



# HEALTH SERVICE BOARD

## CITY & COUNTY OF SAN FRANCISCO

**Randolph Scott**  
President

**Mary Hao**  
Vice President

**Karen Breslin**  
Commissioner

**Chris Canning**  
Commissioner

**Supervisor Matt Dorsey**  
**District 6**  
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**  
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<http://www.sfhss.org/>

### HEALTH SERVICE BOARD

### REGULAR MEETING MINUTES

Thursday, September 14, 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

The Health Service Board welcomes public participation during public comment periods. There will be an opportunity for general public comment at the beginning of the meeting, and there will be an opportunity to comment on each discussion or action item on the agenda. Each comment is limited to 3 minutes. For those attending remotely, the Commission will hear up to 30 minutes of remote public comment total for each agenda item. Remote public comment from people who have received an accommodation due to disability will not count toward the 30-minute limit.

**Watch** at 1:00 pm on September 14, 2023 (via [SFGovTV schedule](#))

**Click the link to join the meeting** – [September 14, 2023 HSB Regular Meeting WebEx link](#)

**Public Comment Call-In: 415-655-0001 / Access Code: 2663 488 8763 Webinar Password: 1145**

### Listening to the meeting via phone

1. Dial into **415-655-0001** and then enter **access code** 2663 488 8763 then #
2. Enter Webinar Password: 1145 then press #
3. Press \*3 to be added to the Public Comment queue and you will hear the prompt “You have raised your hand to ask a question, please wait to speak until the host calls on you.” When the system message says “Your line has been unmuted” - **THIS IS YOUR TIME TO SPEAK.**
4. You will be muted when your time to speak has expired.

### Watching the meeting on WebEx

1. Join via hyperlink [September 14, 2023 HSB Regular Meeting WebEx Link](#)
2. **Click on the Raise Hand Icon** to be placed in the queue to speak. A raised hand will appear next to your name. When you are unmuted in the system, a request to unmute will appear on your screen, please select unmute to speak.
3. When you are unmuted in the system, a request to unmute will appear on your screen, please select unmute to speak. Once you hear me say “Welcome Caller,” you can begin speaking.
4. When your time has expired, you will be muted. Please click on the Raise Hand Icon to lower your hand.

Members of the public are encouraged to state their name clearly although you may remain anonymous. You will hear an audible warning when you have 30 seconds remaining. When your 3 minutes have ended, you will be placed back on mute.

### 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, September 13, 2023** 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 [September 14, 2023, HSB Meeting webpage](#). Regular Board meeting recording archives are available on the [SFGovTV Health Service Board meeting webpage](#).

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

2. **ROLL CALL:**

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

3. **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.**

Commissioner Breslin requested an agenda item for the November HSB meeting to discuss how early retiree rates are set including City Charter provisions. Executive Director Yant said the [August 10, 2023 agenda item: Board Education: Healthcare Transition from Active Employment to Early Retiree presentation](#) and the video recording is on the [Health Service Board meeting webpage](#). Executive Director Yant asked if there were any specific questions to integrate into a future presentation. Commissioner Breslin acknowledged the previous presentations and requested a deeper dive to encourage early retirees to attend the meeting. President Scott asked if additional people would come to the November meeting. Commissioner Breslin said she has not asked anyone yet.

PUBLIC COMMENT: None

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

[See pdf August 10, 2023 Health Service Board Regular Meeting Minutes](#)

Supervisor Dorsey moved to approve the August 10, 2023, Health Service Board Meeting Minutes. Commissioner Breslin seconded the motion.

PUBLIC COMMENT: None

VOTE:

Aye: Breslin, Dorsey, Hao, Follansbee, Scott

Noes: None

**ACTION: The Health Service Board unanimously approved the August 10, 2023 Health Service Board Regular Meeting Minutes.**

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

No written or verbal comment this month.

PUBLIC COMMENT: None

1145 MARKET STREET 3<sup>RD</sup> FLOOR, SAN FRANCISCO, CA 94103

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

No written or verbal comment this month.

PUBLIC COMMENT: None

**7. VOTE ON WHETHER TO CANCEL THE OCTOBER 2023 HEALTH SERVICE BOARD REGULAR MEETING: (Action)**

President Scott mentioned that the regular board meeting in October is normally canceled to allow staff additional time to focus on Open Enrollment and was willing to accept a motion to cancel the October 2023 Health Service Board meeting.

