



## San Francisco Department of Public Health

Grant Colfax, MD  
Director of Health

City and County of San Francisco  
London N. Breed  
Mayor

### Memorandum

**To:** Honorable Members of the Board of Supervisors

**From:** San Francisco Department of Public Health

**Date:** Wednesday, September 20, 2023

**Re:** Accept and Expend Gift of Bequest from the Estate of Janet D. Kramer

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This Resolution seeks authorization for the Department of Public Health (DPH) to retroactively accept and expend funds in the amount of \$79,231.32 from the Estate of Janet D. Kramer (Estate) through the Federal Reserve. Due to the intricate nature of this gift, we are requesting the accept and expend to be scheduled for the next Budget and Finance committee.

We humbly request retroactive authorization as we received the notice of award on February 2, 2021, for a project start date of July 1, 2022. We had received the notice of award from the Office of the Public Administrator dated February 2, 2021, which indicated a bequest from the Estate. The bequest was in the form of a Thrift Plan retirement account at the Federal Reserve, where Laguna Honda Hospital (LHH) was listed as a beneficiary. The retirement account had a fluctuating value due to the funds being invested in securities, which made targeting a specific dollar value a challenge. Due to the complexities of this donation, we worked with the City Attorney's Office and internal DPH stakeholders over the next several months to ensure that we were in compliance with City policy before beginning the accept and expend process.

After discussions with the Controller's office (CON) on February 9, 2022, we were advised to consult with the Mayor's office (MYR) on the issue of the fluctuating value of the account. After taking into account the CON's and MYR's suggestions, a resolution was drafted and submitted to the Health Commission on March 1, 2022 for approval. The Health Commission had approved the resolution, and an accept and expend packet with the Health Commission resolution and budget was submitted to the Controller's office on March 10, 2022. After CON has requested for DPH to reach out to the Department of the Treasurer and Tax collector (TTX) to obtain a transfer of the donated investments, an email to contact TTX to enable the transfer of the retirement account was sent on April 5, 2022. A phone meeting with the Federal Reserve was held on May 10, 2022 to discuss the procedure for transfer and liquidation of the account to DPH.

The expiration of the Federal Reserve PIN required to access the account required a call to be made to the



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Federal Reserve to send a replacement PIN, which due to security considerations, could only be mailed to LHH. Due to issues with the mail, a replacement PIN was not received until February 3, 2023.

A revised accept and expend packet was sent to CON on March 6, 2023 where additional inquiries on the distributions from the account necessitated calls to the Federal Reserve and TTX. A revision to the resolution and other documentation was made, and forwarded to CON. The signed accept and expend packet was then sent to MYR on September 12, 2023.

Please contact Greg Wong, grants analyst, at [greg.wong@sfdph.org](mailto:greg.wong@sfdph.org) for any questions about this request for retroactive authorization.