

[2025 Health Service Board Election]

**Resolution ordering the 2025 Health Service Board election; setting dates for the election; authorizing Health Service System staff to initiate the election; and authorizing staff to proceed with the election.**

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

WHEREAS, Pursuant to such Charter Section, the term of one member of the Board will expire on May 15, 2025 and the Director of Elections is required to conduct an election (the "2025 Election") to fill the resulting vacancies under Sections 16.550 through 16.565 of the Administrative Code; and

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

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

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

WHEREAS, HSS staff has prepared for transmittal to the Department of Elections a written notice of the 2025 Election in the form of Exhibit A attached hereto and made a part hereof (the “2025 DOE Notice”); and

WHEREAS, In order to provide the required notice to HSS members, HSS staff has prepared the following notices, copies of which are attached hereto as Exhibit B: (i) Notice to Announce Health Service Board Election; (ii) Notice of Health Service Board Election; (iii) Schedule for May 2025 Health Service Board Election; and (iv) Nomination of Member for Health Service Board; and

WHEREAS, The Board desires to approve the attached notices to the Director of Elections and the HSS members, and to authorize HSS staff to issue such notices and proceed with the 2025 election as set forth in the attached Exhibits A and B and according to all applicable procedures in the Charter and the Administrative Code; NOW, THEREFORE, be it

RESOLVED, That an election be held to fill the seat designated as elected seat effective May 15, 2025; and, be it

FURTHER RESOLVED, That the 2025 election be conducted by the Director of Elections; and, be it

FURTHER RESOLVED, That nominations may be made from January 10, 2025, through February 14, 2025; inclusive; and, be it

FURTHER RESOLVED, That ballots may be marked and delivered from Friday, May 16, 2025, through Monday, May 30, 2025, inclusive; and, be it

FURTHER RESOLVED, That the Board hereby approves the notices attached as Exhibits A and B to the Director of Elections and the HSS members and authorizes HSS staff to issue such notices and proceed with the 2025 election as set forth in those notices and according to all applicable procedures in the Charter and the Administrative Code.

## **CERTIFICATION**

I hereby certify that I perform the functions of Secretary of the Health Service Board, and the above Resolution was duly adopted and approved by the Health Service Board at a properly noticed meeting on January 9, 2025.

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Holly Lopez  
01/10/2025

# **EXHIBIT A**

**2025 DOE NOTICE**

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

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DELIVERED ELECTRONICALLY

January 9, 2025

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

Re: Notice of 2025 Health Service Board Election

Dear Mr. Arntz:

Under Sections 16.551 – 16.554 of the San Francisco Administrative Code, I am hereby notifying you, at least 120 days prior to the first voting day, that the Department of Elections shall conduct an election on behalf of the Health Service Board (“Board”) from Friday, May 16, 2025, through Friday, May 30, 2025.

This election will fill one vacancy created on May 15, 2025, when the term expires of the elected member of the Board.

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

Sincerely,

Abbie Yant, RN, MA  
Executive Director

Attachments

cc: Mary Hao, President, Health Service Board

# **EXHIBIT B**

## **2025 MEMBER NOTICE**

**MEMORANDUM**

**DATE:** January 9, 2025

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

**FROM:** Abbie Yant, RN, MA, SFHSS Executive Director

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

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One Health Service Board seat will become vacant on May 15, 2025.

Under the Charter Section 12.200 and San Francisco Administrative Code Sections 16.550-16.554, whenever the term of office of an elected member expires, an election must be held to fill the vacancy.

The Health Service Board announced this vacancy at its January 9, 2025, meeting. The Department of Elections shall conduct the election from Friday, May 16, 2025, through Monday, May 30, 2025.

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

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

**Please note that the nomination period is from Friday, January 10, 2025, through Friday, February 14, 2025.**

We appreciate your cooperation and assistance.

Attachments:

Election Notice  
Schedule  
Nomination Form

# NOTICE

PLEASE POST

PLEASE POST

## HEALTH SERVICE BOARD ELECTION

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

The term of one (1) of the three (3) elected members of the Health Service Board will expire on May 15, 2025. Under Section 12.200 of the Charter and Administrative Code Sections 16.550-16.565, an election will be held to fill the vacancies.

