





# Annual Actions, Reports, and Milestones

January	February	March	April	May	June
<b>Action</b> <ul style="list-style-type: none"> <li>HSB Election Schedule 5 Year Term</li> </ul> <b>Reports</b> <ul style="list-style-type: none"> <li>Incurred But Not Reported &amp; Contingency Reserve Amounts</li> <li>Strategic Plan 2023 – 2025 Annual Progress</li> </ul>	<b>Actions</b> <ul style="list-style-type: none"> <li>Finance &amp; Budget Committee – HSS General &amp; HSF Trust Fund Budget</li> <li>VSP Vision Rates</li> </ul> <b>Report</b> <ul style="list-style-type: none"> <li>Demographic Report Updated</li> </ul>	<b>Actions</b> <ul style="list-style-type: none"> <li>Governance Committee (GC) – ED Evaluation</li> <li>10-County Results</li> <li>Active Self-Funded Dental Stabilization Reserves</li> </ul> <b>Report</b> <ul style="list-style-type: none"> <li>Self &amp; Flex Funded Health Plan Experience</li> </ul>	<b>Actions</b> <ul style="list-style-type: none"> <li>Governance Committee (GC) - HSB Self-Eval and Education Plan</li> <li>Self-Funded &amp; Fully Insured Dental Rates</li> <li>Self &amp; Flex Funded Health Plan Stabilization Reserves</li> <li>Active Life, AD&amp;D, &amp; LTD</li> <li>HSS Annual Report</li> <li>Controller's Nominee Appointment to HSB Approval</li> </ul> <b>Report</b> <ul style="list-style-type: none"> <li>Kaiser HMO Experience</li> </ul>	<b>Actions</b> <ul style="list-style-type: none"> <li>HealthNet Rates</li> <li>BlueShield Flex-Funded HMOs &amp; Self-Funded PPO Non-Medicare Rates</li> </ul> <b>Reports</b> <ul style="list-style-type: none"> <li>Active Medical/Rx Plans Rates Summary</li> </ul> <b>Milestone</b> <ul style="list-style-type: none"> <li>HSB Election</li> </ul>	<b>Actions</b> <ul style="list-style-type: none"> <li>Kaiser HMO (CA, Multi-Region) Rates</li> <li>Medicare MAPD PPO Plan Rates</li> <li>HSB Officer Appointments</li> <li>Cancel July Meeting</li> </ul> <b>Reports</b> <ul style="list-style-type: none"> <li>Mayoral Budget Update</li> </ul> <b>Milestone</b> <ul style="list-style-type: none"> <li>Newly Appointed or Elected Commissioners Seated</li> </ul>
July	August	September	October	November	December
<p><b>HSB Meeting Expected Cancellation</b></p> <p><b>Milestone</b></p> <ul style="list-style-type: none"> <li>BOS Approves Rates &amp; Benefits Package</li> </ul> 	<b>Action</b> <ul style="list-style-type: none"> <li>HSB Committee Assignments</li> <li>HIPPA Training</li> </ul> <b>Report</b> <ul style="list-style-type: none"> <li>SFHSS Annual Benefits Contract Evaluation &amp; Assessment</li> </ul>	<b>Actions</b> <ul style="list-style-type: none"> <li>HSS Member Rules</li> <li>HSS Cafeteria Plan</li> <li>Cancel October Meeting</li> </ul> <b>Milestone</b> <ul style="list-style-type: none"> <li>Open Enrollment &amp; Member Engagement Plans</li> </ul>	<p><b>HSB Meeting Expected Cancellation</b></p> 	<b>Actions</b> <ul style="list-style-type: none"> <li>Governance Committee – Policies and TOR, Evaluations</li> <li>Governance Committee – HSB Education Plan Schedule</li> <li>Annual HSF Trust Fund Audit</li> </ul>	<b>Actions</b> <ul style="list-style-type: none"> <li>HSB Self &amp; Executive Director Evaluation Schedule</li> <li>HSB Education Plan Schedule</li> <li>SFHSS Strategic Plan 2026-2028</li> </ul> <b>Report</b> <ul style="list-style-type: none"> <li>Open Enrollment Experience</li> </ul>



## Actions, Reports, and Milestones Descriptions



- **10 County Report**

California's top 10 counties share how much they paid spent on employee health benefits. This report provides the average increase in healthcare costs. San Francisco must pay the same amount toward its employee benefits.

