



HEALTH SERVICE BOARD

CITY & COUNTY OF SAN FRANCISCO

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Mary Hao
Vice President

Karen Breslin
Commissioner

Chris Canning
Commissioner

Supervisor Matt Dorsey
District 6
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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<http://www.sfhss.org/>

HEALTH SERVICE BOARD

REGULAR MEETING MINUTES

Thursday, January 11, 2024, 1:00 p.m.
City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

and

VIRTUAL PRESENTATION BY SFGOV TV and Webex

Remote Meeting Access

The Health Service Board welcomes public participation during public comment periods. There will be an opportunity for general public comment at the beginning of the meeting and an opportunity to comment on each discussion or action item on the agenda. Each comment is limited to 3 minutes. For those attending remotely, the Commission will hear up to 30 minutes of remote public comment total for each agenda item. Remote public comment from people who have received an accommodation due to disability will not count toward the 30-minute limit.

Watch at 1:00 p.m. on January 11, 2024 (via [SFGovTV schedule](#))

Click the link to join the meeting – [January 11, 2024, HSB Regular Meeting WebEx link](#)

Public Comment Call-In: 415-655-0001 / Access Code: 2663 944 9644 Webinar Password: 1145

Listening to the meeting via phone

1. Dial **415-655-0001** and then enter **access code** 2663 944 9644, then #
2. Enter Webinar Password: 1145, then press #
3. Press *3 to enter the Public Comment queue, and you will hear the prompt, "You have raised your hand to ask a question; please wait to speak until the host calls on you." When the system message says, "Your line has been unmuted," - **THIS IS YOUR TIME TO SPEAK.**
4. You will be muted when your time to speak has expired.

Watching the meeting on WebEx

1. Join via hyperlink [January 11, 2024, HSB Regular Meeting WebEx link](#)
2. **Click on the Raise Hand Icon** to be placed in the queue to speak. A raised hand will appear next to your name. When you are unmuted in the system, a request to unmute will appear on your screen, and please select unmute to speak.
3. When you are unmuted in the system, a request to unmute will appear on your screen, and please select unmute to speak. Once you hear me say "Welcome Caller," you can begin speaking.
4. When your time has expired, you will be muted. Please click on the Raise Hand Icon to lower your hand.

Members of the public are encouraged to state their name clearly, although you may remain anonymous. You will hear an audible warning when you have 30 seconds remaining. When your 3 minutes have ended, you will be placed back on mute.

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. Written public comments will be part of the official public record. Submit written public comments to the Board email, health.service.board@sfgov.org, by **5 p.m. on Wednesday, January 10, 2024**. Members of the public 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 particular 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 [January 11, 2024, HSB Meeting webpage](#). Regular Board meeting recording archives are available on the [SFGovTV Health Service Board meeting webpage](#).

1. ROLL CALL:

President Randy Scott- Present
Vice President Mary Hao- Present
Commissioner Karen Breslin- Present
Commissioner Chris Canning- Present
Supervisor Matt Dorsey- Present
Commissioner Stephen Follansbee, M.D- Present
Commissioner Zvanski- Present

2. 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

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

[See pdf December 14, 2023, Health Service Board Regular Meeting Minutes](#)

Board Secretary Holly Lopez noted President Scott, Vice President Hao, and Commissioner Follansbee sent edits.

Commissioner Canning moved to approve the minutes distributed with modifications.
Commissioner Follansbee seconded the motion.

PUBLIC COMMENT: None

VOTE:

Ayes: Breslin, Canning, Dorsey, Follansbee, Hao, Scott and Zvanski
Noes: None

ACTION: The Health Service Board unanimously approved the December 14, 2024, Health Service Board Regular meeting minutes with modifications.

4. PRESIDENT’S REPORT: (Discussion)

President Scott reminded the Board he asked Executive Director Abbie Yant, Board Secretary Holly Lopez, and City Attorney Jennifer Donnellan to research current practices and guidelines for public comment. He requested an action on the February agenda to discuss and vote on how the Board will conduct public comment going forward.

