

File No. 190360

Committee Item No. 5

Board Item No. 10

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee

Date April 17, 2019

Board of Supervisors Meeting

Date April 23, 2019

Cmte Board

- | | | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input checked="" 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 and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input checked="" 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"/> | Form 126 – Ethics Commission |
| <input checked="" type="checkbox"/> | <input checked="" 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)

- | | | |
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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Health Commission Resolution</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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Completed by: Linda Wong Date April 12, 2019

Completed by: Linda Wong Date April 19, 2019

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

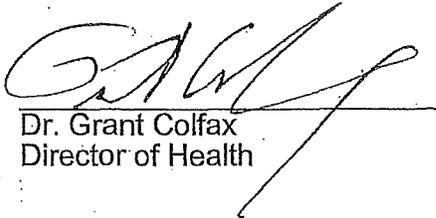
19 WHEREAS, On February 19, 2019, the San Francisco Health Commission passed a
20 Resolution recommending that the Board of Supervisors approve the gift and authorize
21 Laguna Honda to accept and expend the gift; now, therefore, be it

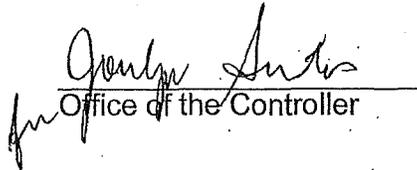
22 **RESOLVED**, That the San Francisco Board of Supervisors approves the gift and
23 authorizes the Department of Public Health and Laguna Honda Hospital to accept and
24 expend a gift of cash of \$200,000 donated to the Laguna Honda Gift Fund to support
25 resident care programs; and, be it

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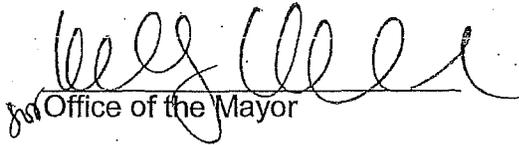
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RECOMMENDED:


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:

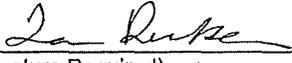
Comments:

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

Toni Rucker, PhD
(Name)

DPH ADA Coordinator
(Title)

Date Reviewed: 2-27-19

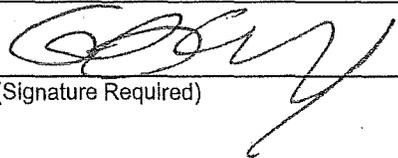

(Signature Required)

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.

Sincerely,

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

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

**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

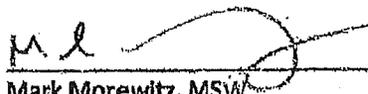
WHEREAS, the Laguna Honda Hospital Gift Fund is used to benefit the residents at Laguna Honda, including providing comfort and support for hospital residents; therefore, be it

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

A handwritten signature in black ink, appearing to be "SK".

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
SK