



# 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

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<http://www.sfhss.org/>

### **HEALTH SERVICE BOARD**

### **MEETING MINUTES DRAFT**

Thursday, February 10, 2022

**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 February 10, 2021 (via [SFGovTV schedule](#))

**Click the link to join the meeting** - <https://bit.ly/3m9e7DW>

**Public Comment Call-In:** 415-655-0001 / **Access Code:** 2484 230 6521

#### Providing Public Comment:

1. Dial **415-655-0001** and then enter access code **2484 230 6521** 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 9<sup>th</sup>** 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 Finance Committee meeting recording is available on [February 10, 2022, HSB Regular meeting webpage](#), and visit the [SFGovTV webpage](#) for a full record of Regular Board meeting archives.

1. **CALL TO ORDER:**

2. **ROLL CALL:**

President Stephen Follansbee, M.D-Present  
Vice President Chris Canning- Excused  
Commissioner Karen Breslin- Present  
Supervisor Connie Chan- Arrived at 1:26 pm  
Commissioner Mary Hao-Present  
Commissioner Randy Scott-Present  
Commissioner Claire Zvanski-Present

President Follansbee announced his appreciation for members of the public sending public comment emails and confirmed the Board reviews all emails. President Follansbee noted several email public comments on agenda item #7 and encouraged all members to select the agenda item that relates to their particular public comment.

3. **RESOLUTION ALLOWING TELECONFERENCED MEETINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION 54953(3): (Action)**

The Health Service Board approved HSB Resolution Allowing Teleconference Meetings and memos are available on the SFHSS webpages: <https://bit.ly/3HjtYb0> and <https://bit.ly/3BNalXs>.

President Follansbee announced the attached resolution is necessary to hold virtual meetings for the full Board and all Committees for the next thirty days.

Commissioner Zvanski moved to accept the Resolution Allowing Teleconferenced Meetings under California Government Code Section 54953(3) as presented. Commissioner Scott seconded the motion.

PUBLIC COMMENT: None

**ACTION: The Health Service Board unanimously approved the Resolution Allowing Teleconferenced Meetings under California Government Code Section 54953(3).**

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

The Health Service Board January 13, 2022, HSB Regular Meeting Minutes are available on the SFHSS webpage <https://bit.ly/3pd5iui>.

President Follansbee presented the meeting minutes. Commissioner Zvanski noted grammatical errors to be corrected.

Commissioner Scott moved to approve January 13, 2022, HSB Regular Meeting Minutes as distributed. Commissioner Hao seconded the motion.

PUBLIC COMMENT: None

**ACTION: The Health Service Board unanimously approved January 13, 2022, HSB Regular Meeting Minutes.**

**5. 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:

John Avalos, National Union of Healthcare Workers, encouraged the Health Service System to work with public-sector unions representing workers to see if they get the access for members and suggested surveying access and then discuss findings with the Department of Managed Healthcare (that governs the access and measures access) to utilize measures and tools to show whether members receive services they pay for.

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

President Follansbee did present a written or verbal report.

PUBLIC COMMENT: None

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

The Director’s Report is available on the SFHSS webpage <https://bit.ly/3BPwchh>.

SFHSS Executive Director, Abbie Yant presented the following items:

- Black History Month and Lunar New Year
- COVID-19 Update
- COVID-19 Test Availability and Home Test Kits
- Provider Reimbursements
- Public Safety Mental Health and Substance Use Disorder Treatment
- 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 Breslin asked Supervisor Chan if the Government Audit and Oversight (GAO) will conduct a further inquiry on other health plans beyond Kaiser Permanente. Supervisor Chan said the GAO intends to inquire further to other health service providers. Supervisor Chan noted the service providers shared self-reported dates and would look to see independently verified data from our members.

Commissioner Breslin asked that extra behavior health resources be offered to the Police Officers as well. Executive Director Yant said the Police Department has a Behavioral Health Unit that contracts with preferred providers and the leadership from that unit has helped firefighters attend those same recovery programs. Commissioner Breslin recalled there were not enough mental health providers. Executive Director Yant clarified that recovery program services and mental

health providers are related but not the same, and said organizations are struggling since there is a nationwide shortage of mental health providers.