PUBLIC COMMENT: None

5. DIRECTOR’S REPORT: (Discussion)

[See pdf January 11, 2024, Director’s Report](#)

Abbie Yant, SFHSS Executive Director, presented the following items:

1145 MARKET STREET 3RD FLOOR, SAN FRANCISCO, CA 94103

- Blackout Notice Period November 9, 2023, through June 2024
- Health Service Board 2024 Election
- United Healthcare and UCSF Medical Group Situation
- Medicare RFP Update
- Racial Equity, Diversity, and Cultural Heritage Celebrations
- Mental Health Forum Report
- Advanced Primary Care Project
- Statement by Blue Shield of California and Purchasers Business Group on Health (PBGH)
- Data Breach Information
- Health Care Affordability Board-January 23, 2024
- Integrated Healthcare Association-March 27, 2024
- Gag Clause Prohibition Attestation: The Consolidated Appropriations Act (CAA)
- Divisional Reports
 - Human Resources
 - Operations
 - Enterprise Systems and Analytics
 - Member Services
 - Communications
 - Finance and Budget
 - Contracts
 - Well-Being

Executive Director Yant noted the Health Service Board election in May 2024. President Scott asked which Commissioner seats would be included in the election. Executive Director Yant said Commissioner Breslin and Commissioner Canning's member seats will be vacant in May.

Commissioner Breslin received an email regarding United Healthcare and Sutter's contracts, saying their contract was terminated on December 31, 2023. Executive Director Abbie Yant said she understood the United Healthcare-Sutter contract renewal was completed before December 31, 2023, but it didn't expire until July 2024. United Healthcare's senior account executive, Monica Inocencio, shared that the Sutter contract was finalized.

Commissioner Breslin said she called her doctor two days before this meeting and couldn't make an appointment with UCSF because there wasn't a contract between United Healthcare and UCSF. Monica Inocencio said there haven't been any changes to the date of this meeting but expects the contract to be settled very soon. Commissioner Breslin said retired members only have Kaiser and United Healthcare and need more choices because there isn't enough competition. Commissioner Breslin asked if the current request for proposal (RFP) included Medicare Advantage. Executive Director Yant said the RFP contains an option to consider Medicare HMO plans for 2025.

President Scott asked to explain the gag clause to the general public. Executive Director Yant said that a gag clause is any contractual term within an agreement with network providers or entity offering access to a network of providers that directly or indirectly restrict the plan's ability to make specific data and information available to another party. The past practice outlined that when members give providers data, it is considered the entity's property, and that law has changed. In other words, the provider can't say no when the Health Service System asks for our member data. President Scott asked if the gag clause would include claims data from our health plan. Executive Director Yant said claims data requests are included in the gag clause. Executive Director Yant said the gag clause would also provide more transparency and more materials publicly available.

Commissioner Follansbee wanted to point out that Medicare has dropped physician reimbursement by 3% as of January 1, 2024 and hoped the Advanced Primary Care project addresses the impact of Medicare reimbursement rates on physicians. Commissioner Follansbee stated his support for Nurse Practitioners in their expanded roles over the past years and hoped there were metrics to show their work, where they work, and if they have access to tools they need to perform their work, such as the ability to contact and get responses from their supervising physicians.

PUBLIC COMMENT:

Fred Sanchez, President of Protect Our Benefits: Expressed gratitude for clarifying the Sutter and UHC contract and hoped the contract with UCSF and UHC would be settled soon.

6. SFHSS FINANCIAL REPORT AS OF NOVEMBER 30, 2023: (Discussion)

[See pdf SFHSS Financial Report as of November 30, 2023 memo](#)

[See pdf SFHSS Financial Report as of November 30, 2023 memo presentation](#)

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

- SFHSS Financial Report Highlights
 - Employee Benefit Trust Fund
 - Sustainability Fund
 - General Fund Administrative Budget
 - Audit Update

Iftikhar followed up on two items from last month: 1. Increased medical claims and 2. Lower dental claims. Iftikhar Hussain recalled that last month's update included medical claims in the flex-funded plans, which were higher by 7%, and last year, at this time, the increase in claims was related to high-cost hospital claims. This year, pharmacy cost claims increased by 19% due to specialty drugs; we're not seeing a higher frequency of prescriptions, just that the drugs are more expensive. Iftikhar Hussain said we must encourage members to use dental preventative care. Iftikhar Hussain reported last month that dental claims were running 5% lower than last year. He said people are not seeing their dentist for preventive care. Commissioner Follansbee reiterated his endorsement for preventative care and intervention to reduce the need for specialty drugs.

