



# 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

**TEL (628) 652-4646**  
**FAX (628) 652-4703**  
<http://www.sfhss.org/>

### **HEALTH SERVICE BOARD**

### **REGULAR MEETING MINUTES**

Thursday, January 12, 2023, 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, 2023 (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](mailto: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:** 1:06 pm

2. **ROLL CALL:**

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

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

The Health Service Board Resolution Allowing Teleconference Meetings Under California Government Code Section 529539(e) is available on the SFHSS webpage <https://bit.ly/405yCUo>.

Commissioner Breslin moved to accept and approve the Health Service Board Resolution Allowing Teleconference Meetings Under California Government Code Section 529539(e). Commissioner Zvanski seconded the motion.

PUBLIC COMMENT: None

VOTE:

Aye: Breslin, Canning, Follansbee, Hao, Scott, and Zvanski

Noes: None

**ACTION: The Health Service Board unanimously approved the Health Service Board Resolution Findings to Allow Teleconference Meetings Under California Government Code Section 529539(e).**

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: Retiree member, Suggested two customer service enhancements 1. The Health Service System notifies retirees by email and hard copy postal mail. 2. Members can contact the Health Service System by email and phone, currently the only option is by phone.

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

The Health Service Board Regular and Governance Committee Meeting minutes are available on the SFHSS webpages <https://bit.ly/3j0WpV3>, <https://bit.ly/3wz4zqB>, and <https://bit.ly/3wr1nxd>.

Vice President Hao moved to approve November 2, 2022, HSB Governance Committee Meeting Minutes, December 8, 2022, HSB Regular Meeting Minutes, and the December 13, 2022, HSB Governance Committee Meeting Minutes.

PUBLIC COMMENT: None

VOTE:

Aye: Breslin, Canning, Follansbee, Hao, Scott, and Zvanski

Noes: None

**ACTION: The Health Service Board unanimously approved November 2, 2022, HSB Governance Committee Meeting Minutes, December 8, 2022, HSB Regular Meeting Minutes, and the December 13, 2022, HSB Governance Committee Meeting Minutes.**

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

President Scott noted the Rates and Benefits calendar will be the guide for the next six months. President Scott thanked the Board members for completing the self-evaluations, performance evaluation, and the required annual IT training. President Scott reminded the Board of the upcoming Conflict of Interest and ethics training in April as well.

PUBLIC COMMENT: None

**7. DIRECTOR’S REPORT: (Discussion)**

January 12 2023 Director’s Report is available on the SFHSS webpage <https://bit.ly/3XQ1nm4>

Abbie Yant, SFHSS Executive Director presented the following items:

- San Francisco COVID-19
- SFFPDH/CDPH Health Alerts
- SFUS-Emergency Status
- Administrative Meetings-Strategic Alignment
- Black Out Notice Reminder
- Mental Health Forum
- SFHSS Audit and Compliance 2022 Report and 2023 Plan
- Racial Equity, Diversity & Cultural Heritage Celebrations
- 2020-2022 Strategic Plan Close-Out
- Administrative Updates: VSP
- Divisional Reports
  - Personnel
  - Operations Updates (Enterprise System & Analytics, Communications, Member Services)
  - Finance and Budget
  - Contracts
  - Well-Being

Commissioner Follansbee thanked Executive Director Yant and Leticia Harris for the detailed Strategic Plan close-out report and asked which 2020-2022 Strategic Plan initiatives will extend into the 2023-2025 Strategic Plan and how they will be monitored. Executive Director Yant said there is an internal Health Service System implementation committee that will evaluate which initiatives will carry forward under the new strategic plan and how the initiatives will be measured. President Scott pointed out ever-expanding universal initiatives like advancing primary care, lowering the cost of prescription drugs, and quality care that are not going to be accomplished in one Strategic Plan but are an ongoing effort.

President Scott recognized the number of staff vacancies and acknowledged Executive Director Yant’s efforts with the Department of Human Resources to evaluate the salaries competitiveness and its impact on hiring. President Scott thanked the Health Service System staff for their diligence and continued hardworking efforts during this time. Commissioner Zvanski asked if there are specific recruiting difficulties or if there are not enough applicants. Executive Director Yant said the 1200 classification job series is shared amongst DHR, Retirement, and the Health Service System, and the health service system has asked the Department of Human Resources

to review the 1200 series to ensure it's the right fit for our department. Executive Director Yant said Rey Guillen, Chief Operations Officer is looking to enhance training structures and qualification standards that would help the department hire people that may not have specific benefits experience. Commissioner Zvanski asked if exempt waivers could be used. Executive Director Yant said the more restrictions within a role the harder it makes to hire people.

PUBLIC COMMENT: None

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

The SFHSS Financial Reporting as of November 30, 2022, Memo and Presentation are available on the SFHSS webpages <https://bit.ly/3R4tGv2> and <https://bit.ly/3R43dxz>.

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

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

No discussion for this agenda item.

PUBLIC COMMENT: None

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

The Mayor's Budget Instructions for the SFHSS General Fund Budget for Fiscal Year 2023-2024 and Fiscal Year 2024-2025 is available on the SFHSS webpage <https://bit.ly/3wsTF5S>

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 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>.