Commissioner Follansbee moved to cancel the October 2023 Regular Health Service Board meeting. Vice President Hao seconded the motion.

PUBLIC COMMENT: None

VOTE:

Aye: Breslin, Dorsey, Hao, Follansbee, Scott

Noes: None

**ACTION: The Health Service Board unanimously voted to cancel the October 2023 Health Service Board Regular Meeting.**

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

[See pdf of September 14, 2023, Director’s Report](#)

Abbie Yant, SFHSS Executive Director presented the following items:

- United Healthcare and UCSF Health Network Situation
- COVID Vaccines
- COVID Virus Variants
- Health Equity, Diversity, and Inclusion Update
- Health Care Affordability Board
- Health Care Affordability Advisory Committee
- Health Equity, Diversity, and Inclusion Updates
- Administrative Updates
- Divisional Reports
  - Human Resources Personnel-
  - Operations
    - Enterprise Systems and Analytics
    - Member Services
    - Communications
  - Finance and Budget
    - Contracts
  - Well-Being

President Scott noted the report stated that United Healthcare has a contract in place with the UHC Hospital System. Executive Director Yant clarified that of the six University of California (UC) medical systems, UCSF is the only UC provider that is not contracted with UHC as an in-network provider.

Executive Director Yant said there is a new COVID vaccine as hospitalization death rates are elevated and we are in a cautious state. Commissioner Follansbee said the recommendation is for everyone to get the vaccine who completed the initial series and received the booster and said to look for communications from their health plan about the vaccine, flu, and RSV vaccines.

Commissioner Breslin asked if each of the health plans has diabetes prevention programs. Executive Director Yant said the Well-Being Division has a direct contract with the YMCA for diabetes prevention. Denise Rodriguez, Kaiser Permanente said there was a contract with Omada but would have to look into the program and follow up with Executive Director Yant. Denise Rodriguez said once a member is identified as having high blood sugar their physicians are notified and assist with prevention plans. Tiffany Gill, Blue Shield of California, said members can self-enroll in the Wellvolution program that offers diabetes education. Loir Cumming, Health Net, said there are several diabetes prevention programs in place through the wellness platform, Share Care and Omada where members can self-manage prevention programs. Monica Inocencio, United Healthcare said Medicare Advantage members have a variety of options through Optum and UHC sends prevention communications to identified members.

PUBLIC COMMENT: None

**9. SFHSS FINANCIAL REPORT AS OF JUNE 30, 2023: (Discussion)**

[See pdf of SFHSS Financial Report as of June 30, 2023 memo](#)

[See pdf of SFHSS Financial Report as of June 30, 2023 presentation](#)

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

President Scott asked what the surplus in the general fund is. Iftikhar Hussain said there \$1.6 surplus. President Scott said there were also savings from the 2023 plan rates, with an excess of roughly \$8 million.

President Scott asked for an update on the audit. Iftikhar Hussian said there are no issues or observations so far. Iftikhar Hussian said the only potential issue is the impact of the San Francisco School District payroll system conversion which is causing ongoing errors. HSS is correcting the errors are they are brought to our attention. The auditors are gauging the impact on the Health Service System Trust.

PUBLIC COMMENT: None

**10. HEALTH SERVICE SYSTEM ANNOUNCEMENT OF THE REQUEST FOR PROPOSAL FOR MEDICARE PLANS FOR 2025 PLAN YEAR: (Discussion)**

[See pdf of Health Service System Announcement of the RFP for Medicare Plans for 2025 Plan Year](#)

Michael Visconti, SFHSS Contracts Administration Manager presented the following items:

- Current State Assessment – RFPs for Benefit Plans
- Current SFHSS Medicare Plans:
- History of SFHSS Medicare Advantage Plans (2015-present):

- Announcement of Request for Proposal (RFP) for HMO and PPO Medicare Plans for the 2025 Plan Year
- Rationales for issuing a Medicare RFP for PY2025
- Interest from the largest Medicare carriers
- Draft Medicare RFP Calendar
- Discussion

President Scott asked how the Request for Information (RFI) and Request for Proposals (RFP) processes are different. Michael Visconti said the RFP process results in contracts and the RFI is exploratory, and members of the Board are allowed to participate. Michael Visconti said for the RFP announcement today, the Board will review the recommendations for approval in May or June of 2024. President Scott asked if the November Board meeting would offer time for Board members to share any concerns, issues, or questions about the RFP for Medicare plans for the 2025 plan year. Michael Visconti confirmed there will be time for Board members to share questions and concerns at the November Health Service Board Regular meeting.