- **Active Medical/Rx Plans Rates Summary**

This presentation shows how much health plans will cost in 2026.

- **Annual Healthcare Sustainability Fund (FSH) Trust Audit Report**

This report shows the process by which experts check to see if SFHSS's financial statements follow specific rules. The goal is to ensure that the information is correct and free of big mistakes.

- **Active Self-Funded Dental Stabilization Reserve**

An insurance premium is the amount you pay for an insurance policy. Each year, SFHSS calculates how much the insurance premium will be. There is a reserve fund to spread out any extra money or not enough money from insurance premiums. This helps employers and members so the cost doesn't change too much each year. This presentation gives ideas on how much money to use for the stabilization fund for the 2025 plan rates.

- **Annual Employee Evaluation**

Each year, the Board evaluates the qualitative aspects of Executive Directors' performance for the past year. The Board looks at five areas of work. Before giving the evaluation, the board can edit or add to the evaluation and adjust the schedule.

- **Annual HSB Self-Evaluation**

Each year, the Board reviews its performance. Board members can look at how the Board worked over the past year and suggest ways to improve. Before giving the evaluation, the board can edit or add to it.

- **BlueShield Flex-Funded HMOs & Self-Funded PPO Non-Medicare Rates**

Each year health plan benefits costs for active employees can change. This report shares the cost for next year.



# HEALTH SERVICE BOARD

CITY & COUNTY OF SAN FRANCISCO

- **Board Education**

Each year the Board reviews all the education and training from the last year. There is a report on how many hours Commissioners studied on their own and what training they completed. The Board also plans for more education the next year.

- **BOS Approves Rates & Benefits Package**

The HSB approved all rates by June. The rates are gathered into one package for the Board of Supervisors to approve. The Mayor then signs the final package.

- **Controller's Nominee Appointment to HSB Approval**

The Health Service Board has seven people. The City Controller nominates one person. The Health Service Board has to vote and approve the person to join the Board.

- **Demographics Report**

The yearly report gives us up-to-date info on the people enrolled in health benefits. This report breaks down info on our members by race, gender, age, employer, home neighborhood, and the health benefits they are enrolled in.

- **HealthNet Rates**

Each year health plan benefits costs for active employees can change. This report shares the cost for next year.

- **HSB Election**

The Health Service Board has seven people who make decisions about health benefits. Three people are elected. Elected members work for 5 years. When they are done working on the Board there is an election. There is an information packet with forms to nominate people, a schedule for the election, and details on how the election works. Voting takes place from during the month of May. Election results will be shared in June.



# HEALTH SERVICE BOARD

CITY & COUNTY OF SAN FRANCISCO

- **HSB Committees**

Health Service Board Commissioners also serve on one of two committees. In August of each year the Board elects new members for each Committee.

- The Finance and Budget Committee is set up to help with setting the budget for the Health Service system. This includes making sure the budgets are approved.
- The Governance Committee is in place to help create and oversee the rules and practices of the Health Service Board and its committees.

- **HSB Officer Appointments**

The Health Service Board has a President and Vice President. Each year in June the Board members select one member to be the President and one member to be the Vice President. Each position is for one year.

- **HSS Annual Report**

The report shares what SFHSS achieved in the previous year.

- **Incurred But Not Reported (IBNR)**

This report estimates how much money is still owed for services done before a certain date but hasn't been paid yet. It also shows money set aside to cover extra costs if the actual bills are higher than expected.

