



HEALTH SERVICE BOARD CITY & COUNTY OF SAN FRANCISCO

Randy Scott
President

Mary Hao
Vice President

Karen Breslin
Commissioner

Chris Canning
Commissioner

Connie Chan
Supervisor (District 1)
Commissioner

Stephen Follansbee, M.D
Commissioner

Claire Zvanski
Commissioner

Abbie Yant, MA, RN
Executive Director
Health Service System

Holly Lopez
Executive Secretary

TEL (628) 652-4646
FAX (628) 652-4703
<http://www.sfhss.org/>

HEALTH SERVICE BOARD **GOVERNANCE COMMITTEE**

NOTICE AND COMMITTEE MEETING AGENDA

Wednesday November 2, 2022, 1:00pm

VIRTUAL PRESENTATION on WebEx

Remote Meeting Access

Watch at 1:00 pm on November 2, 2021 via webex

Click the link to join the meeting - <https://bit.ly/3Uc3y1L>

Public Comment Call-In: 415-655-0001 / Access Code: 2492 458 5366

Providing Public Comment:

1. Dial **415-655-0001** and then enter access code **2492 458 5366** then #
2. **Press #** again to enter the meeting as an ATTENDEE
3. You will hear a beep when you join the meeting as a participant.
 - a. Stop and LISTEN
 - b. Wait for Public Comment to be announced.
4. When Public Comment is called, dial * then **3** to be added to the speaker line.
5. You will then hear "You have raised your hand to ask a question, please wait to speak until the host calls on you." Callers will hear silence when waiting for their turn to speak.
6. To withdraw your question, press * then **3**. – you will hear: "You have lowered your hand."
7. When the system message says "Your line has been unmuted" - **THIS IS YOUR TIME TO SPEAK.**
8. When the President or Commission Secretary states "Welcome Caller," you are encouraged to state your name clearly. As soon as you speak, you will have **3 minutes** to provide your comments.
9. Once your 3 minutes have expired, you will be moved out of the speaker line and back as a participant in the meeting. You will hear "Your line has been muted."
10. Participants who wish to speak on other public comment periods can stay on the meeting line and listen for the next public comment opportunity.

Best Practices when calling in for Public Comment:

- Call from a quiet location
- Speak slowly and clearly
- Turn down any televisions or radios around you
- Address the Commission as a whole, do not address individual Commissioners

Written Public Comment

Persons unable to attend the meeting may submit written public comments regarding an agenda item. These comments will be made part of the official public record and shall be brought to the attention of the Health Service Board. Written public comment expected to be part of the official record should be submitted to the Board email, health.service.board@sfgov.org, and **received by 5 pm on Tuesday, November 1st** before the meeting. Members can also call 628-652-4646 with any questions.

All comments received by the deadline will be forwarded to Board members, summarized and read aloud by the Board Secretary during the specific agenda item, and included in the meeting minutes. In the body of your email, indicate the meeting date and the specific agenda item number. If you do not specify an agenda item, your emailed public comment will be read under general comment.

1. CALL TO ORDER:

2. ROLL CALL

Commissioner, Stephen Follansbee, M.D, Chair
Commissioner, Randy Scott., Board President
Commissioner, Claire Zvanski

3. INITIATE PUBLIC EMPLOYEE EVALUATION OF EXECUTIVE DIRECTOR 2022: (Action)

Presented by Committee Chair Follansbee

- Position: SFHSS Executive Director
- Name of Employee: Abbie Yant

DOCUMENTS ATTACHED:

- Performance Evaluation of SFHSS Executive Director 2022 Timeline Draft
- Performance Evaluation of SFHSS Executive Director 2022 Draft

PUBLIC COMMENTS:

ACTION:

4. INITIATE ANNUAL BOARD SELF-EVALUATION : (Action)

Presented by Committee Chair Follansbee

DOCUMENTS ATTACHED:

- HSB Self-Evaluation for Plan Year 2022 Timeline Draft
- HSB Self-Evaluation for Plan Year 2022 Draft

PUBLIC COMMENTS:

ACTION:

5. INITIATE HEALTH SERVICE BOARD ANNUAL EDUCATION PLANNING PROCESS: (Action)

Presented by Governance Committee Chair Follansbee

The Governance Committee is responsible to oversee Health Service Board Education Plan. The Board shall adopt a Board Education Plan covering a 1-3-year period and shall update the Plan as necessary. The Board Education Plan may establish the educational goals of the Board, with key topics to be covered over time by the Full Board and individual board members, and shall cover both external and in-house education efforts. The Plan shall include a tentative schedule of topics to be addressed and associated timing. The Governance Committee shall align the plan with the approved SFHSS 2023-2025 Strategic Plan. The attached document presents the timeline for the review process and final 2023 approval.

