

File No. 130659

Committee Item No. 5  
Board Item No. \_\_\_\_\_

**COMMITTEE/BOARD OF SUPERVISORS**  
AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight Date: June 27, 2013

**Cmte Board**

- Motion
- Resolution
- Ordinance
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- Budget and Legislative Analyst Report
- 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)**

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Completed by: Andrea Ausberry Date June 21, 2013  
Completed by: \_\_\_\_\_ Date \_\_\_\_\_

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

1 [Setting the 2013 Budget and Legislative Analyst Services Audit Plan]

2  
3 **Motion directing the Budget and Legislative Analyst to conduct three performance**  
4 **audits in 2013 and setting the priority as follows: 1) the San Francisco Fire**  
5 **Department's recruitment, retention, and overtime staffing; 2) the Department of**  
6 **Children, Youth and Their Families implementation of the Children's Fund including an**  
7 **evaluation of the role of the Children's Fund Citizens' Advisory Committee; and 3) the**  
8 **Department of Public Health's compliance with privacy and security regulations as**  
9 **defined by the Health Information Technology for Economic and Clinical Health**  
10 **(HITECH) and Health Insurance Portability and Accountability Act (HIPAA) acts; and**  
11 **removing from the Budget and Legislative Analyst's audit plan the management and**  
12 **oversight of the former San Francisco Redevelopment Agency's assets and functions,**  
13 **previously approved by the Board of Supervisors.**  
14

15 WHEREAS, It is the policy of the Board of Supervisors that each program of the City  
16 and County of San Francisco be the subject of a performance audit at least once every eight  
17 years; and

18 WHEREAS, The function of regular performance audits is to ensure that City  
19 departments and agencies make prudent and efficient use of City resources and also  
20 effectively perform the functions assigned to them by the Chart and applicable laws; and now  
21 be it;

22 MOVED, That the Budget and Legislative Analyst is hereby directed as a first priority to  
23 conduct a performance audit of the San Francisco Fire Department's (1) recruitment and  
24 retention of uniform staff; and (2) use of overtime to meet fire suppression and ambulance  
25 staffing requirements; and

1           MOVED, That the Budget and Legislative Analyst is hereby directed as a second  
2 priority to conduct a performance audit of the Department of Children, Youth and Their  
3 Families implementation of the Children’s Fund including an evaluation of the role of the  
4 Children’s Fund Citizens’ Advisory Committee; and

5           MOVED, That the Budget and Legislative Analyst is hereby directed as a third priority  
6 to conduct a performance audit of the Department of Public Health’s compliance with privacy  
7 and security regulations as defined by the Health Information Technology for Economic and  
8 Clinical Health (HITECH) and Health Insurance Portability and Accountability Act (HIPAA)  
9 acts, with a focus on the data systems and records management at Laguna Honda Hospital  
10 and San Francisco General Hospital; and, be it

11           FURTHER MOVED, That the performance audit of the transfer of the former San  
12 Francisco Redevelopment Agency’s (SFRA) assets and functions to the City, previously  
13 approved by the Board of Supervisors (Motion 12-0148) is removed from the Budget and  
14 Legislative Analyst’s Audit Plan.

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee.  
An ordinance, resolution, motion, or charter amendment.
- 2. Request for next printed agenda without reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. Question(s) submitted for Mayoral Appearance before the BOS on [ ]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission     Youth Commission     Ethics Commission
- Planning Commission     Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative**

Sponsor(s):

COHEN

Subject:

MOTION - 2013 Budget and legislative Analyst Audit Work Plan

The text is listed below or attached:

Attached

Signature of Sponsoring Supervisor:

For Clerk's Use Only:

130659