



HEALTH SERVICE BOARD CITY & COUNTY OF SAN FRANCISCO

Randy Scott
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Karen Breslin
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Commissioner

Stephen Follansbee, M.D
Commissioner

Claire Zvanski
Commissioner

Abbie Yant, MA, RN
Executive Director
Health Service System

Holly Lopez
Executive Secretary

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HEALTH SERVICE BOARD GOVERNANCE COMMITTEE

MEETING MINUTES **DRAFT**

Monday, February 6, 2023
2:00 pm

VIRTUAL PRESENTATION BY Webex

Remote Meeting Access

Watch at 2:00 pm on February 6, 2023

Click the link to join the meeting - <https://bit.ly/3DFcS8B>

Public Comment Call-In: 415-655-0001 / Access Code: 2489 038 0169 Webinar Password: 1145

Providing Public Comment:

Dial **415-655-0001** and then enter access code **2489 038 0169** then press #

1. Enter the Webinar Password: **1145**
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 comments 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 Sunday, February 5th** 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 [February 6, 2023, HSB Governance Committee meeting webpage](#). Regular Board meeting recording archives are available on the [SFGovTV Health Service Board meeting webpage](#).

1. **CALL TO ORDER:** 1:08 pm

2. **ROLL CALL:**

Commissioner Stephen Follansbee, M.D (Chair)- Present

Commissioner Randy Scott- Present

Commissioner Claire Zvanski- Present, arrived after when agenda #4 called

3. **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

4. **REVIEW AND APPROVE THE 2022 BOARD EDUCATION REPORT AND EDUCATION PLAN FOR 2023 DRAFT: (Action)**

Review the agenda items materials [2022 Board Education Report](#), [Education Plan for 2023-2025](#), and [Board Education Report and Plan Presentation](#).

Holly Lopez, Board Secretary presented the following items:

- Education Experiences, Self-Study, and City-Wide Training in 2022
- Education Plan for 2023: Topics
- Education Plan for 2023-2025: Goals, Methods, and Support to Reach Goals, Annual Reporting

No discussion for this agenda item.

Commissioner Scott moved to approve the 2022 Board Education Report and Education Plan for 2023-2025. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT: None

VOTE:

Ayes: Follansbee, Scott, Zvanski

Noes: None

ACTION: The Health Service Board Governance Committee unanimously approved the 2022 Board Education Report and Education Plan for 2023-2025.

5. **REVIEW AND APPROVE THE 2022 ANNUAL BOARD SELF-EVALUATION REPORT DRAFT: (Action)**

Review the agenda item materials [2022 Board Education Self-Evaluation Report Draft](#) and [2022 Board Self-Evaluation Report Draft Presentation](#)

Holly Lopez, Board Secretary presented the following items:

- The Process and Self Evaluation Areas
- Executive Summary Highlights

- Areas of Improvement for 2021 and 2022
- Summary of Areas that Showed the Most Significant Score Increases
- Governance Structure and Policies Results
- Board Member Interactions and Meeting Activities Results
- Goal Setting and Communications Results
- Board's Interactions with Management Results
- 2022 Action Steps to Improve 2021 Requests
- Conclusion: Areas to Focus for 2022

Chair Follansbee stated the Health Service Board's 100% was conducted by the six current Board members. The full Board is composed of seven members and the Board of Supervisor appointment seat is vacant. Chair Follansbee noted results were not reported for the question "Board carefully deliberates before taking action," in Table two on slide seven. The correction will appear in the final document.

The three items were pulled from the comments to consider as areas to focus on for 2022.

1. Broaden the educational platforms to include conferences and invite more speakers.
2. Remind Commissioners to stay on topic during discussions.
3. Clarify questions #24, #27, #34, and #38 at a future Governance Committee meeting prior to issuing the 2023 Annual Board Self-Evaluation Questionnaire.

#24-The Board communicates effectively to Plan Members.

- Chair Follansbee noted the marked improvements in the effectiveness of communication to plan members through better documentation of communication. The Committee agrees the strategy is through the Health Service System. Commissioner Zvanski asked if the Health Service System communicates with City unions. Executive Director Yant said the City Unions are considered stakeholders and the department communicates with the City Unions as the need arises.

#27-The Board communicates effectively to the City.

- Commissioner Scott said the Board has communicated to the City via letter to the Board of Supervisors or the Mayor. Executive Director Yant said the Health Service System communicates the annual budget and the Rates and Benefits are sent to the City on behalf of the Board. Chair Follansbee said the word effectiveness could be clearly defined.

#34-The Board ensures management has the necessary financial and human resources to achieve the organization's goal.

- Chair Follansbee suggested the question be separated into two questions: financial resources and human resources. Commissioner Scott suggested the question focus on the Board ensuring management has the necessary financial and human resources to achieve the organization's goals through the budget process.

#38-Where feasible, the Board engages in effective management succession planning.

- The Committee agreed the Board only engages in succession planning for the Executive Director. Executive Director Yant said her role involves succession planning for staff which could be included in the annual performance employee evaluation, so the Board is informed of management succession planning.

Commissioner Scott moved to approve the 2022 Annual Board Self-Evaluation Report Draft as edited and discussed. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT: None

VOTE:

Ayes: Follansbee, Scott, Zvanski

Noes: None

ACTION: The Health Service Board Governance Committee unanimously approved the 2022 Annual Board Self-Evaluation Report Draft as edited and discussed.

6. **VOTE ON WHETHER TO HOLD CLOSED SESSION TO REVIEW AND APPROVE 2020 ANNUAL EMPLOYEE PERFORMANCE EVALUATION DRAFT REPORT: (Action) Postponed**
Committee Chair Follansbee postponed this agenda item because the meeting platform does not have the capability to record the closed session. Chair Follansbee said the agenda item will be heard at the February 9, 2023 Regular Health Service Board Meeting at the time this item is to be discussed by the Health Service Board as a whole.

GOVERNMENT CODE SECTION 54957 (B)(1) AND SAN FRANCISCO ADMINISTRATIVE CODE 67.10(B): PUBLIC EMPLOYEE PERFORMANCE EVALUATION

7. **REVIEW AND APPROVE THE 2022 ANNUAL EMPLOYEE PERFORMANCE EVALUATION DRAFT REPORT: (Action) Postponed**
Presented by Holly Lopez, Board Secretary

Employee and Position: Abbie Yant, SFHSS Executive Director

RECONVENE FROM CLOSED SESSION

8. **POSSIBLE REPORT ON ACTION TAKEN IN CLOSED SESSION (Government Code Section 54957.1 and San Francisco Administrative Code Section 67.12(b): (Action) Postponed**
Presented by Committee Chair Follansbee
9. **VOTE TO ELECT WHETHER TO DISCLOSE ANY OR DISCUSSION HELD IN CLOSED SESSION: (San Francisco Administrative Code Section 67.12(a)) (Action): Postponed**
Presented by Committee Chair Follansbee

Commissioner Zvanski noted the return to fully in-person meetings starting in March 2023. An expressed concern about the elimination of virtual Public Comment going forward at the Board of Supervisors Meetings and wondered how this would impact Commission Meeting protocols. Jennifer Donnellan, City Attorney said she would look into this issue and share an update with Executive Director Yant.

10. **ADJOURNMENT:** 3:16 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 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 the 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.