



HEALTH SERVICE BOARD

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Health Service System

Holly Lopez
Executive Secretary

TEL (628) 652-4646
<http://www.sfhss.org/>

HEALTH SERVICE BOARD

GOVERNANCE COMMITTEE

MEETING MINUTES

Thursday, November 6, 2025, 2:00 p.m.
City Hall, Room 408
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 the public to comment at the beginning of the meeting and on each discussion or action item on the agenda. Each comment is limited to 3 minutes, and the Chair may, at their discretion, limit public comment to less than 3 minutes per member of the public. 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. Remote viewing may not be available due to technology outages.

Watch at 1:00 p.m. on November 6, 2025

Click the link to join the meeting – [November 6, 2025 HSB Governance Committee Meeting Webex link](#)

Public Comment Call-In: 415-655-0001 / Access Code: 2663 746 9305 Webinar Password: 1145

Listening to the meeting via phone

1. Dial into **415-655-0001** and then enter **access code** 2663 746 9305#, then # again
2. Press *3 to enter 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.**
3. You will be muted when your time to speak has expired.

Watching the meeting on WebEx

1. Join via hyperlink [November 6, 2025 HSB Governance Committee Meeting Webex link](#)
2. Webinar Password: 1145
3. **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.
4. 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.
5. 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 and **received by 4 p.m. on Wednesday, November 5, 2025**, 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, and the Board Secretary will note on the record during the specific agenda item that the Board received written public comment on that item and will include that note in the meeting minutes. In the body of your email, indicate the meeting date and the particular agenda item number. If you do not specify an agenda item, your emailed public comment will be read under general comment.

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

2. **ROLL CALL:**

Committee Chair Fiona Wilson- Present
Commissioner Diana Guevara- Present
Commissioner Mary Hao- Present

3. **GENERAL PUBLIC COMMENT - This is 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.**

PUBLIC COMMENT:

Teresa Palmer, CCSF Retiree, expressed concern that San Franciscans are being transferred from local hospitals to nursing homes outside of the county, when Laguna Honda has open beds for members. Teresa Palmer requested the Health Service System address this issue by placing it on their agenda for November 13th, emphasizing the need for multiple city agencies to collaborate to improve the situation for all sick San Franciscans.

WRITTEN PUBLIC COMMENT:

Janet Fowler, Retired SF City College ESL Instructor, On August 27th, 2025, I called 911 for my friend "Jane" (a retired City College teacher) who was too sick to stay alone in her SF home. "Jane" went to an SF ER, then Mission/Bernal and was quickly dumped at an understaffed SNF in Oakland (while Laguna Honda had beds available). Two weeks later, I found Jane near death in that SNF. Jane was taken to an Oakland Hospital. The damage done was irreversible. After friends obstructed multiple attempts to transfer back to an unsafe SNF, she died in hospital October 2nd. In hospital, despite appeals for an SF nursing home, Blue Shield and LHH admissions stonewalled. Other City Retirees have had similar experiences. It is essential that elderly patients are near their family/friends because we keep them safe. I demand that HSB put out-of-county SNF transfers of City Retirees on HSB agenda for November 13.

Teresa Palmer, CCSF Retiree, submitted written public comment and attend the meeting to present the same comment.

4. **REVIEW AND APPROVE THE SFHSS RULES AND SECTION 125 CAFETERIA PLAN FOR PLAN YEAR 2026 REVISIONS: (Action)**

Olga Stavinskaya-Velasquez, SFHSS Operations Manager

[See pdf of the SFHSS Rules and Section 125 Cafeteria Plan PY2026 Revisions Presentation](#)

[See pdf of the SFHSS Rules and Section 125 Cafeteria Plan PY2026 Revisions Summary](#)

[See pdf of the SFHSS Rules PY2026 Revisions Redlined](#)

[See pdf of the SFHSS Section 125 Cafeteria Plan PY2026 Revisions Redlined](#)

