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**NOTICE OF PUBLIC MEETING:
Hospital Supplier Diversity Commission**

June 23, 2021

MEETING MINUTES

Members Attending: Lupe Alonzo-Diaz, Physicians for a Healthy California; Jennie E. Kim, Providence St. Joseph's; Baljeet Sangha, San Francisco Health Network, San Francisco Department of Public Health; Cameron M. Stewart, Alcam Medical; Tracy Stanhoff, AD PRO, American Indian Chamber of Commerce of CA; Ruksana Azhu Valappil, NEEV, Inc.; Jackson Dalton, Black box Safety, Inc.; Lilly Rocha, Latino Restaurant Association; Cecil Plummer, Western Regional Minority Supplier Development Council; Tara Lynn Gray, CA Office of Small Business Advocate; Theresa A. Martinez, Community Connections, LLC

Attending by Phone: No members attended by phone.

Presenters: Elizabeth Landsberg, HCAI Director; Michael Valle, HCAI Chief Information Officer & Deputy Director; Ty Christensen, Health Program Auditor II; Baljeet Sangha, San Francisco Health Network, San Francisco Department of Public Health; Jennie E. Kim, Providence St. Joseph's; Cecil Plummer, Western Regional Minority Supplier Development Council; Tara Lynn Gray, CA Office of Small Business Advocate

Public Attendance: 21

Agenda Item # 1 Welcome and Meeting Minutes

Lupe Alonzo-Diaz, Commission Chair, welcomed the Hospital Supplier Diversity Commission and members of the public and called the meeting to order. She provided a brief overview of the meeting agenda and the ground rules.

The Commission voted and approved the March 12, 2021 meeting minutes with a spelling correction to "NEEV". Tara Lynn Gray motioned to approve the meeting minutes. The motion was seconded by Tracy Stanhoff and passed by a vote of the commission.

There was no public comment.

Agenda Item # 2 Department Update

Elizabeth Landsberg, HCAI Director, welcomed the commission and members of the public. She recognized Pride Month and Juneteenth. She provided budget updates including the recast of OSHPD to the Department of Health Care Access and Information (HCAI). The new department will retain its existing programs and functions but will have some changes in OSHPD's workforce development programs, as well as strengthening existing data programs. She highlighted the efforts made to standardize the collection of demographic data to collect race, ethnicity, ancestry, and language, as well as SOGI data which is sexual, orientation and gender identity information.

Questions/Comments from the Commission:

No questions or comments.

There was no public comment.

Michael Valle, Deputy Director, thanked Director Landsberg and welcomed the commission and members of the public. He reiterated HCAI's mission to advance health care equity and access and discussed how the goals of the Hospital Supplier Diversity Commission (HSDC) align with that mission. He expressed gratitude to all presenters on the agenda and highlighted the progress of the Hospital Supplier Diversity (HSD) Reporting Program including resources made available to hospitals on HCAI's HSD website. Lastly, he addressed follow-up items from the March commission meeting regarding development of hospital contacts and the expected public access to the first-year reports once submitted.

Questions/Comments from the Commission:

No questions or comments.

There was no public comment.

Agenda Item # 3 Hospital Supplier Diversity Reporting Program Update

Ty Christensen, Health Program Audit Manager II, provided updates on the Hospital Supplier Diversity Program. These updates included:

- Total number of hospitals who registered as data submitters disclosing hospital contact information.
- Email communication that was sent to hospitals that included additional resources to pre-registered contacts in preparation for the July 1 submission date.
- Program staff created a fillable supplier diversity reporting template.
- Reporting program timeline and draft of regulations timeline.
- Introduced web page that includes all information that hospitals will need to submit their reports including when the reports are due, how to submit the

reports, how to request an extension as provided in the statute, and the consequence for late submission.

Questions/Comments from the Commission:

Commission members made comments that information regarding the number of suppliers in each category, and the ability to measure hospital's diverse spend by ethnicity and gender, would be helpful data points for future reports to capture. The committee also confirmed that the race/ethnicity categories outlined in the reporting templates aligned with what was in statute. There was a follow up request for HCAI staff to share the link to the reports once they are available to the public.

There was no public comment.

