



HEALTH SERVICE BOARD

CITY & COUNTY OF SAN FRANCISCO

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Commissioner

Mary Hao
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Commissioner

Abbie Yant, MA, RN
Executive Director
Health Service System

Holly Lopez
Executive Secretary

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HEALTH SERVICE BOARD

MEETING MINUTES

Thursday, December 9, 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 December 9, 2021 (via [SFGovTV schedule](#))

Click the link to join the meeting - <https://bit.ly/3pLH1LB>

Public Comment Call-In: 415-655-0001 / **Access Code:** **2486 116 4844**

Providing Public Comment:

1. Dial **415-655-0001** and then enter access code **2486 116 4844** 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 Wednesday, December 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.

The Health Service Board meeting recording is available on the [December 9, 2021 meeting](#) webpage, or the visit [SFGovTV webpage](#) for a full record of board meeting archives.

1. **CALL TO ORDER:** 1:05 pm

2. **ROLL CALL:**

President Stephen Follansbee, M.D.-Present
Vice President Chris Canning-Arrived at 2 pm- 2:43 pm
Supervisor Connie Chan-Present
Commissioner Karen Breslin-Present
Commissioner Mary Hao-Present
Commissioner Randy Scott-Present
Commissioner Claire Zvanski-Present

President announced two items on the agenda of note. First, the Black Out Period notice is on the agenda again because last month it was mistakenly on the agenda as a discussion item and needs to be voted on today. Second, the resolution allowing telecommuting was passed last month allows for us to meet virtually today.

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

The Health Service Board meeting minutes are available on the SFHSS webpage <https://bit.ly/3FYiaLn>

President Follansbee opened the discussion for the November 18, 2021 meeting minutes.

Commissioner Scott moved to adopt the Health Service Board November 18, 2021, Regular Meeting Minutes. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT: None

ACTION: The Health Service Board unanimously approved the Health Service Board November 18, 2021, Regular Meeting Minutes.

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.**

President Follansbee acknowledge two emails the Board received yesterday, the first from Walter Villavicencio, retired from the San Francisco Fire Department, and the second email from Mr. Nater Horrel from the National Union of the Healthcare Workers. President Follansbee said they may participate in the opportunity for public comment today.

PUBLIC COMMENT: Public Comment was momentarily unavailable, restored, and moved later on the agenda.

5. PRESIDENT'S REPORT: (Discussion)

President Follansbee called attention to the upcoming Strategic Planning season in early 2022, of which Board members will have the opportunity to participate. President Follansbee called attention to the constant change everyone may be experiencing and recognized how difficult change can be. President Follansbee also recognized misinformation about vaccines and realized that misinformation can cause distrust for healthcare. President Follansbee said it is the Board's responsibility to address misinformation. He encouraged the Board to educate themselves, their family, their friends, our health plan members, the community on how to live with the uncertainty of change. President Follansbee was inspired by the New York Times Opinion piece by David Brooks, titled [The Age of Creative Minority](#), and said it resonated with the Board's work on Social Determinants of Health. President Follansbee said it's not enough to provide the same benefits to everyone; it's the Board job to make sure those benefits acknowledge that individuals have a right to their cultural, racial, ethnic structures, and health plans need to meet the needs of the members, not that the member fit the health plan. Supervisor Chan appreciated President Follansbee's remarks on social determinants of health and agreed that members do not need to fit the plan, instead bring health plans that meet our member's needs.

PUBLIC COMMENT: Public Comment was unavailable during this agenda item. President Follansbee, with consultation from City Attorney, Erik Rapoport, decided to hold public comment until restored and encourage public comment callers to comment on any agenda item.

