

[2019 Health Service Board Election]

Resolution ordering the 2019 Health Service Board election; setting dates for the election; authorizing Health Service System staff to initiate the election; and authorizing staff to proceed with the election.

WHEREAS, The Health Service System ("HSS") is governed by a seven-member Health Service Board ("Board"), which is made up of appointed members, ex officio members and members elected from the active and retired members of the System;

WHEREAS, Pursuant to such Charter Section, the term of two members of the Board will expire on May 15, 2019, and the Director of Elections is required to conduct an election (the "2019 Election") to fill the resulting vacancies pursuant to Sections 16.550 through 16.565 of the Administrative Code; and

WHEREAS, The San Francisco Administrative Code section 16.550 *et seq.* requires the Board to order any necessary election, specify the dates for nominations and marking and delivery of ballots, and notify the Director of Elections;

WHEREAS, The Administrative Code further requires the Director of Elections to conduct the election according to the procedures set forth in the Administrative Code; and

WHEREAS, The Administrative Code further requires the Board to notify HSS members of (i) the necessity for an election; (ii) the procedure for nomination and selection of candidates to service on the Board; and (iii) the dates that ballots must be marked and delivered and the procedure for voting; and

WHEREAS, HSS staff has prepared for transmittal to the Department of Elections a written notice of the 2019 Election in the form of Exhibit A attached hereto and made a part hereof (the “2019 DOE Notice”); and

WHEREAS, In order to provide the required notice to HSS members, HSS staff has prepared the following notices, copies of which are attached hereto as Exhibit B: (i) Notice to Announce Health Service Board Election; (ii) Notice of Health Service Board Election; (iii) Schedule for May 2019 Health Service Board Election; and (iv) Nomination of Member for Health Service Board; and

WHEREAS, The Board desires to approve the attached notices to the Director of Elections and the HSS members, and to authorize HSS staff to issue such notices and proceed with the 2019 election as set forth in the attached Exhibits A and B and according to all applicable procedures in the Charter and the Administrative Code; now, therefore, be it

RESOLVED, That an election be held to fill the seats designated as elected seats effective May 15, 2019; and, be it

FURTHER RESOLVED, That the 2019 election be conducted by the Director of Elections; and, be it

FURTHER RESOLVED, That nominations may be made from January 11, 2019 through February 14, 2019; inclusive; and, be it

FURTHER RESOLVED, That ballots may be marked and delivered from Friday, May 10, 2019 through Wednesday, May 29, 2019, inclusive; and, be it

FURTHER RESOLVED, That the Board hereby approves the notices attached as Exhibits A and B to the Director of Elections and the HSS members and authorizes HSS staff to issue such notices and proceed with the 2019 election as set forth in those notices and according to all applicable procedures in the Charter and the Administrative Code.

CERTIFICATION

I hereby certify that I perform the functions of Secretary of the Health Service Board, and the above Resolution was duly adopted and approved by the Health Service Board at a properly noticed meeting on January 10, 2019.

Natalie J. Ekberg
01/10/2019

EXHIBIT A

2019 DOE NOTICE

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being

DRAFT

HAND DELIVERED

January 10, 2019

Mr. John Arntz
Director
Department of Elections
1 Dr. Carlton B. Goodlett Place
Room 48
San Francisco, CA 94102

Re: Notice of 2019 Health Service Board Election

Dear Mr. Arntz:

Pursuant to Sections 16.551, 16.552 and 16.554 of the San Francisco Administrative Code, I am hereby notifying you, at least 120 days prior to the first voting day, that the Department of Elections shall conduct an election on behalf of the Health Service Board (“Board”) from Friday May 10, 2019 through Wednesday, May 29, 2019.

This election will fill two vacancies created on May 15, 2019, by the term expiration of two of the three elected members of the Board.

We look forward to working with you and your department. If you have any questions, please feel free to call me at (415) 554-1703.

Very truly yours,

Abbie Yant, RN, MA
Executive Director

Attachments

cc: Karen Breslin, President, Health Service Board

EXHIBIT B

2019 MEMBER NOTICE

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being

MEMORANDUM

DATE: January 10, 2019

TO: Partner Employers
Department Heads
Labor Organizations
Retiree Associations
Interested Parties

FROM: Abbie Yant, RN, MA
Executive Director

RE: PLEASE POST: NOTICE TO ANNOUNCE HEALTH SERVICE BOARD ELECTION

Two Health Service Board seats will become vacant on May 15, 2019, at the end of the term of two of the three elected members.

Pursuant to the Charter and Sections 16.550-16.554 of the San Francisco Administrative Code, whenever the term of office of an elected member expires, an election must be held to fill the vacancy.

The Health Service Board announced this vacancy at its January 10, 2019, meeting. The Department of Elections shall conduct the election from Friday May 10, 2019 through Wednesday, May 29, 2019.

For your information and use, the Election Notice, Schedule and Nomination Form are attached. **Please post this notice in a conspicuous location**, so that all employees and retirees may be on notice of the forthcoming election. If the notice receives widespread distribution, then our employees and retirees will be encouraged to participate.