DOCUMENTS ATTACHED: HSB Education Plan Review Process and Timeline

PUBLIC COMMENT:

ACTION:

6. INITIATE GOVERNANCE POLICIES AND TERMS OF REFERENCE 2022 REVIEW PROCESS AND TIMELINE: (Action)

Presented by Governance Committee Chair Follansbee

The Governance Committee is responsible to oversee Health Service Board policies. The Board adopted the Governance Policies and Terms of Reference on February 22, 2007, amended on April 9, 2015, February 19, 2019, and February 10, 2022. Policies are reviewed at least once every three years to ensure the Governance Policies and Terms of Reference remain relevant and appropriate. The attached document presents the timeline for the review process and final approval for 2022.

DOCUMENTS ATTACHED: HSB Governance Policies and Terms of Reference 2022 Review Process and Timeline

PUBLIC COMMENT:

ACTION:

7. ADJOURNMENT:

Health Service Board and Health Service System Web Site: <http://www.sfhss.org>

Summary of Health Service Board Rules Regarding Public Comment

1. A member of the public has up to three (3) minutes to make pertinent public comments before action is taken on any agenda item.
2. A member may comment on any matter within the Board's jurisdiction as designated on the agenda.
3. Members may submit their comments by email to health.service.board@sfgov.org by 5 pm the day before the meeting start time. These comments will be made part of the official public record and shall be brought to the attention of the Health Service Board. All comments received by the deadline will be forwarded to Board members, summarized and read aloud by the Board Secretary during the specific agenda item, and included in the meeting minutes. In the subject line of your email, indicate the meeting date and the specific agenda item number. If you do not specify an agenda item, your emailed public comment will be read under general comment.

Knowing Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils, and other agencies of the City and County of San Francisco exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, visit the Sunshine Ordinance Task Force website at <http://www.sfgov.org/sunshine>.

Summary of Health Service Board Rules Regarding Cell Phones and Pagers

The ringing and use of cell phones, pagers, and similar sound-producing electronic devices are prohibited at Health Service Board and committee meetings. The Chair of the meeting may order the removal of any person(s) in violation of this rule from the meeting room. The Chair of the meeting may allow an expelled person to return to the meeting following an agreement to comply with this rule. The complete rules are outlined in Chapter 67A of the San Francisco Administrative Code.

Disability Access and Accommodation

Regular Health Service Board meetings are held at City Hall, 1 Dr. Carlton B. Goodlett Place, in Hearing Room 416 at 1:00 PM on the second Thursday of each month. The closest accessible BART station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are #42 Downtown Loop and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and Civic Center. For more information about MUNI accessible services, call (415) 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza adjacent to Davies Hall and the War Memorial Complex. Accessible seating for persons with disabilities (including those using wheelchairs) will be available. To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact Holly Lopez, 628-652-4646 at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 pm the previous Friday.

1145 MARKET STREET 3RD FLOOR, SAN FRANCISCO, CA 94102

Sensitivity to Chemical-based Products

To assist the City's effort to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

Location of Materials

If any materials related to an item on this agenda have been distributed to the Health Service Board after distribution of the agenda packet, those materials are available for public inspection at the Health Service System during normal office hours. For more information, please contact Holly Lopez at 628-652-4646 or email holly.lopez@sfgov.org. The following email has been established to contact all members of the Health Service Board: health.service.board@sfgov.org. Health Service Board telephone number: 628-652-4646

Lobbyist Registration and Reporting Requirements

Individuals and entities influencing or attempting to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code § 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100; fax (415) 252-3112; website www.sfgov.org/ethics.