



City & County of San Francisco

HEALTH SERVICE BOARD

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

GOVERNANCE COMMITTEE

MINUTES

Special Meeting

Tuesday, October 23, 2007

9:30 AM

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

□ **CALL TO ORDER**

- **ROLL CALL** Committee Chair Scott Heldfond
 Committee Member Karen Breslin
 Committee Member James Deignan
 Commissioner Zvanski was also in attendance

□ **10232007G-01 ACTION ITEM APPROVAL OF GOVERNANCE COMMITTEE FORWARD AGENDA** *(Tom Iannucci, Cortex Applied Research Inc.):*

STAFF RECOMMENDATION: Approve Governance Committee Forward Agenda.

Documents provided to Committee prior to meeting: Draft Forward Agenda.

- Tom Iannucci of Cortex participated in this meeting via conference call. He briefly reviewed the forward agenda for fiscal years 2007-2008 through 2009-2010, suggesting two Governance Committee meetings per year (with the option of a third meeting, if necessary):

- FY 2007-2008 – Meeting 1:
 - review and approve Governance Committee forward agenda
 - review Board and Director performance evaluation survey instruments
- FY 2007-2008 – Meeting 2:
 - review results of Board and Director performance evaluation surveys
 - review draft Code of Conduct
- FY 2008-2009 – Meeting 1:
 - review and approve Governance Committee forward agenda
 - review Board and Director performance evaluation survey instruments
- FY 2008-2009 – Meeting 2:
 - review results of Board and Director performance evaluation surveys
 - review committee structure
- FY 2009-2010 – Meeting 1:
 - review and approve Governance Committee forward agenda
 - review Board and Director performance evaluation survey instruments
 - review compliance with governance policies and terms of reference
 - review terms of reference and governance policies
- FY 2009-2010 – Meeting 2:
 - review results of Board and Director performance evaluation surveys
 - review terms of reference and governance policies

PUBLIC COMMENTS: None.

ACTION: Motion was moved and seconded by the Committee to approve the forward agenda of the Governance Committee. Motion passed 3-0.

- **10232007G-02** **ACTION ITEM** **REVIEW AND APPROVAL OF HEALTH SERVICE BOARD PERFORMANCE EVALUATION POLICY AND SURVEY INSTRUMENT** *(Tom Iannucci, Cortex Applied Research Inc.):*

STAFF RECOMMENDATION: Approve proposed Health Service Board Performance Evaluation Policy and survey instrument.

Documents provided to Committee prior to meeting: Proposed Policy and survey instrument.

PUBLIC COMMENTS: None.

ACTION: Motion was moved and seconded by the committee to approve the proposed Health Service Board Performance Evaluation Policy and survey instrument. Motion passed 3-0.
- **10232007G-03** **ACTION ITEM** **REVIEW AND APPROVAL OF HEALTH SERVICE SYSTEM DIRECTOR PERFORMANCE EVALUATION POLICY AND SURVEY INSTRUMENT** *(Tom Iannucci, Cortex Applied Research Inc.):*

STAFF RECOMMENDATION: Approve proposed Health Service System Director Evaluation Policy and survey instrument.

Documents provided to Committee prior to meeting: Proposed Policy and survey instrument.

PUBLIC COMMENTS: None.

ACTION: Motion was moved and seconded by the Committee to approve the proposed Health Service System Director Evaluation Policy and survey instrument. Motion passed 3-0.
- **10232007G-04** **DISCUSSION ITEM** **OPPORTUNITY TO PLACE ITEMS ON FUTURE AGENDAS.**

PUBLIC COMMENTS: None.
- **10232007G-05** **DISCUSSION ITEM** **OPPORTUNITY FOR THE PUBLIC TO COMMENT ON ANY MATTERS WITHIN THE BOARD'S JURISDICTION.**

PUBLIC COMMENTS: None.
- **ADJOURN:** **10:00 A.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://hss.sfgov.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 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.

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 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94103; telephone (415) 581-2200; fax (415) 581-2317; web site 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.