6. DIRECTOR'S REPORT: (Discussion)

The Director's Report is available on the SFHSS webpage at <https://bit.ly/3p4Jj9l>

Executive Director Yant, SFHSS, presented the following items:

- COVID-19 Update
- Dependent Eligibility Verification Audit (DEVA)
- Black-Out Period Notice-Reminder
- Racial Equity Action Planning
- Division Reports
 - Personnel
 - Operations
 - Enterprise Systems and Analytics (ESA)
 - Communications
 - Finance and Budget
 - Contracts
 - Well-Being

Commissioner Scott asked Executive Director Yant if the DEVA audit collected random selections of the population. Executive Director Yant confirmed the audit was a random selection of the population. President Follansbee emphasized the importance of the audit process and applauded all efforts for the structured process.

PUBLIC COMMENT: Public Comment was restored during this agenda item. President Follansbee welcomes all callers to speak to any previous agenda items.

Walter Villavicencio, Retired San Francisco Fire Department, urged the need for more mental health resources for Fire Fighters. He encourage Board members to research the International Association of Firefighters treatment facility, [Center for Excellence](#) ([shared a digital brochure via email](#)) that specializes in PTSD such as trauma, substance abuse, addiction, and related behavioral health issues. Walter Villavicencio said the current facility is located in Maryland and a 1145 MARKET STREET 3RD FLOOR, SAN FRANCISCO, CA 94102

new facility will open in California in 2022, and he urged the Board to approve this option for current and future members.

John Avalos, National Union of Healthcare Workers, thanked Supervisor Chan for the Letter of Inquiry and thanks to Executive Director Yant for submitting the requested information. John Avalos urged the Board to negotiate contracts that require accurate metrics around the access of timely care and treatment and that health plans remain accountable to new [California legislation SB-221](#) coming in July 2022.

Alana Marucci Morris, Therapist at Kaiser's Connect to Care call center in San Leandro, which serves all of California. Alana Marucci Morris presented at the Government Audit and Oversight Committee regarding the Letter of Inquiry and asked the Board to strengthen data and accountability measures in future contracts with Kaiser to understand and make sure patients get the care they deserve.

Commissioner Breslin noted the Letter of Inquiry specifically asked about Kaiser but said it is only fair to analyze Blue Shield of California and United Healthcare. Commissioner Breslin asked Supervisor Chan if there were plans to analyze the other health plans. Supervisor Chan said the Letter of Inquiry was continued to the call of the Chair of the Government Audit and Oversight Committee and intends to further examine services across health plans. Supervisor Chan encouraged all Health Service Board members to consider how contracted health plans provide timely mental health services. Supervisor Chan referred back to President Follansbee's previous comment that health plans need to meet the needs of the members, as is the example with Fire Fighters' need for mental health resources.

7. BLACK-OUT PERIOD NOTIFICATION: (ACTION)

The Black-Out Period Notification is available on the SFHSS webpage at <https://bit.ly/3ppiWdm>

President Follansbee wished to use the President's prerogative to call for a vote on this agenda item, which was presented by Executive Director Yant, fully discussed, with opportunity for public comment at the Health Service Board November 18, 2021 Board meeting. Executive Director did not have further comments.

PUBLIC COMMENT: Public Comment was not called.

ACTION: The Board unanimously approved the Black-Out Notice.

8. SFHSS FINANCIAL REPORT AS OF OCTOBER 31, 2021: (Discussion)

The SFHSS Financial Reporting of October 31, 2021, memo and presentation are available on the SFHSS webpage at <https://bit.ly/31YOYVX> and <https://bit.ly/3E5rdbE>

Larry Loo, SFHSS Chief Financial Officer presented the following items:

- Performance of the Trust & General Fund detailed in the monthly financial report
 - Trust financial will be finalized following the annual financial audit
 - Reported on the Health Sustainability Fund
- General Fund Administrative Budget
- Mayors Budget Instructions for Fiscal Year 2022-23 and Fiscal Year 2023-2024

Commissioner Breslin noted the Blue Shield Trio increased expenditures and wondered if any projections were available for this plan. Larry Loo, SFHSS CFO, acknowledged the expenditures exceeding the sources of revenue. Larry Loo said utilization is monitored to examine the higher costs, which in this case is more catastrophic cases, so the cost is appropriate. Larry Loo, said the

last for months are being presented today, and projected revenue and expenditures are based on the last four months then trended forward. Larry Loo noted that if costs are non-recurring then the number should net out in the long term.

