

File No. 190172

Committee Item No. 5

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date March 6, 2019

Board of Supervisors Meeting

Date _____

Cmte Board

- | | | |
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| <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 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 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"/> | Form 126 – Ethics Commission |
| <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Health Commission Resolution</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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Completed by: Linda Wong

Date March 1, 2019

Completed by: Linda Wong

Date _____

1 [Accept and Expend Gift - Retroactive - Friends of Laguna Honda - Equipment Materials,
2 Supplies and Services - \$141,000]

3 **Resolution retroactively authorizing the Department of Public Health to accept and**
4 **expend a monetary gift in the amount of \$141,000 from the Friends of Laguna Honda to**
5 **the Laguna Honda Hospital Gift Fund for the purchase of equipment materials,**
6 **supplies, and services for residents at Laguna Honda who are otherwise unable to**
7 **obtain them, for the period of July 1, 2018, through June 30, 2019.**

8
9 WHEREAS, Laguna Honda Hospital and Rehabilitation Center (Laguna Honda) is part
10 of the San Francisco Health Network operated by the Department of Public Health and is a
11 safety net and community hospital, with a mission to provide a welcoming, therapeutic and
12 healing environment that promotes the individual's health and well-being; and

13 WHEREAS, The Friends of Laguna Honda is a nonprofit organization, founded in 1956,
14 dedicated to enhancing the quality of life for the residents at Laguna Honda Hospital by
15 funding non-medical programs and services that would otherwise be unavailable; and

16 WHEREAS, The Friends of Laguna Honda have made a total of four donations in the
17 amount of \$141,000 to the Laguna Honda Gift Fund; and

18 WHEREAS, \$50,000 will support the Centers of Excellence Wish List, \$41,000 will
19 support the Art With Elders program, \$30,000 will support Technology Programs, and \$20,000
20 will support Music Programs at Laguna Honda Hospital; and

21 WHEREAS, The Centers of Excellence Wish List will allow staff to purchase
22 equipment, supplies, and materials that will directly benefit Laguna Honda residents within the
23 hospital's program concentrations including Behavioral Health, End-of-Life, General Skilled
24 Nursing, Geriatrics, Memory Care, Positive Care, Rehabilitation, and Respite Care; and
25

1 WHEREAS, The Art With Elders Program will engage Laguna Honda residents in art
2 classes to acquire art skills and foster positive artistic experiences; and

3 WHEREAS, Technology Programs will enhance Laguna Honda resident entertainment,
4 independence, and social contact through emerging technology applications; and

5 WHEREAS, Music Programs will utilize music to stimulate memory and cognitive
6 function for Laguna Honda residents with Alzheimer's Disease and other dementias; and

7 WHEREAS, The Laguna Honda Hospital Gift Fund is used to benefit the residents at
8 Laguna Honda, including providing comfort and support for all Laguna Honda residents; and

9 WHEREAS, A request for retroactive approval is being sought because DPH received
10 the full award agreement on October 13, 2018, for a project start date of July 1, 2018; and


11 WHEREAS, On January 15, 2019, the Health Commission voted to recommend that
12 the Board of Supervisors approve the gift and authorize Laguna Honda Hospital to
13 retroactively accept and expend this gift; now, therefore, be it

14 RESOLVED, That the Board of Supervisors approves the gift and authorizes the
15 Department of Public Health to retroactively accept and expend a gift of cash in the value of
16 up to \$141,000 donated by the Friends of Laguna Honda to the Laguna Honda Hospital Gift
17 Fund for the purchase of equipment, materials, supplies and services for the residents at
18 Laguna Honda who are otherwise unable to obtain them; and, be it

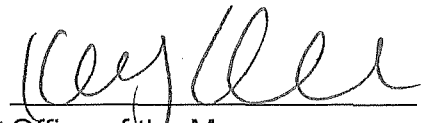
19 FURTHER RESOLVED, That the proceeds the gift by the Friends of Laguna Honda will
20 be accepted and expended consistent with Administrative Code Sections governing the
21 acceptance of gifts to the City and County of San Francisco, including Administrative Code,
22 Section 10.100-201; and, be it

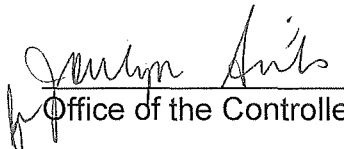
23 FURTHER RESOLVED, That the Board of Supervisors extends its gratitude to
24 the Friends of Laguna Honda for the generous gift to the City and County of San Francisco in
25 support of Laguna Honda Hospital and Rehabilitation Center.