Olga Stavinskaya-Velasquez, SFHSS Operations Manager presented the following items:

- What is a Section 125 Cafeteria Plan and why do we have one?
- Key Requirements of the Section 125 Cafeteria Plan
- Purpose of the San Francisco Health Service System Rules
- Annual Review
- Recommended Revisions for Plan Year 2026

Commissioner Hao asked if the recent increase in FSA levels to \$3,400 by the IRS were updated. Olga Stavinskaya-Velasquez said that amount will be updated for next year. SFHSS updates the FSA

levels one year behind the IRS limits, due to the timing of their release of the new IRS limits annually. To prepare for open enrollment, we need to know the programming and the rates or values in advance. Therefore, we are always one year behind in implementing the new FSA limits. President Hao wondered if the numbers reflect what was published for open enrollment, not necessarily what the IRS has approved for that year. Olga Stavinskaya-Velasquez said that is correct. She said for section 125, it includes sections 3.1 and 3.6, along with section D and Appendix E. We renew these annually based on the IRS limits. This year, section C has changed due to our reevaluation of the dependent care FSA amounts to ensure we pass the nondiscrimination testing mid-year. Executive Director Guillen added that as a result of the Big Beautiful Bill, dependent care contributions for members increased. However, due to issues with passing discrimination testing at lower amounts, simply increasing the contribution limits would have worsened the situation. To address this, for plan year 2026, SFHSS provided two contribution limits: one for highly compensated individuals and one for non-highly compensated individuals, up to the new maximum allowed by law. This required significant planning, programming, and communication to our members.

President Hao moved to adopt the proposed language modifications within the San Francisco Health Service System Rules and Cafeteria Plan, for Plan Year 2026 to go before the full Board at the November 13, 2025, regular meeting. Commissioner Guevara seconded the motion.

PUBLIC COMMENT: None

VOTE: Ayes: Guevara, Hao, and Wilson

Noes: None

ACTION: The Health Service Board unanimously adopted the proposed language modifications within the San Francisco Health Service System Rules and Cafeteria Plan, for Plan Year 2026 to go before the full Board at the November 13, 2025, Regular meeting.

5. **INITIATE PUBLIC EMPLOYEE EVALUATION OF SFHSS EXECUTIVE DIRECTOR 2025: (Action)**
[See pdf of the Performance Evaluation of SFHSS Executive Director 2025 Presentation](#)
[See pdf of the Performance Evaluation of SFHSS Executive Director 2025 Timeline](#)
[See pdf of the Performance Evaluation of SFHSS Executive Director 2025](#)

Name of Employee and Position: Rey Guillen, SFHSS Executive Director

Holly Lopez, Board Secretary, presented the following items:

- Timeline
- Evaluation Areas
- Rating Scale for each Section
- Recommendation

The Board Secretary explained that it was typical for the Health Service Board, the Chief Financial and Affordability Officer, and the Chief Operating Officer to complete the survey, providing multiple perspectives on performance. She suggested that the Committee discuss which staff should participate this year, given that both the Chief Financial and Affordability Officer and the Chief Operating and Experience Officer have recently joined the department.

Chair Wilson said she appreciated evaluations but felt this one risked becoming stale since the survey had remained unchanged for ten years. She noted that, because the new Director had only recently started, it was not the right time to revise the survey, as keeping it stable would preserve comparability. She suggested maintaining the current format for now and possibly trimming redundancies in the spring after completing one cycle. Commissioner Hao agreed that it was not the

right time to change the survey, noting that alterations could disrupt the timelines outlined. She said she found the sections describing the position's attributes to be thorough, though she acknowledged that some elements might be candidates for future review or refinement. Holly Lopez confirmed the March Governance Committee meeting agenda will include an item to review the evaluation tool for the 2026 evaluation year.

Chair Wilson moved to approve the 2025 Health Service Board Annual Employee Performance evaluation and timeline. Commissioner Guevara seconded the motion.