Commissioner Breslin asked when an RFP for non-Medicare would be available. Michael Visconti said the Health Service System would introduce considerations for future SFHSS competitive Bids to the Board next June and then announce RFIs or RFPs in September.

Commissioner Follansbee asked how or what data will be available to plans interested in submitting a proposal. Michael Visconti said we want prospective respondents to have insight into our member needs so they predict the best response for their application so data such as the demographics report will be available for respondents.

PUBLIC COMMENT: None

#### **11. OPEN ENROLLMENT, HEALTH FAIRS, AND FLU CLINICS PLAN FOR 2023 (PLAN YEAR 2024): (Discussion)**

[See pdf of Open Enrollment, Health Fairs, and Flu Clinics Plan for 2023 \(Plan Year 2024\)](#)

Rey Guillen, SFHSS Chief Operating Officer, and Carrie Beshears, SFHSS Well-Being Manager presented the following items:

- SFHSS Rates and Benefits Milestones
- Plan Year 2024 Highlights
- Upcoming System Updates
- Upcoming System Updates
- Open Enrollment Communications
- 2024 Health Benefits Guides\*
- Retiree OE Booklet and Retiree Self-Service Instructions
- 87 OE Letters with Custom Rates
- 3 Different OE Envelopes
- 5 Weekly OE Emails starting the last week of September
- Comprehensive OE Website\*
- OE Calendar Events
- OE Webinar Schedule
- OE Flu Flyer for Retirees
- OE Flu Flyer for Actives and General OE Event Flyers
- SFHSS Worksite Flu Clinics

- Health Fair and Flu Clinics Schedule

Commissioner Follansbee asked if the Southern California Kaiser system updates will help members who maintain a Northern California membership but primarily reside in Southern California to receive care in both Northern and Southern California. Commissioner Follansbee shared that he has a Northern and Southern California Kaiser Medical record number so he can use facilities but it still makes it hard to obtain lab work. Rey Guillen said the current system combines the members who live in southern and northern California into a single file and the HSS submits to Kaiser. Kaiser then has to split the files apart based on zip codes, however, this has led to significant errors and discrepancies that we hope to solve with the new system update. Rey Guillen said the membership is based on the member's residency and the system update will still place the member in the region in which they have residency. Debbie McConathy, Kaiser Permanente, said the update will be an administrative update to allow SFHSS to see the Southern California record number and Northern California record numbers. She said members have visiting member rights, where a northern California member can call the travel line to set up a Southern California medical record number to receive care but the member will still be assigned to the region of their primary residency.

Carrie Beshears, Well-being Manager with HSS, said SFHSS has been working with the YMCA for several years to provide a diabetes prevention program. During the pandemic, the program moved to virtual participation and now the program is both in-person and virtual. Carrie Beshears said an active RFP is looking at vendors to continue that program. President Scott asked if the program with the YMCA is internal to SFHSS which serves our employers and members. Carrie Beshears confirmed the program is internal and available to members, dependents, and retirees.

Commissioner Follansbee said the evolution of services available during open enrollment is fantastic. Commissioner Follansbee hoped a fact sheet on Respiratory Syncytial Virus (RSV) as well as COVID vaccinations could be available for members. Carrie Beshears said information on RSV could be added to messaging about the vaccines and flu shots. She shared that Dr. Wilson, Chief Physician, City of County of San Francisco, will be speaking at certain health fair locations about COVID boosters and available for questions.

Commissioner Follansbee asked if there is a target measure for people who enroll through eBenefits. Rey Guillen said there is not a specific target for this year. Rey Guillen said the majority of active employees select open enrollment changes online. He said SFHSS reduced the number of steps for retirees to make open enrollment elections online and hopes this increases the number of retirees using eBenefits. Rey Guillen said they will also track the number of requests for paper guides and consider transitioning retirees to digital guides for the plan year 2025.

