



# HEALTH SERVICE BOARD

## CITY & COUNTY OF SAN FRANCISCO

**Stephen Follansbee, M.D.**  
President

**Chris Canning**  
Vice President

**Connie Chan**  
Supervisor (District 1)  
Commissioner

**Karen Breslin**  
Commissioner

**Mary Hao**  
Commissioner

**Randy Scott**  
Commissioner

**Claire Zvanski**  
Commissioner

**Abbie Yant, MA, RN**  
Executive Director  
Health Service System

**Holly Lopez**  
Executive Secretary

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

### **HEALTH SERVICE BOARD**

### **MEETING MINUTES**

Thursday, November 18, 2021

**REGULAR MEETING AT**

**1:00pm**

**VIRTUAL PRESENTATION BY SFGOV TV**

Due to the COVID-19 health emergency and to protect our Board Members, SFHSS staff, and members of the public, the Board's Meeting Room (Room 416) is closed.

## Remote Meeting Access

**Watch** at 1:00 pm on November 18, 2021 (via [SFGovTV](#))

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

**Public Comment Call-In:** 415-655-0001 / **Access Code:** **2484 226 5616**

### Providing Public Comment:

1. Dial **415-655-0001** and then enter access code **2484 226 5616** then #
2. **Press #** again to enter the meeting as an ATTENDEE
3. 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.
4. When Public Comment is called, dial \* then **3** to be added to the speaker line.
5. 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.
6. To withdraw your question, press \* then **3**. – you will hear: "You have lowered your hand."
7. When the system message says "Your line has been unmuted" - **THIS IS YOUR TIME TO SPEAK.**
8. 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.
9. 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."
10. 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 comment 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, November 17th** 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.

The Health Service Board meeting recording is available on the November 18, 2021 meeting [webpage](#), or the visit [SFGovTV webpage](#) for a full record of board meeting archives.

1. **CALL TO ORDER:** 1:02 pm

2. **ROLL CALL:**

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

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

The Health Service Board Resolution is available on the SFHSS webpage:

President Follansbee announced the attached resolution is necessary to hold virtual meetings for the full Board and all Committees for the next thirty days.

Commissioner Scott moved to accept the resolution as distributed with the accompanying memo. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT: None

**ACTION: The Health Service Board unanimously approved the Resolution allowing teleconference meetings under California Government Code Section 54953(3).**

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

The Health Service Board meeting minutes are available on the following SFHSS webpages: <https://bit.ly/3ElrV2> and <https://bit.ly/3ohn6Ez>

President Follansbee asked for any additions, corrections, or modifications of the presented meeting minutes.

Commissioner Breslin moved to approve the Health Service Board September 9, 2021, Regular Meeting Minutes, and the Health Service Board Governance November 4, 2021, Committee Meeting Minutes. Commissioner Scott seconded the motion.

PUBLIC COMMENT: None

**ACTION: The Health Service Board unanimously approved the Health Service Board September 9<sup>th</sup>, 2021, Regular Meeting Minutes, and the Health Service Board Governance November 4<sup>th</sup>, 2021, Committee Meeting Minutes.**

5. **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

1145 MARKET STREET 3<sup>RD</sup> FLOOR, SAN FRANCISCO, CA 94102

## 6. PRESIDENT'S REPORT: (Discussion)

The President's Report is available on the SFHSS website at <https://bit.ly/3xPebNP>

President Follansbee thanked the Board for completing the City-Wide mandatory COVID-19 Training. President Follansbee stated the information was accurate and helped discredit any myths about COVID-19. President Follansbee recommended the Kaiser Family Foundation ([www.kff.org/](http://www.kff.org/)) as it also clarified misunderstandings about the COVID-19 pandemic. President Follansbee reminded Board members, HSS staff, and San Francisco City employees and citizens to stay up-to-date on all developments which change rapidly. President Follansbee shared resource links on ageism and aging, in particular, an article from the Washington Post titled "They Treat Me Like I'm Old and Stupid", which may be of interest to members ages 50 years, and certainly 65 years and older. President Follansbee also recommended the [National Institute on Aging](#) articles as a reminder for the Board to continue to monitor and question what programs need to offer to this population.