### WHO IS ELIGIBLE TO RUN FOR ELECTION

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

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

### NOMINATIONS JANUARY 10 TO FEBRUARY 14, 2025

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

All nominations must be on an official nomination form. Nomination forms and written acceptances must be received by the Health Service System no later than 5:00 p.m. on February 14, 2025. Additional nomination forms may be obtained by contacting Holly Lopez at the Health Service System, 1145 Market Street, Third Floor, or at (628) 652-4646. After the Health Service System verifies the eligibility of each nominee and each of his or her sponsors, and no later than 5:00 p.m. on February 21, 2025, the Health Service System will send all completed nomination forms to the Department of Elections.



## **WHO IS ELIGIBLE TO VOTE**

All active employees, retired employees, qualified surviving spouses, and qualified surviving domestic partners who are enrolled in a health plan of the Health Service System on April 10, 2025, are eligible to vote. **Individuals who are not in the Health Service System, including non-covered exempt as-needed employees, are not eligible to vote.**

## **ELECTION MAY 16 TO MAY 30, 2025**

No later than Tuesday, May 6, 2024, the Department of Elections will prepare ballots and voting packets for delivery. The Department of Elections will send an envelope by U.S. mail addressed to each active employee member as well as mail an envelope to each retired employee member, qualified surviving spouse member, and qualified surviving domestic partner member. Each envelope will contain a ballot with instructions printed thereon and a ballot return envelope. Each member votes under the instructions, placing the voted ballot inside the return ballot envelope and sealing and signing the return ballot envelope. **Failure to sign the exterior of the return envelope invalidates the ballot.** If a voter loses or spoils their official ballot, a second ballot may be issued by contacting the Department of Elections. Any eligible voter who fails to receive a ballot may appear in person at the Department of Elections' office no later than 5:00 p.m. on May 30, 2025. Upon executing an affidavit of non-receipt of a ballot, he or she will be furnished a ballot and allowed to vote. Any voting packet that cannot be delivered by the departmental office must be returned to the Department of Elections.

## **DELIVERY OF VOTED BALLOTS**

**The voted ballot must be received by the Department of Elections no later than 5:00 p.m., Thursday, May 30, 2025.** Voted ballots may be delivered via:

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

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

## **PROCESSING AND COUNTING THE VOTES**

Beginning at 8:00 a.m., June 3, 2025, in the office of the Department of Elections, City Hall, One Dr. Carlton B. Goodlett Place, Room 48, San Francisco, California, the sealed envelopes containing the ballots will be opened in the presence of witnesses and ballots canvassed publicly in a manner that the identity of the individual casting any ballot will not be disclosed. Each ballot shall be counted so long as it has been properly marked, signed, and delivered.

The Department of Elections shall certify to the Health Service Board that the individuals receiving the highest number of votes have been elected. The individuals certified will assume his or her places on the Health Service Board on June 5, 2025, for the term of office ending May 15, 2030.

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**Schedule for May 2025 Health Service Board Election**

The following Health Service Board Election procedures comply with Administrative Code Sections 16.550 – 16.565

<b>SCHEDULE DATE</b>	<b>PROCEDURES BY HEALTH SERVICE BOARD AND DEPARTMENT OF ELECTIONS</b>	<b>ORDINANCE DEADLINES</b>
Thursday, January 9, 2025	Health Service Board declares vacancy of one seat with term expiration dates effective May 15, 2025. The Health Service Board adopts a resolution authorizing election for one seat and specific dates during which ballots may be marked and when the election is to be held.	
Thursday, January 9, 2025	Health Service Board notifies the Department of Elections that an election will be held, specifying the first and last dates for voting.	<b>Admin Code §16.554</b> At least 120 days prior to the first day of voting
Friday, January 10, 2025 thru Friday, February 14, 2025 (5 Weeks)	Nomination period for Health Service Board candidates. Health Service Board notifies members of the reason for the election, procedures for nomination and selection of candidates, and voting dates.	<b>Admin Code §16.553</b> Not less than 31 days
Friday, February 14, 2025	Department of Elections requests that Department Heads designate departmental Election Officers.	<b>Admin Code §16.555</b> At least 90 days prior to the first day of voting
Friday, February 21, 2025	Deadline for San Francisco Health Service System (SFHSS) to provide completed nomination forms to the Department of Elections by 5 p.m.	
Week of March 3, 2025	Candidates' Orientation Session conducted by the Department of Elections and Deputy City Attorney at the offices of the Department of Elections.	2:00 p.m. – 3:30 p.m.
Monday, March 17, 2025	Department Heads notify the Department of Elections of departmental Election Officers.	<b>Admin Code §16.555</b> 60 days prior to the first day of voting
Thursday, April 10, 2025	Deadline for Candidates' Statements to be filed with the Department of Elections and Candidates' Statements of Economic Interest (Form 700) provided to SFHSS for filing with the Ethics Commission.	<b>Admin Code §16.553-1 and 2</b> No later than 12:00 p.m.
Friday, April 11, 2025	SFHSS provides the Department of Elections with the names of eligible nominees. SFHSS voter file containing active and retired members' names and addresses to be sent to the Department of Elections in the requested format.	<b>Admin Code §16.557</b> 35 days prior to the first day of voting
Friday, April 11, 2025	Department of Elections allows Candidates to review and correct typeset Statements.	No later than 5:00 p.m.

