

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being

Governance Policies (POL) and Terms of Reference (TOR)

Summary of Changes

February 10, 2022

Substantive Changes			
Page	TOR/ POL #	Description	Changes/Content Update
3	101	TOR: Plan Adoption and Benefit Design 6) b)	Change “fee schedule” to “rates and benefits”
5	101	TOR: Investment Administration 16) a)	Add a sentence to reference “209: SFHSS Trust Fund Investment Policy”
5	101	TOR: Rates and Accounting 17)	Add “flex-funded”-many of the policies apply to self and flex-funded plans. Add “contingency” to clarify specific reserve targets.
6	101	TOR: Rates and Accounting 18)	Add “As outlined in the City Ordinance, prior to the second Monday in January in the year”-the Ordinance clearly states the timeline.
6	101	TOR: Rates and Accounting 19)	Add “rates”- the Board ensures historical records of the rates and costs are maintained. Change “external audit” to “annual independent audit”-Identifies the time and the type of auditor.
6	101	TOR: Organizational Planning and Risk Management 20) b)	Change “administrative operating budget” to General Fund and Healthcare Sustainability Fund-specify the precise budget titles.
8	101	TOR: Selection of Vendors 26) b)	Change “Insurance Carriers” to “Plan Administrators”-HSS uses plan administrators for self and flex-funded plans.
17	104	TOR: Audits and Examinations 7)	Insert: “Budget and Finance Chair in consultation with Board President, CFO, and Executive Director will make a recommendation for the report to be submitted directly to the Board”-currently must go to the Committee then the full Board. The new language would allow the parties listed to decide if the auditor report be presented directly to the committee OR the full Board for its review.
20	201	POL: Board Composition 2)	Organized the Board Composition to clearly list appointed members, charter sections, and vacancies.
22	201	POL: Teleconferencing	Add “Exemptions to teleconferencing may occur during a state of emergency, and/or otherwise under state and local law.”- include new rules.
32	202	POL: Appendix 1- International Foundation for Employee Benefits Plans	Membership Renewal is undecided. Appendix 1- IFEBP resides in Wisconsin, a banned state under the City Charter Admin Code Section 12X requirements. HSS may submit an exemption request if the Board desires the services of this organization. May be removed at a later date.
37	202	POL: Appendix 4	Add two new Educational Resources: IHA and EBRN

SAN FRANCISCO HEALTH SERVICE SYSTEM

Affordable, Quality Benefits & Well-Being

42	204	POL: SFHSS Executive Director Performance Evaluation Policy	Delete Evaluation Survey Qualitative Performance Measures-DRAFT 2018-the policy remains the same but the survey is reviewed each year and may change. No need to include draft surveys.
50	207	POL: Roles and Responsibilities b) ii), iv), and v)	Change "Insurance Carriers" to "Plan Administrators" "Insurance carriers" to ii) -HSS uses plan administrators for self and flex-funded plans. Change "\$200,000" to "\$500,000" in iv) and v)- increase to accommodate higher costs. This would also apply to TOR 101 26)d) and 26)e)
65-68	211	POL: SFHSS Self-Funded Plans' Rate Stabilization Policy	Standardize terminology throughout this section: Change "gains" to "surpluses", "change losses" to "shortfalls"-use consistent City terms. Change list order to be HMO, PPO, and then Dental-order in the magnitude of membership. 3) and 4) add "flex or self-funded" or "fixed component" where needed. Delete two sentences that don't pertain to the policy.
69-70	212	POL: SFHSS IBNR Reserve Policy and Methodology	Clarify language in this section: Add 'submitted" to recognize that claims come in and need to be submitted then fully settled. Add "flex"-flex-funded plans are included in the policy. Change list order to be HMO, PPO, and then Dental-order in the magnitude of membership.
		City Charter and Admin Codes	Erik Rapoport will submit any updates to the Attached Document.
		Membership Rules	Most current SFHSS Membership Rules will be included in the final document.

Non-Substantive Changes

Page #	TOR or Policy #	TOR or Policy Description	Changes/Content Update
Cover Page	1	Cover Page	Correct Spelling "Reference" on this page and throughout titles, remove Board Secretary name
15	101	TOR 104: Monitoring and Reporting 12)	Change "of" to "are"