Commissioner Breslin thanked President Follansbee for addressing the topic before the Board and agreed that ageism needs to be kept in mind. Commissioner Scott also thanked President Follansbee for the resources. Commissioner Scott noted the variety of services available in San Francisco and the Board's awareness on the range of services for the aging population will support retirees and active employees, as issues may arise for any member. Commissioner Breslin wondered how members would know about these resources. Commissioner Zvanski restated the difficulty of sharing the information, acknowledging the Health Service Board may not be able to resolve the information distribution issue. Commissioner Scott pointed out that the City [Department of Disability and Aging Services](#) coordinates care for older adults and he also noted that community religious organizations are a resource for seniors as well.

PUBLIC COMMENT: None

## 7. DIRECTOR'S REPORT: (Discussion)

The Director's Report is available on the SFHSS website at <https://bit.ly/3Efs0Yp>

Executive Director Yant, SFHSS, presented the following items:

- COVID-19 Update
- Open Enrollment
- Summary of Board of Supervisors-Letter of Inquiry and Government Audit and Oversight Committee Hearing
- Racial Equity Action Planning
- Black-Out Period Notice
- UFCW & Employer Benefits Trust vs. Sutter Health
- Legislative Report
- Follow up from Prior HSB Meetings: Medicare Advantage Request for Information (RFI)
- Administrative Updates
  - Quarterly Email Outcome Report for August-October
  - Transparency Summary
- Divisional Reports
  - Personnel
  - Operations: Enterprise Systems and Analytics (ESA) and Communications
  - Finance and Contracts
  - Well-Being

Commissioner Scott asked for the total number of HSS staff positions and the current number of vacancies. Executive Director Yant stated it was around 54 positions with 2-3 vacancies at this time. Commissioner Breslin pointed out that the Letter of Inquiry on Mental Health Access for City Employees only addressed active employees and hoped attention would also be given to retirees. Executive Director Yant indicated Supervisor Chan's Letter of Inquiry called particular interest in access for active employees. Executive Director Yant agreed that the mental health of all employees is a priority.

PUBLIC COMMENT: None

#### **8. BLACK-OUT PERIOD NOTIFICATION: (ACTION)**

The Black-Out Period Notification is available on the SFHSS website at <https://bit.ly/3ppiWdm>

SFHSS Executive Director Yant re-introduced the Black-Out Period notice that commenced on September 9, 2021, extending through June of 2022 which coincides with the Rates and Benefits process. Executive Director Yant stated the Health Service Board's policy is to be notified, upon which they must vote to approve the notice.

Commissioner Zvanski moved to accept the notification of the Black-Out Period. Commissioner Scott seconded the motion.

PUBLIC COMMENT: None

**ACTION: No action was taken. Item will be placed on the December 9, 2021, agenda as an action item.**

#### **9. SFHSS FINANCIAL REPORTING AS OF SEPTEMBER 30, 2021: (Discussion)**

The SFHSS Financial Reporting of September 30, 2021, memo and presentation are available on the SFHSS website at <https://bit.ly/3ol27B6> and <https://bit.ly/3lvz1go>

Larry Loo, SFHSS Chief Financial Officer presented the following items:

- Performance of the Trust & General Fund detailed in the monthly financial report
  - Trust financial will be finalized following the annual financial audit
  - Reported on the Health Sustainability Fund
- General Fund Administrative Budget

President Follansbee thanked Larry Loo for the detailed report because the reports highlight so many aspects of the financials. Commissioner Scott also thanked Larry Loo for the summary's month-to-month report. Commissioner Zvanski appreciated Larry Loo's expertise, especially with the Request For Information (RFI) project. Commissioner Zvanski asked if it is too early to forecast any financial shortfall or gain. Larry Loo confirmed that it is too early to forecast any shortfall or gain for the General Administrative Fund. Commissioner Zvanski asked how long it takes to balance a surplus, particularly with the dental rate setting. Larry Loo referenced the Board's rate stabilization policy as it guides actions when there are surpluses or shortfalls. Larry Loo stated dental surpluses are presented each year during the rates and benefits process and this year, surpluses were seen within the active employee population, and actions are being set up to mitigate any shocking rates going forward.