President Follansbee wondered catastrophic events, as in the case with United Health Care PPO, might be tied to the pandemic and reduced utilization of regular care or follow-up appointments. Executive Director Yant said it might be premature to discuss utilization and these concerns can be addressed in the next utilization report to the Board.

PUBLIC COMMENT: None

9. OPEN ENROLLMENT AND FLU SHOT CLINIC REPORT: (Discussion)

The Open Enrollment 2021, and Flu Shot Clinic Report is available at the SFHSS webpage <https://bit.ly/3F5PsrX>

Olga Stavinskaya-Velasquez, SFHSS Operations Manager, Rin Coleridge, SFHSS Enterprise Systems and Analytics Director, Jessica Shih, SFHSS Communications Director, and Carrie Beshears, SFHSS Well-Being Manager presented the following items:

- Member Services Summary: OE Summary, OE Report Member Assistance, Distribution of Paper and eBenefit Applications
- Enterprise Systems & Analytics: Support Communications/Webinars, Advancing Adoption of eBenefits, Preliminary Enrollment for Medical Enrollment, Medical Enrollment Migration, Dental, Vision, and Voluntary Benefits
- Communications Results: Objectives, Strategy, Tactics, OE Mailing-YOY Comparisons
- 2021 Worksite Flu Shot Clinics

President Follansbee applauded the Member Services team for the Open Enrollment efforts and a clear straightforward process for members. Commissioner Breslin also thanked the Member Services team for all the improvements to make the online process easy for members.

Commissioner Breslin asked about split family options, specifically, if members with non-Medicare Members with a Medicare partner can elect Canopy Care or if Blue Shield of California is their only option. Rin Coleridge, ESA Director said the option is not available within Health Net or Blue Shield PPO at this time so split families can only choose Blue Shield of California Trio or Access Plus. Commissioner Hao thanked Rin Coleridge for the analytics and appreciated the insight into the membership data. Commissioner Zvanski thanked Rin Coleridge for the detailed membership information and complimented the team's efforts for members to participate and access eBenefits.

President Follansbee recalled members often want to know if their current physician or provider is considered "in-network" within each plan. Jessica Shih, Communications Director, said "in-network" provider questions were the most popular questions for the new PPO plan, Blue Shield of California Accolade. Jessica explained that Blue Shield of California proactively called members, offered one-on-one office hours, and members could visit Blue Shield's SFHSS plan portal webpage to search for in-network providers.

President Follansbee also asked if there were enrollment targets for the new health plan and how those targets were met. Jessica Shih said there was not a specific goal for the new health plan. Jessica Shih said efforts were aimed to create the most awareness of plan offerings so members could make a decision that's best for them and their families.

Commissioner Zvanski asked if retirees received information on the new Health Net Canopy Care option. Jessica Shih said Health Net Canopy Care is not a Medicare Advantage plan so retirees did not receive the information, early retirees did receive the information. Commissioner Breslin complimented the cleverness and professionalism of the Fire House Field Trip video. Commissioner Scott commended the staff for improving Open Enrollment outcomes over the last four years, particularly around communications, making the experience more user-friendly and member-friendly.

Commissioner Scott if the number of flu shots increased this year. Carrie Beshears, Well-Being Manager said the number of flu shots decreased by 13% this year and it is still flu vaccine season so a final number isn't available Carrie Beshears noted Kaiser opened up facilities at local pharmacies which may have driven people to find a more convenient location. Commissioner Scott said several COVID-19 sites were also offering flu shots which may have impacted the number of flu shots delivered through HSS. Carrie Beshears agreed and emphasized the success of worksite flu shots as they create the most convenience for members. President Follansbee believed it's a step in the right direction to bring the care to the patient rather than demanding they go to the care site. President Follansbee asked if the flu shot is recorded into the member's medical record. Carrie Beshears said HSS works with Kaiser to administer the flu shots and the flu shot consent form asks for member record number so the information is entered into the member's medical record; non-Kaiser members are encouraged to take a photo of the consent form and share it with their provider. President Follansbee encouraged all members to upload the information and thinks flu shot data should be a quality measure for each health plan. Commissioner Zvanski also noted the significance of worksite clinics and commended the staff for making clinics accessible. Commissioner Hao thanked Kaiser for the drive-through clinic option.

