

[2024 Health Service Board Election]

**Resolution ordering the 2024 Health Service Board election; setting dates for the election; authorizing Health Service System staff to initiate the election; and authorizing staff to proceed with the election.**

WHEREAS, The Health Service System ("HSS") is governed by a seven-member Health Service Board ("Board"), which is made up of appointed members, ex officio members and members elected from the active and retired members of the System;

WHEREAS, Pursuant to such Charter Section, the term of two members of the Board will expire on May 15, 2024 and May 16, 2024, and the Director of Elections is required to conduct an election (the "2024 Election") to fill the resulting vacancies under Sections 16.550 through 16.565 of the Administrative Code; and

WHEREAS, The San Francisco Administrative Code Section 16.550 *et seq.* requires the Board to order any necessary election, specify the dates for nominations and marking and delivery of ballots, and notify the Director of Elections;

WHEREAS, The Administrative Code further requires the Director of Elections to conduct the election according to the procedures set forth in the Administrative Code; and

WHEREAS, The Administrative Code further requires the Board to notify HSS members of (i) the necessity for an election; (ii) the procedure for nomination and selection of candidates to serve on the Board; and (iii) the dates that ballots must be marked and delivered and the procedure for voting; and

WHEREAS, HSS staff has prepared for transmittal to the Department of Elections a written notice of the 2024 Election in the form of Exhibit A attached hereto and made a part hereof (the “2024 DOE Notice”); and

WHEREAS, In order to provide the required notice to HSS members, HSS staff has prepared the following notices, copies of which are attached hereto as Exhibit B: (i) Notice to Announce Health Service Board Election; (ii) Notice of Health Service Board Election; (iii) Schedule for May 2024 Health Service Board Election; and (iv) Nomination of Member for Health Service Board; and

WHEREAS, The Board desires to approve the attached notices to the Director of Elections and the HSS members, and to authorize HSS staff to issue such notices and proceed with the 2024 election as set forth in the attached Exhibits A and B and according to all applicable procedures in the Charter and the Administrative Code; NOW, THEREFORE, be it

RESOLVED, That an election be held to fill the seats designated as elected seats effective May 15, 2024 and May 16, 2024; and, be it

FURTHER RESOLVED, That the 2024 election be conducted by the Director of Elections; and, be it

FURTHER RESOLVED, That nominations may be made from January 12, 2024, through February 16, 2024; inclusive; and, be it

FURTHER RESOLVED, That ballots may be marked and delivered from Friday, May 17, 2024, through Monday, May 31, 2024, inclusive; and, be it

FURTHER RESOLVED, That the Board hereby approves the notices attached as Exhibits A and B to the Director of Elections and the HSS members and authorizes HSS staff to issue such notices and proceed with the 2024 election as set forth in those notices and according to all applicable procedures in the Charter and the Administrative Code.

## **CERTIFICATION**

I hereby certify that I perform the functions of Secretary of the Health Service Board, and the above Resolution was duly adopted and approved by the Health Service Board at a properly noticed meeting on January 11, 2024.

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Holly Lopez  
01/11/2024

# **EXHIBIT A**

**2024 DOE NOTICE**

**SAN FRANCISCO  
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DELIVERED ELECTRONICALLY

January 11, 2024

Mr. John Arntz  
Director  
Department of Elections  
1 Dr. Carlton B. Goodlett Place  
Room 48  
San Francisco, CA 94102

Re: Notice of 2024 Health Service Board Election

Dear Mr. Arntz:

Under Sections 16.551 – 16.554 of the San Francisco Administrative Code, I am hereby notifying you, at least 120 days prior to the first voting day, that the Department of Elections shall conduct an election on behalf of the Health Service Board (“Board”) from Thursday May 17, 2024 through Thursday, May 31, 2024.

This election will fill two vacancies created on May 15, 2024 and May 16, 2024, by the term expiration of two of the three elected members of the Board.

We look forward to working with you and your department. If you have any questions, please feel free to call me at (415) 554-1703.