1 RECOMMENDED:
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5 for Greg Wagner
6 Acting Director of Health
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APPROVED:


for Office of the Mayor


Office of the Controller

File Number: _____
(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: **Friends of Laguna Honda**
2. Department: **Department of Public Health, Laguna Honda Hospital**
3. Contact Person: **ChiaYu Ma** Telephone: **759-3325**
4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$141,000**

The Friends of Laguna Honda have made four donations in the total amount of \$141,000 to the Laguna Honda Gift Fund: 1) \$50,000 to support the Centers of Excellence Wish List; 2) \$41,000 to support the Art with Elders program; 3) \$30,000 to support Technology Programs; and 4) \$20,000 to support Music Programs.

- 6a. Matching Funds Required: **\$0**

b. Source(s) of matching funds (if applicable):

- 7a. Grant Source Agency: **Friends of Laguna Honda**

b. Grant Pass-Through Agency (if applicable): **N/A**

8. Proposed Grant Project Summary:

The purpose of this gift will provide the following:

- **The Centers of Excellence Wish List will allow staff to purchase equipment, supplies, and materials that will directly benefit Laguna Honda residents within the hospital's program concentrations including Behavioral Health, End-of-Life, General Skilled Nursing, Geriatrics, Memory Care, Positive Care, Rehabilitation, and Respite Care.**
- **The Art With Elders Program will Laguna Honda residents in art classes to acquire art skills and foster positive artistic experiences.**
- **The Technology Programs will enhance Laguna Honda resident entertainment, independence, and social contact through emerging technology applications.**
- **The Music Programs will utilize music to stimulate memory and cognitive function for Laguna Honda residents with Alzheimer's Disease and other dementias.**

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

Start-Date: **7/1/18**

End-Date: **6/30/19**

- 10a. Amount budgeted for contractual services: **\$41,000**

b. Will contractual services be put out to bid? **The amount budgeted for contractual services will pay for one year of art classes provided by Eldergivers/Art with Elders within their current contract with the City and County of San Francisco.**

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? **On-going**

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? **In operating costs**

12. Any other significant grant requirements or comments:

We respectfully request for approval to accept and expend these funds retroactive to July 1, 2018.

The Department received the award on October 13, 2018 for a project start date of July 1, 2018.

The equipment, materials, supplies, and services funded through this gift shall be of direct benefit and contribute to the comfort, happiness, and well-being of the residents of Laguna Honda Hospital. Funds must support the projects identified, and project funded through this gift must be branded or co-branded as being provided by the Friends of Laguna Honda. Items procured through the Centers of Excellence Wish List have been reviewed in advance by the Friends of Laguna. Procurement of those items shall not significantly deviate from the approved list.

GRANT CODE: Fund: 22150 Dept: 207690 Project 10000329

****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:

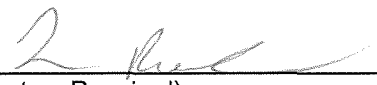
Comments:

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

Toni Rucker, PhD
(Name)

DPH ADA Coordinator
(Title)

Date Reviewed: 01/24/2019



(Signature Required)

Department Head or Designee Approval of Grant Information Form:

For Greg Wagner
(Name)

Acting Director of Health
(Title)

Date Reviewed: 1/24/19


(Signature Required)

Health Commission
City and County of San Francisco
Resolution No. 19-1

RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH TO RECOMMEND TO THE BOARD OF SUPERVISORS TO ACCEPT AND EXPEND RETROACTIVELY A GIFT OF \$141,000.00 TO THE LAGUNA HONDA GIFT FUND FROM THE FRIENDS OF LAGUNA HONDA.

