



# HEALTH SERVICE BOARD CITY & COUNTY OF SAN FRANCISCO

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

**Chris Canning**  
Vice President

**Karen Breslin**  
Commissioner

**Mary Hao**  
Commissioner

**Dean Preston**  
Supervisor (District 5)  
Commissioner

**Randy Scott**  
Commissioner

**Claire Zvanski**  
Commissioner

**Abbie Yant, MA, RN**  
Executive Director  
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Executive Secretary

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## **HEALTH SERVICE BOARD** **FINANCE AND BUDGET COMMITTEE**

### **MEETING MINUTES**

Wednesday, February 10, 2021

**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 February 10, 2021 (via SFGovTV) - <https://sfgovtv.org/hsbLIVE>

**Click the link to join the meeting** - <https://bit.ly/31s8tmk>

**Public Comment Call-In:** 415-655-0001 / **Access Code:** 146 540 5794

#### Providing Public Comment:

1. Dial **415-655-0001** and then enter access code **146 540 5794** 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, February 9th** before the meeting. Members can also call 628-652-4646 with any questions.

All comments received by the deadline will be read aloud by the Board Secretary up to the three-minute maximum allotted time to each commenter. In the body of your email, indicate the meeting date and the specific agenda item number. If you do not specify an agenda item, your emailed public comment will be read under general comment.

1. **CALL TO ORDER: 1:00 pm**

2. **ROLL CALL:**

Committee Chair, Karen Breslin-present  
Vice President, Chris Canning-present  
Commissioner, Mary Hao-present  
Commissioner, Claire Zvanski- attended and present

Committee Chair Breslin noted that agenda item number six, REPORTS AND UPDATES FROM CONTRACTED HEALTH PLAN REPRESENTATIVES is not required for this meeting and will not be called.

3. **APPROVAL OF SAN FRANCISCO HEALTH SERVICE SYSTEM FISCAL YEAR 2021-22 AND FISCAL YEAR 2022-2023 PROPOSED GENERAL FUND ADMINISTRATIVE BUDGET:**  
**(Action)**

The San Francisco Health Service System Fiscal Year 2021-22 and Fiscal Year 2022-2023 Proposed Budget General Fund Administrative Budget can be located on the SFHSS website: <https://bit.ly/3tJoLDH> and <https://bit.ly/3aWBNVV>

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

- Mayor's Budget Instructions
- Summary of General Fund Administrative Budget
- Personnel: Positions, Salaries & Mandatory Fringe Benefits
- Non-Personnel: Training, Software & Licensing, Contracts and Other
- Materials and Supplies
- Work Orders-Interdepartmental Services
- Request to Mayor's Budget Office to Restore Funding

Larry Loo, Chief Financial Officer reviewed with Commissioners the Mayor's Budget instructions which include priorities for the City and County departments with a priority to support small businesses and the economic recovery with demonstrated outcomes centered on equity. Larry Loo stated the Mayor's Instructions include a target reduction of 7.5% across all departments and the Mayor's office identified continued reductions in case City revenues decrease further; for the Health Service System mandatory target reductions were \$273,012 and \$91,004 for the contingent reductions each year. Larry Loo also reminded the Board that the fiscal budget is set on a biennial basis, so the budget includes a two-year projection. Larry Loo reviewed the General Fund summary and outlined the budget within personnel, non-personnel, materials and supplies, work-orders and interdepartmental services.

Larry Loo identified the largest cut to meet the Mayor's Budget instructions was the elimination of the 24-hour Employee Assistance Program (provided by ComPsych). Larry Loo noted this program was implemented at the Mayor's request in April 2020 at the beginning of Shelter-in-Place and is actively utilized by employees.

Commissioner Hao asked to summarize all of the proposed cuts to meet the Mayor's Office requirements. Larry Loo recapped the nature of the reductions on the presentation and highlighted the largest proposed reduction is the ComPsych 24-7 Employee Assistance Program and although it was identified as a cut, the budget proposal will ask that the program be restored.

Commissioner Hao asked to clarify if the base budget number is adjusted for any proposed cuts in the first year. Larry Loo stated the target reduction for both years is \$273,012 of the base budgets already in the budgeting system.