7. MAYOR'S BUDGET INSTRUCTIONS FOR THE SFHSS GENERAL FUND BUDGET FOR FISCAL YEAR 2024-2025 AND FISCAL YEAR 2025-2026: (Discussion)

[See pdf The Mayor's Budget Instructions for the SFHSS General Fund Administration Budget for the Fiscal Year 2024-25 and Fiscal Year 2025-2026](#)

In accordance with the adopted Budget Approval Process legislation (Administrative Code Section 3.3), most departments need to hold one public meeting for public input on their departmental budget priorities after the Mayor issues budget instructions in December and one hearing at least 15 days later and no later than February 14 to solicit public input on their budget submissions. The [SF Controller's Office webpage](#) shall post links to the dates and hearings for the department budget submissions.

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

- Overview: Health Benefits Trust, General Fund, Healthcare Sustainability Fund
- SFHSS Priorities
- CCSF Fiscal Outlook-Major Assumptions in Forecast

- Mayor's Budget Instructions to Departments
- Calendar 2024
- Opportunity for Public Input

Iftikhar Hussain said three pieces of SFHSS budget affect the City's budget: 1. Health Benefit Trust, 2. General Fund budget, and 3. the Health Sustainability Fund of the Trust. The Mayor asked for a targeted reduction of 10% in fiscal year 2025 and an additional 5% contingency plan. SFHSS General Funds must be reduced, and as areas to reduce expenses are identified, SFHSS may recommend reassessing the Trust Fund allocations. Iftikhar Hussain said that the five strategic plan goals will drive SFHSS budget: 1. foster health equity, 2. advance primary care, 3. provide affordable and sustainable healthcare, 4. support mental and well-being, and 5. optimize service. Iftikhar Hussain said the low growth rate and revenues caused a deficit for the City. The approach to meet the 10% reduction is to use vacancies to achieve the 10% reduction and then continue to manage expenses.

President Scott acknowledged the staff's priority to support the department's mission while striving to fulfill the Mayor's requirements. President Scott expressed concern about relying solely on vacancy rates to achieve reductions and wondered what would happen if all vacancies were filled. President Scott mentioned past premium benefit reductions impacting the overall cost to The City and how that could support reductions. President Scott raised the question of having a Plan B if filling vacancies doesn't suffice to meet cost reduction goals. Executive Director Yant shared the Controller's Office's proactive approach in requesting hiring plans from all departments to anticipate and address potential workforce challenges. Executive Director Yant highlighted SFHSS's ongoing efforts in recruitment and retention this past year with DHR's support. Executive Director Yant said the hiring plan will allow departments to streamline the pre-approval process for vacant positions in hopes of avoiding potential issues related to funding.

Commissioner Follansbee asked if all departments were asked to reduce their budget by 10 percent. Iftikhar Hussain confirmed that all departments were asked to reduce their budget by 10 percent. Commissioner Follansbee emphasized SFHSS's unique service of providing healthcare to San Francisco employees and retirees and hoped this distinction would be expressed in the final submission to the Board of Supervisors and the Mayor's office. Commissioner Zvanski recognized that across-the-board cuts may not be feasible. Commissioner Zvanski also expressed the need to consider the department's unique nature and services to members, not the public. She emphasized the importance of maintaining adequate funding to meet the department's obligation to members. She expressed gratitude for the ongoing support and efforts of those involved in the budgetary process.

Commissioner Follansbee raised the issue of the impact of the Governor's recent proposal for dealing with the State's deficit on the General Fund number. Commissioner Follansbee wondered what the potential effects on healthcare funding in San Francisco were and whether there might be leniency or more stringent recommendations in the State's final budget. Iftikhar Hussain understood the State's budget reduction target is \$20 billion, knowing the deficit is large and anticipating significant spending cuts. He said it's too early to see the impact on San Francisco. Commissioner Follansbee wondered about the implications for mental health. Iftikhar Hussain read there was a focus on Medi-Cal, but that wouldn't impact SFHSS.

Commissioner Follansbee noted recent media articles attacking San Francisco and its negative impact on tourism. Commissioner Follansbee expressed his positive view of San Francisco as a safe and enjoyable place to visit and recommended MUNI for its cleanliness, safety, and

punctuality.

PUBLIC COMMENT:

Fred Sanchez, President of Protect Our Benefits, Expressed his belief that the health service system is essential and positions should not be cut from the budget.

