

March 10, 2005

Health Service Board

Minutes

Regular Meeting

Thursday, March 10, 2005

1:00 PM

City Hall, Room 416

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94103

Call to Order		
Pledge of Allegiance		
Roll Call	President, Scott Heldfond Vice President Karen Breslin Commissioner James Deignan Commissioner Mitch Katz, M.D. Commissioner Aleeta Van Runkle Commissioner Claire Zvanski	
03102005-01	Action Item	Approval (With Possible Modifications) of the Minutes of the Following Meeting: · <i>Regular Meeting of February 10, 2005</i> Staff Recommendation: Approve draft minutes Public Comments: None Action: Deferred to next Board Regular meeting.
03102005-02	Discussion Item	Reports Of Health Service System Staff and Legal Counsel Regarding the Following Matters: Administration (Jeff Hildebrant) • Rates and Benefits approved by the HSB has been forwarded to the Board of Supervisors and is waiting to be assigned to a committee. At least one member of the HSB will have to attend the BOS committee meeting. Mr. Hildebrant stated that he will keep the Board updated. • There are seven applicants for the Class 1675 Fiscal Officer position, formerly held by Erik Mezack. Time has expired for submitting applications and the Board will be updated on the recruitment process. • Open Enrollment (OE) materials are being prepared without the rate numbers and the OE period will be from April 18-May 13, 2005 (four weeks). The Open Enrollment process will be held at the Health Service System Office, 1145 Market Street, 2 nd floor. The vendors will be available April 25 thru May 6, 2005. Department heads will receive notification of this change by email.

		<p>Documents provided to Board prior to meeting: None</p> <p>Public Comments: None</p>
03102005-03	Discussion Item	<p>Health Service Board Committee Reports:</p> <p>Budget & Finance Committee (James Deignan)</p> <ul style="list-style-type: none"> • Budget and Finance meeting was held on February 23, 2005. Jeffrey Hildebrant submitted the HSS Budget for FY 2005-2006. The Committee reviewed and approved the report and has been forwarded to the HSB for approval (Item #6). Mr. Deignan stated that the Budget & Finance Committee and the Full Board will support Mr. Hildebrant when he presents the HSS budget to the Board of Supervisors for approval. A copy of this budget is available for the public to review and is attached as Schedule #1. A report regarding the investment policy of the Office of the Treasurer of the City and County of San Francisco was given by Daniel Daly, Chief Investment Officer of the Treasury/Tax Collector/Investment Division. • John Madden presented a financial report regarding how the HSS budget could saved of a DHR expense of \$200,000. <p>Rules Committee (Aleeta Van Runkle)</p> <ul style="list-style-type: none"> • Next Rules Committee meeting will be held on Tuesday, March 22, 2005, at 10 AM, in Hearing Room 416. <p>Public Comments: None</p>
03102005-04	Action Item	<p>Presentation and Acceptance (With Possible Modifications) of Regular Financial Report of HSS Finance (Jamie Austin).</p> <ul style="list-style-type: none"> • The Board received the <i>Activity for HMOs and City Health Plan, January 2005</i>- this report is attached as Schedule No. 1. This report consisted of the following five sub-fund divisions: (1) Administration Support, (2) Dental Benefits Trust Fund, (3) Medical Benefits Trust Fund, (4) Non-Charter (Negotiated) Benefits, and (5) Transgender Benefits Trust Fund. Data included in this report for each sub-fund consisted of account/index code, actual sources for revenue, actual uses (expenditures), and the difference. <p>Staff Recommendation: Accept report</p> <p>Public Comments: None</p> <p>Action: Motion was moved and seconded by the Board to accept this report. Motion passed 6 to 0.</p>
03102005-05	Action Item	<p>Resolution Authorizing Expenditure of up to \$300,000 from the Trust Fund for 2005 Open Enrollment Expenses.</p> <ul style="list-style-type: none"> • Jeffrey Hildebrant presented to the Board a draft resolution authorizing expenditure of up to \$300,000 from the Trust fund. The