Sincerely,

Abbie Yant, RN, MA  
Executive Director

Attachments

cc: Randy Scott, President, Health Service Board

# **EXHIBIT B**

## **2024 MEMBER NOTICE**

**MEMORANDUM**

**DATE:** January 11, 2024

**TO:** Partner Employers  
Department Heads  
Labor Organizations  
Retiree Associations  
Interested Parties

**FROM:** Abbie Yant, RN, MA, SFHSS Executive Director

**RE: PLEASE POST: NOTICE TO ANNOUNCE HEALTH SERVICE BOARD ELECTION**

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Two Health Service Board seats will become vacant in May 2024. One seat will be vacant on May 15 and one seat will become vacant on May 16 at the end of the term of two of the three elected members.

Under the Charter Section 12.200 and San Francisco Administrative Code Sections 16.550-16.554, whenever the term of office of an elected member expires, an election must be held to fill the vacancy.

The Health Service Board announced this vacancy at its January 11, 2024, meeting. The Department of Elections shall conduct the election from Friday, May 17, 2024, through Monday, May 31, 2024.

For your information and use, the Election Notice, Schedule, and Nomination Form are attached. **Please post this notice in a conspicuous location**, so that all employees and retirees may be on notice of the forthcoming election. If the notice receives widespread distribution, then our employees and retirees will be encouraged to participate.

Please make additional copies to ensure posting in all departmental worksites.

**Please note that the period for nominations is from Friday, January 12, 2024, through Friday, February 16, 2024.**

We appreciate your cooperation and assistance.

Attachments:

Election Notice

Schedule

Nomination Form

# NOTICE

PLEASE POST

PLEASE POST

## HEALTH SERVICE BOARD ELECTION

To all active and retired members of the Health Service System of the City and County, Community College District or Unified School District, and to all qualified surviving spouses and qualified surviving domestic partners:

The term of one (2) of the three (3) elected members of the Health Service Board will expire on May 15, 2024 and May 16, 2024. Under Section 12.200 of the Charter and Administrative Code Sections 16.550-16.565, an election will be held to fill the vacancies.

### WHO IS ELIGIBLE TO RUN FOR ELECTION

There are several categories of individuals who are eligible to run for the seats on the Health Service Board. First, any active or retired employee, who is enrolled in a health plan of the Health Service System, is eligible to run. (Individuals who are not members of the Health Service System, including non-covered exempt as-needed employees, are not eligible candidates.)

Second, any qualified surviving spouse or qualified surviving domestic partner of any active or retired employee is eligible to run for the seats on the Health Service Board. To be a "qualified surviving spouse" or "qualified surviving domestic partner," an individual: (a) must be enrolled in a health plan of the Health Service System; and (b) must have been married or in a domestic partnership (established pursuant to Administrative Code Sections 62.1 - 62.9), for at least one year prior to the death of his or her spouse or domestic partner. The now-deceased active or retired employee must have been enrolled in a health plan of the Health Service System at some point during his or her active employment.

### NOMINATIONS JANUARY 12 TO FEBRUARY 16, 2024

All candidates for membership on the Health Service Board must be nominated in writing by at least twenty (20) individuals who themselves would be eligible to run for the seats on the Health Service Board. That means that each of the twenty (20) nominating sponsors must be enrolled in a health plan of the Health Service System and must be an active employee, retired employee, qualified surviving spouse, or qualified surviving domestic partner. (Once again, individuals who are not members of the Health Service System, including non-covered exempt as-needed employees, are not eligible candidates.) Although only twenty (20) nominating sponsors are required for each candidate, additional sponsors may be submitted if certain sponsors are later determined to be ineligible.

All nominations must be on an official nomination form. Nomination forms and written acceptances must be received by the Health Service System no later than 5:00 p.m. on February 16, 2024. Additional nomination forms may be obtained by contacting Holly Lopez at the Health Service System, 1145 Market Street, Third Floor, or at (628) 652-4646. After the Health Service System verifies the eligibility of each nominee and each of his or her sponsors, and no later than 5:00 p.m. on February 23, 2024, the Health Service System will send all completed nomination forms to the Department of Elections.