Vice President Canning asked if there is a way to modify the ComPsych contract to reduce the overall cost. Larry Loo said the cost can be negotiated during the contract process, but the budget estimate is based on the current rate as it sits today. Vice President Canning asks if the hope is that the Mayor's Office will return the program by finding other funding sources. Executive Director Yant shared that a similar dilemma occurred last year and after working with the Mayor's office the department successfully received funds. Executive Director explained that the program was not meant to erode the core services of the Health Service System and the Employee Assistance Program costs need to be covered by City funds. Executive Director Yant also added that mental health is a key priority for both the Mayor and the Board of Supervisors. Commissioner Hao asked if the program is restored is there a risk that other areas of the budget will be removed. Executive Director Yant said any further cuts would force us to recommend layoffs which the Mayor's office explicitly instructed not to do. Commissioner Hao agreed layoffs would be the absolute last resort and not something anyone wants to consider.

Vice President Canning moved to approve the proposed San Francisco Health Service System Fiscal Year 2021-22 and Fiscal Year 2022-2023 Proposed Budget General Fund Administrative Budget as presented. Commissioner Hao seconded the motion.

PUBLIC COMMENT: None

**ACTION: The Health Service Board unanimously approved the San Francisco Health Service System Fiscal Year 2021-22 and Fiscal Year 2022-2023 proposed Budget General Fund Administrative Budget as presented.**

**4. APPROVAL OF SAN FRANCISCO HEALTH SERVICE SYSTEM FISCAL YEAR 2021-22 AND FISCAL YEAR 2022-2023 PROPOSED HEALTHCARE SUSTAINABILITY FUND BUDGET: (Action)**

The San Francisco Health Service System Fiscal Year 2021-22 and Fiscal Year 2022-2023 Proposed Healthcare Sustainability Fund Budget can be located on the SFHSS website: <https://bit.ly/3743pap> and <https://bit.ly/3a6cPUE>

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

- Historical Summary
- Budget Highlights
- Personnel: Positions, Salaries & Mandatory Fringe Benefits
- Summary of Healthcare Sustainability Fund
- Current Year Projections

Chief Operating Officer, Larry Loo explained the Healthcare Sustainability Fund budget is funded by the \$3 per member per month fee from those enrolled in the HSS health plans, and the budget funds are used to disseminate information to members about their benefits especially during open enrollment, fund member well-being programs, cover actuarial costs and expenses that reduce the cost of healthcare. Larry Loo further explained that in the last few years, the average expenditure has been less than the revenues which creates a surplus and that surplus is carried over to the next year. Larry Loo noted the Healthcare Sustainability Fund allowed for one-time expenditures such as the Voice Over Internet Protocol (VoIP) system, website re-design, and

audit services. Larry Loo called attention to the two major budget requests: in 2021-2022 add two full-time employee project staff positions and in 2022-2023 one full-time employee to support the open enrollment.

Commissioner Zvanski asked if there could be a deficit and how that would be resolved. Executive Director Yant clarified that the fund can not reach a deficit. Executive Director Yant noted the department has reviewed the last 5 years past and forecasted 5 years to project any adjustments to the fund. Executive Director Yant reminded the Board that the Healthcare Sustainability Fund is not approved by the Mayor or the Board of Supervisors.

Commissioner Hao moved to approve the proposed San Francisco Health Service System Fiscal Year 2021-22 and Fiscal Year 2022-2023 proposed Healthcare Sustainability Fund Budget as presented. Vice President Canning seconded the motion.

PUBLIC COMMENT: None

**ACTION: The Health Service Board unanimously approved the San Francisco Health Service System Fiscal Year 2021-22 and Fiscal Year 2022-2023 proposed Healthcare Sustainability Fund Budget as presented.**

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

PUBLIC COMMENT: None

6. **REPORTS AND UPDATES FROM CONTRACTED HEALTH PLAN REPRESENTATIVES: (Discussion):** Item not required and not called.

PUBLIC COMMENT:

7. **ADJOURNMENT:** 1:55 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 read aloud by the Board Secretary up to the three-minute maximum allotted to each commenter. 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).