

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being

MEMORANDUM

DATE: February 10, 2022
TO: Dr. Stephen Follansbee, President, and Members of the Health Service Board
FROM: Iftikhar Hussain, Chief Financial Officer
RE: SAN FRANCISCO HEALTH SERVICE SYSTEM FISCAL YEAR 2022-23 AND
FISCAL YEAR 2023-2024 PROPOSED GENERAL FUND ADMINISTRATIVE
BUDGET

This memo has the recommendation and supplemental schedules for the General Fund Budget. The highlights and Commentary are in the PowerPoint presentation.

The General Fund Administrative Budget is the biannual administrative budget guided by the Mayor's budget instructions and priorities. Unlike prior year, the current year targets do not have reductions but also do not allow increases in expenses beyond inflation. We have had discussions with the Mayor's office about new needs. Based on that discussion, these needs are listed separately from the budget in this presentation. The Mayor's office is considering these needs along with other requests and the final decision will be made by June.

The recommendation to the Board:

- APPROVE SAN FRANCISCO HEALTH SERVICE SYSTEM FISCAL YEAR 2022-23 AND FISCAL YEAR 2023-2024 PROPOSED GENERAL FUND ADMINISTRATIVE BUDGET
- Approve HSS budget requests to Mayor's office. Any items approved by the Mayor's office will become part of the HSS budget.

Supplemental Schedules

Table I. SFHSS Propose General Fund Administrative Budget - Achieving Mayor's Target Budget Reductions	2022-2023 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2021-2022	2023-2024 Revised Base Budget (GF)	2023-2024 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2022-2023
Approved FTEs	56.59	0.00	56.83	56.83	0.00
Non-Operating Positions (cap/other)	-9.40	0.00	-9.61	-9.61	0.00
Net Operating Positions	47.19	0.00	47.22	47.22	0.00
Sources					
Charges for Services	9,131	0	9,131	9,131	0
Other Revenues	450,000	-175,958	625,958	445,000	(180,958)
Expenditure Recovery	12,347,820	74,104	12,273,716	12,388,596	114,880
General Fund Support		0			
Sources Total	12,806,951	-101,854	12,908,805	12,842,727	-66,078
Uses - Operating Expenditures					
Personnel					
Salaries	5,859,750	15,009	6,004,095	6,019,471	15,376
Mandatory Fringe Benefits	2,642,267	5,709	2,512,980	2,518,316	5,336
	8,502,017	20,718	8,517,075	8,537,787	20,712
Training & Travel	23,481	0	23,481	23,481	0
Software License	177,035	0	177,035	177,035	0
Contracts	2,037,917	0	2,037,917	2,027,565	-10,352
Other	46,717	-20,125	66,842	40,792	-26,050
Non-Personnel Services	2,285,150	-20,125	2,305,275	2,268,873	-36,402
Materials & Supplies	61,362	-10,000	71,362	68,481	-2,881
Services Of Other Depts	1,958,422	9,407	1,949,015	1,967,586	18,571
Uses Total	12,806,951	0	12,842,727	12,842,727	0

Table II. SFHSS Propose General Fund Administrative Budget - FTE's, Salary & Mandatory Fringe Benefits	2022-2023 Revised Base Budget (GF)	2022-2023 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2020-2021	2023-2024 Revised Base Budget (GF)	2023-2024 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2022-2023
Approved FTEs	56.59	56.59	0.00	56.83	56.83	0.00
Non-Operating Positions (cap/other)	-9.40	-9.40	0.00	-9.61	-9.61	0.00
Net Operating Positions	47.19	47.19	0.00	47.22	47.22	0.00
Personnel						
Salaries	5,844,741	5,859,750	15,009	6,004,095	6,019,471	15,376
Mandatory Fringe Benefits	2,636,558	2,642,267	5,709	2,512,980	2,518,316	5,336
	8,481,299	8,502,017	20,718	8,517,075	8,537,787	20,712