Please make additional copies to ensure posting in all departmental worksites.

Please note that the period for nominations is from Friday, January 11, 2019 through Thursday, February 14, 2019.

We appreciate your cooperation and assistance.

Attachments

NOTICE

PLEASE POST

PLEASE POST

HEALTH SERVICE BOARD ELECTION

To all active and retired members of the Health Service System of the City and County, Community College District or Unified School District, and to all qualified surviving spouses and qualified surviving domestic partners:

The term of two (2) of the three (3) elected members of the Health Service Board will expire on May 15, 2019. In accordance with Section 12.200 of the Charter and Administrative Code Sections 16.550-16.565, an election will be held to fill the vacancies.

WHO IS ELIGIBLE TO RUN FOR ELECTION

There are several categories of individuals who are eligible to run for the seats on the Health Service Board. First, any active or retired employee, who is enrolled in a health plan of the Health Service System, is eligible to run. (Individuals who are not members of the Health Service System, including those who are in a non-covered (exempt) status, are not eligible candidates.)

Second, any qualified surviving spouse or qualified surviving domestic partner of any active or retired employee is eligible to run for the seats on the Health Service Board. To be a "qualified surviving spouse" or "qualified surviving domestic partner," an individual: (a) must be enrolled in a health plan of the Health Service System; and (b) must have been married or in a domestic partnership (established pursuant to Administrative Code Sections 62.1 - 62.9), for at least one year prior to the death of his or her spouse or domestic partner. The now-deceased active or retired employee must have been enrolled in a health plan of the Health Service System at some point during his or her active employment.

NOMINATIONS JANUARY 11 TO FEBRUARY 14, 2019

All candidates for membership on the Health Service Board must be nominated in writing by at least twenty (20) individuals who themselves would be eligible to run for the seats on the Health Service Board. That means that each of the twenty (20) nominating sponsors must be enrolled in a health plan of the Health Service System and must be an active employee, retired employee, qualified surviving spouse or qualified surviving domestic partner. (Once again, individuals who are not members of the Health Service System, including those who are in a non-covered (exempt) status, are not eligible.) Although only twenty (20) nominating sponsors are required for each candidate, additional sponsors may be submitted in the event that certain sponsors are later determined to be ineligible.

All nominations must be on an official nomination form. Nomination forms and written acceptances must be received by the Health Service System no later than 5:00 p.m. on February 14, 2019. Additional nomination forms may be obtained by contacting Natalie Ekberg at the Health Service System, 1145 Market Street, Second Floor, or at (415) 554-1727. After the Health Service System verifies the eligibility of each nominee and each of his or her sponsors, and no later than 5:00 p.m. on February 18, 2019, the Health Service System will send all completed nomination forms to the Department of Elections.

WHO IS ELIGIBLE TO VOTE

All active employees, retired employees, qualified surviving spouses and qualified surviving domestic partners who are enrolled in a health plan of the Health Service System on April 8, 2019 are eligible to vote. **Individuals who are not in the Health Service System, including those who are in a non-covered (exempt) status, are not eligible to vote.**

ELECTION MAY 10 TO MAY 29, 2019

No later than Tuesday April 30, 2019, the Department of Elections will prepare ballots and voting packets for delivery. The Department of Elections will send an envelope by U.S. mail addressed to each active employee member as well as mail an envelope to each retired employee member, qualified surviving spouse member and qualified surviving domestic partner member. Each envelope will contain a ballot with instructions printed thereon and a ballot return envelope. Each member votes in accordance with the instructions, placing the voted ballot inside the return ballot envelope, sealing and signing the return ballot envelope. **Failure to sign the exterior of the return envelope invalidates the ballot.** If a voter loses or spoils their official ballot, a second ballot may be issued by contacting the Department of Elections. Any eligible voter who fails to receive a ballot may appear in person at the Department of Elections' office no later than 5:00 p.m. on May 29, 2019. Upon executing an affidavit of non-receipt of ballot, he or she will be furnished a ballot and allowed to vote. Any voting packet that cannot be delivered by the departmental office must be returned to the Department of Elections.

DELIVERY OF VOTED BALLOTS

The voted ballot must be received by the Department of Elections no later than 5:00 p.m., Wednesday, May 29, 2019. Voted ballots may be delivered via:

1. Your Departmental Election Officer
2. U.S. Postal Service (sufficient postage required)
3. Personally to the Department of Elections

The Department of Elections is located at City Hall, Dr. Carlton B. Goodlett Place, Room 48, San Francisco, California 94102.

PROCESSING AND COUNTING THE VOTES

Beginning at 8:00 a.m., May 30, 2019, in the office of the Department of Elections, City Hall, One Dr. Carlton B. Goodlett Place, Room 48, San Francisco, California, the sealed envelopes containing the ballots will be opened in the presence of witnesses and ballots canvassed publicly in a manner that the identity of the individual casting any ballot will not be disclosed. Each ballot shall be counted so long as it has been properly marked, signed and delivered.