8. SFHSS STRATEGIC PLAN 2023-2025 ANNUAL PROGRESS REPORT TO HEALTH SERVICE BOARD: (Discussion)

[See pdf SFHSS Strategic Plan 2023-2025 Annual Progress Report to Health Service Board](#)

[See pdf SFHSS Strategic Plan Business Initiative Report Jan 2024](#)

Leticia Harris-SFHSS Senior Health Program Planner/Racial Equity Lead, Iftikhar Hussain-Chief Financial Officer, Carrie Beshears-Well-Being Manager, and Rey Guillen-Chief Operations Officer and Olga Stavinskaya-Velasquez presented the following items:

- Strategic Plan Framework Overview and Goals
- Goal 1: Health Equity
- Office of Racial Equity Peer Learning Cohorts (PLC)
- Office of Racial Equity Sponsored Employee Training
- Goal 2: Advance Primary Care
- Advanced Primary Care Milestones
- Goal 3: Provide Affordable and Sustain
- SFHSS Cost vs. Benchmarks
- Goal 4: Support Mental Health and Well-Being
- Inaugural Mental Health Vendor Summit and Mental Health Forum Report
- Well-Being Annual Mental Health Campaign
- Enhancing Retiree Well-Being
- Goal 5: Optimize Improvements to Staff Training and Professional Development
- Progress
- New Retiree Application Standard Operating Procedure (SOP):
- Retiree Application Step-by-Step Workflow
- SFHSS Strategy Execution for the Road Ahead

Commission Canning thanked the leadership team for the report. Commissioner Canning acknowledged the challenging environment the team is working in and appreciated the focus on creating efficiencies and optimizing service for members. Commissioner Follansbee reinforced appreciation for the report, emphasizing the clear communication and integration among different goal areas of the Strategic Plan. He commended the team's progress and the prioritization of member services. Commissioner Follansbee noted the Advance Primary Care milestones on slide 9 will promote secure sharing on the patient portal (myChart) and expressed the need for accountability with secure messaging; he suggested expanding the scope to ensure accountability and utilization across various healthcare services like mental health concerns and integration of urgent care sites with different health plan vendors. Commissioner Follansbee stressed the need for accountability in all aspects of the Strategic Plan. Iftikhar Hussain said the benefit of a pilot program for advanced primary care is to select clinics with the willingness, capability, and structure to support secure messaging and the structure to extend primary care functions. Commissioner Follansbee pointed out the Veteran Affairs system tried to offer an advanced electronic medical record system for free and that no one adopted the system because providers didn't have a robust system. Commissioner Follansbee also pointed out that a health plan might have the system, but

that doesn't guarantee it can meet our transparency or accessibility requirements. Vice President Hao expressed appreciation for the annual progress, acknowledging the seriousness with which the team addressed members' needs and the team's focus on equity. Vice President Hao commended the team for streamlining processes and commended Well-Being for the notable 19.2% increase in the utilization of mental health and substance use disorder resources and services.

Commissioner Scott asked if there are other areas where the team will address process improvement. Olga Stavinskaya-Velasquez said there are three areas of focus: retirees were first, new hires will be next, and then qualifying life events.

PUBLIC COMMENT: None

BREAK: 2:23- 3:33 p.m.

ROLL CALL:

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

RATES AND BENEFITS

9. PRESENTATION OF THE 2024 RATES AND BENEFITS CALENDAR FOR THE PLAN YEAR 2025 BOARD EDUCATION: OPPORTUNITIES FOR FUTURE CONSIDERATION: (Discussion)
[See pdf Rates and Benefits Calendar Schedule for the Plan Year 2025](#)

Abbie Yant, SFHSS Executive Director, reminded the Board to hold the 4th Thursday of each month during the rates and benefits cycle in case a second meeting is needed to complete all action items.

PUBLIC COMMENT: None

10. APPROVE THE JUNE 30, 2023 INCURRED BUT NOT REPORTED (IBNR) RESERVE AND CONTINGENCY RESERVE AMOUNTS FOR SELF-FUNDED AND FLEX-FUNDED HEALTH PLANS (Action):
[See pdf June 30, 2023, Incurred But Not Reported \(IBNR\) Reserve and Contingency Reserve Amounts for Self-Funded and Flex-Funded Health Plans Report](#)

Presented by Mike Clarke, Aon presented the following items:

- Background — Three Reserves for SFHSS Self-Funded/Flex-Funded Plans
- Today's Discussion — IBNR and Contingency Reserves
- IBNR Reserves as of June 30, 2023
- Contingency Reserves as of June 30, 2023
- Today's Recommendation

During his presentation, Mike Clarke stated that Aon performs contingency reserve calculations at three different statistical confidence intervals per the HSB Contingency Reserve policy—95th percentile, 97th percentile, and 99th percentile. SFHSS historically has adopted the 99th percentile confidence interval for the highest reserve level of the three. For the June 30, 2023 calculation across all self-funded and flex-funded health plans, the 99th percentile produces the approved contingency reserve of \$28,550,534. For comparison, Mike Clarke stated the amount would be about \$20 million using the 95th percentile and about \$23 million using the 97th percentile.

