

August 11, 2005

MINUTES

Special Meeting

Thursday, August 11, 2005
12:00 PM

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

*SPECIAL AUGUST PLANNING SESSION:
PLANNING FOR THE FUTURE*

<input type="checkbox"/>	CALL TO ORDER		
<input type="checkbox"/>	PLEDGE OF ALLEGIANCE		
<input type="checkbox"/>	ROLL CALL	President Scott Heldfond Vice President James Deignan, <i>Excused</i> Commissioner Karen Breslin Supervisor Sean Elsbernd Commissioner Sharon Johnson Commissioner Mitch Katz, M.D., <i>Excused</i> Commissioner Claire Zvanski	
<input type="checkbox"/>	08112005-01	ACTION ITEM	APPROVAL (WITH POSSIBLE MODIFICATIONS) OF THE MINUTES OF THE FOLLOWING MEETINGS: <ul style="list-style-type: none">▪ Regular Meeting of July 14, 2005 STAFF RECOMMENDATION: Approve Minutes. <i>Documents provided to Board prior to meeting: Draft minutes.</i> PUBLIC COMMENTS: None ACTION: Motion was moved and seconded by the Board to approve the draft minutes of July 14, 2005. Motion passed 5 to 0.

<input type="checkbox"/>	08112005-02	DISCUSSION ITEM	<p>INTRODUCTION AND OVERVIEW OF TODAY'S PLANNING SESSION <i>(President Heldfond)</i></p> <ul style="list-style-type: none"> ▪ President Heldfond presented an overview of the challenges that face the Health Service Board members and the Health Service System. He stated that the strategic process has begun with the structure of today's agenda which has been created and presented to the Board in a 2-year calendar prepared by HSS Director, Bart Duncan. Prior to the meeting the Commissioners received the following calendars: <ul style="list-style-type: none"> • Health Service System 2-Year Calendar for 2005-2006 Plan Year, which is attached as Schedule No. 1. • Health Service System 2-Year Calendar for 2006-2007 Plan Year, which is attached as Schedule No. 2. ▪ Commissioner Heldfond stated that each item in today's agenda is a potential action item that will begin as a discussion item. It is important that everyone participate in the discussions, try to focus only on items that are on the agenda and three minutes for public comments will be in effect. <p>PUBLIC COMMENTS: NONE</p> <p><u>Agenda Change</u></p> <ul style="list-style-type: none"> • President Heldfond moved Item #20 to the next item on the agenda (#2) because of a conflict in scheduling of Michelle Modena, CAO for the Unified School District (USD).
<input type="checkbox"/>	08112005-02	DISCUSSION ITEM	<p>REPORT FROM THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT OF KEY ISSUES AND CONCERNS</p> <ul style="list-style-type: none"> • Michelle Modena, Chief Administrator Officer for the Unified School District, stated that she and her staff, Matt Hansen and Stephanie King, have already had meetings with Bart Duncan in regards to a course of conduct in a relationship between the USD and HSS which will ensure moving each department up to the next level. Ms. Modena stated that she has know Bart Duncan since early 1980s and is very confident and pleased as a representative of the School District to work with him and the HSS team in presenting a benefits package that will please the SD employees and doing business that will be for the best interest for everyone. Current issues that Bart Duncan has been working with the SD staff are as follows: <ol style="list-style-type: none"> 1. The SD is currently hiring teachers and new employees for the school year, however; as a result of school starting on August 29, 2005, teachers are just now informing the SD staff that they are terminating their employment. Therefore, adding new people while

			<p>simultaneously terminating others from the HSS system ensures the importance of transparent, efficient, quick, and effective communications between the HSS and the SD teams to remove people off of their rolls.</p> <ol style="list-style-type: none"> 2. Bart Duncan and his HSS team has also been working closely with the SD in regards to informing the retirees and school substitute and temporary teachers that are returning to work after being off during the summer, about their health benefits and types coverage. 3. Ms. Modena stated that with the collaboration and cooperation offered by Mr. Duncan, the SD is working in a partnership with the Controllers' Office on projects such as the issuance of reconciliation bills. 4. Ms. Modena assured the Board that the SD will continue to meet regularly with the HSS staff and that representatives of the SD will be in attendance at all of the HSB meetings. <p>PUBLIC COMMENTS: NONE</p>
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Section 1 – Board Governance