The Department of Elections shall certify to the Health Service Board that the individuals receiving the highest number of votes have been elected. The individuals certified will assume his or her places on the Health Service Board on June 13, 2019 for the term of office ending May 15, 2024.

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Schedule for May 2019 Health Service Board Election (Revised)

The following Health Service Board Election procedures are in compliance with Administrative Code Sections 16.550 – 16.565

SCHEDULE DATE	PROCEDURES BY HEALTH SERVICE BOARD AND DEPARTMENT OF ELECTIONS	ORDINANCE DEADLINES
January 10, 2019	Health Service Board adopts Resolution authorizing election for two seats with term expiration dates effective May 15, 2015.	
January 10, 2019	Health Service Board notifies the Department of Elections that an election will be held, specifying the first and last dates for voting.	120 days prior to the first day of voting
January 11, 2019 thru Feb. 14, 2019	Nomination period for Health Service Board candidates. Health Service Board notifies members of the reason for the election, procedures for nomination and selection of candidates and voting dates.	Not less than 31 days
Feb. 14, 2019	Department of Elections requests that Department Heads designate departmental Election Officers.	90 days prior to the first day of voting
Feb. 21, 2019	Deadline for San Francisco Health Service System (SFHSS) to provide completed nomination forms to Department of Elections.	
Feb. 28, 2019	Candidates' Orientation Session conducted by Department of Elections and Deputy City Attorney at the offices of SFHSS.	2:00 p.m. - 4:00 p.m.
March 11, 2019	Department Heads notify Department of Elections of departmental Election Officers.	60 days prior to the first day of voting
March 27, 2019	Deadline for Candidates' Statements to be filed with the Department of Elections and Candidates' Statements of Economic Interest (Form 700) provided to SFHSS for filing with the Ethics Commission.	No later than 12:00 p.m.
March 28, 2019	SFHSS provides Department of Elections with the names of eligible nominees. SFHSS voter file containing active and retired members' names and addresses to be sent to the Department of Elections in the requested format.	35 days prior to the first day of voting
March 28, 2019	Department of Elections to allow Candidates to review and correct typeset Statements.	No later than 5:00 p.m.
April 1, 2019	Department of Elections to select order of Candidates' names on ballot by lot.	12:00 p.m.

April 18, 2019	Department of Elections sends written instructions to departments on election procedures.	21 days prior to the first day of voting
April 29, 2019	SFHSS furnishes Department of Elections with a supplemental list of both active and retired eligible voters.	
April 30, 2019	Department of Elections will mail ballots to all eligible active and retired voter members.	10 days prior to the first day of voting
May 9, 2019 thru May 29, 2019	Official election dates (set by the Health Service Board).	Date chosen for filling completed Board term or to hold a special election
May 30, 2019	Department of Elections to count votes and announce results.	
June 13, 2019	Elected member is eligible to take seat on Health Service Board for full five-year term.	15 days after the close of voting

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NOMINATION OF MEMBER FOR HEALTH SERVICE BOARD

WE, the undersigned members of the San Francisco Health Service System (SFHSS), each of whom is an active or retired employee or a qualified surviving spouse or qualified surviving domestic partner of an active or retired employee, hereby nominate:

1. NAME: (Print) _____

1. Please check one:

- Active Employee – Department Name: _____
- Retired
- Qualified Surviving Spouse
- Domestic Partner

As a Member of the Health Service Board for the term commencing June 13, 2019 and ending May 15, 2024.

In witness thereof we have hereunto signed our names. For those of us who are active employees, we have provided our respective departments of employment, and for those of us who are retired employees, qualified surviving spouses or qualified surviving domestic partners, we have indicated that status.

NOTE:

1. Nominations must be filed with SFHSS **no later than Thurs., February 14, 2019 at 5:00pm, PST.**
2. Twenty (20) valid signatures are required. Twenty-five (25) spaces are provided in the event some signatures may be disqualified.
3. The member's Social Security Number (last six-digits) or DSW Number must be entered.
Please print legibly since SFHSS must verify that the person signing is an eligible SFHSS member.

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SPONSOR PAGE - HEALTH SERVICE BOARD ELECTION

Instructions: On each line, please *print* the Full Name of each signatory followed by their *signature*. On the same line, please include the last 6-digits of either their DSW# or SSN# followed by the name of signatory's Department. If signatory is Retired, a Qualified Surviving Spouse or a Surviving Domestic Partner, please state that in lieu of Department name on the same line

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25. _____

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ACCEPTANCE OF NOMINEE

I hereby accept the foregoing nomination for Member of the Health Service Board and agree to serve as a Member of that Board, if elected.

I, (Print Name), _____ hereby accept the foregoing nomination for Health Service Board and, if elected, agree to serve.

Signature: _____ Dated: _____

Indicate Department/Retired/Qualified Surviving Spouse or Surviving Domestic Partner:

Candidate Name, Mailing Address and Contact Information (telephone number and email address):

For questions, please contact Natalie Ekberg, Health Service Board Secretary, at (415) 554-1727.