## **WHO IS ELIGIBLE TO VOTE**

All active employees, retired employees, qualified surviving spouses, and qualified surviving domestic partners who are enrolled in a health plan of the Health Service System on April 11, 2024, are eligible to vote. **Individuals who are not in the Health Service System, including non-covered exempt as-needed employees, are not eligible to vote.**

## **ELECTION MAY 17 TO MAY 31, 2024**

No later than Tuesday, May 7, 2024, the Department of Elections will prepare ballots and voting packets for delivery. The Department of Elections will send an envelope by U.S. mail addressed to each active employee member as well as mail an envelope to each retired employee member, qualified surviving spouse member, and qualified surviving domestic partner member. Each envelope will contain a ballot with instructions printed thereon and a ballot return envelope. Each member votes under the instructions, placing the voted ballot inside the return ballot envelope, sealing and signing the return ballot envelope. **Failure to sign the exterior of the return envelope invalidates the ballot.** If a voter loses or spoils their official ballot, a second ballot may be issued by contacting the Department of Elections. Any eligible voter who fails to receive a ballot may appear in person at the Department of Elections' office no later than 5:00 p.m. on May 31, 2024. Upon executing an affidavit of non-receipt of a ballot, he or she will be furnished a ballot and allowed to vote. Any voting packet that cannot be delivered by the departmental office must be returned to the Department of Elections.

## **DELIVERY OF VOTED BALLOTS**

**The voted ballot must be received by the Department of Elections no later than 5:00 p.m., Thursday, May 31, 2024.** Voted ballots may be delivered via:

1. Your Departmental Election Officer
2. U.S. Postal Service (sufficient postage required)
3. Personally to the Department of Elections

The Department of Elections is located at City Hall, Dr. Carlton B. Goodlett Place, Room 48, San Francisco, California 94102.

## **PROCESSING AND COUNTING THE VOTES**

Beginning at 8:00 a.m., June 3, 2024, in the office of the Department of Elections, City Hall, One Dr. Carlton B. Goodlett Place, Room 48, San Francisco, California, the sealed envelopes containing the ballots will be opened in the presence of witnesses and ballots canvassed publicly in a manner that the identity of the individual casting any ballot will not be disclosed. Each ballot shall be counted so long as it has been properly marked, signed, and delivered.

The Department of Elections shall certify to the Health Service Board that the individuals receiving the highest number of votes have been elected. The individuals certified will assume his or her places on the Health Service Board on June 13, 2024, for the term of office ending June 13, 2029.

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**Schedule for May 2024 Health Service Board Election**

The following Health Service Board Election procedures comply with Administrative Code Sections 16.550 – 16.565

<b>SCHEDULE DATE</b>	<b>PROCEDURES BY HEALTH SERVICE BOARD AND DEPARTMENT OF ELECTIONS</b>	<b>ORDINANCE DEADLINES</b>
Thursday, January 11, 2024	Health Service Board declares vacancy of two seats with term expiration dates effective May 15 and May 16, 2024. The Health Service Board adopts a resolution authorizing election for two seats and specific dates during which ballots may be marked and when the election is to be held.	
Thursday, January 11, 2024	Health Service Board notifies the Department of Elections that an election will be held, specifying the first and last dates for voting.	<b>Admin Code §16.554</b> At least 120 days prior to the first day of voting
Friday, January 12, 2024 thru Friday, Feb. 16, 2024 (5 Weeks)	Nomination period for Health Service Board candidates. Health Service Board notifies members of the reason for the election, procedures for nomination and selection of candidates, and voting dates.	<b>Admin Code §16.553</b> Not less than 31 days
Feb. 16, 2024	Department of Elections requests that Department Heads designate departmental Election Officers.	<b>Admin Code §16.555</b> At least 90 days prior to the first day of voting
Feb. 23, 2024	Deadline for San Francisco Health Service System (SFHSS) to provide completed nomination forms to the Department of Elections by 5 p.m.	
Friday, March 1, 2024	Candidates' Orientation Session conducted by the Department of Elections and Deputy City Attorney at the offices of the Department of Elections.	2:00 p.m. - 4:00 p.m.
Monday, March 18, 2024	Department Heads notify the Department of Elections of departmental Election Officers.	<b>Admin Code §16.555</b> 60 days prior to the first day of voting
Thursday, April 11, 2024	Deadline for Candidates' Statements to be filed with the Department of Elections and Candidates' Statements of Economic Interest (Form 700) provided to SFHSS for filing with the Ethics Commission.	<b>Admin Code §16.553-1 and 2</b> No later than 12:00 p.m.
Friday, April 12, 2024	SFHSS provides the Department of Elections with the names of eligible nominees. SFHSS voter file containing active and retired members' names and addresses to be sent to the Department of Elections in the requested format.	<b>Admin Code §16.557</b> 35 days prior to the first day of voting