PUBLIC COMMENT: None

## **10. ANNUAL FINANCIAL STATEMENTS AND AUDITORS REPORT: (ACTION)**

The Annual Financial Statements and Auditors Report documents are available on the SFHSS website at <https://bit.ly/3ddhdIC>, <https://bit.ly/3ruO4uD>, <https://bit.ly/3Gb1EY5>, and <https://bit.ly/3lh1zUr>

Larry Loo, SFHSS Chief Financial Officer introduced this item. Craig Harner, MGO Director presented the following items:

- Audit Summary: Financial Statements Audit and Report to the Board of Director's
- Audit Responsibilities: Management and Auditors
- Audit Results, Required Communications, and Other Matters

Larry Loo, Chief Financial Officer introduced the independent Auditors for the Employee Benefits Trust Fund. Larry Loo stated this was the second year the audit was completed 100% virtually, which was accomplished with the help of Yuriy Gologorskiy, Principal Administrative Analyst in finance, Mitchell Griggs, Chief Operating Officer, Rin Coleridge Enterprise Systems and Analytics Director, Michael Visconti Contracts Administration Manager, and William Kudenov, Principal Administrative Analyst.

Craig Harner, MGO reiterated the scope of the audit to only cover the Employee Benefits Trust Fund, and the audit was performed 100% remotely and despite the challenges of remote work, the audit report was issued one week ahead of the planned schedule. Craig Harner also thanked Yuri Gologorskiy for providing all the required documentation.

Craig Harner provided an overview of the three reports issued. Two are contained in the financial statements packet which includes the independent auditor's report (applying Generally Accepted Accounting Principles or US GAAP) on the financial statement and the independent auditor's report on internal controls. The third report is a required communication called a Report to the Board of Directors. Professional audit standards require a report out to the Government or Boards as a summary or wrap-up of how the audit went.

Craig Harner reported that MGO issued an unmodified opinion which is the highest level of assurance of the financial statements in the audit. There were no control deficiencies nor any non-compliance with laws or regulations that would materially affect the amounts of disclosures in the financial statements. Commissioner Scott requested that the first presentation slides display both of these report findings so the record is complete in the report and the presentation. Craig Harner noted the request for next year.

Craig Harner discussed one note, "Significant financial statement estimates and disclosures – Note 4 reserve for claims for self-insured plans (medical, prescription drugs, and dental)." Craig Harner explained that management is required to make estimates of certain amounts in the financial statements and certain disclosures, specifically the reserve for claims for the self-insured, medical prescription drug, and dental plans. Management had an actuary, Aon, come in, and based on historical claims information and plan makeup they estimated that reserve amount or reserve liability as of June 30<sup>th</sup>, 2021. MGO hired a consulting actuary who is an expert in the healthcare claims area to review Aon's work. MGO's actuary then used the same data and the same information with all the claims and the enrollment numbers and prepared an estimate using that same data. Once the two estimates are compared, MGO was able to conclude if those amounts and estimates were reasonable when we look at the plan. Craig Harner restated that no misstatements or deficiencies were reported between the two actuarial reports. Commissioner

Scott requested the presentation slide properly reflect the outcome of the “financial statements estimates and disclosures” so that the slide would include there were “no misstatements or deficiencies found.” Commissioner Zvanski also requested to have this report outcome clearly stated. Commissioner Breslin supported the request as well.

President Follansbee thanked Craig Harner for the comprehensive report. Commissioner Scott also thanked MGO for the thorough report and commended Larry Loo and his team for the rigor to undertake the audit process. Commissioner Zvanski thanked Executive Director Yant, Larry Loo, and his staff for making sure there were no compliance issues.

Commissioner Scott moved to accept the MGO Audit Report and Financials from as presented with Commendation to Larry Loo and his staff. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT: None

**ACTION: The Health Service Board unanimously accepted the MGO Audit Report and Financials as presented with Commendation to Larry Loo and his staff.**

#### **11. EDUCATION: SFHSS POPULATION HEALTH AND MEASUREMENT PLAN UPDATE: (DISCUSSION)**

The Board Education Presentation SFHSS Population Health and Measurement Plan is available on the SFHSS website at <https://bit.ly/3xNJCIm>

Derrick Tsoi, SFHSS Senior Health Planner presented the following items:

