



# HEALTH SERVICE BOARD

## CITY & COUNTY OF SAN FRANCISCO

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Commissioner

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Executive Director  
Health Service System

**Holly Lopez**  
Executive Secretary

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<http://www.sfhss.org/>

## **HEALTH SERVICE BOARD:** **GOVERNANCE COMMITTEE**

### **MEETING MINUTES**

Thursday, November 4, 2021  
at 1:00 pm

## Remote Meeting Access

Watch at 1:00 pm on November 4, 2021

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

Public Comment Call-In: 415-655-0001 / Access Code: **2484 202 4647**

### Providing Public Comment:

1. Dial **415-655-0001** and then enter access code **2484 202 4647** 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 3rd** 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: 1:01 pm

2. ROLL CALL

Commissioner, Randy Scott, Chair-Present  
Commissioner, Stephen Follansbee, M.D., Board President-Present  
Commissioner, Claire Zvanski-Present

3. INITIATE PUBLIC EMPLOYEE EVALUATION PLAN YEAR 2021: (Action)

Presented by Committee Chair Scott

Governance Committee Chair Scott presented the Board annual Employee Performance Evaluation for the SFHSS Executive Director for the plan year 2021. Committee Chair Scott stated that Employee Performance evaluates five areas of performance, and the same format has been used for at least five years. Executive Director Yant confirmed that the 2021 evaluation will be her 3<sup>rd</sup> evaluation. Chair Scott noted last year the Committee made some wording modifications last year.

Committee Chair Scott introduced the Public Employee Evaluation timeline beginning with the full Board's approval in November 2021 and concluding in March 2022 in which the results will be shared in a closed session before the full Board. Commissioner Scott reminded the Committee that surveys are also completed by the Health Service System's Chief Operations Officer (COO) and Chief Financial Officer (CFO). Chair Scott asked Executive Director Yant if other staff reports directly to her. Executive Director Yant said Holly Lopez, Board Secretary, and Leticia Harris-Senior Health Planner report to her directly and Michael Visconti-Contracts Manager, jointly reports to her and the CFO. Chair Scott recalled the Committee's discussion last year to include more staff participation, and the Committee decided only the CFO and COO needed to complete the survey.

Commissioner Zvanski moved to adopt the employee evaluation survey and timeline for the plan year 2021 as presented. President Follansbee seconded the motion.

PUBLIC COMMENTS: None

**ACTION: The Health Service Board Governance Committee unanimously approved the Employee Evaluation Survey and Timeline for Plan Year 2021.**

4. INITIATE ANNUAL BOARD SELF-EVALUATION PLAN YEAR 2021: (Action)

Presented by Committee Chair Scott

Governance Committee Chair Scott presented the Board Self-Evaluation survey. Chair Scott said there are several areas of activity that the Board reviews with a total of forty questions. Chair Scott noted several questions were modified last year and asked if Committee members had any further survey question modifications this year. President Follansbee and Commissioner Zvanski said they had no edits to the survey questions.

Chair Scott presented the timeline and pointed out the Evaluation will begin in November with the approval of the full Board. Chair Scott pointed out the highlighted dates to complete the process, noting the Board would have three weeks to complete the survey, the Board Secretary would

compile and present the results to the Governance Committee in January, and if approved would go before the full Board in February for final approval. Chair Scott said the proposed timeline follows the same schedule as last year.

Commissioner Zvanski moved to approve the proposed Board Self-Evaluation and Timeline as presented. President Follansbee seconded the motion.

PUBLIC COMMENTS: None

**ACTION: The Health Service Board Governance Committee unanimously approved the Board Self-Evaluation Survey and Timeline for Plan Year 2021.**

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

Presented by Committee Chair Scott

Committee Chair Scott introduced the agenda item with a reminder that the Governance Committee is responsible to oversee Health Service Board policies, upon which the Board adopted the Governance Policies and Terms of Reference on February 22, 2007, amended on April 9, 2015, and further amended on February 19, 2019. Chair Scott stated policies are reviewed at least once every three years to ensure the Governance Policies and Terms of Reference remain relevant and appropriate. Chair Scott stated the attached document presents the timeline for the review process. Chair Scott explained the review process will include a page-by-page review to address any changes. Chair Scott presented the timeline and said the full review is scheduled for December 2<sup>nd</sup>, after which it will go before the full Board for approval and subsequent publication on the Board's website.

President Follansbee asked if the timeline includes input from the City Attorney's office. Erik Rapaport confirmed he can review the document in line with the proposed timeline.

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

PUBLIC COMMENTS: None

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

**6. ADJOURNMENT: 1:36 pm**

Chair Scott thanked the Governance Committee Members and Executive Director Yant who support this process. Chair Scott also thanked the Board Secretary who supports the daily organization for the Committee.

**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

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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; website [www.sfgov.org/ethics](http://www.sfgov.org/ethics).