



City & County of San Francisco

# HEALTH SERVICE BOARD

1145 Market Street ♦ Suite 200 ♦ San Francisco, CA 94103

F I N A N C E   A N D   B U D G E T   C O M M I T T E E

## Minutes

Special Meeting

Friday, January 25, 2008

2:45 P.M.

City Hall, Room 416  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94103

□ Call to order

□ Roll call      Committee Chair Sharon Johnson  
                         Committee Member, Sup. Sean Elsbernd  
                         Committee Member Claire Zvanski

Health Service Board President Karen Breslin was also in attendance.

This meeting began at 4:14 p.m.

□ 01252008FB-01    Action item      Approval (with possible modifications) of the minutes of the meeting set forth below:

- Special meeting of December 13, 2007

Staff recommendation: Approve minutes.

*Documents provided to Board prior to meeting:  
Draft minutes.*

**Public comments:** None.

**Action:** Motion was moved and seconded by the Committee to approve the special meeting minutes of December 13, 2007. Motion passed 3-0.

- 01252008FB-02 Discussion item Overview of administrative budget for fiscal year 2008-2009 (Tess Navarro)
  - Tess Navarro, Chief Financial Officer reported the following:
  - The baseline budget is \$6.1M which reflects the following:
    - retains current staffing level at 37 FTEs;
    - \$100K increase for scheduled salary increases;
    - \$22K increase for DHR eMerge system;
    - no provision for non-personnel cost increases;
  - To date, there are no significant savings in fiscal year 2008 to mitigate fiscal year 2009 cost increases;
  - The baseline budget would eliminate one position (1404 Clerk), which is not directly related to member services; therefore, resulting in no cuts in service hours;
  - The baseline budget would also entail a reduction on the following work orders:
    - City Attorney by \$20K from base amount of \$200K;
    - DTIS by approximately \$58K, to fund an IT position instead;
    - DHR by approximately \$50K with HSS taking over payments for licensing and some maintenance costs;
  - The review of all work order agreements with performing departments is ongoing.
  - To meet the additional budget cut directive, the results will be as follows:
    - 5% ongoing reduction – 1 Operations position
    - 3% one-time reduction – one additional Operations position (no one-time reduction)
    - 5% contingency reduction - one additional Operations position

- Reduction in current service hours by 45 minutes per day
- The budget submission deadline is February 22, 2008.
- Commissioners Johnson, Zvanski and Breslin expressed concern regarding the impact of the proposed budget cuts on the department and inquired if the Mayor's office generally takes the size and financial circumstances of a department into consideration when asking for budget cuts.
- Gigi Whitley, Mayor's budget analyst for HSS, responded that her first approach is to understand a department's cost pressures, increases and proposed cuts. The Mayor's office is asking that departments identify other efficiencies before recommending cuts to direct services. She intends to work with HSS in the coming months to mitigate direct operational impacts.
- Bart Duncan noted that over the last two and a half years several departmental efficiencies have been implemented, such as the elimination of dual coverage (resulting in \$1M a year savings) and the savings of approximately \$100,000 due to a vendor's non-compliance and elimination.

*Documents provided to Board prior to meeting:  
Budget overview.*

**Public comments:** Gerry Meister, UESF Retired Teachers' representative, stated that HSS serves not only CCSF employees and retirees, but also the San Francisco Unified School District, the Community College District and the courts, which means that HSS serves considerably more members than the retirement system. For that reason, it is important that telephone hours are not reduced further.

- 01252008FB-03 Discussion item Opportunity to place items on future agendas

**Public comments:** None.

- 01252008FB-04 Discussion item Opportunity for the public to comment on any matters within the Board's jurisdiction

**Public Comments:** None.

- Adjourn: 4:50 p.m.

## Summary of Health Service System 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 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 at the designated time at the end of the meeting. The complete rules are set forth in Section A(6) of the Health Service System Rules and Regulations. A copy of these Rules and Regulations is available at any time upon request. Call the Administrative Services Manager, Laini K. Scott for further assistance at (415) 554-1727.

**Health Service Board and the Health Service System Web Site: <http://www.myhss.org>**

## Disability Access

The meeting will be held at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416. 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 at 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.

The following services are available upon request:

- American Sign Language interpreters will be available upon request.
- A sound enhancement system will be available upon request at the meeting.
- Minutes of the meeting or hearing are available in alternative formats.

If you require the use of any of these services, please contact Administrative Services Manager, Laini K. Scott, at (415) 554-1727 or by email at [laini.scott@sfgov.org](mailto:laini.scott@sfgov.org) at least 72 hours prior to the meeting.

In order 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.

## 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 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, contact Adele Destro by mail to Interim Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94103-4689; by phone at (415) 554-7724; by fax at (415) 554-7854; or by email at [sotf@sfgov.org](mailto:sotf@sfgov.org).

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, <http://www.sfgov.org/sunshine/>

## Lobbyist Registration and Reporting Requirements

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## 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 is prohibited at Health Service Board meetings and its committee meetings.
- The chair of the meeting may order the removal from the meeting room of any person(s) in violation of this rule.
- 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 and in the Rules and Regulations of the Health Service System.