



# HEALTH SERVICE BOARD

## CITY & COUNTY OF SAN FRANCISCO

**Stephen Follansbee, M.D.**  
President

**Chris Canning**  
Vice President

**Connie Chan**  
Supervisor (District 1)  
Commissioner

**Karen Breslin**  
Commissioner

**Mary Hao**  
Commissioner

**Randy Scott**  
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**

### **MEETING MINUTES**

Thursday, August 12, 2021

**REGULAR MEETING AT**

**1:00pm**

**VIRTUAL PRESENTATION BY SFGOV TV**

Due to the COVID-19 health emergency and to protect our Board Members, SFHSS staff, and members of the public, the Board's Meeting Room (Room 416) is closed.

### Remote Meeting Access

**Watch** at 1:00 pm on August 12, 2021 (via SFGovTV) - <https://sfgovtv.org/hsbLIVE>

**Click the link to join the meeting** - <https://bit.ly/3w7T5b7>

**Public Comment Call-In:** 415-655-0001 / **Access Code:** 187 679 7252

#### Providing Public Comment:

1. Dial **415-655-0001** and then enter access code **187 679 7252** 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](mailto:health.service.board@sfgov.org), and **received by 5 pm on Wednesday, August 11th** 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.

The Health Service Board meeting recording is available on the [August 12, 2021 meeting](#) webpage or visit [SFGov TV website](#) for a full record of board meeting archives.

1. **CALL TO ORDER:** 1:01 pm

2. **ROLL CALL:**

President Stephen Follansbee, M.D.-Present  
Vice President Chris Canning-Present  
Supervisor Connie Chan-Present  
Commissioner Karen Breslin-Arrived at 3:03 pm  
Commissioner Mary Hao-Excused  
Commissioner Randy Scott-Present  
Commissioner Claire Zvanski-Present

President Follansbee announced his decision to adjust the agenda to move item number nine to later for Commission Breslin to attend the Fiduciary Training.

3. **APPROVAL (with possible modifications) OF THE MINUTES OF THE MEETINGS SET FORTH BELOW: (Action)**

The Health Service System meeting minutes are available on the SFHSS website at <https://bit.ly/3srdlPk> HSB Regular Meeting Minutes from June 10, 2021.

President Follansbee affirmed the following meeting minutes HSB Regular Meeting Minutes from June 10, 2021. Commissioner Scott moved to accept the meeting meetings as distributed for the HSB Regular Meeting Minutes from June 10, 2021. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT: None

**ACTION: The Health Service Board unanimously approved the HSB Regular Meeting Minutes from June 10, 2021.**

4. **GENERAL PUBLIC COMMENT – An opportunity for members of the public to comment on any matter within the Board’s jurisdiction that is not on the agenda, including requesting that the Board place a matter on a future agenda.**

PUBLIC COMMENT: None

5. **PRESIDENT’S REPORT: (Discussion)**

President Follansbee did not have a written report or updates. President Follansbee restated his decision to move agenda item number 10 to be called before agenda item number nine for Commission Breslin to attend the Fiduciary Training.

PUBLIC COMMENT: No report so public comment not needed.

6. **BOARD PRESIDENT ASSIGNS COMMITTEE MEMBERS TO THE FINANCE AND BUDGET COMMITTEE/GOVERNANCE COMMITTEE FOR FY 2021-2022: (Action)**

The HSB Proposed Committee Assignments FY 2021-2022 is available on the SFHSS website at <https://bit.ly/3s6B6Sc>

President Follansbee presented the Board Member Committee assignments and affirmed each members' willingness to serve on the Committees. The following assignments have been confirmed as follows:

Governance Committee:  
Randy Scott-Chair  
Claire Zvanski-Member  
Stephen Follansbee-Member

Finance Committee  
Mary Hao-Chair  
Karen Breslin-Member  
Chris Canning-Member

Commissioner Scott moved that the President's Committee assignments be confirmed. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT: None

**ACTION: The Health Service Board unanimously approved the Health Service Board Committee Assignments for the Fiscal Year 2021-2022.**

**7. DIRECTOR'S REPORT: (Discussion)**

The Director's Report and Presentation is available on the SFHSS website at <https://bit.ly/3yBhW9m>

Executive Director Yant presented the following items in her Director's Report:

- COVID-19 Update
- Rates and Benefits
- SFHSS Strategic Plan
- Racial Equity Action Planning
- Follow up from Prior HSB Meetings
- Sutter Health Lawsuits
- Kaiser Permanente Update
- Administrative Update
- Quarterly Email Tracker Report
- Divisional Reports
  - Personnel
  - Operations
    - Enterprise Systems and Analytics (ESA)
    - Communications
- Finance and Contracts
- Well-Being