Commissioner Follansbee moved to approve the June 30, 2023, Incurred But Not Reported (IBNR) Report and Contingency Reserve Amounts as of June 30, 2023, for the SFHS Self-Funded and Flex-Funded Health Plans. Vice President Hao seconded the motion.

PUBLIC COMMENT: None

VOTE:

Ayes: Breslin, Canning, Dorsey, Follansbee, Hao, Scott and Zvanski

Noes: None

ACTION: The Health Service Board unanimously approved the approve the June 30, 2023, Incurred But Not Reported (IBNR) Report and Contingency Reserve Amounts as of June 30, 2023, for the SFHS Self-Funded and Flex-Funded Health Plans.

REGULAR BOARD MEETING MATTERS

11. **BOARD EDUCATION: FIDUCIARY TRAINING: (Discussion)**

[See pdf Board Education Fiduciary Training](#)

Chris Sears, Ice Miller Legal Counsel, presented the following items:

- Who is a Fiduciary?
- Typical Fiduciary Activities
- Who is Not A Fiduciary?
- Sources of Fiduciary Duties: San Francisco City Charter, HSB Terms of Reference, California Uniform Prudent Investor Act, Employee Retirement Income Security Act (ERISA)
- Fiduciary Standards: Duty of Loyalty, Duty of Prudence, Duty to Follow Plan Documents, Prohibited Transactions
- Fiduciary Liability
- Examples of Fiduciary Acts Related to Health Plans
- Creating Prudent Process and Managing Risk

Chris Sears expressed gratitude for being asked to present, noting the Board received the same training in 2021. He emphasized the importance of training every few years to ground everyone in their duties and responsibilities.

Chris Sears began by explaining that a fiduciary is someone who has the authority to make discretionary decisions about a plan or someone who has the discretionary authority to invest assets that are going to pay for benefits. He explained that an individual can become a fiduciary by either 1. being named in a statute, charter, or plan document or 2. making yourself a fiduciary by

exercising discretion (If you do things to interpret the documents, to interpret how the benefits work, you can become a fiduciary).

Chris Sears then pointed out the difference between settlor activities and fiduciary functions. Settlor activities include establishing, amending, or terminating a plan for legitimate business purposes. Individuals move into a fiduciary capacity when they implement the plan, administer the plan, make discretionary decisions, and invest plan funds.

Chris Sears discussed that the sources of the Health Services Board's fiduciary duties are the City Charter, the Board's Terms of Reference, State law, common law, the plan documents, plan-related documents, and trust documents. Chris pointed out that State law says that fiduciaries have the responsibility to discharge their duties with respect to the system, with the care, skill, prudence, and diligence under the circumstances that a prudent person acting in a like capacity would use in the conduct of an enterprise of like character. He pointed out that the duties of a fiduciary fall under three large categories: the duty of loyalty, the duty of prudence, and the duty to follow plan documents.

Chris Sears pointed out there are limits within the settlor role. He pointed out that a settlor can establish a plan with multiple options for employee groups if they don't violate nondiscrimination rules. He gave an example:

Plan A has a certain copayment and set of benefits. Plan B has a different copayment. There may be various economic contributions for each plan. The administrator may be trying to have employees go to different plans. For instance, a high-deductible health plan may be designed for highly compensated employees because they can contribute to a high deductible. At the same time, there is a PPO plan for people who cannot contribute to a high deductible. Making the two options is a settlor function because it is for business decision purposes.

Commissioner Follansbee clarified no rules would be violated because any employee, regardless of salary, could select either plan. Chris Sears agreed but also warned that the plan would need to be careful to avoid violating nondiscrimination rules.

Commissioner Follansbee asked for clarity on the Board's fiduciary responsibility with the Request For Proposal (RFP) process: the Board's practice is to delegate responsibilities like reviewing applications or interview panels to SFHSS staff. Chris Sears said if the Board does not have the expertise to do something as a fiduciary, then the Board is responsible for retaining experts. Hence, hiring competent people and supervising them in the RFP process is the proper thing to do.