PUBLIC COMMENT: None

VOTE: Ayes: Guevara, Hao, and Wilson

Noes: None

ACTION: The Health Service Board Governance Committee approved the 2025 Health Service Board Annual Employee Performance evaluation and timeline.

6. INITIATE ANNUAL HEALTH SERVICE BOARD SELF-EVALUATION: (Action)

[See the pdf of the HSB Self-Evaluation for Plan Year 2025 Presentation](#)

[See the pdf of the HSB Self-Evaluation for Plan Year 2025 Timeline](#)

[See the pdf of the HSB Self-Evaluation for Plan Year 2025](#)

Holly Lopez, Board Secretary, presented the following items:

- Timeline
- March 2026 Governance Committee Areas to Focus
- Recommendation

Commissioner Guevara asked for clarification about the Health Service self-evaluation process. She wanted to understand the two-week submission timeline and who reviewed the self-evaluations for confirmation or acknowledgment. Secretary Lopez responded that the survey was administered through Microsoft Teams and contained about 42 questions. She said she reviewed the results, compiled them into sections with percentages and rating-scale counts, and produced a full public report. She explained that the draft report would return to the Committee for discussion of improvement and focus areas for the coming year, after which it would be forwarded to the full Board for acceptance.

Commissioner Hao asked whether the Board had meaningful opportunities to address areas where their evaluation scores had fallen short. She noted that although the Commission had long used this tool there seemed to be no structured way to follow up on low-scoring areas. She said their meetings were heavily business-focused and lacked time for team-building or improvement work. She asked whether any strategies could help the Board incorporate follow-up into its already full agendas. Secretary Lopez responded that it sounded as though Commissioner Hao was concerned that the Board received evaluation results but did not revisit them to monitor progress. She agreed that any discussion needed to occur in public meetings and suggested that the Board could schedule an additional Governance Committee meeting to check in on improvement areas. She provided an example involving goal-setting, noting that a follow-up session could assess whether goals were being met and whether those efforts were effective. She asked if this approach aligned with what Commissioner Hao had in mind, and Commissioner Hao confirmed that her concern centered on what the Board did with the data after compiling it.

Chair Wilson said the Committee would have opportunities throughout the year to address evaluation results and work on improvements. She explained that the Committee could decide how to proceed and that she, along with the administration, would support efforts to make those changes. Commissioner Hao then questioned how useful it truly was to continue the evaluation practice. She said she was neutral on the issue but emphasized that if the Board continued the process, it should find a way to integrate follow-up on areas needing more work. Commissioner Guevara said the process might need to be rethought so it could be more effective going forward rather than becoming a procedural exercise with limited meaning.

Secretary Lopez noted that questions 21 and 22 state the Board establishes suitable goals for the organization as a whole and establishes suitable goals for Member Services. President Hao stated the Board doesn't establish goals, the Board affirms the goals. She proposed changing the verb in questions 21 and 22 from establishes to affirms or provides feedback and clarified that the survey uses a five-point scale and distinguishes strategic plan goals from divisional goals. Commissioner Hao questioned the usefulness of these questions and asked what the Board was actually evaluating. She suggested reframing the questions to focus on whether the Board provides effective feedback on organizational and member service goals. Chair Wilson agreed that the original wording was awkward and difficult to interpret and asked whether the survey should be lightly tweaked now or fully redesigned later. Commissioner Guevara asked whether the questions served primarily as procedural satisfaction or meaningful evaluation and noted the need to rethink the self-evaluation to make it effective. Director Guillen explained that the Board often receives items too late to provide actionable feedback and suggested using the self-evaluation process to develop an education or improvement plan for the Board. He proposed bringing a draft plan to the Governance Committee in February, with final approval in March. The Board agreed to retain questions 21 and 22 but revise the verb to *provides feedback* to better reflect its role. The survey would be updated for 2025 with this change, while a deeper review or redesign of the survey tool would occur later, likely for 2026, to allow a more strategic and meaningful revision.

