



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

**Natalie Ekberg, M.P.A.**  
Executive Secretary  
TEL (415) 554-1727  
FAX (415) 554- 1721  
<http://www.myhss.org/>

**HEALTH SERVICE BOARD MEETING:**  
**GOVERNANCE COMMITTEE**

**SPECIAL MEETING Minutes**

Thursday November 7, 2019 2:00 p.m.  
SFHSS Wellness Center, First Floor  
Conference Room  
1145 Market Street  
San Francisco, CA 94103

**1. CALL TO ORDER: 2:00pm**

**2. ROLE CALL**

Committee Chair, Randy Scott- Present  
Committee Member, Karen Breslin- Present  
Committee Member, Chris Canning- Present  
Committee Member, Mary Hao- Present

**3. INITIATE PUBLIC EMPLOYEE EVALUATION TERM: January 2019 -December 2019:**  
**(Action)**

DOCUMENTS PROVIDED TO THE COMMITTEE PRIOR TO THE MEETING: The draft SFHSS Executive Director performance evaluation form can be found on the SFHSS website at: <https://bit.ly/2OhLWkz>

The draft timeline for the Executive Director's Evaluation can be found on the SFHSS website at: <https://bit.ly/359TkWe>

Committee Chair Scott introduced this action item to the Committee and stated that this evaluation would be conducted for SFHSS' Executive Director Yant. Committee Chair Scott shared some insights from his previous experience with this Public Employee Evaluation process, stating that this evaluation cycle is in its third or fourth year. Committee Chair Scott also shared some of the Board's self-evaluation process with the Committee. Commissioner Scott then asked Ms. Julia Ma, from the Department of Human Resources, to share the evaluation timeline and any other information regarding the evaluation procedures.

Ms. Julia Ma, Director of Workforce Development, with the Department of Human Resources (DHR), presented her role/responsibilities as they relate to the Public Employee Evaluation process. Ms. Ma explained that her staff had created a timeline for this evaluation, and she asked that the Commissioners agree to this timeline or propose a new timeline if necessary. (The timeline was distributed to the Committee members during the Annual Board Self-Evaluation Action Item.)

Ms. Ma noted that the timeline for the Public Employee Evaluation would not coincide with the Health Service Board's (HSB) self-evaluation or the HSB timeline. Ms. Ma stated that the HSB evaluation process would begin at the HSB meeting on November 14th as the full Board must approve the initiation of the HSB self-evaluation survey as well as the timeline. Ms. Ma noted that the Public Employee Evaluation process would begin at the December 12th HSB Full Board meeting if the board members approve the evaluation that is presented.

Ms. Ma asked the Committee members and Executive Director Yant if the SFHSS Executive Management would be participating in this evaluation since they were surveyed in the previous year's assessment. It was decided by the Committee members and Executive Director Yant, that the SFHSS Executive Management team would submit reports for this evaluation. It was agreed that the Chief Operating Officer and the Chief Financial Officer would also receive the assessment to complete.

Ms. Ma reviewed the contents of the February 2018 – December 2018 Public Employee evaluation DHR form with the Committee members. Ms. Ma asked the Committee Members if they had any issues using the previous qualitative evaluation questions for Executive Director Yant. Committee Member Hao asked if the evaluation tool was the same tool that was used in the last evaluation cycle.

It was agreed by all Committee members that Ms. Ma and her team should use the same qualitative questions for this piece of the evaluation. Committee Chair Scott noted that all Commissioners are expected to select a rating and write some commentary in the comment box describing their survey assessment choice.

Ms. Ma stated that the Executive Director would also submit her self-evaluation to DHR before December 12th, and Executive Director Yant's self-evaluation would be emailed to the Board at the same time as the survey. Executive Director Yant noted that in the previous cycle, she was asked to submit her self-evaluation after the Board members received the evaluation form regarding her performance. In this new timeline, Executive Director Yant's evaluation will be completed before the survey is sent to the Board so that the Commissioners can review her assessment before completing the survey.

In conclusion to the evaluation process planning, Ms. Ma stated that she would work with the Health Service Board Secretary to gather contact information for all Board members and the Executive Management team.

**PUBLIC COMMENTS: None.**

**ACTION:**

I. Committee Chair Scott asked the Committee for a motion for the initiation of the Public Employee Evaluation Form for the Executive Director of HSS and that this recommendation be submitted to the Full Health Service Board for their review and approval. The motion passed unanimously.