- **Kaiser Permanente HMO Plans Experience**

Every time a person goes to the doctor or gets a prescription from their doctor, there is a bill that gets sent to the insurance company called a claim. This presentation is about all the medical and prescription drug claims for the people who had Kaiser health insurance in the previous year. There is information about what benefits employees used. Most of the details are about employees currently working and those who retired early. There is some information for retired employees. All of this data will be used to make decisions about next year Kaiser plan costs.

- **Kaiser HMO (CA, Mult-Region) Rates**

Each year health plan benefits costs for active employees can change. This report shares the cost for next year.



# HEALTH SERVICE BOARD

CITY & COUNTY OF SAN FRANCISCO

- **Life, AD&D, & LTD Rates**

New York Life is the company that provides life insurance and disability insurance for City/County of San Francisco and Municipal Court workers. The annual renewal presentation tells how much the life insurance and disability insurance rates will be for next year.

- **Mayoral Budget Update**

This report shares the budgets updates from the Mayor. Item may have changes since the HSB approved. The HSB does not take any further action.

- **Medicare MAPD PPO Plan Rates**

Each year health plan benefits costs for active employees can change. This report shares the cost for next year.

- **Open Enrollment Plan for 2025 and Member Engagement Plans**

All employees can sign up for benefits for the next year. This presentation tells when employees can sign-up and how members can learn more about their benefits. The presentation also shares when they can go to learning sessions and get a free flu shot.

- **Open Enrollment Activities for Plan for 2026 Report**

All employees can sign up for benefits for the next year during open enrollment. This report tells how the process went this year and what SFHSS did so members could enroll.

- **Self and Flex Funded Health Plan 2024 Experience**

Every time a person goes to the doctor or gets a prescription from their doctor, there is a bill that gets sent to the insurance company called a claim. This presentation is about all the medical and prescription drug claims for the people who had self and flex funded insurance in 2024. There is information about what benefits employees used. Most of the details are about employees currently working and those who retired early. There is some information for retired employees. All this data will be used to make decisions about 2026 Kaiser plan costs.



# HEALTH SERVICE BOARD

CITY & COUNTY OF SAN FRANCISCO

- **Self-Funded and Flex-Funded Dental Stabilization Reserve Actions**

An insurance premium is the amount you pay for an insurance policy. Each year, SFHSS calculates how much the insurance premium will be. There is a reserve fund to spread out any extra money or not enough money from insurance premiums. This helps employers and members, so the cost doesn't change too much each year. This presentation gives ideas on how much money to use for the stabilization fund for the plan rates.

- **Self-Funded and Flex-Funded Dental Rates**

Each year dental benefits costs for retirees can change. This report shares the cost for next year.

- **SFHSS Annual Benefits Contract Evaluation and Assessment**

The contracts team gives an update on the benefit contracts they manage. The department can announce planned Requests for Proposals (RFPs) or Requests for Information (RFIs).

- **SFHSS Member Rules**

The San Francisco Health Service System Rules (SFHSS Rules) provide guidelines for managing health benefits for eligible members and their families. These rules, based on local, state, and federal laws, explain who can get benefits, how to enroll, and what coverage is offered. They also include steps for handling appeals and ensuring the rules are followed. The goal is to make health benefits fair, clear, and easy to manage.

- **SFHSS Section 125 Cafeteria Plan**

A Cafeteria plan is a benefit program under IRS Code Section 125. It lets employees choose between getting their paycheck or using part of it for certain benefits before taxes are taken out. This helps employees save money by reducing their taxable income. The Health Service Board reviews and approves the changes for next year.

- **SFHSS Strategic Plan Update**

The strategic plan outlines the top goals for the department. New goals are created every three years. This report tells what work has been done for each goal.



# HEALTH SERVICE BOARD

CITY & COUNTY OF SAN FRANCISCO

- **SFHSS Strategic Plan Update**

The strategic plan outlines the top goals for the department. New goals are created every three years. This report tells what work has been done for each goal.

- **Vision Service Plan (VSP) Vision Plans Rates**

Vision Service Plan is a company that provides eye care (or “vision”) insurance for SFHSS members. This report shares the cost for next year.