Iftikhar Hussain, SFHSS Chief Financial Officer presented the following items

- Overview: Health Benefits Trust, General Fund, Healthcare Sustainability Fund
- Mayor's Budget Instructions to Departments
- CCSF Forecast
- Reasons for Projected Deficit
- Calendar 2023
- Opportunity for Public Input

Commissioner Follansbee noted that Governor Newsom announced the California State Budget will be in a \$220 billion deficit. He asked if the Mayor's Budget takes into account the potential decrease revenues from the State. Iftikhar Hussain said the Mayor's Office said the Governor may revise the support the City receives and anticipates more information coming from the state. President Scott asked if the Board will need to resubmit the budget if there are revisions from the State. Iftikhar Hussain said he will ask the Mayor's Office how if the department will need to resubmit the budget in the State sends revisions. President Scott noted the Board will vote on the budget next month, likely without the Governor's revisions, and asked if next month is the only time the Board has the opportunity to solicit requests or changes. Iftikhar Hussain said the Board

only reviews and approves the budget in February. The Health Service Board will review the Mayor's revisions at the Health Service Board June meeting before the budget goes before the San Francisco Board of Supervisors for final approval.

Commissioner Zvanski asked if the Health Service System works with the Board of Supervisors Budget Committee while working on the Health Service System budget draft. Executive Director Yant said the Health Service System engages with the Budget Committee after the Mayor presents the budget to the Board of Supervisors.

PUBLIC COMMENT: None

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

Rin Coleridge, Enterprise System and Analytics Director

The Board Education: Health Insurance Portability and Accountability Act (HIPAA) Training is available on the SFHSS webpage <https://bit.ly/3Hat02y>.

Rin Coleridge, Enterprise System and Analytics Director presented the following items:

- Introduction
- HIPAA Criminal and Civil Penalties-Increased Penalties for Civil Violations
- What's New
- What's Coming

Rin Coleridge noted the presentation was updated since the posting date last week and posted on the webpage for the public. President Scott asked when there will be more information on the individualized fee. Rin Coleridge said the Health Service System sets the fee and some organizations set the cost at the time it would take for the individual to copy the materials and the cost of the copies. Rin Coleridge said there haven't been any requests in their tenure as the privacy officer and the department will evaluate the appropriate fee to meet the deadline to comply. President Scott asked if he understood the process correctly: the person can make an appointment, come into the office to look at documents, and take pictures and photocopies. Rin Coleridge confirmed and added that the person can take notes as well. President Scott asked when the new regulations will come into effect. Rin Coleridge said the new regulations will possibly come out in March.

Commissioner Zvanski asked how the Health Service System verifies the individual who has made the request. Rin Coleridge said the Health Service System collects information such as date of birth, address, names, and/or social security if needed. Commissioner Zvanski said members may have dependents under their coverage and asked how individual HIPAA is protected. Rin Coleridge said every individual has HIPAA rights so a member can not look at a spouse's information or vice versa without submitting a form to grant permission. The Health Service System encourages members to complete the HIPAA forms found on the website to designate who can view member records. Rin Coleridge said if two members under the same coverage make an appointment together the formal approval is waived but this may be a situation that needs to be formalized. Commissioner Zvanski asked if the individual HIPAA rights include adult dependents adult dependent children or other adult dependents. Rin Coleridge said all adult dependents have individual HIPAA rights.

PUBLIC COMMENT: None

## GOVERNANCE COMMITTEE MATTERS

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

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.

Committee Chair Follansbee presented the following items:

- Summary of Changes of Health Service Board Governance Policies and Terms of Reference
  - HSB Terms of Reference 101: Health Service Board Terms of Reference
  - HSB Governance Policy 210: Contingency Reserve Policy and Methodology
  - HSB Governance Policy 213: Legal Settlement Policy (New)

President Scott said an updated Health Service Board Governance Policies and Terms of Reference will be available with the newly adopted policies and terms as well as the cafeteria plan and member rules for the plan year 2023 the Board approved last fall.

Commissioner Canning moved to 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 and approve the new Governance Policy 213: Legal Settlement Policy. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT: None

**ACTION: The Health Service Board unanimously approved 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 and approved the new Governance Policy 213: Legal Settlement Policy.**

## Rates and Benefits

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

Rates and Benefits Calendar Schedule for Plan Year 2024 is available on the SFHSS webpage <https://bit.ly/3Hx9ChO>

Executive Director Yant presented the Rates and Benefits calendar schedule for the plan year 2023 which will be updated each month. Executive Director Yant requested the Board also hold Rates and Benefits 10 several additional meeting dates listed on the calendar in case more time is needed for rate and benefits agenda items. Executive Director Yant noted Aaron Peskin is the new San



Francisco Board of Supervisors President and we will he will appoint a new Commissioner to the Health Service Board in the coming weeks.