Vice President Hao thanked Rey Guillen and Carrie Beshears for all the hard work for open enrollment and all the ways they look out for the members. President Scott acknowledged the diligence, work, and leadership and thanked all those staff named in the report and for the staff members who are not named that have brought you to this point.

#### PUBLIC COMMENT:

Dennis Kruger, Retired and Active Firefighters, and Spouses expressed gratitude for the consolidated shouter open enrollment benefits guides. He asked if the individual consolidated guides included vision, dental, and Medicare plans.

Rey Guillen, Chief Operating Officer the open enrollment packet that a member gets will currently list what their current benefit elections are and who they are currently covered dependents are as well as what the premium costs will be for the available plans available to them. In addition, there is an open enrollment booklet in the retiree guide, it's a 16-page

booklet that goes through the options that retired members have for making their benefit elections for the upcoming plan year. Active employees will have that same or a similar version of that 16-page open enrollment booklet that is available to them but it will be online and available through a link or QR code that will take them directly to that place. President Scott asked if the vision, medical, and dental will all be included. Rey Guillen confirmed the open enrollment booklet for retirees does include all options that are available to them.

**BREAK: 2:16 – 2:30 p.m.**

**ROLL CALL:**

President Randy Scott- Present  
Vice President Mary Hao- Present  
Commissioner Karen Breslin- Present  
Supervisor Matt Dorsey-Present  
Commissioner Stephen Follansbee, M.D- Present

**12. APPROVAL OF REVISIONS TO HEALTH SERVICE SYSTEM RULES AND SECTION 125**

**CAFETERIA PLAN 2024: (Action)**

[See pdf of Summary of Proposed Changes to HSS Rules and Section 125 Cafeteria Plan Year 2024](#)

[See pdf of Health Service Rules Proposed Changes Plan Year 2024](#)

[See pdf of Health Service System Section 125 Cafeteria Plan Proposed Changes Plan Year 2024](#)

Rey Guillen, SFHSS Chief Operating Officer presented the following items:

- Summary of Proposed Changes to HSS Rules and Section 125 Cafeteria Plan Year 2024

Commissioner Follansbee asked for clarity on section F which would grant the Board flexibility to change the open enrollment period to shorter than four weeks. Commissioner Follansbee wondered if the Health Service System would present a rationale for changing the open enrollment period before the Board approved the change. Rey Guillen said Section F updates give the Board the flexibility to dictate either an active enrollment period or shorten the length of the open enrollment. Commissioner Follansbee asked if Section F allows members to switch plans mid-year when a new plan is offered or does it mean when there's a new plan option during open enrollment, the member would be required to actively decide to either stick with the old benefit plan they had and having reviewed the new one. Rey Guillen said that all plan changes would be effective at the beginning of the following year and members would only enroll during the open enrollment period. If the Board chooses, they could require a member to make an active selection, either reelecting their current plan or changing to a new plan should that be the member's desire.

Commissioner Follansbee moved to approve the Health Service System Rules and Section 125 Cafeteria Plan for Plan Year 2024. Vice President Hao seconded the motion.

PUBLIC COMMENT: None

VOTE:

Aye: Breslin, Dorsey, Hao, Follansbee, Scott

Noes: None

**ACTION: The Health Service Board unanimously approved the Health Service System Rules and Section 125 Cafeteria Plan for Plan Year 2024**

### **13. BOARD EDUCATION: MARKET AND HEALTH SYSTEM INNOVATION REVIEW: (Discussion)**

[See pdf of Board Education: Market and Health System Innovation Review](#)

Anne Thompson, Aon presented the following items:

- HSB Board Education Modules — August Through December
- Market and Health System Innovation—Five Forces
- Market and Health System Innovation—Solutions
- Employee Experience—Navigation
- Mental Health & Wellbeing—Vendor Trends
- Health Equity—Ecosystem
- Health Equity—Opportunities
- Affordability—Access To Care
- Market Innovation—Care Delivery Is Evolving
- Market Innovation—March to Integrated Systems
- Market Innovation—Pharmacy
- SFHSS Strategic Focus Around Innovation
- Upcoming HSB Board Education Modules

President Scott noted this agenda item as Board education intended to provide context to the workings of the Board, issues that are present in the marketplace, and other forces that are shaping healthcare policy.

