



HEALTH SERVICE BOARD

CITY & COUNTY OF SAN FRANCISCO

Randy Scott
President

Mary Hao
Vice President

Karen Breslin
Commissioner

Chris Canning
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

NOTICE AND REGULAR MEETING AGENDA

Thursday, January 12, 2022, 1:00 pm
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

Watch at 1:00 pm on January 12, 2022 (via [SFGovTV schedule](#))

Click the link to join the meeting - <https://bit.ly/3PZilq3>

Public Comment Call-In: 415-655-0001 / **Access Code:** **2481 453 5729**

Providing Public Comment:

Dial **415-655-0001** and then enter access code **2481 453 5729** then #

1. **Press #** again to enter the meeting as an ATTENDEE
2. 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.
3. When Public Comment is called, dial * then **3** to be added to the speaker line.
4. 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.
5. To withdraw your question, press * then **3**. – you will hear: “You have lowered your hand.”
6. When the system message says “Your line has been unmuted” - **THIS IS YOUR TIME TO SPEAK.**
7. 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.
8. 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.”
9. 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 Wednesday, January 11th** 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.

1. **CALL TO ORDER:**

2. **ROLL CALL:**

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

3. **RESOLUTION ALLOWING TELECONFERENCED MEETINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION 54953(e): (Action)**

Presented by President Scott

The Health Service Board will consider the passage of a resolution that would give it, and all of its subcommittees, authority to meet remotely for the next 30 days.

DOCUMENTS ATTACHED: Health Service Board Resolution Findings to Allow Teleconference Meetings Draft

STAFF RECOMMENDATION: Accept and approve the Health Service Board Resolution Findings to Allow Teleconference Meetings

PUBLIC COMMENT:

ACTION:

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:

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

Presented by President Scott

DOCUMENTS ATTACHED:

November 2, 2022, HSB Governance Committee Meeting Minutes to Be Approved
December 8, 2022, HSB Regular Meeting Minutes to be Approved
December 13, 2022, HSB Governance Committee Meeting Minutes to be Approved

PUBLIC COMMENT:

ACTION:

6. **PRESIDENT’S REPORT: (Discussion)**

Presented by President Scott

DOCUMENTS ATTACHED: No written report.

PUBLIC COMMENT:

7. DIRECTOR'S REPORT: (Discussion)

Presented by Abbie Yant, SFHSS Executive Director

DOCUMENTS ATTACHED: January 12, 2023, Director's Report

PUBLIC COMMENT:

8. SFHSS FINANCIAL REPORT AS OF NOVEMBER 30, 2022: (Discussion)

Presented by Iftikhar Hussain, SFHSS Chief Financial Officer

DOCUMENTS ATTACHED:

SFHSS Financial Reporting as of November 30, 2022, Memo

SFHSS Financial Reporting as of November 30, 2022, Presentation

PUBLIC COMMENT:

9. MAYOR'S BUDGET INSTRUCTIONS FOR THE SFHSS GENERAL FUND BUDGET FOR FISCAL YEAR 2023-2024 AND FISCAL YEAR 2024-2025: (Discussion)

Presented by Iftikhar Hussain, SFHSS Chief Financial Officer

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 its departmental budget priorities after the Mayor issues budget instructions in December, and one hearing at least 15 days later and no later than February 14th to solicit public input on their budget submissions. Links to dates of these hearings and department budget submissions shall be posted on the Controller website <https://sf.gov/topics/budget>.

DOCUMENTS ATTACHED: The Mayor's Budget Instructions for the SFHSS General Fund Administration Budget for the Fiscal Year 2023-24 and Fiscal Year 2024-2025 Memo and Presentation.

PUBLIC COMMENT:

10. BOARD EDUCATION: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) TRAINING: (Discussion)

Presented by Rin Coleridge, Enterprise System and Analytics Director

DOCUMENTS ATTACHED: Board Education: Health Insurance Portability and Accountability Act (HIPAA) Training

PUBLIC COMMENT:

GOVERNANCE COMMITTEE MATTERS

11. APPROVAL OF REVISIONS TO THE HEALTH SERVICE SYSTEM GOVERNANCE POLICIES AND TERMS OF REFERENCE: (Action)

Presented by Committee Chair Follansbee

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

The Governance Committee met on November 2, 2022, to initiate the review process and presented to the full Board on November 10, 2022. The Committee designated four areas to review 1. Policy 210 regarding reinsurance (“stop-loss insurance”), 2. review audit and compliance language, 3. guidelines to address policy exceptions, and 4. outline a process for accepting legal settlement funds. The Committee met on December 13, 2022 and recommends changes to three areas HSB Terms of Reference 101: Health Service Board Terms of Reference, Policy 210: Contingency Reserve Policy and Methodology and Policy 213: Legal Settlement Policy.

DOCUMENTS ATTACHED:

Memo Request for Approval of Health Service Board Governance Policies and Terms of Reference

HSB Terms of Reference 101: Health Service Board Terms of Reference Draft Changes

HSB Governance Policy 210: Contingency Reserve Policy and Methodology Draft Changes

HSB Governance Policy 213: Legal Settlement Policy Draft

STAFF RECOMMENDATION: Approve changes to the Health Service Board Terms of Reference 101: Health Service Board Terms of Reference and the Governance Policy 210: Contingency Reserve Policy and Methodology. Approve the new Governance Policy 213: Legal Settlement Policy.

PUBLIC COMMENT:

ACTION:

Rates and Benefits

12. PRESENTATION ON THE 2023 RATES AND BENEFITS CALENDAR FOR THE PLAN YEAR 2024 (Discussion)

Presented by Abbie Yant, Executive Director

DOCUMENTS ATTACHED: Rates and Benefits Calendar Schedule for Plan Year 2024

PUBLIC COMMENT:

13. APPROVE THE JUNE 30, 2022 INCURRED BUT NOT REPORTED (IBNR) RESERVE AND CONTINGENCY RESERVE AMOUNTS FOR SELF-FUNDED AND FLEX-FUNDED HEALTH PLANS (Action):

Presented by Mike Clarke, Aon

DOCUMENTS ATTACHED: June 30, 2022 Incurred But Not Reported (IBNR) Reserve and Contingency Reserve Amounts for Self-Funded and Flex-Funded Health Plans Report

STAFF RECOMMENDATION: Approve the June 30, 2022 IBNR and Contingency Reserve Amounts for Self-Funded and Flex-Funded Health Plans

PUBLIC COMMENT:

ACTION:

REGULAR BOARD MEETING MATTERS

14. VOTE ON WHETHER TO HOLD CLOSED SESSION FOR MEMBER APPEAL (Action):

Presented by President Scott

PUBLIC COMMENT:

ACTION:

Closed session under California Constitution Article I, Section 1; the Confidentiality of Medical Information Act, California Civil Code §§ 56 et seq; and the Health Insurance Portability and Accountability Act, 42 U.S.C. §§ 1320d et seq.

RECONVENE IN CLOSED SESSION

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

Presented by President Scott

ACTION:

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

Presented by President Scott

ACTION:

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

PUBLIC COMMENT:

15. ADJOURNMENT:

Health Service Board and Health Service System Website: <http://www.sfhss.org>

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.