Commissioner Canning announced his arrival during this presentation.

PUBLIC COMMENT: None

BREAK: 1:50pm to 2:00pm

ROLL CALL:

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

10. REVIEW PROCESS AND FINDINGS REGARDING MARKET FOR MEDICARE ADVANTAGE PLANS INCLUDING THE MOST RECENT REQUEST FOR INFORMATION (RFI): (Discussion)

The Review Process and Findings Regarding Market for Medicare Advantage including Recent Request For Information (RFI) presentation is available on the SFHSS webpage <https://bit.ly/3GS9s19>

Michael Visconti, SFHSS Contracts Manager, Anne Thompson, and Mike Clarke, Aon

The Review Process and Findings Regarding Market for Medicare Advantage including Recent Request For Information (RFI) presentation is available on the SFHSS webpage

- Medicare Plans Discussion
- Medicare Advantage Plans-Market Process Overview
- Medicare Advantage Plans-RFI Process
- Medicare Advantage Plans-RFI Findings
- Medicare Advantage Plans-RFI Conclusion
- Medicare Advantage Plans-Financial Perspectives
- Medicare Advantage Plans-Market Process Conclusion

Anne Thompson, Aon summarized the outcome that SFHSS is satisfied with the current Medicare Advantage Plans as industry leaders and that they support SFHSS goals and objectives. Most notably Kaiser with their 5-star CMS rating, robust transition program, and value-added programs, and United Healthcare with a 5-star plan indicating high-quality care and member satisfaction, robust care programs, value-added programs, ongoing innovation through pilots across the US, and a robust network covering all counties in which retirees currently live. Mike Clarke, Aon said from a financial standpoint, both Kaiser and UHC are well-positioned to continue to deliver best in market rates to the SFHSS Medicare population since both now have that 5.0 CMS Star rating. Anne Thompson concluded with the completion of this RFI and the financial review SFHSS recommends starting a market evaluation in the next 3-5 years.

President Follansbee thanked everyone for supporting the intense RFI timeline, information, and the effort to share the results. Commissioner Zvanski thanked the staff for the opportunity to participate in the RFI process and investigate the Medicare Advantage marketplace to compare plans and offers to ensure members receive the best option. Commissioner Zvanski thanked Michael Visconti and the Aon team for clearly organizing materials and discussions, and Abbie Yant and Larry Loo for their input. Commissioner Zvanski said she is comfortable with the recommendation and would advise the process to be repeated in the future. Commissioner Scott concurred about the process and thanked the SFHSS and Aon staff. Commissioner Scott said he supports a 3-5 year timeline for a few reasons, 1) the process revealed several health plans are just starting Medicare Advantage plans so it would be prudent to allow the plans to mature, 2) few health plans only received a 4 star CMS rating and 3) there are current mergers and consolidations in the process so returning in 3-5 years to evaluate quality, services, an array of benefits. Commissioner Scott said he was comfortable with the outcome and appreciated the opportunity to participate. Supervisor Chan thanked the Commissioners for their involvement in the process. Supervisor Chan asked if the Commissioners recommended an annual RFI. Commissioner Scott the RFI is recommended before an RFP, as it is a useful framework before an RFP. Supervisor Chan wanted to confirm the recommendation is to not proceed with an RFP for 2023 and the soonest RFP would be in 2025. Commissioner Scott stated the recommendation is to not conduct an RFP. Commissioner Scott also said it's too soon to look at emerging health plans as they don't meet the CMS star rating and it will take at least two years for new and emerging plans to demonstrate their performance in terms of service and quality measures. Commissioner Zvanski also added that it's more than just commitment, the plans need to demonstrate they are in the Medicare Advantage market, going to stay in the market, and are going to do well. Commissioner Zvanski also said Larry Loo's financial input and panelist, Dr. Lance Lang also provided valuable input in the process. Supervisor Chan noted it's good to have competition or more than one provider especially when one service provider dominates the market, as the competition pushes providers to increase the quality of care for members. Commissioner Breslin recalled RFPs are conducted less than five years apart. President Follansbee didn't recall any bylaws to conduct RFPs. Commissioner Zvanski said the City might

