

[2020 Health Service Board Election]

**Resolution ordering the 2020 Health Service Board election; setting dates for the election; authorizing Health Service System staff to initiate the election; and authorizing staff to proceed with the election.**

WHEREAS, The Health Service System ("HSS") is governed by a seven-member Health Service Board ("Board"), which is made up of appointed members, ex officio members and members elected from the active and retired members of the System;

WHEREAS, Pursuant to such Charter Section, the term of one member of the Board will expire on May 15, 2020, and the Director of Elections is required to conduct an election (the "2020 Election") to fill the resulting vacancy under Sections 16.550 – 16.565 of the Administrative Code; and

WHEREAS, The San Francisco Administrative Code Section 16.550 *et seq.* requires the Board to order any necessary election, specify the dates for nominations and marking and delivery of ballots, and notify the Director of Elections;

WHEREAS, The Administrative Code further requires the Director of Elections to conduct the election according to the procedures set forth in the Administrative Code; and

WHEREAS, The Administrative Code further requires the Board to notify HSS members of (i) the necessity for an election; (ii) the procedure for nomination and selection of candidates to serve on the Board; and (iii) the dates that ballots must be marked and delivered and the procedure for voting; and

WHEREAS, HSS staff has prepared for transmittal to the Department of Elections a written notice of the 2020 Election in the form of Exhibit A attached hereto and made a part hereof (the “2020 DOE Notice”); and

WHEREAS, In order to provide the required notice to HSS members, HSS staff has prepared the following notices, copies of which are attached hereto as Exhibit B: (i) Notice to Announce Health Service Board Election; (ii) Notice of Health Service Board Election; (iii) Schedule for May 2020 Health Service Board Election; and (iv) Nomination of Member for Health Service Board; and

WHEREAS, The Board desires to approve the attached notices to the Director of Elections and the HSS members, and to authorize HSS staff to issue such notices and proceed with the 2020 election as set forth in the attached Exhibits A and B and according to all applicable procedures in the Charter and the Administrative Code; NOW, THEREFORE, be it

RESOLVED, That an election be held to fill the seats designated as elected seats effective May 15, 2020; and, be it

FURTHER RESOLVED, That the 2020 election be conducted by the Director of Elections; and, be it

FURTHER RESOLVED, That nominations may be made from January 10, 2020, through February 14, 2020; inclusive; and, be it

FURTHER RESOLVED, That ballots may be marked and delivered from Thursday, May 14, 2020, through Thursday, May 28, 2020, inclusive; and, be it

FURTHER RESOLVED, That the Board hereby approves the notices attached as Exhibits A and B to the Director of Elections and the HSS members and authorizes HSS staff to issue such notices and proceed with the 2020 election as set forth in those notices and according to all applicable procedures in the Charter and the Administrative Code.

## **CERTIFICATION**

I hereby certify that I perform the functions of Secretary of the Health Service Board, and the above Resolution was duly adopted and approved by the Health Service Board at a properly noticed meeting on January 9, 2020.

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Natalie J. Ekberg  
01/09/2020

# **EXHIBIT A**

**2020 DOE NOTICE**

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being

DRAFT

HAND DELIVERED

January 9, 2020

Mr. John Arntz  
Director  
Department of Elections  
1 Dr. Carlton B. Goodlett Place  
Room 48  
San Francisco, CA 94102

Re: Notice of 2020 Health Service Board Election

Dear Mr. Arntz:

Under Sections 16.551 – 16.554 of the San Francisco Administrative Code, I am hereby notifying you, at least 120 days prior to the first voting day, that the Department of Elections shall conduct an election on behalf of the Health Service Board (“Board”) from Thursday May 14, 2020 through Thursday, May 28, 2020.

This election will fill one vacancy created on May 15, 2020, by the term expiration of one of the three elected members of the Board.

We look forward to working with you and your department. If you have any questions, please feel free to call me at (415) 554-1703.

Very truly yours,

Abbie Yant, RN, MA  
Executive Director

Attachments

cc: Karen Breslin, President, Health Service Board

# **EXHIBIT B**

## **2020 MEMBER NOTICE**

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

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**MEMORANDUM**

DATE: January 9, 2020

TO: Partner Employers  
Department Heads  
Labor Organizations  
Retiree Associations  
Interested Parties

FROM: Abbie Yant, RN, MA  
Executive Director

RE: **PLEASE POST: NOTICE TO ANNOUNCE HEALTH SERVICE BOARD  
ELECTION**

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One Health Service Board seat will become vacant on May 15, 2020, at the end of the term of one of the three elected members.

Under the Charter Section 12.200 and San Francisco Administrative Code Sections 16.550 – 16.554, whenever the term of office of an elected member expires, an election must be held to fill the vacancy.

The Health Service Board announced this vacancy at its January 9, 2020, meeting. The Department of Elections shall conduct the election from Friday, May 14, 2020, through Wednesday, May 28, 2020.

For your information and use, the Election Notice, Schedule and Nomination Form are attached. **Please post this notice in a conspicuous location**, so that all employees and retirees may be on notice of the forthcoming election. If the notice receives a widespread distribution, then our employees and retirees will be encouraged to participate.

