name)

DPH ADA Coordinator  
\_\_\_\_\_  
(Title)

Date Reviewed: 2-27-19   
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Dr. Grant Colfax  
\_\_\_\_\_  
(Name)

Director of Health  
\_\_\_\_\_  
(Title)

Date Reviewed: 3/1/19   
(Signature Required)



January 7, 2019

Laguna Honda Nursing Home  
c/o Laguna Honda Gift Fund  
Attn: Chief Financial Officer  
375 Laguna Honda Blvd.  
San Francisco, CA 94116

RE: Richard and Bonnie Green Trust dated October 6, 1998, as Amended and Restated

Dear Laguna Honda Nursing Home:

The Hearing on Bank of Hawaii's Petition for Approval of Account, For Release and Discharge of Trustee, and for Instructions Regarding Specific Bequest was held on December 6, 2018 before the Hawaii Probate Court. The Court granted Bank of Hawaii's Petition and confirmed the bequest of \$200,000 to Laguna Honda Nursing Home to be made from the Richard and Bonnie Green Survivor's Trust. The final Order was just received and in order to allow for the processing of the bequest, we are requesting that you complete, sign and return the following:

- *Internal Revenue Service Form W-9*
- *Letter of Instructions to Bank of Hawaii*
- *Authorization Agreement for Automatic Deposit (ACH Credits), if applicable*

Once this information is received, we will process the distribution. Should you have any questions or require assistance to complete these forms, please contact me at (808) 694-4822, or toll-free 1-800-272-7262, x4822. My e-mail address is [benkenui.flores@boh.com](mailto:benkenui.flores@boh.com).

Sincerely,

A handwritten signature in black ink, appearing to read 'Ben Kenui Flores'.

Ben Kenui Flores  
Vice President

Enclosures



**Laguna Honda Hospital**

**Richard and Bonnie Green Bequest  
Multi-Year Budget  
Funded by the Richard and Bonnie Green Survivor's Trust**

**July 1, 2019 – June 30, 2029**

<b>DIRECT COSTS</b>	<b>Each Year</b>	<b>All Years</b>	<b>Totals</b>
<b>Other Materials &amp; Supplies 549990</b> Supplies and game prizes provided with resident activities.	5,000	50,000	50,000
<b>Other Current Expenses 535990</b> Musical entertainment, cultural celebrations, outings to parks, ball games, concerts, and other miscellaneous residents' benefits services.	10,000	100,000	100,000
<b>Food 546990</b> Special and cultural foods for residents	5,000	50,000	50,000
<b>TOTAL</b>	<b>\$20,000</b>	<b>\$200,000</b>	<b>\$200,000</b>

**Health Commission  
City and County of San Francisco  
Resolution No. 19-4**

**RESOLUTION TO RECOMMEND TO THE BOARD OF SUPERVISORS TO AUTHORIZE THE  
DEPARTMENT OF PUBLIC HEALTH TO ACCEPT AND EXPEND A GIFT OF \$200,000.00 TO THE  
LAGUNA HONDA GIFT FUND FROM THE RICHARD AND BONNIE GREEN SURVIVOR'S TRUST.**

WHEREAS, the Richard and Bonnie Green Survivor's Trust provides for the distribution of two hundred thousand dollars (\$200,000.00) to the Laguna Honda Gift Fund; and

WHEREAS, the successor trustee of the Richard and Bonnie Green Survivor's Trust has notified Laguna Honda that proceeds from the trust will be distributed; and

WHEREAS, Laguna Honda Hospital and Rehabilitation Center (Laguna Honda) is part of the San Francisco Health Network operated by the Department of Public Health and is a safety net and community hospital, with a mission to provide a welcoming, therapeutic, and a healing environment that promotes the individual's health and well-being; and

WHEREAS, the Laguna Honda Hospital Gift Fund is used to benefit the residents at Laguna Honda, including providing comfort and support for hospital residents; therefore, be it

RESOLVED, That the Health Commission recommends that the Board of Supervisor authorize Department of Public Health to accept and expend a gift of cash of up two hundred thousand dollars (\$200,000.00) donated to the Laguna Honda Hospital Gift Fund to support resident care programs; and be it

FURTHER RESOLVED, That the donation will be accepted and expended consistent with San Francisco Administrative Code Sections governing the acceptance of gifts to the City and County of San Francisco, including San Francisco Administrative Code Section 10.100-201.

FURTHER RESOLVED that the San Francisco Health Commission is grateful to the Green family.

I hereby certify that the San Francisco Health Commission at its meeting on February 19, 2019, adopted the foregoing resolution

  
\_\_\_\_\_  
Mark Morewitz, MSW  
Health Commission Executive Secretary



London N. Breed  
Mayor

Grant Colfax, MD  
Director of Health

**TO:** Angela Calvillo, Clerk of the Board of Supervisors

**FROM:** Grant Colfax, MD  
Director of Health

**DATE:** February 28, 2019

**SUBJECT:** Grant Accept and Expend

**TITLE:** Accept and Expend Gift – Richard and Bonnie Green Bequest -  
\$200,000 to Laguna Honda Gift Fund

Attached please find the original and 1 copy of each of the following:

- Proposed grant resolution, original signed by Department
- Grant information form, including disability checklist -
- Budget and Budget Justification
- Grant application (Not Applicable)
- Agreement / Award Letter
- Other (Explain):

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted resolution:**

Name: Cherie Wan Phone: 554-2547

Interoffice Mail Address: 101 Grove, Ste. 108

Certified copy required Yes  No

OFFICE OF THE MAYOR  
SAN FRANCISCO



LONDON N. BREED  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Sophia Kittler  
RE: Accept and Expend Gift – Richard and Bonnie Green Bequest – \$200,000  
DATE: April 2, 2019

*SK*

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**Resolution authorizing the Department of Public Health to accept and expend a monetary gift in the amount of \$200,000.00 from the Richard and Bonnie Green Survivor's Trust to the Laguna Honda Gift Fund.**

Should you have any questions, please contact Sophia Kittler at 415-554-6153.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2019 APR -2 PM 4:18  
BY SK