have a contract timeline that mitigates disruption. Michael Visconti, SFHSS Contracts Manager, said the City requirement is 10 years, and SFHSS adheres to 5 years as the best practice. Executive Director Yant said a set schedule is not in place, and it is prudent to look at products to this extent on a regular basis. Executive Director Yant reminded the Board the annual contract renewal process is an arduous process that also tracks forward-thinking ideas, areas of improvement and new products to build into contracts so new services can be offered to members.

PUBLIC COMMENT: None

11. RACIAL EQUITY ACTION PLAN ANNUAL UPDATE: (Discussion)

The Racial Equity Action Plan Annual Memo, Presentation, and Business Initiative Report are available at the SFHSS webpages <https://bit.ly/3yzl5pU>, <https://bit.ly/3me4GDA> and <https://bit.ly/3sfJqRm>

Leticia Harris, SFHSS Senior Health Program Planner, and Racial Equity Lead presented the following items

- Office of Racial Equity Ordinance and Administrative Code Requirements
- Racial Equity Action Planning Phase I & II
- Department Goals: Aim and Measuring Progress
- Timeline Racial Equity, Diversity, Inclusion Activities 2020-2021
- Data-Driven Insight and Action
- Community Building with All-Staff
- Lessons Learned

President Follansbee asked if the racial equity issues have heightened since returning to the office. Leticia Harris said staff recognized the need to boost employee morale and prioritize coping mechanisms and resiliency concerning COVID-19 and racial equity considerations. Leticia Harris said the Racial Equity Advisory and the Well-Being division designed a training specifically to support employee resiliency through recognition and appreciation and one of the activities included acknowledging the Disaster Service Workers (DSW) who stepped up and took precedence in these trying times. Vice President Canning thanked Leticia Harris and Executive Director Yant for the presentation and the work to build training into the foundation of the department and daily workflow. Vice President Canning acknowledged while racial equity conversations are difficult and can be challenging, creating a work environment that values the critical conversations builds a stable foundation to deliver service to our members. Commissioner Scott commended Leticia Harris and the staff for the professionalism and clear direction to develop Phase 1 and enter Phase 2. Commissioner Scott emphasized racial equity work is not over the top sentimentality, rather focused work of human interaction and part of people's daily lives. Commissioner Scott pressed upon the need to articulate social determinants of health with staff and with health plans. Commissioner Hao also acknowledged the value in allowing staff to be where they are at, move through the discomfort, and persist forward. Mary Hao appreciated staff engagement undertake the continued process. Commissioner Zvanski recalled in past years unions were the source of racial equity work to push for changes and she appreciated how the Health Service System racial equity work is sensitive to the diverse employee population and its healthcare needs. Commissioner Zvanski expressed gratitude for the leadership in this work and looked forward to program expansion.

PUBLIC COMMENT:

Francisco DeCosta requested the Board receives at least quarterly reports on the racial equity action plan to access progress.