Executive Director Yant announced several Personnel Updates: Olga Stavinskaya-Velasquez is the new Members Services Manager, Todd Creel has been appointed Permanent Civil Service Position (PCS) Accountant III, Kathy Knudson will retire in September after serving 22 years with the City and County of San Francisco, Shaona Kuang and Carmen Zavala have been promoted to 1210 Benefits Analysts (TEX), Vish Shenoj has been promoted to 1054 IS Business Analysts, and  
1145 MARKET STREET 3<sup>RD</sup> FLOOR, SAN FRANCISCO, CA 94102

Rin Coleridge has been promoted to SFHSS Director of Enterprise Systems and Analytics (0932). Executive Director Yant congratulated everyone and thanked them for their future contributions at SFHSS. Commissioner Zvanski thanked Executive Director Yant for her leadership to provide internal promotions and congratulated those staff members who were promoted.

Executive Director Yant thank Supervisor Chan for carrying the Rates and Benefits legislation to the full Board of Supervisors and the Budget and Finance Committee. On behalf of the Board, President Follansbee thanked Supervisor Chan for supporting the Rates and Benefits package to the Board of Supervisors. President Follansbee stated the Board of Supervisors approval recognizes SFHSS's commitment to providing benefits to all City employees. Commissioner Zvanski also thanked Supervisor Chan for supporting the legislation.

Executive Director Yant stated SFHSS will offer Flu Shot clinics for members this year and encouraged everyone to get their flu shot as flu season has already begun. Executive Director Yant said cold, flu, and COVID-19 symptoms are similar which makes it critical to stay home if you are feeling sick. President Follansbee also encouraged members to receive their flu shots.

Executive Director Yant notified the Board that a new Health Order had been released earlier in the day stating proof of vaccination requirement for entry to designated indoor spaces and will go into effect today. (Executive Director Yant said the Health Order was effective August 12 and informed the Board after the meeting that the correct date is August 20, 2021). President Follansbee noted the ease to upload proof of vaccination requirement. President Follansbee also noted that vaccine booster shots are still under consideration and recommended keeping vaccination cards readily available as they may be called to update if booster shots are approved.

President Follansbee asked if the City plans to re-open COVID-19 Screening or Vaccination sites. Executive Director Yant said the testing demand has increased and the City is deciding whether to re-open a COVID-19 Testing Site. Executive Director Yant reiterated that vaccination is the best solution to controlling increased COVID-19 cases. Executive Director Yant also stated the City's [COVID-19 Vaccination Policy](#) requires all employees to be vaccinated upon the FDA approval of the vaccines and thus encouraged all members to receive their vaccination. Executive Director Yant said the City is also ready and eager to support the vaccination to the pediatric population once the vaccination is approved. President Follansbee said although the vaccines are currently being administered under the emergency use authorization the vaccines underwent scientific studies before distribution and the hopes the FDA approval will reassure the public that the vaccines are safe and effective. Executive Director Yant clarified that the vaccine is available and the City now offers a mobile vaccine unit that can visit your home to vaccinate between 5-12 guests. President Follansbee reminded members that full vaccination is complete 10-14 days after the final shot.

PUBLIC COMMENT: None

#### **8. SFHSS FINANCIAL REPORTING AS OF MAY 31, 2021: (Discussion)**

The HSS Financial Reporting of April 30, 2021, memo and presentation is available on the SFHSS website at <https://bit.ly/3IREL50> and <https://bit.ly/3fN0mrl>

Larry Loo, Chief Financial Officer presented the following items:

- Executive Summary
- Employee Benefit Trust Fund (Trust Fund)
- United Health Care PPO

- Blue Shield Access+ Flex Funded Plan
- Blue Shield Trio Flex Funded Plan
- Delta Dental PPO (Actives Only) Self-Funded Plan
- Other Trust Fund Notes
- General Fund Administrative Budget

Commissioner Scott asked for an update on the annual Trust Fund audit process. Chief Financial Officer (CFO) Larry Loo said auditors typically begin working after the fiscal year period has ended and then SFHSS provides data on the fiscal environment, data including rate changes, system set-up, payout methods, the process to check eligibility as well as how we manage member benefits. Larry Loo noted that the fiscal year closure time overlaps the SFHSS' s Open Enrollment planning period and thus requested the auditors start earlier this year, to which they agreed. Larry Loo worked with the Controller's Office and auditors to finalize the document requests and SFHSS has produced 77% of the documents thus far.

