



HEALTH SERVICE BOARD

CITY & COUNTY OF SAN FRANCISCO

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Commissioner

Randy Scott
Commissioner

Claire Zvanski
Commissioner

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Executive Director
Health Service System

Holly Lopez
Executive Secretary

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HEALTH SERVICE BOARD:

GOVERNANCE COMMITTEE

MEETING MINUTES

Thursday, February 18, 2021

AT

1:00pm

VIRTUAL PRESENTATION

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 18, 2021 (via SFGovTV) - <https://sfgovtv.org/hsbLIVE>

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

Public Comment Call-In: 415-655-0001 / **Access Code:** 187 355 2183

Providing Public Comment:

1. Dial **415-655-0001** and then enter access code **187 355 2183** 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, February 17th** 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:**

2. **ROLL CALL**

Commissioner, Randy Scott, Chair-Present
Commissioner, Stephen Follansbee, M.D., Board President-Present
Commissioner, Claire Zvanski-Present
Commissioner, Karen Breslin-Present

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

The HSB Governance Committee Meeting Minutes from January 21, 2021, are available on the SFHSS website <https://bit.ly/3uTrZ8j>

Chair Scott affirmed the Governance Committee meeting minutes set forth on January 21, 2021. Commissioner Follansbee moved to accept the Governance Committee meeting minutes as presented. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT: None.

ACTION: The Governance Committee unanimously approved the Governance Committee meeting minutes set forth on January 21, 2021, as presented.

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. **VOTE ON WHETHER TO HOLD CLOSED SESSION TO REVIEW AND APPROVE 2020 ANNUAL EMPLOYEE PERFORMANCE EVALUATION DRAFT REPORT: (Action)**

President Follansbee moved to hold a closed session to review and approved to hold a closed session to review and approve the 2020 annual employee performance evaluation draft. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT ON ALL MATTERS PERTAINING TO THE CLOSED SESSION: None.

Erik Rapoport, City Attorney, noted the Government Code Section and San Francisco Administration Code Section were presented incorrectly on the agenda and provided the correct codes.

Action Taken: The Governance Committee unanimously approved the Closed Session for the initiation of the 2020 Annual Employee Performance Evaluation Draft Report.

Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b): Public Employee Performance Evaluation

6. REVIEW AND APPROVE 2020 ANNUAL EMPLOYEE PERFORMANCE EVALUATION DRAFT REPORT: (Action)

The 2020 Annual Employee Performance Evaluation Draft Report was presented by Board Secretary, Holly Lopez. The Governance Committee reviewed the draft report and comments were given to Board Secretary, Holly Lopez.

RECONVENE IN OPEN SESSION

7. POSSIBLE REPORT ON ACTION TAKEN IN CLOSED SESSION (Government Code Section 54957.1 and San Francisco Administrative Code Section 67.12(b) (Action):

President Follansbee acknowledged the 2020 Annual Employee Performance Evaluation Draft Report was reviewed and accepted in closed session and moved to submit the report for the review at that March 11, 2021, HSB Full Board meeting. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT: None.

ACTION: The Governance Committee unanimously approved the 2020 Annual Employee Performance Evaluation Draft Report and the final draft will be presented at the March 11, 2021, HSB Full Board meeting.

8. VOTE TO ELECT WHETHER TO DISCLOSE ANY OR ALL DISCUSSION HELD IN CLOSED SESSION: (San Francisco Administrative Code Section 67.12(a)) (Action):

President Follansbee moved not to disclose any or all discussion held in the closed session regarding the 2020 Annual Employee Performance Evaluation Draft Report. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT: None.

ACTION: The Governance Committee unanimously approved not to disclose any or all discussion held in closed session regarding the 2020 Annual Employee Performance Evaluation Draft Report.

9. ADJOURNMENT: 2:18 pm

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 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. 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.