12. BOARD EDUCATION: UC BERKELEY AND SFHSS ACO STUDY: (Discussion)

The Board Education UC Berkeley and SFHSS ACO Study Memo and Presentation is available on the SFHSS webpages <https://bit.ly/3n5hCMr> and <https://bit.ly/32ZoNyP>

Timothy T. Brown, Emily Hague, Alicia Neumann, UC Berkeley presented the following items:

- Can High-Performance ACO HMO Improve Health Plan Value
- Important Implications for the SFHSS Board & Membership, and Beyond
- A Caveat: This research only looked at SFHSS Member Data for Two Health Plans
- UC Berkeley Used 3 Methods to Analyze the value of High Performance and Board-Network Health Plans
- Interviews, Claims Analysis, and Member Surveys
- Costs
- Quasi-Experimental Analysis
- Members Reports
- Identified Opportunities to Improve
- Key Takeaway

President Follansbee asked how members were recruited for interviews, how was personal health information (PHI) protected, and how many members declined to participate. Timothy Brown said interviews were conducted with high-level leaders at various plans. Emily Hague said the survey was sent from UC Berkeley to all Blue Shield of California Trio and Access Plus active employee members. Emily Hague said PHI was not collected and the first question on the survey was an explicit consent op-in question and overall of the 4,000 surveys sent, there was 17% participation which typically, surveys response rates are 10-15% that don't provide an incentive. Timothy Brown said UC Berkeley weighted the responses to reflect the overall population and to minimize bias to the extent possible.

Commissioner Zvanski noted only 70% of people could get an appointment with their primary care doctor and wondered if there is a remedy for reimbursement level for primary care doctors. Timothy Brown said this is a continuing issue and there is ongoing work to resolve and find a permanent solution. Commissioner Scott asked what action will take place after the study is published and what the Health Service System will do with the information. Executive Director Yant said the report provided evidence that care coordination works. Executive Director Yant said the questions and findings will also inform HSS strategic planning and the partnership was beneficial. Suzanne Delbanco, Director Catalyst for Payment Reform (CPR), said there are no research projects done on how effective Affordable Care Organizations (ACOs) are in the commercial sector, and CPR will share the published article broadly with other employees, health plan purchasers, and spread the word about the findings. Paul Brown, Blue Shield of California, said Blue Shield of California welcomed the opportunity to participate in the partnership with UC Berkeley. Paul Brown said the findings will guide engagement with key stakeholders internally and with medical groups to tackle some of the issues presented, especially for mental health, assistance for chronic patients, and addressing the after-hour care gap. Paul Brown said overall, Blue Shield was pleased to have third-party findings and more important that the HSS partnership over the last eight years benefits HSS members.

PUBLIC COMMENT: None

13. BOARD EDUCATION: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) TRAINING: (Discussion)- MOVED TO JANUARY MEETING

Presented by Rin Coleridge, Enterprise System and Analytics Director

PUBLIC COMMENT: None

14. APPROVAL OF REVISIONS TO HEALTH SERVICE SYSTEM MEMBERSHIP RULES AND SECTION 125 CAFETERIA PLAN UPDATES: (Action)

Mitchell Griggs, SFHSS Chief Operating Officer presented the following items:

- HSS Member Rules and Section 125 Cafeteria Summary
- HSS Member Rules Revisions
- Section 125 Cafeteria Plan Revisions
-

Mitchell Griggs, SFHSS COO, outlined the changes in the summary document and said there were no substantial changes-changes were clerical and operational.

Commissioner Scott moved to approve the Health Service System Membership Rules and Section 125 Cafeteria Plans revisions and include them in the HSB Governance Terms of Reference. Commissioner Canning seconded the motion.

PUBLIC COMMENT:

ACTION: The Health Service Board unanimously approved Health Service System Member Rules and Section 125 Cafeteria Plan revisions and include them in the HSB Governance Terms of Reference.

15. REPORTS AND UPDATES FROM CONTRACTED HEALTH PLAN REPRESENTATIVES: (Discussion)

No updates from contracted health plan representatives.

PUBLIC COMMENT: Public comment was not taken since there were no presentations.

16. ADJOURNMENT: 4:59 pm

Commissioner Scott encouraged Board members to complete the required HSB Self-evaluation and required online training. President Follansbee apologized to Rin Coleridge for postponing the HIPAA training and looked forward to the presentation at the January meeting.

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.

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; web site www.sfgov.org/ethics.