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HEALTH SERVICE BOARD MEETING:
GOVERNANCE COMMITTEE

MINUTES

Thursday, January 31, 2019, 1:00 p.m.
SFHSS Wellness Center, First Floor
Conference Room
1145 Market Street
San Francisco, CA 94103

1. CALL TO ORDER 1:01 p.m.

2. ROLE CALL

Committee Chair, Randy Scott - Present
Committee Member, Karen Breslin - Present
Committee Member, Sharon Ferrigno – Present

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

Documents attached: Please find the December 17, 2018 meeting minutes on the SFHSS website at: http://sfhss.prod.acquia-sites.com/sites/default/files/2019-01/G_12172018_M_2.pdf

Committee Chair Scott affirmed that the Committee members reviewed the Special Governance meeting minutes from December 17, 2018. Committee Chair Scott then asked if the Committee members would like to change, or add to, the draft meeting minutes. Committee Chair Scott offered one edit to the minutes, on page 5, noting that the word “Comment” was spelled incorrectly, and he asked that this be corrected.

Committee Chair Scott asked that the minutes be approved with the edit shared during this meeting.

Public Comment: There were no public comments.

Action Taken: The Governance Committee unanimously approved the December 17, 2018 meeting minutes with the edits mentioned.

Ayes: Breslin, Scott, Ferrigno Nays: (none)

4. VOTE ON WHETHER TO HOLD CLOSED SESSION TO REVIEW THE PUBLIC EMPLOYEE PERFORMANCE EVALUATION – SFHSS EXECUTIVE DIRECTOR: (Action)

Action Taken: The Governance Committee unanimously approved the Closed Session for the initiation of the Public Employee Performance Evaluation- SFHSS Executive Director.

Ayes: Breslin, Scott, Ferrigno Nays: (none)

Public Comment: There were no public comments.

Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b): Public Employee Performance Evaluation

5. REVIEW AND APPROVE PUBLIC EMPLOYEE PERFORMANCE EVALUATION REPORT: (Action)

Presented by Committee Chair Scott and Kate Howard, Managing Deputy Director from the Department of Human Resources.

The Draft Report was reviewed, and comments were given to Ms. Howard. A final draft will be submitted to the Full Board in February 2019. Committee Chair Scott also thanked Kate Howard for her work on this evaluation process and the completion of the draft report.

Action Taken: The Governance Committee unanimously approved the Public Employee Performance Evaluation Draft report. The final draft of the report will be presented at the Full Board meeting in February 2019.

Ayes: Breslin, Scott, Ferrigno Nays: (none)

RECONVENE IN OPEN SESSION

6. POSSIBLE REPORT ON ACTION TAKEN IN CLOSED SESSION REGARDING PUBLIC EMPLOYEE PERFORMANCE EVALUATION: (Action)

Presented by Committee Chair Scott.

Public Comment: There were no public comments.

Action Taken: The Governance Committee unanimously approved that no action taken in closed session would be shared regarding Public Employee Evaluation.

Ayes: Breslin, Scott, Ferrigno Nays: (none)

7. VOTE TO ELECT WHETHER TO DISCLOSE ANY OR ALL DISCUSSION HELD IN CLOSED SESSION REGARDING PUBLIC EMPLOYEE PERFORMANCE EVALUATION: (Action)

Presented by Committee Chair Scott

Public Comment: There were no public comments.

Action Taken: The Governance Committee unanimously approved not to disclose any or all discussion held in closed session regarding Public Employee Performance Evaluation-SFHSS Executive Director.

Ayes: Breslin, Scott, Ferrigno **Nays:** (none)

8. REVIEW AND APPROVE ANNUAL HEALTH SERVICE BOARD SELF- EVALUATION REPORT - FY 2017-2018: (Action)

Presented by Abbie Yant, SFHSS Executive Director, and Kate Howard, Managing Deputy Director from the Department of Human Resources.

Kate Howard, Managing Deputy Director, Department of Human Resources, provided the Board with the draft report of their self-evaluation. Ms. Howard reviewed the 2016 Draft Report of the Self-evaluation with the Committee.

Committee Member Breslin and Committee Member Ferrigno suggested that Ms. Howard provide all of the Commissioner’s comments that were submitted into the final report. Committee Chair Scott requested that the previous Board’s Evaluation results be incorporated into the final report. Ms. Howard agreed that she would incorporate the previous 2016 evaluation outcomes into this report to show the HSB where they have improved overall, while also showing the Board members the areas that may need some improvement.

Committee member Breslin requested that Ms. Howard add a section regarding the Executive Director’s vacation planning/sick time when they are out of the office be formally added. In addition to the Executive Director’s absence notifications, Committee Member Breslin asked that Ms. Howard also asked to have the SFHSS Emergency Operation Plan added to this report, as well as the Executive Director’s Succession Plan.

Committee Chair Scott thanked Kate Howard for her work on this evaluation process and the completion of the draft report.

Public Comment: There were no public comments.

Action Taken: The Governance Committee unanimously approved the draft Board Self Evaluation Report with the edits provided by the Committee and Ms. Howard.