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Friday, April 12, 2024	Department of Elections allows Candidates to review and correct typeset Statements.	No later than 5:00 p.m.
Monday, April 15, 2024	Department of Elections selects the order of Candidates' names on the ballot by random drawing.	12:00 p.m.
Friday, April 26, 2024	The Department of Elections sends written instructions to departments to Election Officer informing such office of dates on which ballots will be distributed and collected and the procedure to be followed for their distribution and collection.	<b>Admin Code §16.556</b> At least 21 days prior to the first day of voting
Tuesday, May 7, 2024	Department of Elections will mail ballots to all eligible active and retired voter members.	<b>Admin Code §16.560</b> At least 10 days prior to the first day of voting
May 14, 2024	SFHSS provides a supplemental list to the Department of Elections or Contractor within two days of the First Voting Day, which list shall provide the names of eligible voters not included on the original list.	<b>Admin Code §16.557</b> Within 2 days of the first Voting Day
Friday, May 17, 2024 thru May 31, 2024	Official election dates (set by the Health Service Board). The date is chosen for filling following the current HSB Commissioner's term or to hold a special election.	Thursday, May 15, 2024, is the first day of voting.
Friday, June 4, 2024	Department of Elections to count votes and announce results. By this date, the Department of Elections counts all ballots that are properly marked, signed, and delivered, and certifies the name of the persons receiving the largest number of voters.	<b>Admin Code §16.563</b>
Thursday, June 13, 2024	Elected members are sworn after election results within the week following the announcement of the results. Elected members take their seat on the Health Service Board June 13, 2024 meeting for a full five-year term ending June 2029	13 days after the close of voting

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**NOMINATION OF MEMBER FOR HEALTH SERVICE BOARD**

WE, the undersigned members of the San Francisco Health Service System (SFHSS) hereby nominate:

NAME: (Print) \_\_\_\_\_

DEPARTMENT/EMPLOYER: \_\_\_\_\_

Please check one:

- Active Employee
- Retired
- Qualified Surviving Spouse
- Domestic Partner
- 

As a Member of the Health Service Board for the full-term commencing June 13, 2025 and ending June 13, 2029.

In witness whereof we have hereunto signed our names and places of employment or retiree status.

**NOTE: Please print legibly since SFHSS must verify that the person signing is an eligible SFHSS member.**

1.	Nominations must be filed with SFHSS <b>no later than Friday, February 16, 2020, at 5:00 pm, PST.</b>
2.	Nominators signing on the attached form must be members, active or retired, of the San Francisco City and County Health Service System.
3.	Twenty (20) valid signatures are required. (Twenty-five (25) spaces are provided in the event some of the signatures are disqualified.)
4.	The member's DSW number or last four (4) numbers of the member's Social Security Number must be entered. San Francisco City and County Health Services System staff must verify the person signing is a member of the Health Service System.

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**SPONSOR PAGE - HEALTH SERVICE BOARD ELECTION**

<i>Printed Name</i>	<i>Signature</i>	<i>DSW Number or Social Security Number (Last Four Numbers only)</i>	<i>Department/Retiree*</i>
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\* If you are an ACTIVE member, indicate the name of your Department. If you are a RETIRED member, indicate "Retiree" under Column 4, DEPARTMENT/RETIREE.

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**ACCEPTANCE OF NOMINEE**

I hereby accept the foregoing nomination for Member of the Health Service Board and agree to serve as a Member of that Board, if elected.

I, (Print Name), \_\_\_\_\_ hereby accept the foregoing nomination for Health Service Board and, if elected, agree to serve.

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Indicate Department/Retired/Qualified Surviving Spouse or Surviving Domestic Partner:

\_\_\_\_\_

Candidate Name, Mailing Address and Contact Information (telephone number and email address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For questions, please contact Holly Lopez, Health Service Board Secretary, at (628) 652-4646.