Please make additional copies to ensure posting in all departmental worksites.

**Please note that the period for nominations is from Friday, January 10, 2020, through Friday, February 14, 2020.**

We appreciate your cooperation and assistance.

Attachments

# NOTICE

PLEASE POST

PLEASE POST

## HEALTH SERVICE BOARD ELECTION

To all active and retired members of the Health Service System of the City and County, Community College District or Unified School District, and to all qualified surviving spouses and qualified surviving domestic partners:

The term of one (1) of the three (3) elected members of the Health Service Board will expire on May 15, 2020. Under Section 12.200 of the Charter and Administrative Code Sections 16.550-16.565, an election will be held to fill the vacancies.

### WHO IS ELIGIBLE TO RUN FOR ELECTION

There are several categories of individuals who are eligible to run for the seats on the Health Service Board. First, any active or retired employee, who is enrolled in a health plan of the Health Service System, is eligible to run. (Individuals who are not members of the Health Service System, including non-covered exempt as-needed employees, are not eligible candidates.)

Second, any qualified surviving spouse or qualified surviving domestic partner of any active or retired employee is eligible to run for the seats on the Health Service Board. To be a "qualified surviving spouse" or "qualified surviving domestic partner," an individual: (a) must be enrolled in a health plan of the Health Service System; and (b) must have been married or in a domestic partnership (established pursuant to Administrative Code Sections 62.1 - 62.9), for at least one year prior to the death of his or her spouse or domestic partner. The now-deceased active or retired employee must have been enrolled in a health plan of the Health Service System at some point during his or her active employment.

### NOMINATIONS JANUARY 10 TO FEBRUARY 14, 2020

All candidates for membership on the Health Service Board must be nominated in writing by at least twenty (20) individuals who themselves would be eligible to run for the seats on the Health Service Board. That means that each of the twenty (20) nominating sponsors must be enrolled in a health plan of the Health Service System and must be an active employee, retired employee, qualified surviving spouse or qualified surviving domestic partner. (Once again, individuals who are not members of the Health Service System, including non-covered exempt as-needed employees, are not eligible candidates.) Although only twenty (20) nominating sponsors are required for each candidate, additional sponsors may be submitted if certain sponsors are later determined to be ineligible.

All nominations must be on an official nomination form. Nomination forms and written acceptances must be received by the Health Service System no later than 5:00 p.m. on February 14, 2020. Additional nomination forms may be obtained by contacting Natalie Ekberg at the Health Service System, 1145 Market Street, Second Floor, or at (415) 554-1727. After the Health Service System verifies the eligibility of each nominee and each of his or her sponsors, and no later than 5:00 p.m. on February 21, 2020, the Health Service System will send all completed nomination forms to the Department of Elections.

## **WHO IS ELIGIBLE TO VOTE**

All active employees, retired employees, qualified surviving spouses, and qualified surviving domestic partners who are enrolled in a health plan of the Health Service System on April 9, 2020, are eligible to vote. **Individuals who are not in the Health Service System, including non-covered exempt as-needed employees, are not eligible to vote.**

## **ELECTION MAY 14 TO MAY 28, 2020**

No later than Tuesday, April 27, 2020, the Department of Elections will prepare ballots and voting packets for delivery. The Department of Elections will send an envelope by U.S. mail addressed to each active employee member as well as mail an envelope to each retired employee member, qualified surviving spouse member and qualified surviving domestic partner member. Each envelope will contain a ballot with instructions printed thereon and a ballot return envelope. Each member votes under the instructions, placing the voted ballot inside the return ballot envelope, sealing and signing the return ballot envelope. **Failure to sign the exterior of the return envelope invalidates the ballot.** If a voter loses or spoils their official ballot, a second ballot may be issued by contacting the Department of Elections. Any eligible voter who fails to receive a ballot may appear in person at the Department of Elections' office no later than 5:00 p.m. on May 28, 2020. Upon executing an affidavit of non-receipt of a ballot, he or she will be furnished a ballot and allowed to vote. Any voting packet that cannot be delivered by the departmental office must be returned to the Department of Elections.

## **DELIVERY OF VOTED BALLOTS**

**The voted ballot must be received by the Department of Elections no later than 5:00 p.m., Thursday, May 28, 2020.** Voted ballots may be delivered via:

1. Your Departmental Election Officer
2. U.S. Postal Service (sufficient postage required)
3. Personally to the Department of Elections

The Department of Elections is located at City Hall, Dr. Carlton B. Goodlett Place, Room 48, San Francisco, California 94102.

## **PROCESSING AND COUNTING THE VOTES**

Beginning at 8:00 a.m., May 29, 2020, in the office of the Department of Elections, City Hall, One Dr. Carlton B. Goodlett Place, Room 48, San Francisco, California, the sealed envelopes containing the ballots will be opened in the presence of witnesses and ballots canvassed publicly in a manner that the identity of the individual casting any ballot will not be disclosed. Each ballot shall be counted so long as it has been properly marked, signed and delivered.

The Department of Elections shall certify to the Health Service Board that the individuals receiving the highest number of votes have been elected. The individuals certified will assume his or her places on the Health Service Board on June 11, 2020, for the term of office ending May 15, 2025.

