



City & County of San Francisco

# HEALTH SERVICE BOARD

1145 Market Street ♦ Suite 200 ♦ San Francisco, CA 94103

## Notice and Agenda

### *Regular Meeting Combined with Rates and Benefits Committee*

Thursday, February 13, 2014

1:00 PM

City Hall, Room 416  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94103

- Call to order
- Pledge of allegiance
- Roll call
  - President Karen Breslin
  - Vice President Wilfredo Lim
  - Supervisor Mark Farrell
  - Commissioner Sharon Ferrigno
  - Commissioner Jean S. Fraser
  - Commissioner Randy Scott
  - Commissioner Jordan Shlain, M.D.
- 02132014-01 Action item Approval (with possible modifications) of the minutes of the meeting set forth below:
  - Regular meeting of January 9, 2014Staff recommendation: Approve minutes.  
Documents provided to Board prior to meeting:  
Draft minutes.  
Public comments:  
Action:

## RATES AND BENEFITS COMMITTEE

- 02132014-02    Action item            Initiation of black-out period for all HSS vendors for the duration of the rates and benefits process (President Breslin)

Staff recommendation: Approve black-out period during rates and benefits process.

Documents provided to Board prior to meeting: Service Provider Selection Policy contained in Health Service Board Governance Policies (Black-Out Periods, paragraphs 9-16).

Public comments:

Action:
  
- 02132014-03    Action item            Approve City Plan's administrative fees and Employer Group Waiver Plan (EGWP) premium for 2015 plan year (Committee Chair Scott)

Staff recommendation: Approve the 2015 City Plan administrative fee and EGWP premium.

Documents provided to Board prior to meeting: Report prepared by Aon Hewitt.

Public comments:

Action:
  
- 02132014-04    Discussion item        Review City Plan's claims experience and preliminary 2015 rates (Committee Chair Scott)

Documents provided to Board prior to meeting: Report prepared by Aon Hewitt.

Public comments:
  
- 02132014-05    Action item            Review Delta Dental Retiree plan design options and approve retiree survey project plan (Committee Chair Scott)

Staff recommendation: Approve retiree survey of project plan on dental benefit design options.

Documents provided to Board prior to meeting: Report prepared by Aon Hewitt.

Public comments:

Action:

- 02132014-06 Action item Review fund status for the Incurred But Not Reported (IBNR) reserves and approve updates to IBNR Reserve Policy (Committee Chair Scott)

Staff recommendation: Approve policy updates.

Documents provided to Board prior to meeting:  
Report prepared by Aon Hewitt.

Public comments:

Action:
- 02132014-07 Action item Review fund status for contingency reserves and approve Contingency Reserve Policy (Committee Chair Scott)

Staff recommendation: Approve policy updates.

Documents provided to Board prior to meeting:  
Report prepared by Aon Hewitt.

Public comments:

Action:
- 02132014-08 Action item Review fund status for stabilization reserves and approve self-funded plan's Stabilization Reserve Policy (Committee Chair Scott)

Staff recommendation: Approve policy updates.

Documents provided to Board prior to meeting:  
Report prepared by Aon Hewitt.

Public comments:

Action:

## REGULAR BOARD MEETING MATTERS

- 02132014-09 Discussion item President's Report (President Breslin)

Documents provided to Board prior to meeting:  
None.

Public comments:

- 02132014-10 Discussion item [Director's Report](#) (Lisa Ghotbi)

  - HSS Personnel
  - Finance, Operations, Data Analytics, Communications, Wellness/EAP, Vendor Contracts
  - Meetings with Key Departments
  - Other additional updates

Documents provided to Board prior to meeting:

  1. Director's report;
  2. Reports from Operations, Data Analytics, Communications, Health Promotion and Wellness, and Employee Assistance Program.

Public comments:
  
- 02132014-11 Discussion item [Update on Financial Reporting as December 31, 2013](#) (Pamela Levin)

Documents provided to Board prior to meeting:

  1. Financial update memo;
  2. Report for the General Administrative Fund;
  3. Report for the Trust Fund.

Public comments:
  
- 02132014-12 Action item [Approval of proposed administrative budget for fiscal year 2014-2015](#) (Pamela Levin)

Staff recommendation: Approve proposed budget.