Commissioner Canning pointed out that the City Charter directs the Board to prioritize all members. The presentation clarified the fiduciary importance of paying attention to the system's overall functionality and that neglecting the system would jeopardize the ability to serve the members effectively.

President Scott noted that Trust Funds are invested under a broader city investment fund within the City's Treasurer's office, which collaborates with SFHSS's Chief Financial Officer on fund matters. President Scott said he faced adverse reactions and scrutiny in the past when he asked questions about the details of the trust fund investments. Chris Sears said the Board can ask questions.

PUBLIC COMMENT:

Fred Sanchez, President of Protect Our Benefits: Expressed gratitude for the training. He intended to share the training with Protect Our Benefits members and remind the Directors of their role as fiduciaries for retired city employees.

12. APPROVE RESOLUTION ORDERING 2024 HEALTH SERVICE BOARD ELECTION FOR TWO EXPIRING TERM SEATS AND AUTHORIZING STAFF TO INITIATE AND PROCEED WITH THE ELECTION: (Action)

[See pdf 2024 Health Service Board 2024 Election Fact Sheet for Members](#)

[See pdf 2024 Health Service Board Election Notices, Nominee Forms, and Member Fact](#)

Holly Lopez, Board Secretary, highlighted critical dates in the election schedule and reiterated she could answer member questions. Commissioner Follansbee inquired about the availability of voter response rates for previous elections. Holly Lopez said she would ask the Registrar's office if the information was publicly available. Commissioner Follansbee asked how SFHSS can encourage members to vote. Holly Lopez said members can access the Health Service Board 2024 Election Fact sheet for Members, posted on the Board's web pages, and she would consult the Registrar's Office for further promotional opportunities.

Commissioner Breslin recalled that when only one candidate has filed a nomination and no one else has filed, there is no election. Holly Lopez confirmed that the City Charter outlines that when only one candidate has filed nomination papers, and no person has filed, the Director of Elections shall not conduct an election and shall declare the sole candidate to be a member of the Board.

Commissioner Canning moved to approve the resolution ordering the 2024 Health Service Board Election for two expiring seats and authorizing staff to initiate and proceed with the election. Commissioner Breslin seconded the motion.

PUBLIC COMMENT:

Fred Sanchez, President of Protect Our Benefits: Suggested the orientation be held before the nominations close.

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

Commissioner Breslin requested United Healthcare keep the Board informed of the UCSF negotiations.

Commissioner Follansbee said he did not receive a notice that the Kaiser Permanente walk-in vaccine center moved locations, and the relocation can impact prevention rates and access to care. Denise Rodriguez, Director of Strategic Accounts, Kaiser Permanente, thanked Commissioner Follansbee for the feedback and acknowledged small changes have a significant impact. Denise Rodriguez said she would bring this feedback to the medical group administrator and communications team.

PUBLIC COMMENT: None

14. ADJOURNMENT: 3:49 p.m.

Summary of Health Service Board Rules Regarding Public Comment

1. There will be an opportunity for general public comment at the beginning of the meeting, and there will be an opportunity to comment on each discussion or action item on the agenda. A member may comment on any matter within the Board's jurisdiction as designated on the agenda.
2. A member of the public has up to three (3) minutes to make pertinent public comments.
3. Public comment can be given in-person, remotely, or written.
4. 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.
5. For those attending remotely, the Commission will hear up to 30 minutes of remote public comment total for each agenda item. Remote public comment from people who have received an accommodation due to disability will not count toward the 30-minute limit.

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.

City Hall Room 416 is wheelchair accessible. This meeting will be broadcast and captioned on SFGovTV. Remote public participation is available upon request for individuals who cannot attend in person due to disability. Making a request to participate remotely no later than one (1) hour prior to the start of the meeting helps ensure the availability of the meeting link. Sign Language Interpretation is also available upon request. If requesting remote Sign Language Interpretation, please submit an accommodation request a minimum of 4 business hours prior to the start of the meeting. Allowing a minimum of 48 business hours for all other accommodation requests (for example, for other auxiliary aids and services) helps ensure availability. To request an accommodation, please contact Holly Lopez, holly.lopez@sfgov.org 628-652-4646.

To access the meeting remotely as an accommodation, please use [January 11, 2024 HSB Regular Meeting WebEx link](#) or call 415-655-0001. Please find instructions at the beginning of this agenda for how to use WebEx for the purposes of remote public comment.

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.