PUBLIC COMMENT: None

**9. SFHSS FIDUCIARY TRAINING: (Discussion)- item presented after agenda item 10**

The SFHSS Fiduciary Training presentation is available on the SFHSS website at <https://bit.ly/3jyidUc>

Christopher Sears, Ice Miller Legal Counsel presented the following items:

- Who is a Fiduciary?
- Who is not a Fiduciary?
- Sources of Fiduciary Duties
- Fiduciary Standards
  - Duty of Loyalty
  - Duty of Prudence
  - Duty to Follow Plan Documents
  - Prohibited Transactions: Negative Duties
- Key Takeaways
- Fiduciary Liability
- Co-Fiduciary Liability
- Examples of Fiduciary Acts Related to Health Plans
  - Acceptance and Application of Employee Contributions and Other Plan Assets
  - Maintaining and Applying Claims and Appeals Procedures
  - Communicating with Participants
  - Selecting Service Providers and Negotiating Rates with Networks
- Creating a Prudent Process
  - The Focus is on Process
  - Managing Fiduciary Risk

President Follansbee noted Commissioner Breslin arrived during the presentation (3:03 pm).

Executive Director Yant thanked Chris Sears for the training as the Board has specifically asked for the training. Executive Director Yant expressed her gratitude for the presentation content and complimented Chris Sears for his comfort and command of the topic. Executive Director Yant also noted Erik Rapoport, City Attorney, is not in attendance today and Jennifer Donnellan, City Attorney is on the call to offer any Commissioner questions.

Commissioner Scott clarified slide 13 was incorrect-the Terms of Reference were updated on April 9, 2015, and then updated again in 2019 so the correct language needs to read “Terms of Reference Approval date as of February 14, 2019”. President Follansbee thanked Chris Sears for the superb training which is critical to the Board’s responsibility. Commissioner Scott also expressed his gratitude for the scope and depth of the fiduciary role. Commissioner Scott asked what penalties and remedies occur when a fiduciary responsibility has been breached. Chris Sears said the penalty depends on the breach, for example, there is a process for managing assets in a retirement plan and if for example the assets were mismanaged, the measure of damages and would be relative to the amount the trust assets declined and the reasonable rate of return.

Commissioner Zvanski asked if it recommended Board members acquire personal insurance concerning their fiduciary responsibility. Chris Sears said that more insurance is never a bad idea but he deferred to Erik Rapoport, City Attorney who has a better appreciation for the California Statute. City Attorney, Jennifer Donnellan also agreed that Erik Rapoport has an extensive understanding and can report back at the next meeting.

Commissioner Scott asked what the best frequency is to conduct this type of comprehensive training. Chris Sears said there is no designated requirement and recommended every three years with the consideration of our member terms of office. President Follansbee pointed out the Health Service Board terms of office are five years in length. Chris Sears called out the importance of this material in a Board orientation so new members understand their fiduciary duties and then every three years conduct comprehensive training. Commissioner Breslin pressed upon the importance of this Board responsibility, thus be included in the orientation, and then proposed a two-year refresher training would be optimal. Commissioner Zvanski agreed with a two-year schedule for comprehensive fiduciary training.

Commissioner Zvanski noted the issue of third-party delegation and the in some situations third-party vendors become fiduciaries depending on delegated tasks they perform. Commissioner Zvanski pointed out that the Board holds the fiduciary responsibility even with contracted third-party vendors and urged the Board to keep this in mind during future Request for Proposal processes. President Follansbee noted the complexity of pharmacy benefits and requested more clarity on the fiduciary responsibility specifically on pharmacy benefits management.

PUBLIC COMMENT: None

**10. APPROVE HEALTH SERVICE BOARD RESOLUTION TO HAVE HEALTH PLANS URGE ALL SFHSS MEMBERS TO RECEIVE THE COVID-19 VACCINATION (Action):** item was presented after item number 8

The Draft Health Service Board Resolution to Urge All SFHSS Members to Receive the COVID-19 Vaccination is available on the SFHSS website at <https://bit.ly/3iw0FIW>