II. Committee Chair Scott asked the Committee for a motion for the adoption of the DHR Evaluation process timeline for the Public Employee Evaluation for the Executive Director of HSS and that this recommendation be submitted it to the Health Service Board for their review and approval. The motion passed unanimously.

#### **4. INITIATE ANNUAL BOARD EVALUATION FY 2018-2019: (Action)**

DOCUMENTS PROVIDED TO THE COMMITTEE PRIOR TO THE MEETING: The draft of the SFHSS Board self-evaluation form can be found on the SFHSS website at:

<https://bit.ly/2Ksb1bn>

The timeline for the SFHSS Board self-evaluation can be found on the SFHSS website at:

<https://bit.ly/2On2jN0>

Committee Chair Scott shared some insights from his previous experience with the self-evaluation process and noted that the HSB is one of the few Commissions in San Francisco that conducts its self-evaluation. Committee Member Breslin pointed out that the Retirement Board also administers an evaluation, and this practice began approximately ten years ago with the support of an external consultant.

Committee Chair Scott asked Ms. Ma if she would share the evaluation timeline for the Annual Board Self-Evaluation with the Committee. Ms. Ma reviewed the timeline with the Committee members. She explained that the HSB Self Board evaluation would be conducted first, pending approval of the evaluation survey at the November 14th HSB meeting. The survey will be emailed to the Board on November 15th, and the responses are due to Ms. Ma on December 11th. Ms. Ma noted that with a staggered timeline, the two evaluations could be done in a more thoughtful manner allowing all Commissioners to participate promptly.

Committee Chair Scott confirmed with Ms. Ma that her team would be using the same survey questions that were used in the Board Self-Evaluation FY 2017-2018. Committee Chair Scott stated that this request was made primarily for the Board's evaluation consistency and for the longitudinal tracking of the Board's performance. Ms. Ma noted that her team would use the previous year's (FY 2017-2018) DHR evaluation so the Board can track their performance. Committee Member Hao noted that there was an edit on page 1 of the survey tool.

Committee Member Hao also asked about newer Commissioner's responses, particularly around conflict resolution questions. Committee Member Breslin noted that there might have been this option on the Executive Director's survey. Ms. Ma pointed out that she was not the person who administered the survey to the Board in the previous cycle, so she did not want to

respond to this question until she did more research on this topic. Committee Chair Scott asked that Ms. Ma do her research and then email the Board Secretary with the final decision on how the Commissioners are to respond to the questions that they do not feel like they have enough experience to respond to each item.

Committee Member Canning asked that the previous Board Evaluation report be emailed to the Board for review. Committee Chair Scott requested that the Board Secretary send the previous self-evaluation to the Board members. Committee Member Hao asked that whether the current response option: “neutral” is retained in the survey, or if “unable to assess” is added to the survey response options, that details of the final survey response option have guidelines so that the Commissioners before they complete the survey.

Ms. Ma concluded this discussion stating that she would also follow the previous evaluation’s reporting style. Ms. Ma noted that she would be sending the survey link with instructions to the Board members on Friday, November 15, 2019. If the Commissioners had any questions or comments, they were instructed to email Ms. Ma directly.

PUBLIC COMMENTS: None.

**ACTION:**

I. Committee Chair Scott asked the Committee for a motion for the initiation of the Health Service Board Self Evaluation and that this recommendation be forwarded to the HSS Board for its review and approval. The motion passed unanimously.

II. Committee Chair Scott asked the Committee for a motion for the adoption of the DHR Evaluation process timeline for the Health Service Board Self Evaluation and that this recommendation be submitted it to the Health Service Board for their review and approval . The motion passed unanimously.

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

PUBLIC COMMENT: None.

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

PUBLIC COMMENT: None.

**7. ADJOURNMENT: 2:30pm**

## Summary of Health Service Board Rules Regarding Public Comment

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

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

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Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

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- The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at Health Service Board and committee meetings.
- The Chair of the meeting may order the removal of any person(s) in violation of this rule from the meeting room.
- The Chair of the meeting may allow an expelled person to return to the meeting following an agreement to comply with this rule.

The complete rules are set forth in Chapter 67A of the San Francisco Administrative Code.

If any materials related to an item on this agenda have been distributed to the Health Service Board after distribution of the agenda packet, those materials are available for public inspection at the Health Service System during normal office hours. For more information, please contact Natalie Ekberg at (415) 554-1727 or email [Natale.Ekberg@sfgov.org](mailto:Natale.Ekberg@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: (415) 554-0662