Commissioner Scott asked what needs to be included on March 1, 2022, REAP Phase One update and what feedback the SFHSS REAP received. Executive Director Yant said the Office of Racial Equity (ORE) did not report any issue with SFHSS REAP Plan, rather ORE shared suggested language updates and thoughtful reflections on our plan. Executive Director said ORE has only shared feedback on Phase One (internal focus) and ORE has not shared Phase Two (external focus) standards. Commissioner Scott acknowledged REAP initiatives offer a critical path to address social determinants of health in our members and requested the March 1<sup>st</sup> update includes the work of HSS to align REAP and the strategic planning efforts, particularly around the work with providers, external clients, and member services. Executive Director Yant shared Leticia Harris will join the Equity Committee at the Integrated Healthcare Association and will keep the Board updated on this influential organization. Executive Director Yant also shared the [Department of Managed Health Care](#) (DMHC) will take a leadership role in defining equity measures.

Commissioner Zvanski asked if the shortage of mental health providers has impacted HSS Employee Assistance Program. Executive Director Yant said there are three EAP positions, one is vacant due to a recent employee retiring, and the recruitment is underway, although it may be a challenge due to the shortage. Executive Director Yant said at the beginning of the pandemic, in April 2020, with the support from the Mayor's Office, EAP services expanded to include 24/7 Cordico App services to meet the member demand and HSS is expanding services to include Sheriff, Police, and Fire. President Follansbee appreciated the discussion on mental health and acknowledged that San Francisco is likely to see the effects of low employment in healthcare areas like mental health, hospitals, offices, and outpatient care facilities.

President Follansbee requested the monthly COVID-19 Updates information including current issues such as under treatment, copays waived through March of 2021, and access to current therapies.

President Follansbee asked for an update on the 2023-2025 Strategic Planning process. Executive Director Yant said the Board Secretary will send out planning session dates for the Board's participation.

#### PUBLIC COMMENT:

Natasha Parks, Acting Battalion Chief/Health, Safety, and Wellness Chief of the San Francisco Fire Department addressed the need for behavioral health resources and believed the Behavior Health Unit offering within the Fire Department provides a pathway or opportunity to find treatment. She supports the work of the Behavioral Health Unit and believes its structure can supplement what is currently offered.

Adam Wood-Executive Board Member of the San Francisco Firefighters Union Local 798 urged the Health Service Board to consider any resource available to suffering Firefighters and public safety workers including IAFF Center of Excellence and its associated treatment centers  
Fred Sanchez-Retired San Francisco Deputy Fire Fighter, President of Protect Our Benefits, expressed gratitude for Executive Director Yant's efforts and asked the Board for a special meeting to discuss the concern and how to move the process forward.

Walter Villavicencio, Retired San Francisco Fire Fighter, urged the Board to consider a contract with the Center of Excellence, noting there are too few mental health resources to delay a partnership with the IAFF Center of Excellence.

## 8. ENROLLEE DEMOGRAPHICS REPORT ON THE PLAN YEAR 2022: (Discussion)

The Enrollee Demographics Report on Plan Year 2022 is available on the SFHSS webpage <https://bit.ly/3LRX8kS>.

Rin Coleridge, Director Enterprise Systems and Analytics presented the following items:

- Overview
- Enrolled Lives
- Employee and Retiree Members
- Employee Members and Dependents
- Retiree Members and Dependents
- Employers
- Glossary

The SFHSS Management team presents an annual report to inform the Board of the SFHSS membership's statistics for the current plan year. President Follansbee asked if there were any trends over the past several years. Rin Coleridge said we have a very consistent population so many data points remain very close year over year. Rin assured President Follansbee that this report is used by the Executive Team during the rates and benefits cycle and also supports various initiatives. President Follansbee asked if data collection is based on members' home or office addresses. Rin Coleridge said the demographic report data is based on home address.

