



HEALTH SERVICE BOARD
CITY & COUNTY OF SAN FRANCISCO

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HEALTH SERVICE BOARD MEETING:
GOVERNANCE COMMITTEE

Minutes

Thursday February 25, 1:30 p.m.
SFHSS Wellness Center, First Floor
Conference Room
1145 Market Street
San Francisco, CA 94103

1. CALL TO ORDER

2. ROLE CALL

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

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

DOCUMENTS ATTACHED: The Special Governance Meeting Minutes from January 16, 2020, are located on the SFHSS website at: <https://bit.ly/2TCRbPy>

Committee Chair Scott Committee Chair Scott affirmed that the Committee members reviewed the Special Governance meeting minutes from February 25, 2020. Committee Chair Scott then asked if the Committee members would like to change, or add to, the draft meeting minutes. Committee Member Breslin noted that there was one edit to page 3 of the minutes, and the last sentence of the 2nd paragraph needed to be re-worded. The Board Secretary confirmed that she would edit the sentence.

PUBLIC COMMENT: None.

Action Taken: The Governance Committee unanimously approved January 16, 2020, meeting minutes.

4. **VOTE ON WHETHER TO HOLD CLOSED SESSION TO REVIEW THE PUBLIC EMPLOYEE PERFORMANCE EVALUATION – SFHSS EXECUTIVE DIRECTOR: (Action)**

COMMENT ON ALL MATTERS PERTAINING TO THE CLOSED SESSION: None.

Action Taken: The Governance Committee unanimously approved the Closed Session for the initiation of the Public Employee Performance Evaluation- SFHSS Executive Director.

5. **REVIEW AND APPROVE DRAFT REPORT OF PUBLIC EMPLOYEE EVALUATION: (Action)**

The Draft Report was reviewed, and comments were given to Ms. Ma. A final draft will be submitted to the Full Board in March 2020. Committee Chair Scott also thanked Julia Ma and the support of her team for their work on this evaluation process.

Committee Chair Scott also asked that the Governance Committee review and revise this evaluation tool to ensure the appropriate questions and parties are involved in this process for FY 2019 – 2020.

Action Taken: The Governance Committee unanimously approved the Public Employee Performance Evaluation Draft report. The final draft of the report will be presented at the Full Board meeting in March 2020.

6. **POSSIBLE REPORT ON ACTION TAKEN IN CLOSED SESSION REGARDING EMPLOYEE EVALUATION: (Action)**

PUBLIC COMMENT: None.

Action Taken: The Governance Committee unanimously approved that no action taken in closed session would be shared regarding the Public Employee Performance Evaluation.

7. **VOTE TO ELECT WHETHER TO DISCLOSE ANY OR ALL IN DISCUSSION HELD REGARDING EMPLOYEE EVALUATION IN CLOSED SESSION: (Action)**

PUBLIC COMMENT: None.

Action Taken: The Governance Committee unanimously approved not to disclose any or all discussion held in closed session regarding the Public Employee Performance Evaluation.

8. **REVIEW AND APPROVE THE SFHSS AUDIT PLAN AND SCHEDULE: (Action)**

→This item was called out of order, and it was called after the approval of the Governance meeting minutes dated January 31, 2020.

DOCUMENTS PROVIDED TO THE COMMITTEE PRIOR TO THE MEETING: The SFHSS Audit Plan and 2020 Audit Schedule are located on the SFHSS website at: <https://bit.ly/2W4PNXA>

Abbie Yant, Executive Director, presented the audit policy and the schedule to the Committee members. Executive Director Yant shared an overview of the types of internal and external audits

SFHSS conducts regularly. Executive Director Yant shared more detail regarding the Aon supported External Audits and asked that the Committee review the schedule for 2020 audits as they will be approving the schedule of audits particularly.

Committee Member Breslin asked if the Medicare Advantage plans would also be audited this year. Executive Director Yant stated that this list of externally supported audits are planned for 2020, with United Healthcare and Blue Shield plans being audited first. The Aon actuarial team is supporting this first grouping of external audits.

Committee Member Hao asked what the Mental Health Parity audit referred to for our particular member experience. Executive Director Yant noted that the Federal Government sets these standards, and the audit will review how members are accessing or have access to these services. Commissioner Hao also asked for more information on the Fraud, Waste and Abuse audits, and how SFHSS measures waste. Executive Director Yant noted that this is a complicated measurement system; however, some drugs have been proven to be ineffective. These would be the items that would be reviewed with the Actuarial team throughout the audit process.

Executive Director Yant stated that the listed audits were based on thorough research across the health plan administrative field. The audits contained in the first set of audits to be conducted, there will be new schedules planned over the coming years. Executive Director Yant stated that audit findings would be reported to the Board, and an extensive report will be provided to the Board if the audit results are outside of the expected results.

PUBLIC COMMENT: None.

Action Taken: The Governance Committee unanimously approved the SFHSS Audit Plan and Schedule for 2020 and sent the current Audit Plan and Schedule to the Full Board for their review and approval of the audit schedule.

9. OPPORTUNITY FOR THE PUBLIC TO COMMENT ON MATTERS WITHIN THE BOARD'S JURISDICTION: (Discussion)

PUBLIC COMMENT: None.

10. OPPORTUNITY TO PLACE ITEMS WITHIN THE BOARD'S JURISDICTION ON FUTURE AGENDAS: (Discussion)

PUBLIC COMMENT: None.

11. ADJOURNMENT: 2:40 pm

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.myhss.org>

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

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Summary of Health Service Board Rules Regarding Cell Phones and Pagers

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- 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 Natalie.Ekberg@sfgov.org.

The following email has been established to contact all members of the Health Service Board: health.service.board@sfgov.org.

Health Service Board telephone number: (415) 554-1727.