



City & County of San Francisco

HEALTH SERVICE BOARD

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

G O V E R N A N C E C O M M I T T E E

Minutes

Special Meeting

Tuesday, March 2, 2010

1:15 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 Karen Breslin
 - Committee Member Sharon Ferrigno, excused
- 03022010-01G Action item
 - Review of the Health Service Board's Terms of Reference and Governance Policies for the following, as required every three years:
 - Terms of Reference:
 - Health Service Board
 - Board President
 - Board Vice President
 - Health Service System Director
 - Budget and Finance Committee
 - Rates and Benefits Committee
 - Membership Rules Committee
 - Governance Committee

- Governance Policies
 - Board Operations Policy
 - Board Education Policy
 - Board Performance and Evaluation Process
 - Director Performance Evaluation Process
 - Board Governance Report: funding policy, benefit design policy and investment policy statement
 - Governance Compliance Report
 - Board Education Report
 - Conflict of Interest Disclosure Confirmation
 - Board Communications Policy
 - Service Provider Selection Policy
 - Annual Report to Mayor
 - Investment Performance Report
 - Business Plan Status Report
 - Member Communications and Marketing Plan
 - Strategic Planning Policy

(Catherine Dodd)

Documents provided to Board prior to meeting:
Health Service Board Governance Terms of Reference and Policies, dated April 2007

Staff Recommendation: Approve Staff Changes

- HSS Director, Catherine Dodd, PhD, RN, reported the following;
 - The initial governance work was performed by Cortex Consulting in response to a 2005 Controller's Audit report which identified areas needing improvement in the administration of the Health Service System.
 - Dr. Dodd and Tom Iannucci, President of Cortex Consulting, met on February 26, 2010 to discuss the governance policies of the Health Service System and the scheduling of various reports to be presented to the Health Service Board. Some of the policies have

been implemented informally but have not been reported on.

- Dr. Dodd has suggested minor revisions to the governance document. She also noted that Appendix 1 under the Monitoring and Reporting Policy has not been revised for today's meeting and asked the Committee's permission to submit it at a later date.
- The Monitoring and Reporting Policy outlines various reports to be submitted to the Board by different parties. An annual calendar will be created to track the schedule of reports for the Board and the party responsible for each report.
- A summary of proposed changes to the Health Service Board's Governance Terms of Reference and Policies is attached to the minutes.

Public comments: None.

Action: Motion was moved and seconded by the Committee to accept staff recommendations to the Health Service Board's Governance Terms of Reference and Policies.

Motion passed 2-0.

□ 03022010-02G Discussion item Opportunity to place items on future agendas

- Commissioner Breslin reported that she has received several telephone calls from HSS members regarding Board members' texting and e-mailing during meetings. She expressed an interest in having the City Attorney research the issue and make a presentation at one of the Health Service Board's meetings.
- Erik Rapoport, Deputy City Attorney, responded that he would research the issue.

Public comments: None.

□ 03022010-03G Discussion item Opportunity for the public to comment on any matters within the Board's jurisdiction

Public comments: None.

Adjourn: 2:19 pm

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

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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.

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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/>

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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.

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.