		<p>expenditure this year is \$50,000 less than amounts approved in past years. Mr. Hildebrant assured the Board that the lower amount will not have any impact on the Open Enrollment process.</p> <ul style="list-style-type: none"> • Commissioners noted that they did not get a chance to review the resolution in advance of the meeting. The Commission Secretary apologized for the omission. <p>Staff Recommendation: Adopt resolution</p> <p>Public Comments: None</p> <p>Action: Motion was moved and seconded by the Board to adopt the resolution. Motion passed 6 to 0.</p>
03102005-06	Action Item	<p>Proposition C - Planning and Implementation</p> <p>Transition update (Jeffrey Hildebrant)</p> <ul style="list-style-type: none"> • The following 3 nominees will be on the HSB election ballot for the commission seat that will be vacant in May: Sharon Johnson, Norman Cromartie, and John Madden. The HSS will receive a mailing list from the Department of Elections and will proceed to mail out ballots to all active members and retirees. The election process will cost the HSS budget \$70,000. <p>HSS Administrator Job Description and Recruitment Plan</p> <ul style="list-style-type: none"> • President Heldfond stated that the Board has received a lot of support and assistance during this transition period from Philip Ginsburg, DHR Director and staff. As a result, the development process in regards to filling the Department Head position for the HSS should be complete by the end of April 2005. <p>Approval of the 2005-2006 HSS Budget</p> <ul style="list-style-type: none"> • Motion was moved by President Heldfond to accept the HSS Budget for 2005-2006. <p>Public Comments: None</p> <p>Action: Motion was moved and seconded by the Board to accept the HSS Budget for 2005-2006. Motion passed 6 to 0.</p>
03102005-07	Discussion Item	<p>Reports On Network and Health Plan Issues (Network and Health Plan Representatives).</p> <ul style="list-style-type: none"> • Kathy Hajapolous of United Health Care stated that Uniprise has given the Health Service System shared access to the claims data. Jeffrey Hildebrant stated that a claims report will be available at the next meeting. • Ms. Hajapolous confirmed that Medco is a partner of United Health Care and have an agreement to pay claims and provide administrative services to their (Uniprise) pharmacy program.

		<ul style="list-style-type: none"> • Letters regarding the change of drugs from tier 2 to tier 3 are sent by United Health Care to all employees that are impacted by the change. More notifications will be mailed in May in regards to certain drugs that will be discontinued. Members who will be impacted by this change will receive coupons for savings when they make over the counter purchases. Commissioner Karen Brisling recommended posting these changes in United Health Care's newsletter because she has received many complaints from members who are unaware these changes and did not receive any notification. • Joanne Haggerty stated that there will be a mass mailing to all retirees that live in a Seniority Plus service area. The letter will inform them of the change that they will need to move to Seniority Plus because they are living in a Seniority Plus service area. <p>Public Comments: None</p>
03102005-08	Discussion Item	<p>Opportunity To Place Items On Future Agendas.</p> <p>Public Comments: Jean Thomas, retiree, wanted to know why the Rates and Benefits rates have not been approved and how will this effect Open Enrollment and what is the start date for OE period. Jeffrey Hildebrant has met with Supervisor Peskin and it has been confirmed that the 10-County Survey Amount will be assigned to a BOS committee agenda and will move forward. President Heldfond assured Ms. Thomas that the OE process will not be impacted and the OE material will go out without the rates. The OE period is April 18-May 13, 2005, however, President Heldfond requested the Commission Secretary to contact Ms. Thomas after getting confirmation of the OE dates. Commissioner Zvanski confirmed that the HSB election ballots will be mailed out on May 3, 2005.</p>
03102005-09	Discussion Item	<p>Opportunity For The Public To Comment On Any Matters Within The Board's Jurisdiction.</p> <p>Public Comments: None</p>
Adjourn		
2:10 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 Commission Secretary, Arnetta Brown, 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 Commission Secretary, Arnetta Brown, at (415) 554-1727 or by email at arnetta.brown@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.

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.