Commissioner Scott thanked Rin Coleridge for the comprehensive review of the population and enrollment. Commissioner Scott asked how HSS and Aon Actuarial team uses the data is used in the rates and benefits negotiations with our health plans. Rin Coleridge offered an example, that the report outlines individuals enrolled in Kaiser Permanente regions outside of California, which flagged areas to enhance offerings. Mike Clarke, Aon Actuary, said demographics data is used to calculate risk score information, demographic changes as they may influence the prediction of cost into the 2023 plan year, and overall he looks to see any risk profile populations changing year over year. Commissioner Scott restated, historically there hasn't been a lot of variation. Rin Coleridge said that is correct.

Commissioner Zvanski asked if there is any data on international members that don't use the Health Service System for coverage, for example, is it known what other health care options they have internationally. Rin Coleridge said we only know members who do enroll with HSS. Rin Coleridge also said during Open Enrollment all communications are sent to international members. Commissioner Zvanski thanked Rin Coleridge and their team for the phenomenal report. Commissioner Hao acknowledged Rin Coleridge's data prowess, as the information helps the Board think about all covered lives and how to best serve their needs.

PUBLIC COMMENT: None

Roll Call: 2:39 pm

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

## 9. SFHSS FINANCIAL REPORT AS OF DECEMBER 31, 2021: (Discussion)

SFHSS Financial Reporting as of December 31, 2021 Memo and Presentation is available on the SFHSS webpages <https://bit.ly/3JXRWKJ> and <https://bit.ly/350RHjd>.

Iftikhar Hussain, SFHSS Chief Financial Officer presented the following items:

- Performance of the Trust & General Fund detailed in the monthly financial report
  - Reported on the Employee Benefit Trust Fund
  - Reported on the Health Sustainability Fund
- General Fund Administrative Budget

No discussion.

PUBLIC COMMENT: None

## BUDGET AND FINANCE COMMITTEE MATTERS

The Committee Chair will give a brief update on matters discussed and/or recommendations made in this committee. The committee reviews all budgetary and financial issues that pertain to the San Francisco Health Service System (SFHSS). The Committee's goals align with the SFHSS Strategic Goal-Affordable and Sustainable.

## 10. APPROVAL OF SAN FRANCISCO HEALTH SERVICE SYSTEM FISCAL YEAR 2022-23 AND FISCAL YEAR 2023-2024 PROPOSED GENERAL FUND ADMINISTRATIVE BUDGET: (Action)

The San Francisco Health Service System Fiscal Year 2022-23 and Fiscal Year 2023-2024 Proposed General Fund Administration Budget Memo and Presentation are available on the SFHSS webpages <https://bit.ly/3pjun6Z> and <https://bit.ly/3lom15G>.

Committee Chair, Commissioner Hao announced the Health Service Board Finance and Budget Committee met on February 9, 2022, and recommended and approved the SFHSS Fiscal Year 2022-23 and Fiscal Year 2023-2024 proposed General Fund Administrative Budget. Committee Chair Hao said SFHSS CFO Iftikhar Hussain presented the budget consistent with the Mayor's budget instructions, of no growth and yet no decreases (exception of COLAs); the budget proposed to repurpose some expenditures so there is no net reduction or increase. Iftikhar Hussain explained the two requests for the General Fund 1. \$200,000 for enhancements for behavioral mental health support for public safety employees and 2. \$600,000 to transition the Wellness and Communication from the Healthcare Sustainability Fund to the General Fund.

Commissioner Scott requested to see the actual expenditures from the fiscal year 2021.

Commissioner Breslin moved to accept the recommendation of the Budget and Finance Committee to approve the proposed budget as proposed. Commissioner Hao seconded the motion.

PUBLIC COMMENT: None

**ACTION: The Health Service Board unanimously approved the San Francisco Health Service System Fiscal Year 2022-23 and Fiscal Year 2023-2024 Proposed General Fund Administration Budget.**

**11. APPROVAL OF SAN FRANCISCO HEALTH SERVICE SYSTEM FISCAL YEAR 2022-23 AND FISCAL YEAR 2023-2024 PROPOSED HEALTHCARE SUSTAINABILITY FUND BUDGET: (Action)**

The San Francisco Health Service System Fiscal Year 2022-2023 and Fiscal Year 2023-2024 Proposed Healthcare Sustainability Fund Budget are available on the SFHSS webpages <https://bit.ly/3hfSz63> and <https://bit.ly/3Ht5q8g>.