Ayes: Breslin, Scott, Ferrigno **Nays:** (none)

9. REVIEW and APPROVE UPDATED HEALTH SERVICE BOARD GOVERNANCE TERMS OF REFERENCE AND POLICIES: (Action)

Presented by Committee Chair Scott

Documents attached: Please find the Summary of Changes Governance Terms of Reference and Policies on the SFHSS website at: http://sfhss.prod.acquia-sites.com/sites/default/files/2019-01/G_01312019_SummaryChangesGovernancePoliciesTermsofRef.pdf

Please find the Redlined Governance Terms of Reference and Policies on the SFHSS website at:

http://sfhss.prod.acquiasites.com/sites/default/files/201901/G_01312019_RedlinedGovernancePoliciesTermsOfRef.pdf

Committee Chair Scott reviewed the completed draft prototype of the updated Governance Terms of Reference and Policies. Committee members gave feedback and suggestions to the prototype compilation. Please see the suggested edits in the chart below:

	Suggested Edit/ Suggested Formatting
1	Requested that the Governance Manual Use the Original Cover Page
2	Requested that we add page numbers throughout the Terms of Reference and Policies
3	Add the page numbers to the Table of Contents page
4	Add divider tabs to note each section (Tabs for Policies, Terms of Reference, SF Charter, Cafeteria Plan)
5	Add Revised Dates to the Table of Contents
6	Add Column on the Table of Contents with all the Tab Numbers
7	Remove all symbols from the Table of Contents
8	Requested that the Tracking system information be moved to the Left-Hand Side of the Document
9	Add the Education Resource Appendix pages to the Education Policy→add the IFEB Annual Employee Benefits Conference to the Resource Appendix
10	Add the IBNR Policy to the Policy Section
11	Add Cafeteria Plan to the Manual

Committee Chair Scott asked that these recommendations and suggestions be taken into account while finalizing the Governance Manual for distribution.

Public Comment: There were no public comments.

Action Taken: The Governance Committee unanimously approved the formatting changes to the Health Service Board Governance Terms of Reference and Policies with additional edits that were noted during this Governance Committee meeting.

Ayes: Breslin, Scott, Ferrigno **Nays:** (none)

10. REVIEW HEALTH SERVICE BOARD 2019-2021 EDUCATION PLAN AND 2018 BOARD EDUCATION REPORT: (Action)

Presented by Abbie Yant, Executive Director

Documents attached: Please find the 2018 Board Education Report on the SFHSS website at: http://sfhss.prod.acquiasites.com/sites/default/files/201901/G_01312019_2018%20Educational%20Report.pdf

Please find the 2019-2021 SFHSS Health Service Board Education Plan on the SFHSS website at: http://sfhss.prod.acquiasites.com/sites/default/files/201901/G_01312019_Board%20Education%20Plan%202019-2021%20with%20Appendix.pdf

Committee Chair Scott reviewed the two documents with the Committee members. The Committee Members spoke to Executive Director Yant about some of the Board Education options- Conferences and seminars specifically. The Committee Members would like to have more

information presented to the Board members on a regular basis. Additionally, Executive Director Yant shared that the SFHSS website will be utilized as an education platform and sharing more tools on digital space. Executive Director Yant shared that there is a plan to have an education Retreat in June of every year, as well as the November Education form annually.

Ms. Leticia Pagan reviewed the Education Survey results that were collected for the 2019 education planning. Ms. Pagan stated that 4 of the 6 Commissioners responded to the survey in January 2019. Ms. Pagan noted that the highest rated presentation from the 2018 November Educational Forum, was “How do Purchasers Drive the Cost of Healthcare.” Additionally, Ms. Pagan shared that most of the educational tools that are offered to the Commissioners currently are accessed rarely. Ms. Pagan stated that the education planning for the 2019 year will focus on Social Determinants of Health, Fiduciary Responsibility, and Risk Management. SFHSS will continue to survey the Commissioners throughout the year to ensure that their education plan is up to date and in line with their education needs.

Committee Member Breslin asked that a goal be added to the Education plan. This goal would state, “All Board Members need to familiarize themselves with the SF City Charter that connects to the SFHSS system.” Committee Chair Scott asked that a timeline of the Rates and Benefits cycle and timeline be added to the Education Plan within the Board Commissioners Onboarding Orientation.

Committee Chair Scott asked that the Board Secretary check in with the Board members bi-annually regarding upcoming conferences, trainings, webinars, or meetings, to ensure that the Board members are utilizing the education budget. Committee Chair Scott stated that the Board Commissioners should be notifying the Board Secretary when they are interested in attending upcoming conferences to ensure there are funds available.

Public Comment: There were no public comments.

Action Taken: The Governance Committee unanimously approved the draft of the 2019-2021 Board Education Plan and the draft of the 2018 Board Education Report.

Ayes: Breslin, Scott, Ferrigno Nays: (none)

11. OPPORTUNITY FOR THE PUBLIC TO COMMENT ON MATTERS WITHIN THE BOARD’S JURISDICTION: (Discussion)

Public Comment: There were no public comments.

12. OPPORTUNITY TO PLACE ITEMS WITHIN THE BOARD’S JURISDICTION ON FUTURE AGENDAS: (Discussion)

Public Comment: There were no public comments.

13. ADJOURNMENT: 2:40pm

Summary of Health Service Board Rules Regarding Public Comment

- Speakers are urged to fill out a speaker card in advance but may remain anonymous if so desired.
- A member of the public has up to three (3) minutes to make pertinent public comments before action is taken on any agenda item.
- A member may comment on any matter within the Board's jurisdiction as designated on the agenda.

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

Disability Access

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 at 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.

In order 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.

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>.

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.

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 set forth in Chapter 67A of the San Francisco Administrative Code.

If any materials related to an item on this agenda have been distributed to the Health Service Board after 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 Natalie Ekberg at (415) 554-1727 or email Natalie.Ekberg@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: (415) 554-1727.