- 08112005-03 **ACTION ITEM** **REPORT ON STATUS OF EFFORTS TO RETAIN CONSULTANT TO RECOMMEND AND FACILITATE THE DEVELOPMENT OF GOVERNANCE BEST PRACTICES FOR THE BOARD AND POSSIBLE AUTHORIZATION FOR STAFF TO WORK WITH CONTROLLER’S OFFICE TECHNICAL PROJECTS GROUP TO ISSUE APPLICABLE RFP** *(Controller’s Office)*

STAFF RECOMMENDATION: Authorize staff to work with the Controller’s Office Technical Projects Group (which will provide funding) to issue RFP.

 - Peg Stevenson of the Controller’s Office stated that an RFP could be fast tracked and be available for the Board’s review by the October HSB meeting.
 - Bart Duncan proposed that the Board authorize the HSS staff to work with the Controller’s staff on issuance of a RFP before a vendor is selected and a contract is developed. The contract and vendor selection will be given to the Board for review and approval. This procedure will guarantee the Board’s active participation in the selection process as well as their approval of the final contract and vendor selection.

Motion

- Commissioner Zvanski made motion to allow the HSB to work with the Controller’s Office and

authorize the staff to move forward and work the on RFP and set up the process to select the vendors.

- Peg Stevenson assured Supervisor Elsbernd that funding of the RFP will be funded by the Controller's Technical Project Group. However, if the cost becomes too large and is not manageable, the Controller's staff will meet with Bart Duncan and the Board for review and direction.

PUBLIC COMMENTS:

- Nancy Gin requested that the Supervisor Elsbernd should pursue the origin of this funding and if the contract is a one time only or if it will be up for renewal on a continuous basis. Ms. Gin also requested follow-up on the effects of this funding on the all members of the Health Service System.

ACTION: Motion was moved and seconded by the Board to authorize the staff to work with the Controller's Office Technical Project Group to issue an RFP. Motion passed 5 to 0.

□ 08112005-04 ACTION ITEM

DETERMINATION OF COMMITTEE STRUCTURE FOR THE FOLLOWING BOARD COMMITTEES (*Bart Duncan*):

- Rates and Benefits
- Rules

STAFF RECOMMENDATION: Structure each of the above committees as committees of the whole pending completion of the governance work described in Item 03 above or until further Board action, and direct the City Attorney to prepare revised Rules and Regulations, as necessary, for consideration at the September Board meeting.

PUBLIC COMMENTS: NONE

ACTION: Motion was moved and seconded by the Board to constitute the committees as committees of the whole until further action of the Board. Motion passed 5 to 0.

□ 08112005-05 DISCUSSION ITEM

REPORT BY CITY ATTORNEY ON THE BOARD'S OVERSIGHT AND FIDUCIARY OBLIGATIONS CONCERNING THE BENEFITS ADMINISTERED BY THE HEALTH SERVICE SYSTEM (*Gina Roccanova*)

Documents provided to Board prior to meeting:

- *Chart prepared by City Attorney's Office outlining the group of Charter provisions above that apply to current benefits, which this is attached as **Schedule No. 3***
- *Charter Sections 12.100 et seq. and A8.420 et seq. relating to the Medical Benefit, which is attached as **Schedule No. 4***
- *Charter Section 4.102 and pages 8 and 9 of the 2005 Good Government Guide issued by the City Attorney's Office; which this is attached as **Schedule No. 5***

- Bart Duncan stated that these referenced charter sections remove the Section 4.102 DHR obligation and places the Board's oversight and fiduciary obligations in administering benefits directly on the Health Service Board. (i.e. such as how the rates are set, contracts, financial reporting, how funding works, life insurance, disability, etc.). The Board will often refer to the Charter when discussions revolve around a particular benefit, clarification of the HSB's role in the benefit, and who else makes decisions regarding the benefit other than the HSB (i.e. Board of Supervisors).

PUBLIC COMMENTS: Nancy Gin stated that the purpose of the passing of Proposition C was to remove HSS and the HSB from under the rule of DHR and it was not the intention for the development of a government that would make decisions in regards to who can become a member of the Board and or how it operates.