Committee Chair, Commissioner Hao announced the Health Service Board Finance and Budget Committee met on February 9, 2022, and unanimously endorsed the San Francisco Health Service System Fiscal Year 2022-2023 and Fiscal Year 2023-2024 Proposed Healthcare Sustainability Fund Budget. Committee Chair Hao reminded the Board that the Healthcare Sustainability Fund, under Charter Section A.423, funds various annual activities of a multi-year implementation of strategic initiatives to improve member services and outcomes and has shown improved outcomes. Committee Chair Hao said project outcomes has been so successful it is anticipated by the end of the fiscal year 2024 the funds will be reduced to about \$296,000 because expenditures will outpace the income; Iftikhar Hussain, SFHSS CFO, shared the request to the Mayor is to fund activities currently being funded by the Healthcare Sustainability Fund and roll those activities over to be funded by the General Fund Budget to allow us room to continue future projects.

Commissioner Zvanski expressed concern about the Healthcare Sustainability Fund by 2024 and asked what further options have been explored. Committee Chair Hao said the request would shift expenditures from the Healthcare Sustainability Fund to the General Fund Budget will be submitted to the Mayor, and other strategies will be explored if necessary. Executive Director Yant concurred with Commissioner Hao and said if the recommended budget request is not granted then a full alternative recommendation would be presented to the Board. President Follansbee commented that the request would also prevent service disruption to members. Commissioner Hao thanked Iftikhar Hussain for presenting two budgets so quickly after joining the Health Service System while aligning with the Mayor's instructions.

Commissioner Breslin moved to approve the San Francisco Health Service System Fiscal Year 2022-2023 and Fiscal Year 2023-2024 Proposed Healthcare Sustainability Fund Budget. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT: None

**ACTION: The Health Service Board unanimously approved the San Francisco Health Service System Fiscal Year 2022-2023 and Fiscal Year 2023-2024 Proposed Healthcare Sustainability Fund Budget.**



## GOVERNANCE COMMITTEE MATTERS

### **12. APPROVAL OF REVISIONS TO THE GOVERNANCE TERMS OF REFERENCE AND POLICIES: (Action)**

Governance Terms of Reference and Policies Redlined Document, Summary of Changes to the Governance Terms of Reference and Policies, and HSS Charter and Admin Codes are available on the SFHSS webpages <https://bit.ly/35wUwsq>, <https://bit.ly/3tlOGCd>, <https://bit.ly/3hswh0U>, and <https://bit.ly/3HpjzdH>.

Committee Chair Scott said Governance Committee members completed the review process for the Governance Terms of Reference and Policies, a process that takes place every three years, and edits and changes are included in the accompanying documents. Committee Chair Scott said Committee also approved the updated reference document that outlines the applicable City Charter and Administrative Code Sections to the Health Service System. Committee Chair Scott noted the Health Service System Membership Rules will also be included in the final Governance Policies and Terms of Reference Document. Commissioner Chair Scott said that once approved hard copies can be distributed and the Board Secretary will contact Commissioners for their preference of a hard copy.

President Follansbee pointed out the City Attorney's office was well-represented in this process and thanked Committee Chair Scott for his oversight and the Board Secretary for updating drafts for this process. Commissioner Breslin had a question about the section on Board composition. Erik Rapaport, City Attorney, said all changes were aligned with the Charter and offered to schedule a phone call to discuss any questions.

Commissioner Zvanski moved to approve the redlined changes made to the Health Service Board Governance Terms of Reference and Policies. Commissioner Scott seconded the motion.

PUBLIC COMMENT: None

**ACTION: The Health Service Board unanimously approved the redlined changes made to the Health Service Board Governance Terms of Reference and Policies.**

## RATES AND BENEFITS

### **13. PRESENTATION ON THE 2022 RATES AND BENEFITS CALENDAR FOR THE PLAN YEAR 2023 (Discussion)**

The Rates and Benefits Calendar Schedule for Plan Year 2023 is available on the SFHSS webpage <https://bit.ly/3toEgSm>.