Agenda Item # 4 Overview of Procurement in the Hospital Industry

Jennie Kim, Commissioner, and Baljeet Sangha, Commissioner, provided an overview of sourcing and procurement in the hospital setting. The goal of the presentation was to develop a common understanding of key topics related to hospital procurement. The information shared was not specific to San Francisco Health Network and Providence, rather a glimpse into general procurement in the hospital industry for both private and public hospitals.

Questions/Comments from the Commission:

Commission members discussed Tier 1 and Tier 2 spending categories as well as the role of GPOs and the use of P-Cards and Corporate cards in hospital contracting.

Public comment: There was one public comment regarding the complexities of GPOs and Tier 2 suppliers as well as the challenges hospitals face when requesting data on Tier-2 suppliers from vendors. There was a suggestion that GPOs or another entity could create a rating system that identifies how well large vendors are doing on their diverse spend with their Tier 2 vendors.

Agenda Item # 5 Overview of Key Supplier Diversity Topics

Tara Lynn Gray, Commissioner, and Cecil Plummer, Commissioner, provided an overview of frequently used terms and relevant topics discussed in the field of supplier diversity including the history, importance, pros and cons, certifications, risks, and other considerations.

Questions/Comments from the Commission:

Commission members discussed the gaps in certification and the need for hospitals to set goals that encourage partnerships with diverse businesses who hold certification. The commission noted that there is a need for hospital leadership to implement goals

and create a system of accountability to meet those goals. Similarly, diverse suppliers were encouraged to network and maintain patience with the contracting process.

Public comment: There was one public comment asking what the timeframe is to implement the goals that the commission is setting for the diverse businesses and the hospital industry.

Agenda Item # 6 HCAI Hospital Supplier Diversity Reports

Lupe Alonzo-Diaz, Commission Chair, discussed the Commission goals, anticipated 2021-2021 Commission timeline, and baseline reporting. Commission members proceeded to participate in a discussion answering the following question:

Based on the Hospital Reporting templates, what are you most interested in learning about from the reports to help inform your baseline recommendations?

Commission members were interested in learning about the following items:

- The various types of outreach hospitals are conducting and what opportunities are created for diverse suppliers
- How hospitals encourage transparency on their websites and encourage the bidding process of vendor programs as well as vendor registration
- Current number of diverse employers in a hospital's supply base and the number of those participating in the supply chain
- Current hospital inclusion and supplier diversity policies
- Incentives that promote diverse business spend and recognition programs for diverse supplier participation
- Geographical distribution of diverse supplier spends
- The size of supplier diversity departments and resources allocated to increasing supplier diversity
- Successes and challenges of implementing supplier diversity
- Transparency around general hospital spend highlighting the various categories of procurement opportunities (e.g., breakdown of spend for computer equipment, professional services, medical suppliers, etc.)
- The connection and relationship between supplier diversity departments and other departments in the hospital (e.g., purchasing, etc.)

Public comment: There was one public comment affirming that some areas of interest to the commission aligned with the HCAI reporting template and statutory requirements. The commenter also expressed concerns around the challenges hospitals face in getting timely data needed for the reports, given that different vendors have varying reporting periods, and those reporting periods tend to be on a quarterly cadence.

Agenda Item # 7 Recommendation Development Process and Commission Timeline

Speaker Michael Valle, Deputy Director, presented an overview of the Hospital Supplier Diversity Commission and Reporting Program 2021-2022 timelines as well as an introduction to the recommendations development process which included: preliminary discussions, draft of recommendations, voting of recommendations, and memorializing of recommendations.

Questions/Comments from the Commission:

No questions or comments.

There was no public comment.

Agenda Item # 8 Next Meeting Topics

Lupe Alonzo-Diaz, Commission Chair, announced that the next meeting will be in the Fall of 2021 and will focus on a discussion of the first-year supplier diversity reports as well as draft recommendations. A doodle poll will be sent out to commission members identifying the best date and time for the next meeting.

Questions/Comments from the Commission:

No questions or comments.

There was no public comment.

Agenda Item # 9 Public Comment

There were no comments provided by the public.

Agenda Item #10 Adjournment

The meeting adjourned at 3:54 p.m.