<i>Section 2 – Financial Reporting</i>
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| □ 08112005-06 | DISCUSSION ITEM | REPORT ON STATUS OF AUDIT FOR FISCAL YEAR 2004-2005
<i>(Jamie Austin)</i> |
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- The annual KPMG audit will begin on September 19, 2005. Every year Towers Perrin, HSS/HSB actuaries are requested to present the Incurred But Not Reported (IBNR) amounts, which could change. The City renewed a three year contract with KPMG, who are auditors for HSS and funding for this contract is \$8,000 a year and is taken from the Health Service System's general fund. The fee is based by the job and not by the hour.
- President Heldfond requested that simultaneously with the Controller, the Board would like to receive a draft copy of the KPMG's Audit Management Letter.

PUBLIC COMMENTS: NONE

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| □ 08112005-07 | DISCUSSION ITEM | REPORT ON PLANS FOR IMPROVED FINANCIAL REPORTING TO THE BOARD REGARDING THE FOLLOWING FUNDS <i>(Tess Navarro):</i> |
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- The Board received the following documents prior to the meeting. These reports are in a proposed format for reports regarding each of the funds.
- *General Fund Administrative Budget for the Department, attached as **Schedule No. 6**.* A progress report will be given to the Board regarding the budget amount and expenses occurred year to date each month.
- *Charter Trust Fund, which is attached as **Schedule No. 7**.* Information in this report is divided between active

and retired employees. The Board will receive actual data that will show the revenue expenditures in excess and shortages for each HMO between active and retired employees. The Board will receive actual data that will show revenues and expenditures for each HMO between active and retired employees. Converting to this new reporting format hinges on issues including availability and reliability of information from People Soft and FAMIS. Also, other priorities including FY 2005 year-end audit and improvements in internal processes.

- *Negotiated Benefits Fund, which is attached as Schedule No. 8.* Similar comments as the Charter Trust Fund. Except for dental benefits, additional information provided is merely “pass through” funds. Ms. Navarro will report the progress of this new format.

PUBLIC COMMENTS:

- Kay Wong of POB, was very please with the report and wanted to know if most of the formats presented can be extracted from the computer system. Ms. Navarro stated that she is optimistic that she will be able to extract this information from the computer and she will be working with people who will be able to assist her with getting data from various systems as needed.
- Nancy Gin stated that per the advice given by the City Attorney today, referencing Page 2 of the financial report regarding excess shortage breakdown, there is not anything such as a 10-County Gap dollar. It should be listed as a 10-County Survey and she requested that it be changed. President Heldfond stated that for the record the Deputy City Attorney did not give advice on this issue but a status update of revenues and expenditures.
- President Heldfond and the Board were very pleased with the financial reports and the new formats that were presented by Ms. Navarro. They found the new format and data to be very comprehensive and thorough. The Commissioners admired Ms. Navarro’s ambition when she stated that she will present a monthly update of these reports to the Board for their review.

Section 3 – Actuarial and Consulting Services

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| □ 08112005-08 | DISCUSSION ITEM | EVALUATION AND REVIEW OF RATE CALCULATION FOR CITY HEALTH PLAN FOR FISCAL YEAR 2004-2005 (<i>Towers Perrin</i>) |
| | | <ul style="list-style-type: none">• <i>Documents provided to Board prior to meeting: Report from Towers Perrin on Rate Calculation for Fiscal Year 2004-2005, including reconciliation of differences between calculated</i> |

rates and actual claim expenditures. This report is attached as **Schedule No. 9**. The purpose of this report is to give the Board a better understanding of the financial performance of Plan 1 as well as an opportunity to review the methodology and the results of Towers Perrin's rate calculations.

PUBLIC COMMENTS: NONE

- 08112005-09 **DISCUSSION ITEM OVERVIEW OF PLAN TO DISCUSS RESERVE CALCULATION METHODOLOGIES, INCLUDING FUTURE OVERVIEW OF THE NATIONAL ASSOCIATION OF INSURANCE COMMISSIONER'S RISK-BASED CAPITAL (RBC) METHOD RECENTLY UTILIZED BY CALPERS TO REVISE ITS RESERVE POLICY AND THE POTENTIAL IMPACT OF SUCH METHODOLOGY ON THE CALCULATION OF FUTURE RESERVES** *(Michael Hilton)*

- Documents provided to Board prior to meeting: *Overview prepared by Towers Perrin of Reserve Setting Background and Plan for Future Discussion.* This is attached as **Schedule No. 10**.