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Monday, April 14, 2025	Department of Elections selects the order of Candidates' names on the ballot by random drawing.	12:00 p.m.
Friday, April 25, 2025	The Department of Elections sends written instructions to departments to Election Officer informing such office of dates on which ballots will be distributed and collected and the procedure to be followed for their distribution and collection.	<b>Admin Code §16.556</b> At least 21 days prior to the first day of voting
Tuesday, May 6, 2025	Department of Elections will mail ballots to all eligible active and retired voter members.	<b>Admin Code §16.560</b> At least 10 days prior to the first day of voting
Tuesday, May 13, 2025	SFHSS provides a supplemental list to the Department of Elections or Contractor within two days of the First Voting Day, which list shall provide the names of eligible voters not included on the original list.	<b>Admin Code §16.557</b> Within 2 days of the first Voting Day
Friday, May 16, 2025 thru Friday, May 30, 2025	Official election dates (set by the Health Service Board). The date is chosen for filling following the current HSB Commissioner's term or to hold a special election.	Friday, May 16, 2025, is the first day of voting.
Tuesday, June 3, 2025	Department of Elections to count votes and announce results. By this date, the Department of Elections counts all ballots that are properly marked, signed, and delivered, and certifies the name of the persons receiving the largest number of voters.	<b>Admin Code §16.563</b>
Thursday, June 5, 2025	Elected members are sworn-in within one week following the announcement of the results. Elected member take their seat at the first June 2025 Health Service Board meeting for a full five-year term ending June 2030	5 days after the close of voting

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**NOMINATION OF MEMBER  
HEALTH SERVICE BOARD 2025 ELECTION**

We, the undersigned members of the San Francisco Health Service System (SFHSS) hereby nominate:

NAME: (Print) _____
DEPARTMENT/EMPLOYER: _____
Please check one:
<input type="checkbox"/> Active Employee
<input type="checkbox"/> Retired
<input type="checkbox"/> Qualified Surviving Spouse
<input type="checkbox"/> Domestic Partner
As a Member of the Health Service Board for the full-term commencing June 5, 2025 and ending May 15, 2030.
In witness whereof we have hereunto signed our names and places of employment or retiree status.

**NOTE: Please print legibly since SFHSS must verify that the person signing is an eligible SFHSS member.**

1.	Nominations must be filed with SFHSS <b>no later than Friday, February 14, 2025, at 5:00 pm, PST.</b>
2.	Nominators signing on the attached form must be active or retired members of the San Francisco City and County Health Service System.
3.	Twenty (20) valid signatures are required. (Twenty-five (25) spaces are provided in the event some of the signatures are disqualified.)
4.	The member's DSW number or the last four (4) numbers of the member's Social Security Number must be entered. San Francisco City and County Health Services System staff must verify that the person signing is a member of the Health Service System.

For questions, please contact Holly Lopez, Health Service Board Secretary, at (628) 652-4646.

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**SPONSOR PAGE**  
**HEALTH SERVICE BOARD 2025 ELECTION**

<i>Printed First and Last Name</i>	<i>Signature</i>	<i>DSW Number or Social Security Number (Last Four Numbers only)</i>	<i>Department/Retiree*</i>
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\* If you are an ACTIVE member, indicate the name of your Department. If you are a RETIRED member, indicate "Retiree" under Column 4, DEPARTMENT/RETIREE.

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**ACCEPTANCE OF NOMINEE**  
**HEALTH SERVICE BOARD 2025 ELECTION**

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_