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 Friends of Laguna Honda is a nonprofit organization, founded in 1956, dedicated to enhancing the quality of life for the residents at Laguna Honda by funding non-medical programs and services that would otherwise be unavailable.

WHEREAS, the Friends of Laguna Honda have made four donations totally one hundred forty-one thousand dollars (\$141,000.00) to the Laguna Honda Gift Fund, fifty thousand dollars (\$50,000.00) to support the Centers of Excellence Wish List, forty-one thousand dollars (\$41,000.00) to support the Art With Elders program, thirty thousand dollars (\$30,000.00) to support Technology Programs, and twenty thousand dollars (\$20,000.00) to support Music Programs at Laguna Honda.

WHEREAS, The Centers of Excellence Wish List allows staff to purchase equipment, supplies, and materials to directly benefit Laguna Honda residents within the hospital's program concentrations including Behavioral Health, End-of-Life, General Skilled Nursing, Geriatrics, Memory Care, Positive Care, Rehabilitation, and Respite Care.

WHEREAS, the ART With Elders Program engages Laguna Honda residents in art classes to acquire art skills and foster positive artistic experiences.

WHEREAS, Technology Programs enhance Laguna Honda resident entertainment, independence, and social contact through emerging technology applications.

WHEREAS, Music Programs utilize music to stimulate memory and cognitive function in Laguna Honda residents with Alzheimer's Disease and other dementias.

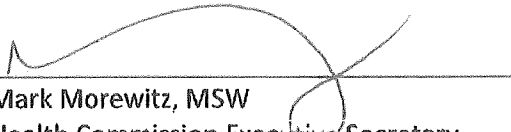
WHEREAS, the Laguna Honda Hospital Gift Fund is used to benefit the residents at Laguna Honda, including providing comfort and support for all hospital residents; therefore be it

RESOLVED, That the Health Commission recommends that the Board of Supervisor accept and expend retroactively a gift of cash in accordance with the intent of the Friends of Laguna Honda

– a gift in the value of up one hundred forty-one thousand dollars (\$141,000.00) donated to the Laguna Honda Hospital Gift Fund to support resident care programs, art, technology, and music programs for residents at Laguna Honda who are otherwise unable to enjoy such 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.

I hereby certify that the San Francisco Health Commission at its meeting on January 15, 2019, adopted the foregoing resolution



Mark Morewitz, MSW
Health Commission Executive Secretary

Mivic Hirose
Laguna Honda
Hospital and Rehabilitation Center
375 Laguna Honda Blvd.
San Francisco, CA 94116

Mivic,

The Friends of Laguna Honda Board, at its recent meeting on Sept. 12th, has approved the funding of 3 major projects:

Art with Elders -- \$41k;
Music Programs -- \$20k;
Technology Center -- \$30k;

As we have discussed these will be Grants specific to each project and as such should be accounted for as a unique "Directed Grant" to the Gift Fund. By unique we mean specific to Friends of Laguna Honda. In addition, each project should be branded "Friends of Laguna Honda" or co-branded as in the case with Art With Elders. (This could be Art with Elders funded by Friends of Laguna Honda). In addition, all approved expenditures should follow the Friends of Laguna Honda charter which is as follows:

"Section 2 -- The purposes of this corporation are (a) to render services to the residents and patients of Laguna Honda Hospital, San Francisco, California ("the Hospital"), not normally provided by regular personnel and which services shall be for the purpose of contributing to the comfort, happiness and well-being of the patients and residents (b) to raise funds for the purpose of carrying out the work of the corporation; and (c) to aid and assist the administration of the Hospital in providing for the comfort, happiness and well-being of its residents and patients."