Table III. SFHSS Propose General Fund Administrative Budget - Non-Personnel Expenditures	2022-2023 Revised Base Budget (GF)	2022-2023 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2020-2021	2023-2024 Revised Base Budget (GF)	2023-2024 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2022-2023
Training & Travel	23,481	23,481	0	23,481	23,481	0
Software License	177,035	177,035	0	177,035	177,035	0
Contracts	2,037,917	2,037,917	0	2,037,917	2,027,565	-10,352
Other	66,842	46,717	-20,125	66,842	40,792	-26,050
Non-Personnel Services						
Table III.A Non-Personnel: Training & Travel	2022-2023 Revised Base Budget (GF)	2022-2023 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2020-2021	2023-2024 Revised Base Budget (GF)	2023-2024 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2022-2023
Administrative/Operations	3,000	3,000	0	3,000	3,000	0
Departmentwide Safety	4,231	4,231	0	4,231	4,231	0
Enterprise Systems and Analytics Technol	1,000	1,000	0	1,000	1,000	0
Health Service Board	10,000	10,000	0	10,000	10,000	0
EAP and Well-Being Certification	5,250	5,250	0	5,250	5,250	0
Sources Total	23,481	23,481	0	23,481	23,481	0
Table III.B Non-Personnel: Software Licenses	2022-2023 Revised Base Budget (GF)	2022-2023 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2020-2021	2023-2024 Revised Base Budget (GF)	2023-2024 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2022-2023
General Software Licenses	2,405	2,405	0	2,405	2,405	0
Employee Assistance Program Software	174,630	174,630	0	174,630	174,630	0
Sources Total	177,035	177,035	0	177,035	177,035	0
Table III.C Non-Personnel: Contracts/Professional Services	2022-2023 Revised Base Budget (GF)	2022-2023 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2020-2021	2023-2024 Revised Base Budget (GF)	2023-2024 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2022-2023
Administrative/Operations: Actuarial, Benefit Administration, FSA and COBRA Administration, Audit Services	1,319,867	1,319,867	0	1,319,867	1,314,867	(5,000)
EAP Program: 24/7 EAP Program - ComPsych EAP Interpreter	488,050	488,050	0	488,050	488,050	-
Wellbeing Onsite Activities	130,408	130,408	0	130,408	130,408	-
Wellbeing Grants - Department Well-Being Targeted Interventions	99,592	99,592	0	99,592	94,240	(5,352)
Sources Total	2,037,917	2,037,917	0	2,037,917	2,027,565	-10,352
Table III.D Non-Personnel: Other	2022-2023 Revised Base Budget (GF)	2022-2023 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2020-2021	2023-2024 Revised Base Budget (GF)	2023-2024 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2022-2023
Memberships	3,400	3,400	0	3,400	3,400	-
Credit Card Fees	20,000	9,375	-10,625	20,000	5,000	(15,000)
Copy Machine	31,861	22,861	-9,000	31,861	22,861	(9,000)
Other Equipment Maintenance	1,550	1,550	0	1,550	-	(1,550)
Miscellaneous Facilities Rental	5,731	5,731	0	5,731	5,731	-
Printing - Administrative, EAP, & Well-Being	2,300	2,300	0	2,300	2,300	-
Subscriptions	0	0	0	0	0	-
Other Current Expenses	2,000	1,500	-500	2,000	1,500	(500)
Sources Total	66,842	46,717	-20,125	66,842	40,792	

Table IV. Materials & Supplies	2022-2023 Revised Base Budget (GF)	2022-2023 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2020-2021	2023-2024 Revised Base Budget (GF)	2023-2024 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2022-2023
General Office Supplies	30,342	30,342	0	30,342	30,342	0
Employee Assistance Program Training Materials	28,750	28,750	0	28,750	25,869	-2,881
Employee Assistance Program Training Materials	12,270	2,270	-10,000	12,270	12,270	0
Sources Total	71,362	61,362	-10,000	71,362	68,481	-2,881
Table V. Interdepartmental Services (Work Orders)	2022-2023 Revised Base Budget (GF)	2022-2023 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2020-2021	2023-2024 Revised Base Budget (GF)	2023-2024 Budget Proposal Per MYR Target (GF)	Change From Requested to Revised/Target 2022-2023
Wellbeing Grants	-	-	-			
Department Of Technology-Projects	18,836	18,836	-	18,836	18,836	-
Risk Management	3,296	3,296	-	3,296	3,296	-
Department Of Technology-Infrastructure	151,395	151,395	-	151,395	151,395	-
Controller-Info Systems	51,452	51,452	-	51,452	51,452	-
City Attorney Work Order	125,000	125,000	-	125,000	125,000	-
Department Of Technology-Sfgovtv	21,043	21,043	-	21,043	21,043	-
Department Of Technology-Enterprise Tech Contracts	28,128	28,128	-	28,128	28,128	-
Department Of Technology-Telecomm	25,659	25,659	-	25,659	25,659	-
Human Resources Department-Mgmt Training	2,500	2,500	-	2,500	2,500	-
Workers' Compensation Claims	69,219	69,219	-	69,219	69,219	-
Human Resources Department-Client Svs/Recruit	293,051	302,458	9,407	293,051	311,622	18,571
Human Resourcesv Modernization	2,620	2,620		2,620	2,620	
Diversity Equity Inclusion	1,094	1,094	5,000	6,094	6,094	
GF-HE-Equal Emplymnt Opportuni	18,535	18,535		18,535	18,535	
Rent	1,072,242	1,072,242	-	1,072,242	1,072,242	-
Reproduction	25,423	25,423	-	25,423	25,423	-
Recreation And Park Department	39,522	39,522	(5,000)	34,522	34,522	-
Sources Total	1,949,015	1,958,422	9,407	1,949,015	1,967,586	