Secretary Lopez introduced questions 23, 24, and 25, noting that 23 measured whether the Board communicates effectively with staff, 24 measured communication with service providers, and 25 measured whether the Board communicates with one voice to all parties. She observed that past surveys raised questions about how the Board communicates to service providers and asked whether question 24 was clear enough or needed more specificity. Commissioner Hao questioned the purpose of the question, asking what it was intended to measure. Secretary Lopez replied that the question may relate to interactions during Board meetings with representatives and could also connect to question 25, but she agreed that the intended outcome of the questions was somewhat confusing. Chair Wilson suggested making the previously discussed changes to questions 21 and 22, leaving questions 23, 24, and 25 as they were for now, with the possibility of revisiting or simplifying them in a future survey redesign. Secretary Lopez noted that a rubric for reviewing all questions could be brought to the February Governance Committee meeting to evaluate purpose and potential improvements.

Chair Wilson moved to approve the 2025 Health Service Board Self-Evaluation timeline and tool with edits to questions 21 and 22. Commissioner Hao seconded the motion.

PUBLIC COMMENT: None

VOTE: Ayes: Guevara, Hao, and Wilson

Noes: None

ACTION: The Health Service Board Governance Committee approved the 2025 Health Service Board Self-Evaluation timeline and tool with edits to questions 21 and 22.

7. INITIATE GOVERNANCE POLICIES AND TERMS OF REFERENCE 2025 REVIEW PROCESS AND TIMELINE: (Action)

[See pdf of the HSB Governance Policies and Terms of Reference 2025 Review Process Timeline](#)

[See pdf of the HSB Governance Policies and Terms of Reference 2025 Revisions Redlined](#)

[See pdf of the HSS Charter and Admin Codes Sections updated 2025 Draft](#)

The Governance Committee is responsible for overseeing Health Service Board policies. The Board adopted the Governance Policies and Terms of Reference on February 22, 2007, amended on April 9, 2015, February 19, 2019, February 10, 2022, January 12, 2023 and December 12, 2024. Policies are reviewed at least once every three years to ensure the Governance Policies and Terms of Reference remain relevant and appropriate. The attached document presents the timeline for the review process and final approval for 2025.

Holly Lopez, Board Secretary, presented the following items:

- Timeline
- Governance Policies and Terms of Reference 2025 Revisions by staff redlined document
 - Introduction draft language
 - Grammar and formatting throughout the document
 - Substantive and Suggested Committee Review
 - Policy 203: Board Education
 - Appendices 1,2, and 4
 - Policy 205: SFHSS Monitoring and Reporting Policy
 - Appendix 1-Scheduled Board Reports, confirm dates that are TBD
 - San Francisco City Charter and Administrative Section Codes that are applicable to the Health Service System.

Commissioner Hao asked whether the listed resources in appendix four were all external providers, clarifying that she was not referring to internal trainings such as the annual Ice Miller training or HIPAA training. Secretary Lopez confirmed that the ten listed resources, including organizations like the California Health Care Foundation, Kaiser Family Foundation, and Integrated Healthcare Association, were all external and none were internal. Commissioner Guevara noted that the list was currently a “hodgepodge” and said that her edits would create a hierarchy, distinguishing between policy-based resources and more tactical ones in her suggested revisions.

Secretary Lopez noted that on page 46, several scheduled Board reports had dates left to be determined and said the HSS executive team could provide more concrete dates or clarify the frequency if the Committee desired. Commissioner Hao pointed out that the column header read “presented by,” indicating it referred to the person responsible rather than the date. Secretary Lopez acknowledged the oversight and agreed that the information could be updated, noting that assigning presenters could be done by HSS without Committee input. Commissioner Hao suggested using titles such as “CFO or designee,” and Secretary Lopez confirmed that this edit could be brought back to the Committee for review.

