



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

Tuesday, December 23, 2008

1:00 PM

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

□ Call to order

□ Roll call

Committee Chair Karen Breslin  
Committee Member Sharon Johnson  
Committee Member, Sup. Sean Elsbernd

Commissioner Scott Heldfond, Health Service Board President, was also in attendance.

□ 12232008FB-01 Discussion item Update on Mayor's Office mid-year budget reduction mandate for HSS (Tess Navarro)

**Documents provided to Board prior to meeting:**  
None.

- Tess Navarro, HSS Chief Financial Officer, reported the following:
- Of the required \$130,000 mid-year budget reduction allocated by the Mayor's office, \$85,000 has been set aside. HSS is working with the City Attorney's office to release the remainder of the \$45,000 budget cut requirement through a work order reduction.

**Public comments:** None.

- 12232008FB-02 Discussion item Preliminary discussion of administrative budget for fiscal year 2009-2010 (Tess Navarro)

**Documents provided to Board prior to meeting:**

None.

- Ms. Navarro presented the following:
- The base budget for fiscal year 2009-2010 is estimated at \$5.7M:
  - 68% - personnel (35 employees)
  - 21% - professional services and contracts
  - 11% - work orders (non-discretionary)
  - 0.5% - supplies
- Sixty-six percent (66%) of the base budget is allocated to Enterprise departments/SFUSD/CCD and 34% is allocated to General Fund departments.
- HSS' budget cut allocation from the Mayor's office is \$483,720 or a total of 25% (of General Fund allocation), as follows:
  - 12.5% or \$241,860 in ongoing budget reductions, and
  - 12.5% or \$241,860 in contingency reductions
- Two proposals are being presented for the Committee's consideration to meet the required cuts:
- Proposal #1 (ongoing reduction). Remove the administration fees for mandated and negotiated benefits (COBRA-FBMC and MEA-EBS flexible benefits) from the HSS budget, and instead charge the departments directly, as follows:
  - Direct charge COBRA-FBMC: \$107,735 ongoing
  - Direct charge Flex Benefits MEA-EBS: \$112,000 ongoing
- Proposal #2 (contingency reduction). Use of flexible spending account forfeitures as follows:
  - FBMC forfeitures – Flex Spending: \$142,526 one time

- EBS forfeitures – Flex Benefits: \$159,964 one time
- Reduction grand total: \$522,225 (ongoing and one time reductions)
- If any of the proposals are not acceptable to the Committee, the third option would be to implement department layoffs (approximately six to seven positions).
- Ms. Navarro had a favorable discussion regarding the first proposal with Tom DiSanto in the Controller’s Office.
- February 20, 2009 is the deadline to submit the department’s proposals to the Mayor’s Office.
- Commissioner Heldfond reported on a recent City budget meeting that he attended with all commission presidents, the Mayor and the budget director in which the disclosures on the City deficit were very sobering.

**Public comments:** None.

- 12232008FB-03 Discussion item Opportunity to place items on future agendas

**Public comments:** None.

- 12232008FB-04 Discussion item Opportunity for the public to comment on any matters within the Board’s jurisdiction

**Public comments:** None.

- **Adjourn:** 1:31 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

Individuals and entities that influence or attempt 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 [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

### 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.

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 Laini K. Scott at (415) 554-1727 or email at [laini.scott@sfgov.org](mailto:laini.scott@sfgov.org).