PUBLIC COMMENT: None

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

June 30, 2022, Incurred But Not Reported Reserve (IBNR) and Contingency Reserve Amounts for Self-Funded and Flex-Funded Health Plans Report is available on the SFHSS webpage <https://bit.ly/3ZZyHJq>

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, 2022
- Contingency Reserves as of June 30, 2022
- Today's Recommendation

Mike Clarke said in the fall of 2022 the auditor noted a discovery of unmapped UHC claim activity for early retirees during 2022 for the Non-Medicare PPO plan, attributable to plan coding changes for UHC-administered lives in the Non-Medicare PPO plan after the transition of the majority of plan administration for the PPO to Blue Shield. If this had been discovered at the time of Aon's IBNR calculations for this plan in August 2022, it would have resulted in a higher Non-Medicare PPO plan IBNR figure by a little over \$1 million, attributable to early retirees. President Scott asked what process is in place so that there won't be a reoccurrence in the future. Mike Clarke said this coding issue did not impact the 2023 plan rating given the coding issue did not affect the 2021 plan experience used for the 2023 PPO plan rating. Mike Clarke said there is now full awareness of the coding discrepancy discovered by the auditor, so the 2022 plan experience that Aon will capture from UHC will be fully recognized in the 2024 Non-Medicare PPO plan rating (along with Blue Shield experience for this plan, also). Mike Clarke said the auditors didn't find enough of a significance in the impact on the PPO plan IBNR value to request a restatement of the reserve calculation. Iftikhar Hussain said MGO did not request a financial statement recast because the amounts were determined not to be significant. Iftikhar Hussain reassured the Board that the Health Service System will use a new structure so there are no future occurrences.

Mike Clarke said the final recommendation as of the end of the fiscal year is \$32.6 million. If the unmapped claims had been properly captured at the time Aon performed the Non-Medicare PPO plan IBNR calculation, the recommendation would have been around \$33.7 million, or an incremental difference of \$1.1 million. MGO did not ask for a financial statement recast with that incremental \$1.1 million. Commissioner Zvanski asked if there is an outstanding amount. Mike Clarke said there is no outstanding amount. President Scott asked if the auditor found this issue to be material for their report after they found the unmapped claims. Iftikhar Hussain said MGO did not report any issues and the next calculation will reflect all claims.

Commissioner Canning moved to approve the June 30, 2022, Incurred But Not Reported (IBNR) Reserve and Contingency Reserve Amounts for Self-Funded and Flex-Funded Health Plans Report. Vice President Hao seconded the motion.

PUBLIC COMMENT: None



VOTE:

Aye: Breslin, Caning, Follansbee, Hao, Scott and Zvanski  
Noes: None

**ACTION: The Health Service Board unanimously approved June 30, 2022, Incurred But Not Reported Reserve (IBNR) and Contingency Reserve Amounts for Self-Funded and Flex-Funded Health Plans Report.**

**REGULAR BOARD MEETING MATTERS**

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

Vice President Hao moved to hold a closed-session member appeal. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT: None

VOTE:

Aye: Breslin, Caning, Follansbee, Hao, Scott and Zvanski  
Noes: None

**ACTION: The Health Service Board unanimously approved to hold a closed-session member appeal. Commissioner Zvanski seconded the motion.**

**CLOSED SESSION: ~3:16 pm- 4:16 pm**

**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 FROM CLOSED SESSION**

**ROLL CALL:**

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

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

Commissioner Canning moved to not disclose anything from the closed session member appeal. Commissioner Breslin seconded the motion.

PUBLIC COMMENT: None

VOTE:

Aye: Breslin, Canning, Follansbee, Hao, Scott and Zvanski

Noes: None

**ACTION: The Health Service Board unanimously approved to not disclose anything from the closed session member appeal.**

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

Commissioner Canning moved to not report on any action in the closed session member appeal. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT: None

VOTE:

Aye: Breslin, Canning, Follansbee, Hao, Scott and Zvanski

Noes: None

**ACTION: The Health Service Board unanimously approved to not report on any action in the closed session member appeal.**

**17. REPORTS AND UPDATES FROM CONTRACTED HEALTH PLAN REPRESENTATIVES: (Discussion):** NOTE: This agenda item was called before item #14.

Julie Fernandez, Delta Dental Insurance Company. Update on the SmileWay Wellness benefits. The Smileway Wellness Benefits is on the PPO Plans for active and retirees and allows for enhanced benefits if a member has five conditions. Those conditions are diabetes, heart disease, HIV/AIDS, rheumatoid arthritis, and stroke. If a member has those conditions, they're allowed four cleanings covered at 100%, and then periodontal scaling and root planning are covered at 100% coinsurance. Delta has identified nine additional conditions that will now be available for those additional benefits. Those nine conditions are ALS/Lou Gehrig, cancer, chronic kidney disease, Huntington's, lupus, opioid misuse and addiction, Parkinson's Disease, and Sjogren's Syndrome. Delta Dental is happy to provide a meaningful enhancement to members that might be suffering from these conditions.

PUBLIC COMMENT: None

**18. ADJOURNMENT:** 4:26 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](mailto: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](mailto:holly.lopez@sfgov.org). The following email has been established to contact all members of the Health Service Board: [health.service.board@sfgov.org](mailto: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](http://www.sfgov.org/ethics).