Commissioner Follansbee asked if survey data gathered on the Market and Health System Innovation Five Factors (Slide 5) were from public, private, government, for-profit, and non-profit groups. Anne Thompson said the resources were from significant and sizable surveys. The surveys are board-based, national, and multiple types and industries to give a board sweep of data. President Scott noted that 52% of employees would change jobs for better benefits. President Scott said in the past two decades, money was the leading indicator to cause people to change jobs, where now it's more benefits-driven than money, and bad supervision has been a driver as well.

Commissioner Follansbee said Employee experience and navigation are key and need to be proactive and said if consumers can't navigate the system, then we should question why the system exists.

Commissioner Scott asked what the three largest pharmacy benefits managers are. Anne Thompson said the three largest pharmacy benefit managers (PBMs) are Caremark (CVS), Express Scripts (Cigna), and OptumRx (United Health Group).

President Scott thanked Anne Thompson for being succinct with a large amount of information, giving a variety of examples of innovation, and sharing cogent information. Commissioner Follansbee pointed out that health care is a big business and it's getting bigger. He said the systems can work but it can often feel that we are just a drop of water in a large ocean. Commissioner Follansbee thanked Anne Thompson for the excellent overview.

PUBLIC COMMENT: None

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

##### **(Discussion)**

President Scott mentioned the previous comment that Kaiser Permanente members have access to the urgent care centers as another point of direct care.

Commissioner Follansbee said there is a concern about the high utilization of emergency rooms for nonemergency care. He was curious to see a map of contracted urgent care centers or medical groups and which centers provide urgent care on holidays, weekends, and after hours. He acknowledged the struggle to meet the need so members have the right care, at the right place and at the right time.

Executive Director Yant asked Kaiser to comment on the SEIU campaign recently released in the press. Denise Rodriguez, Kaiser Permanente, said Kaiser and the Service Employees International Union (SEIU) met for the 7<sup>th</sup> negotiation session between September 6<sup>th</sup> and 8<sup>th</sup>. She said Kaiser supports the bargaining process and is committed to finding a resolution before the contract expires on September 30<sup>th</sup>. Members can find the latest updates at [www.kp.org/labor](http://www.kp.org/labor). President Scott asked what employee populations the negotiations are affecting. Denise Rodriguez said the Coalition of Kaiser Permanente Unions represents a variety of roles and would send the list to Executive Director Yant. Executive Director Yant said we are in a time when labor unions feel the need to be loud in their requests and expects we will hear quite a bit about this negotiation. Executive Director Yant said the City of San Francisco enters negotiations with the bulk of their labor unions in January 2024.

PUBLIC COMMENT: None

#### **15. ADJOURNMENT:** 3:11 pm

## Summary of Health Service Board Rules Regarding Public Comment

1. There will be an opportunity for general public comment at the beginning of the meeting, and there will be an opportunity to comment on each discussion or action item on the agenda. A member may comment on any matter within the Board's jurisdiction as designated on the agenda.
2. A member of the public has up to three (3) minutes to make pertinent public comments.
3. Public Comment can be given in person, remotely, or written.
4. 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.
5. For those attending remotely, the Commission will hear up to 30 minutes of remote public comment total for each agenda item. Remote public comment from people who have received an accommodation due to disability will not count toward the 30-minute limit.

## 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.

City Hall Room 416 is wheelchair accessible. This meeting will be broadcast and captioned on SFGovTV. Remote public participation is available upon request for individuals who cannot attend in person due to disability. Making a request to participate remotely no later than one (1) hour prior to the start of the meeting helps ensure the availability of the meeting link. Sign Language Interpretation is also available upon request. If requesting remote Sign Language Interpretation, please submit an accommodation request a minimum of 4 business hours prior to the start of the meeting. Allowing a minimum of 48 business hours for all other accommodation requests (for example, for other auxiliary aids and services) helps ensure availability. To request an accommodation, please contact Holly Lopez, [holly.lopez@sfgov.org](mailto:holly.lopez@sfgov.org) 628-652-4646.

To access the meeting remotely as an accommodation, please use [September 14, 2023 HSB Regular Meeting WebEx link](#) or call 415-655-0001. Please find instructions at the beginning of this agenda for how to use WebEx for the purposes of remote public comment.

## 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).