Dwight Cochran will be coordinating a procedure for reviewing items to be funded by the Center of Excellence Wish List. Once completed, it is anticipated that the Friends of Laguna Honda would fund this as a unique "Gift Fund" line item as defined above. It is not anticipated that Friends of Laguna Honda would provide any purchasing services in this regard.

We look forward to continued success of these programs!

Thanks,

The Friends of Laguna Honda

Bill Frazier
Laguna Honda
Hospital and Rehabilitation Center
375 Laguna Honda Blvd.
San Francisco, CA 94116

Bill,

The Friends of Laguna Honda Board, at its recent meeting on Sept. 12th, has approved the funding of 4 major projects:

Center of Excellence Wish list -- \$50k.

As we have discussed these will be Grants specific to each project and as such should be accounted for as a unique "Directed Grant" to the Gift Fund. By unique we mean specific to Friends of Laguna Honda. In addition, each project should be branded "Friends of Laguna Honda" or co-branded as in the case with Art With Elders. (This could be Art with Elders funded by Friends of Laguna Honda). In addition, all approved expenditures should follow the Friends of Laguna Honda charter which is as follows:

"Section 2 -- The purposes of this corporation are (a) to render services to the residents and patients of Laguna Honda Hospital, San Francisco, California ("the Hospital"), not normally provided by regular personnel and which services shall be for the purpose of contributing to the comfort, happiness and well-being of the patients and residents (b) to raise funds for the purpose of carrying out the work of the corporation; and (c) to aid and assist the administration of the Hospital in providing for the comfort, happiness and well-being of its residents and patients."

Dwight Cochran will be coordinating a procedure for reviewing items to be funded by the Center of Excellence Wish List. Once completed, it is anticipated that the Friends of Laguna Honda would fund this as a unique "Gift Fund" line item as defined above. It is not anticipated that Friends of Laguna Honda would provide any purchasing services in this regard.

We look forward to continued success of these programs!

Thanks,

The Friends of Laguna Honda

Laguna Honda Hospital

**Friends of Laguna Honda Donation
One-Year Budget**

July 1, 2018 – June 30, 2019

Laguna Honda Resident Gift Fund Project Code 10000329

DIRECT COSTS	Each Year	All Years	Totals
Other Current Supplies Art Classes provided by Art With Elders Tech Support for Resident Technology Devices	41,000 6,000	41,000 6,000	41,000 6,000
Other Current Expenses Sub-Total	\$47,000	\$47,000	\$47,000
Minor Data Processing Equipment Sub-Total	\$49,000	\$49,000	\$49,000
Other Materials and Supplies Recreation program equipment, supplies, and materials	45,000	45,000	45,000
Other Materials and Supplies Sub-Total	45,000	45,000	45,000
TOTAL	\$141,000	\$141,000	\$141,000



London N. Breed
Mayor

Greg Wagner
Acting Director of Health

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: *FOR* Greg Wagner *WB*
Acting Director of Health

DATE: January 25, 2019

SUBJECT: Grant Accept and Expend

GRANT TITLE: Accept and Expend Gift – Friends of Laguna Honda –
Laguna Honda Hospital Gift Fund- \$141,000

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. No application submitted.
- ☒ Agreement / Award Letter
- ☐ Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Richelle-Lynn Mojica

Phone: 255-3555

Interoffice Mail Address: Dept. of Public Health, Grants Administration for
Community Programs, 1380 Howard St.

Certified copy required Yes ☐

No ☒

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

2019 FEB 12 PM 4:04

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Kanishka Karunaratne Cheng *Kke*
RE: Accept and Expend Gift – Friends of Laguna Honda – Laguna Honda
Hospital Gift Fund- \$141,000
DATE: February 12, 2019

Resolution authorizing the Department of Public Health to retroactively accept and expend a monetary gift in the amount of \$141,000 from the Friends of Laguna Honda to the Laguna Honda Hospital Gift Fund for the purchase of equipment materials, supplies and services for residents at Laguna Honda who are otherwise unable to obtain them.

Should you have any questions, please contact Kanishka Karunaratne Cheng at 415-554-6696.