- Agenda and Presentation Aim
- Background and Context:
  - Evolving Understanding of Population Health
  - Whole Person Health
  - Key Players and Examples
- SFHSS Approach and Strategy
- Workstream Examples: Health Plan Reports Audit
- Workstream Examples: Data Dive Using Data Warehouse
- Workstream Examples: Standard Measurement Plan
- Looking Ahead: Work as a Determinant of Health
- Summary

President Follansbee thanked Derrick Tsoi for the strategic overview and the update on the deep dive into the data. President Follansbee asked how the Board can look at the complexity in context. Derrick Tsoi explained that social systems like food access, employment, the environment are each major systems that our experiences are built upon and that SFHSS has started to strengthen both our understandings and our data streams in partnership with our health plans. President Follansbee pointed out that for someone with cardiovascular disease or diabetes getting their care, for example, more than 15 miles away from their residence versus care closer to their residence contributes to receiving the care they need. Derrick Tsoi agreed that access to care, like physical distance to care, is a data point HSS is hoping to uncover, gather and analyze.

Commissioner Breslin was surprised that hypertension was not included in the same category behavior, anxiety, and depression. Commissioner Breslin wondered how the workplace environment can affect everyone differently when everyone is in the same workplace setting. Commissioner Breslin expressed the importance of the behavior health measure of diet and

exercise. Derrick Tsoi reiterated that the population measurement plan strategy will look to the data to reveal member needs, and then work with health plans to implement evidence-based practices.

Commissioner Breslin wondered how disparities exist when the City clearly states salaries and compensation is equal amongst peers. Derrick Tsoi said economic factors like salaries are relevant to the discussion of health and wellbeing, as even though two employees could be paid the same amount for the same job one of them might travel two hours to work on public transportation where someone else might live 5 minutes away, or some else might be supporting a multi-generational household with grandparents and kids in their household so their salaries could be stretched thinner. Derrick Tsoi said these are the questions we are asking ourselves in the healthcare industry so the definitions of traditional health can expand to include social, emotional perspectives of the individual.

Commissioner Scott suggested that a timeline around prioritization of issues and data collection, be presented to the Board as a next step, which would include where HSS has been, where HSS is currently, and future markers with actionable items. President Follansbee agreed that a deep data dive is required to look for trends to begin to address our areas of influence and strategy for the Health Service System. President Follansbee also pointed out that employee commute times greatly affect health and mental health. Commissioner Zvanski was alarmed at the disease disparity of disease prevalence by race and department presented and requested data be segmented by job classification. Commissioner Zvanski also requested data be segmented by retirees and actives, as these indicators are social determinants that will inform our sphere of influence.

Director Yant acknowledged Commissioner Breslin's concern on diet and exercise and referred to the graphic showing the "Evolving Understanding of Population Health". This graphic highlights Health Behaviors which include diet and exercise are significant contributors to overall health (30%), and efforts will continue to encourage members to exercise and eat healthily. Executive Director Yant also acknowledged Commissioner Scott's request to connect the measurement plan to the strategic plan. Executive Director Yant outlined the process which began in 2018 with the development of population health and social determinants. The development included assessment of available data, understanding data collection limitations, conversations with current plans on new expectations, and requiring all new plans (included in the most recent Medical RFP) of expectations, which brought us to the present phase of establishing and determining the baseline data to define a common measurement set. Executive Director Yant further explained the next phase will introduce the baseline with health plans, collect data under that baseline and then begin to set improvement goals and finally identify areas of incremental improvement. Commissioner Scott thanked Executive Director Yant for the outline and reiterated the request for a year-by-year plan included in the next strategic plan. Executive Director Yant confirmed this can be included. Executive Director Yant also stated four key issues discussed today-agism, gerontology, mental health, and population health will also be included in developing the next strategic plan.

PUBLIC COMMENT: None

**BREAK: 2:52pm-3:04pm**

**ROLL CALL:**

President Stephen Follansbee, M.D.-Present  
Commissioner Karen Breslin-Present  
Commissioner Randy Scott-Present

**GOVERNANCE COMMITTEE MATTERS**

**12. INITIATE HEALTH SERVICE BOARD ANNUAL SELF-EVALUATION AND EXECUTIVE DIRECTOR EVALUATION PROCESS FOR PLAN YEAR 2021: (Action)**

The Health Service Board Annual Self-Evaluation and Executive Director Evaluation Process for Plan Year 2021 documents are available on the SFHSS website: <https://bit.ly/3Ekp50L>, <https://bit.ly/3ddRPwb>, <https://bit.ly/3phWuTk>, <https://bit.ly/31q5E8b>, and <https://bit.ly/3EnGe9D>

Governance Committee Chair Scott presented the following items.