The Committee requested a word document to make edits due to the Board Secretary by Friday, November 14. Secretary Lopez explained that policies 201, 203, and 205 would be the focus for any edits over the next week, and the Committee could provide additional edits using track changes to clearly indicate proposed changes for public review. She asked whether the Committee preferred to skip another Governance Committee meeting and bring the policies directly to the full Board for acceptance, or meet again to review them. Chair Wilson said she was unsure how many edits would be proposed but noted a few areas she wanted to improve. Commissioner Guevara suggested

consolidating the Committee's recommendations via email to confirm alignment before proceeding. Commissioner Hao added that if edits were substantive, the Committee could provide explanations for why changes were recommended. Secretary Lopez concluded that she could compile the edits into a short chart, using a clear format similar to the rules and cafeteria plan section, so the full Board could review, accept, and adopt the changes efficiently.

Secretary Lopez explained that the supplemental document on the Health Service System (HSS) webpage, which compiles relevant sections of the San Francisco City Charter and Administrative Codes, was lengthy because it included full text from the Charter and legal codes. She reviewed the document and noted seven sections had been redlined, though there should have been eight. She added section 4.101 and related subsections, which referenced the Commission Streamline Taskforce created in 2024, and Administrative Section Code 1655.71, which had been active but missing from the supplemental document. She also noted updates to Administrative Section Code 16.700, which changed participation rules for Boards or Commissions with HSS health benefits in 2023, and Administrative Code Section 21.02, which updated definitions that year. Secretary Lopez recommended updating the supplemental document to reflect these changes and making it easily accessible. She further suggested separating the supplemental materials from the main Policies and Reference Code bundle on the website, which currently exceeds 200 pages, so that the action-item policies presented to the full Board would be distinct from the reference materials.

Commissioner Hao asked whether it was necessary to cut and paste the Charter and Administrative Code sections into a separate document, suggesting that providing links might be more efficient since the website might not always reflect amendments to ordinances. Secretary Lopez agreed that this was a relevant point and noted that the supplemental document did not get updated regularly if policies were only reviewed every three years, but they could explore ways to make it more active and accessible on the website. Commissioner Hao clarified that her concern was specifically about the Charter and Administrative Code sections. Secretary Lopez responded that they could work with website to maintain updated changes.

Commissioner Hao moved to initiate the 2025 review process and timeline for the Governance Policies and Terms of Reference, incorporating final edits from Committee members due by November 14, 2025, and presenting final recommendations in one document to the full Board in December. Commissioner Guevara seconded the motion.

PUBLIC COMMENT: None

VOTE: Ayes: Guevara, Hao, and Wilson

Noes: None

ACTION: The Health Service Board Governance Committee approved the 2025 review process and timeline for the Governance Policies and Terms of Reference, incorporating final edits from Committee members due by November 14, 2025 and presenting final recommendations in one document to the full Board in December.

8. **ADJOURNMENT:** 3:09 p.m.

Health Service Board and Health Service System Website: <https://www.sfhss.org/>

Summary of Health Service Board Rules Regarding Public Comment

1. There will be an opportunity for 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; the Chair has the discretion to limit public comment to less than 3 minutes per member of the public.
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 by 5 p.m. 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 and the Board Secretary will note on the record during the specific agenda item that the Board received written public comment on that item and will include that note 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. Remote public comment from people who have received 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. There are elevators and accessible restrooms located on every floor. **Wheelchair-accessible entrances are located on Van Ness Avenue and Grove Street. Please note the wheelchair lift at the Goodlett Place/Polk Street is temporarily not available.** After multiple repairs that were followed by additional breakdowns, the wheelchair lift at the Goodlett/Polk entrance is being replaced for improved operation and reliability. We anticipate having a functioning lift after the completion of construction in May 2025.

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, 628-652-4646.

To access the meeting remotely as an accommodation, please use [November 6, 2025 HSB Governance Committee 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. The following email has been established to contact all members of the Health Service Board: health.service.board@sfgov.org.

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 <https://sfethics.org/>

ChatGPT and Microsoft CoPilot AI were used to summarize and clarify discussion points in the meeting minutes.