Executive Director Yant thanked the Board for their review of the draft document. Executive Director Yant noted the draft was also reviewed by the Department of Public Health and Department of Human Resources. Executive Director Yant said the resolution supports the City’s COVID-19 Vaccination Policy which will become a condition of employment after the FDA approval and that the vaccination is the solution to ending the pandemic. Executive Director Yant summarized the three resolutions points: first, the Health Service Board urge all eligible SFHSS members to receive or complete the vaccine; second, the SFHSS health plans urge their providers to encourage members to receive or complete the vaccine, and third, the SFHSS health



plans provide ongoing reporting regarding SFHSS member vaccination rates, COVID-19 hospitalizations, and deaths. Executive Director Yant explained that ideally a primary care physician would know whether you've been vaccinated and would be able to have a consultation to ensure our members understand the purpose of the vaccine and the threat the disease itself poses. Executive Director Yant acknowledged that members may not have received the vaccination from their primary provider and recognized the challenge of having data available to the primary care physician. Executive Director Yant also said the draft resolution was shared with providers and health plans to address what will need to take place to comply with the resolution.

President Follansbee indicated the importance of updating your healthcare records for providers to offer individualized care and attention and he also mentioned that some providers already offer platforms to upload your vaccination status into your medical record.

Commissioner Scott asked if there is a plan to communicate with the four employer agencies (those employed by the City, San Francisco Unified School District, San Francisco Superior Court, and the City College of San Francisco) about the resolution. Executive Director Yant said the vaccination requirement has been delivered to employees by the Department of Human Resources, but members have not received the resolution. Executive Director Yant noted the message could be amplified through the employers and communication to employers would be considered in future member communications. Commissioner Scott requested there be some type of follow-up communication with our members directly about the resolution. Commissioner Scott also requested the resolution be posted on the SFHSS website and Executive Director Yant approved. President Follansbee emphasized the Department of Public Health's recognition and advisement of COVID-19 as a public health issue, but the draft resolution presented today recognizes that COVID-19 is a health issue for our members, thus it is the responsibility of the Health Service System and the Board to take action to ensure the health and safety of all members can be achieved.

Commissioner Scott moved to adopt the resolution. Vice President Canning seconded the motion.

PUBLIC COMMENT: None

**ACTION: The Health Service Board unanimously approved the Health Service Board Resolution to have Health Plans Urge All Members to Receive the COVID-19 Vaccination.**

**Break: 2:14pm- 2:34**

**ROLL CALL:**

President Stephen Follansbee, M.D.-Present  
Vice President Chris Canning-Present  
Supervisor Connie Chan-Present  
Commissioner Karen Breslin-Present  
Commissioner Mary Hao-Excused  
Commissioner Randy Scott-Present  
Commissioner Claire Zvanski-Present

**11. SFHSS MEDICARE ADVANTAGE REQUEST FOR PROPOSALS (RFP) UPDATE:**  
**(Discussion)**

The Medicare Advantage Request for Proposal (RFP) Update is available on the SFHSS website at <https://bit.ly/3jzIqua>



Abbie Yant, Executive Director of Health Service System, Anne Thompson and Mike Clarke, Aon presented the following items:

- Medicare Plans Discussion-Consolidated Goals and Objectives
- Path to RFP
  - Revising the Process
  - What is a Request for Information (RFI)?
  - Next Steps
- Timeline (Draft)

President Follansbee asked if the Health Service Board has conducted a medical plan Request for Information (RFI) in the past. Executive Director Yant said no, although Michael Visconti, SFHSS Contracts Manager, has conducted RFI's for SFHSS and in his previous roles. Executive Director Yant emphasized the Request for Information process offers tremendous educational information and would significantly increase the understanding of the Medicare Advantage market. President Follansbee asked if a vendor is required to participate in the RFI to be considered in a future Medicare Advantage RFP. Executive Director Yant said a vendor does not have to participate in the RFI to respond to an RFP. Executive Director Yant added that the RFI would outline goals and objectives such as quality of care, which would also be included in a future RFP. President Follansbee asked if those potential respondents would need to hold a least a 4-star or higher rating. Executive Director Yant said that is correct.

Supervisor Chan asked who would be involved in evaluating the RFI responses and how would the evaluation process be disclosed. Michael Visconti said the RFI is conducted with transparency, everything is done in writing, and offers flexibility in the number of participants, including Board members in the evaluation process. Executive Director Yant said the City Attorney's office has been consulted and concluded that SFHSS and two Board members will participate. Commissioner Breslin asked why Board participation is limited to only two members. Executive Director Yant said that more than two Board members would create a quorum for a public meeting. President Follansbee confirmed that more than two members would constitute a public meeting as described under the current [Sunshine Ordinance](#).