- Draft SFHSS Board Self-Evaluation Form and Timeline
- Draft SFHSS Executive Director Performance Evaluation Survey and Timeline
- HSB Self-Evaluation Plan Year 2020 Report Presented by Board Secretary

Commissioner Zvanski moved to approve the initiation of the Board Self-Evaluation and Executive Director Performance Evaluation Survey and Timeline. President Follansbee seconded the motion.

PUBLIC COMMENT: None

ACTION: The Health Service Board unanimously approved the Board Self-Evaluation and Executive Director Performance Evaluation Survey and Timeline.

**13. INITIATE GOVERNANCE POLICIES AND TERMS OF REFERENCE 2022 REVIEW PROCESS AND TIMELINE: (Action)**

The Health Service Board Governance Policies and Terms of Reference 2022 Review Process and Timeline is available on the SFHSS website at <https://bit.ly/3xOmr0l>

Committee Chair Scott presented the timeline for the review process and final approval for 2022. Committee Chair Scott stated the Governance Policies and Terms of Reference were adopted in 2007 and then the formal review process began in 2015. The Committee decided to review the policies at least once every three years and earlier if the City Charter, State, or Federal regulatory changes came before the three-year review. Committee Chair Scott explained the December 2, 2021 meeting would conduct a page-by-page review, section-by-section review, and Erik Rapaport, City Attorney, would also review to ensure policies are compliant and regulatory requirements are current.

President Follansbee moved to approve the Governance Policies and Terms of Reference 2022 Review Process and Timeline. Commissioner Zvanski seconded the motion.

PUBLIC COMMENT:

**ACTION: The Health Service Board unanimously approved the Governance Policies and Terms of Reference 2022 Review Process and Timeline.**

## REGULAR BOARD MATTERS

### **14. REPORTS AND UPDATES FROM CONTRACTED HEALTH PLAN REPRESENTATIVES:**

#### **(Discussion)**

Kate Ferrante, Kaiser Permanente, provided an update on union bargaining and strike activities in Northern California. Updates included:

- This week Kaiser reached an agreement in Northern California and the Northwest with the Professional Pharmacist Guild, a new three-year contract is in place
- Alliance of Healthcare Unions, represented by 50,000 Kaiser Permanente employees and 22 unions reached successful agreements, predominantly in Southern California based unions.
- Continuing to bargain with Local 39 Operating Engineers, they have been on strike since September 18, 2021. No agreement has been reached yet but Kaiser continues to be at the table and bargain in good faith and very much hope to reach an agreement soon.
- Several unions held sympathy strikes in support of Local 39.
- Local 20-Clinical lab scientists, optometrists, physical therapists, occupational therapists, and Local 20 which have Medical Secretaries and Office staff, are on strike today.
- Received sympathy strike notice from California Nurses Association set for November 19, 2021. Kaiser is at the table bargaining with this union.
- Kaiser Permanente members have been prepared for this and Kaiser has brought in contingent workers, Kaiser has rescheduled many non-urgent medical appointments and procedures for today and tomorrow or converted appointments to phone or video visits with their physicians. Some outpatient pharmacies are temporarily closed today and tomorrow. In the event of an urgent prescription needed, retail pharmacies are open. Emergency Departments are open.

President Follansbee, as a Kaiser Member, thanked Kaiser for the message notifications and the mail order pharmacy procedure. President Follansbee asked if the vaccine process is disrupted? Kate Ferrante believed all sites were open, but if disrupted, only a few would be closed. President Follansbee said he received a notice of a sympathy protest, not an actual strike. Kate Ferrante clarified that today and tomorrow are sympathy strikes and protests were held in the previous weeks.

PUBLIC COMMENT: None

### **15. ADJOURNMENT: 3:28 pm**

President thanked the Board Members for maintaining quorum, the City IT department for supporting meetings, Board Secretary Holly Lopez for masterful management of meeting details and responsibilities. Commissioner Scott wished everyone a Happy Thanksgiving.

**Health Service Board and Health Service System Web Site: <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](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, 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 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).