Executive Director Yant, said February 24, 2022 meeting hold can be released if all agenda items are accomplished today. Executive Director Yant requested the 1:00 pm April 28, 2022 hold date be repurposed for the Health Service System Strategic Planning meeting and a calendar hold will be coming soon for Commissioners to save the date.

President Follansbee asked if the meeting will be virtual or in-person. Executive Director Yant hopes to conduct the meeting in person but can not confirm at this point.

PUBLIC COMMENT: None

1145 MARKET STREET 3<sup>RD</sup> FLOOR, SAN FRANCISCO, CA 94102

**14. REVIEW AND APPROVE THE HARTFORD FULLY INSURED 2023 RATES AND CONTRIBUTIONS (LIFE INSURANCE, ACCIDENTAL DEATH & DISMEMBERMENT, AND LONG-TERM DISABILITY PLANS): (Action)**

The Hartford Fully Insured 2023 Rates and Contributions, Life Insurance, Accidental Death and Dismemberment, and Long-Term Disability Plans is available on the SFHSS webpage <https://bit.ly/3vpMCvk>

Mike Clarke, Aon presented the following items:

- Recommendation Summary
- Introduction
- The Hartford Renewal Summary
  - Employer-Paid Coverage- Basic Life Insurance
  - Employer-Paid Coverage Long-Term Disability Insurance
  - Member-Paid Coverage-Supplemental Employee and Dependent Life Insurance/AD&D
- Overall Renewal Summary
- Recommendation for HSB Action

President Follansbee thanked Mike Clarke for the detailed and encouraging report. Commissioner Scott asked if the demographics report data contributed to the analysis of the rates and contribution recommendation. Mike Clarke said that demographic shifts contribute to experience captured in renewal calculations, though these insurance calculations are based on a long-term experience perspective (the five-year experience timeframe found in the Appendix), and the rate reduction for 2023 is a result of evaluating the longitudinal experience.

Commissioner Scott moved to approve the actuary recommendations for The Hartford Fully Insured 2023 Rates and Contributions, Life Insurance, Accidental Death and Dismemberment, and Long-Term Disability Plans. Commissioner Hao seconded the motion.

PUBLIC COMMENT: None

**ACTION: The Health Service Board unanimously approved The Hartford Fully Insured 2023 Rates and Contributions, Life Insurance, Accidental Death and Dismemberment, and Long-Term Disability Plans.**

**REGULAR BOARD MEETING MATTERS**

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

Denise Rodriguez, Kaiser Permanente- Noted Kaiser Permanente is open to discussing specialty facility treatment options for first responders and whether or how a provider facility may fit within Kaiser Permanente's quality standard and integrated treatment protocols, including IAFF Center of Excellence.

President Follansbee noted the confusion on COVID-19 Home Test Kit availability for Medicare Advantage plans. Commissioner Breslin asked if members purchase the kits first and then receive

reimbursement. Executive Director Yant clarified that two programs currently exist, one is a federal program that seeks to issue guidance requiring group health care plans and insurers to provide coverage of over-the-counter, in-home COVID-19 diagnostic tests; the second program is related to the CMS announcement that people in either Original Medicare or Medicare Advantage will be able to get over-the-counter COVID-19 test at no-cost starting in early spring. Executive Director Yant further explained health plans are developing reimbursement processes as a stopgap until the CMS program is fully underway. Executive Director Yant assured the Board that the HSS communications department is working with health plans to communicate information to members. Commissioner Breslin asked where members can purchase test kits. Executive Director Yant said the home test can be purchased at pharmacies. Commissioner Zvanski encouraged members to find local testing sites within San Francisco neighborhoods and community sites.

Commissioner Breslin called attention to her request from the last meeting to gather data on how mental health providers are paid versus other health care professionals.

Commissioner Zvanski announced the Retirement Board monthly meeting may change to the second Thursday of the month, which would overlap with this meeting, and expressed the hardship this may cause on our retiree members' attendance.

PUBLIC COMMENT: None

## **16. ADJOURNMENT: 4:01 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, at 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).