Documents provided to Board prior to meeting: Administrative Budget memo for FY 2014-2015.

Public comments:

Action:
  
- 02132014-13 Action item [Initiation of RFP black-out period for FSA/COBRA Administrator](#) (Lisa Ghotbi)

Staff recommendation: Approve black-out period during RFP process.

Documents provided to Board prior to meeting: Notice to Health Service Board.

Public comments:

Action

- 02132014-14 Action item Initiation of RFP black-out period for All Payer Claims Database (APCD) (Lisa Ghotbi)

Staff recommendation: Approve black-out period during RFP process.

Documents provided to Board prior to meeting: Notice to Health Service Board.

Public comments:

Action:
  
- 02132014-15 Action Item Approval of recommended Healthcare Sustainability Budget plan (continued from January 9, 2014) (Lisa Ghotbi)

Staff recommendation: Approve budget plan.

Documents provided to Board prior to meeting: HSS summary.

Public comments:

Action:
  
- 02132014-16 Discussion item Report on network and health plan issues (if any) (Respective plan representatives)

Public comments:
  
- 02132014-17 Discussion item Opportunity to place items on future agendas

Public comments:
  
- 02132014-18 Discussion item Opportunity for the public to comment on any matters within the Board's jurisdiction

Public comments:
  
- 02132014-19 Action item Vote on whether to hold closed session to discuss member's appeal. (California Constitution Article I, Section 1; the Confidentiality of Medical Information Act, Cal. Civ. Code §§56 et seq; and the Health Insurance Portability and Accountability Act, 42 U.S.C. §§1320d et seq.) (President Breslin)

Staff recommendation: Hold closed session.

Public comment on all matters pertaining to the closed session:

Action:

Closed session pursuant to California Constitution Article I, Section 1; the Confidentiality of Medical Information Act, California Civil Code §§56 et seq; and the Health Insurance Portability and Accountability Act, 42 U.S.C. §§1320d et seq.

- 02132014-20    Action item            Vote on member's appeal (President Breslin)  
Staff recommendation: Uphold HSS decision.  
Documents provided to Board prior to meeting:
  1. Memo from HSS with supporting documentation; and
  2. Cover letter from member to Health Service Board dated November 15, 2013.Action:

Reconvene in Open Session

- 02132014-21    Action item            Vote to elect whether to disclose any or all discussion held in Closed Session (San Francisco Administrative Code 67.12(a)) (President Breslin)  
Public Comments:  
Action:
- 02132014-22    Action item            Possible report on action taken in closed session (President Breslin)  
Public Comments:  
Action:
- Adjourn

## Summary of Health Service Board Rules Regarding Public Comment

- Speakers are urged to fill out a speaker card in advance, but may remain anonymous if so desired.
- A member of the public has up to three (3) minutes to make pertinent public comments before action is taken on any agenda item.
- A member may comment on any matter within the Board's jurisdiction at the designated time at the end of the meeting.

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

### Disability Access

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 at 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.

The following services are available upon request:

- American Sign Language interpreters will be available upon request.
- A sound enhancement system will be available upon request at the meeting.
- Minutes of the meeting or hearing are available in alternative formats.

If you require the use of any of these services, please contact Health Service Board Secretary, Laini K. Scott, at (415) 554-1722 or by email at [laini.scott@sfgov.org](mailto:laini.scott@sfgov.org) at least 72 hours prior to the meeting.

In order 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.

### 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>.

### 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; web site [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

### 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 meetings and its committee meetings.
- The chair of the meeting may order the removal from the meeting room of any person(s) in violation of this rule.
- 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 set forth in Chapter 67A of the San Francisco Administrative Code.

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 Laini K. Scott at (415) 554-1722 or email at [laini.scott@sfgov.org](mailto:laini.scott@sfgov.org).