Commissioner Breslin asked to outline the Board member's specific participation. President Follansbee explained that Board members would be expected to participate in the following RFI steps: identify and design the RFI questions, evaluate written responses, and review the final summary report. Executive Director Yant confirmed this expectation. Executive Director Yant clarified that Board members would identify questions with the understanding that there are limitations from a contracting perspective to what the RFI can request and not request, which Michael Visconti would advise and oversee. Executive Director Yant emphasized that reading the RFI written responses as a group offers rich dialogue and deeper understanding. Executive Director Yant recalled the Board's discomfort in the RFP process and the RFI offers a learning opportunity to determine how and when the Board can be involved.

Commissioner Breslin asked if the RFI summary report requires the Board to vote on future action. Executive Director Yant said no action is needed, rather the information gained from the RFI would clarify the need and focus for a future RFP. President Follansbee commented that Board participation in the RFI would be limited to the RFI and would not assume Board participation in a future RFP. Executive Director Yant said the Board retains their responsibility in a RFP, as outlined in the Terms of Governance and would be asked to share input in RFP goals and objectives.

Anne Thompson, Aon shared the list of SFHSS staff participation: Executive Director Yant, Chief Financial Officer, Senior Health Program Planner, Aon Consultants, two HSB Commissioners, one elected member, and one appointed member. Commissioner Scott thanked Executive Director Yant, the SFHSS team, and Aon for summarizing the process clearly and pressed upon the decision to select the two Commissioners. President Follansbee said he spoke with all Board members and Commissioner Zvanski and Commissioner Scott have agreed to participate in the RFI process. Commissioner Zvanski hopes the process will reveal if RFP is necessary and what has changed in the Medicare and Medicare Advantage market. Commissioner Scott noted the RFI process will provide more information on healthcare options so the quality, care, cost concerns, and other issues around healthcare for the retired members and their dependents can be considered in future decisions. Commissioner Zvanski and Commissioner Scott said they would seek input, guidance, and counsel from the other Board members throughout this process. Executive Director Yant said Board Secretary, Holly Lopez can provide any previous Medicare Market materials presented to the Board in the past and any new information will be shared at the Board level.

Supervisor Chan asked for clarity on what “release to the market” means and how will vendors be notified of the RFI process. Executive Director Yant explained that the release to the market is the release of RFI detailed documents and criteria made available publicly, including what needs to be submitted, all of which follow the City contract procurement rules. Michael Visconti added that every communication to vendors is public, identical, and simultaneous, for example, any notification is presented on the website and at the same time directly emailed to interested parties or those relevant to the RFI and/or RFP. Supervisor Chan asked if there is a list of qualified and/or interested vendors and can that be disclosed to the Board. Michael Visconti said the Aon team conducts research market assessments to identify qualified respondents applicable to the specific RFI and the list can be disclosed. Supervisor Chan requested the list be shared with the Board. President Follansbee supported Supervisor Chan's request, pointing out the need for a broad list of respondents.

PUBLIC COMMENT: None

## **12. REPORTS AND UPDATES FROM CONTRACTED HEALTH PLAN REPRESENTATIVES:** **(Discussion):** this item was presented after item

Sharon Stanek-Lowe from Delta Dental introduced Michele Bodie as the new director of National and Special Accounts. Michele will lead the team of account managers and will be responsible for all service and retention activities for large, national accounts and will implement and support client goals and initiatives. Michele Bodie thanked the Board for the opportunity to join the meeting and said she looked forward to working together to achieve SFHSS account goals.

Mike Clarke, Aon reported on the proposed acquisition by Aon of Willis Towers Watson. Mike Clarke announced that Aon and Willis Towers Watson leadership decided to terminate the intent to acquire Willis Towers because of difficulties faced to gain approval from the United States Department of Justice, whose requirements would have stifled innovation and reduced client-service capabilities. Mike Clarke shared that Aon and Willis Towers leadership mutually agreed to terminate the business combination agreement on July 26, 2021.

President Follansbee said Kaiser Permanente sent letters to members in Coachella Valley about network changes and he asked for any update on those changes. Denise Rodriguez, Kaiser Permanente, said she would research the request and send details to Executive Director Yant.

PUBLIC COMMENT: None

13. **ADJOURNMENT:** 4:48 pm

**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](mailto: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.

### **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](mailto:holly.lopez@sfgov.org). The following email has been established to contact all members of the Health Service Board: [health.service.board@sfgov.org](mailto: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; web site [www.sfgov.org/ethics](http://www.sfgov.org/ethics).