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

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**Schedule for May 2020 Health Service Board Election**

The following Health Service Board Election procedures comply with Administrative Code Sections 16.550 – 16.565

<b>SCHEDULE DATE</b>	<b>PROCEDURES BY HEALTH SERVICE BOARD AND DEPARTMENT OF ELECTIONS</b>	<b>ORDINANCE DEADLINES</b>
January 9, 2020	Health Service Board adopts Resolution authorizing election for one seat; the current seat's term expiration date effective May 15, 2020.	
January 9, 2020	Health Service Board notifies the Department of Elections that an election will be held, specifying the first and last dates for voting.	120 days prior to the first day of voting
January 10, 2020 thru Feb. 14, 2020	Nomination period for Health Service Board candidates. Health Service Board notifies members of the reason for the election, procedures for nomination and selection of candidates and voting dates.	Not less than 31 days
Feb. 14, 2020	Department of Elections requests that Department Heads designate departmental Election Officers.	90 days prior to the first day of voting
Feb. 21, 2020	Deadline for San Francisco Health Service System (SFHSS) to provide completed nomination forms to the Department of Elections.	
Feb. 28, 2020	Candidates' Orientation Session conducted by the Department of Elections and Deputy City Attorney at the offices of the Department of Elections.	2:00 p.m. - 4:00 p.m.
March 16, 2020	Department Heads notify the Department of Elections of departmental Election Officers.	60 days prior to the first day of voting
April 9, 2020	Deadline for Candidates' Statements to be filed with the Department of Elections and Candidates' Statements of Economic Interest (Form 700) provided to SFHSS for filing with the Ethics Commission.	No later than 12:00 p.m.
April 10, 2020	SFHSS provides the Department of Elections with the names of eligible nominees. SFHSS voter file containing active and retired members' names and addresses to be sent to the Department of Elections in the requested format.	35 days prior to the first day of voting
April 10, 2020	Department of Elections allows Candidates to review and correct typeset Statements.	No later than 5:00 p.m.
April 13, 2020	Department of Elections selects the order of Candidates' names on ballot by random drawing. This can be viewed on SFGov Tv.	12:00 p.m.

April 24, 2020	The Department of Elections sends written instructions to departments on election procedures.	21 days prior to the first day of voting
April 27, 2020	SFHSS furnishes the Department of Elections with a supplemental list of both active and retired eligible voters.	
May 4, 2020	Department of Elections will mail ballots to all eligible active and retired voter members.	10 days prior to the first day of voting
May 14, 2020 thru May 28, 2020	Official election dates (set by the Health Service Board).	The date is chosen for filling in accordance to the current HSB Commissioner's term or to hold a special election.
May 29, 2020	Department of Elections to count votes and announce results.	
June 11, 2020	Elected member is eligible to take a seat on Health Service Board for a full five-year term.	15 days after the close of voting

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

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**NOMINATION OF MEMBER FOR HEALTH SERVICE BOARD**

WE, the undersigned members of the San Francisco Health Service System (SFHSS) hereby nominate:

NAME: (Print) \_\_\_\_\_

DEPARTMENT/EMPLOYER: \_\_\_\_\_

Please check one:

- Active Employee
- Retired
- Qualified Surviving Spouse
- Domestic Partner
- 

As a Member of the Health Service Board for the full term commencing June 11, 2020 and ending May 15, 2025.

In witness whereof we have hereunto signed our names and places of employment or retiree status.

**NOTE: Please print legibly since SFHSS must verify that the person signing is an eligible SFHSS member.**

1.	Nominations must be filed with SFHSS <b>no later than Thurs., February 14, 2020, at 5:00 pm, PST.</b>
2.	Nominators signing on the attached form must be members, active or retired, of the San Francisco City and County Health Services System.
3.	Twenty (20) valid signatures are required. (Twenty-five (25) spaces are provided in the event some of the signatures are disqualified.)
4.	The member's DSW number or last four (4) numbers of the member's Social Security Number must be entered. San Francisco City and County Health Services System staff must verify the person signing is a member of the Health Services System.

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**SPONSOR PAGE - HEALTH SERVICE BOARD ELECTION**

<i>Printed Name</i>	<i>Signature</i>	<i>DSW Number or Social Security Number (Last Four Numbers only)</i>	<i>Department/Retiree*</i>
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\* If you are an ACTIVE member, indicate the name of your Department. If you are a RETIRED member, indicate "Retiree" under Column 4, DEPARTMENT/RETIREE.

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

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**ACCEPTANCE OF NOMINEE**

I hereby accept the foregoing nomination for Member of the Health Service Board and agree to serve as a Member of that Board, if elected.

I, (Print Name), \_\_\_\_\_ hereby accept the foregoing nomination for Health Service Board and, if elected, agree to serve.

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Indicate Department/Retired/Qualified Surviving Spouse or Surviving Domestic Partner:

\_\_\_\_\_

Candidate Name, Mailing Address and Contact Information (telephone number and email address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For questions, please contact Natalie Ekberg, Health Service Board Secretary, at (415) 554-1727.