PUBLIC COMMENTS: NONE

- 08112005-10 **DISCUSSION ITEM REPORT ON STATUS OF APPLICATION FOR MEDICARE PART D REIMBURSEMENT AND UPDATE ON ONGOING APPLICATION AND REPORTING REQUIREMENTS** *(Michael Hilton)*

- Documents provided to Board prior to meeting: *Timetable with key milestone dates for application and reporting process. This document is attached as Schedule No. 11.* The CCSF of San Francisco Medicare Part D chart shows the filing timeline for federal subsidy process and is shown in 6 steps:

1. Application Process (08/01/05 thru 09/30/05)– with 30-day extension
2. Vendor Meetings (UHC, BS, HN, KSR)-08/01/05-11/30/05
3. Creditable Coverage Notices to be Distributed
4. Part D Open Enrollment
5. Monthly Eligibility Data Files to be Sent to CMS
6. Monthly Claim Feeds to be Sent to CMS directly by Various Vendors.

1. Application Process –with 30 day extension – starts again on 02/01/06-03/31/06

PUBLIC COMMENTS: NONE

- 08112005-11 **DISCUSSION ITEM OVERVIEW OF UTILIZATION DATA CURRENTLY AVAILABLE TO THE HEALTH SERVICE SYSTEM AND PRESENTATION OF CONSOLIDATED UTILIZATION DATA FOR THE MEDICAL PLANS FOR FISCAL YEAR 2004-2005 (**

Michael Kramer)

- *Documents provided to Board prior to meeting: Report from Towers Perrin containing the overview and consolidated utilization data described above. This report is attached as **Schedule No. 12.***

PUBLIC COMMENTS: NONE

Section 4 – Vendor Relationships

- 08112005-12 **DISCUSSION ITEM** **STATUS REPORT ON CONTRACTS FOR CURRENT VENDORS TO THE HEALTH SERVICE SYSTEM**
(Bart Duncan)
- Documents provided to Board prior to meeting: Chart prepared by HSS Staff outlining status of each contract. This report is attached as **Schedule No. 13.** Chart gives contract and rider to contract information in regards to 15 HSS vendors.*

PUBLIC COMMENTS: NONE

- 08112005-13 **ACTION ITEM** **APPROVAL (WITH POSSIBLE MODIFICATIONS) OF SCHEDULE FOR ISSUING RFPs OVER THE NEXT TWO YEARS** *(Bart Duncan)*
- STAFF RECOMMENDATION: Approve Schedule.
- *Documents provided to Board prior to meeting: Draft schedule of a 2-Year Calendar for Fiscal 2005-2006 Plan Year and 2-Year Calendar for 2006-2007 Plan Year. This is attached as **Schedule No. 14.***

PUBLIC COMMENTS: NONE

ACTION: Motion was moved and seconded by the Board to approve a schedule for issuing RFPs over the next 2-years with possible modifications. Motion passed 5 to 0.

- 08112005-14 **ACTION ITEM** **APPROVAL (WITH POSSIBLE MODIFICATIONS) OF SCHEDULE FOR PRESENTATION OF PERFORMANCE REVIEWS OF VENDORS** (*Bart Duncan*)

STAFF RECOMMENDATION: Approve Schedule.

- *Documents provided to Board prior to meeting: Draft schedule of HSS 2-Year Calendar for 2005-2006 Plan Year and a 2-Year Calendar for 2006-2007 Plan Year.* These documents are attached as **Schedule No. 15.**

PUBLIC COMMENTS: NONE

ACTION: Motion was moved and seconded by the Board to approve, with possible modifications, the 2- year schedule for presentation of performance reviews of vendors. Motion passed 5 to 0.

- 08112005-15 **DISCUSSION ITEM** **REPORT ON NETWORK AND HEALTH PLAN ISSUES (IF ANY)** (*Respective Plan Representatives*):

Kaiser Permanente, Joanne Haggerty,

- Clarified confusion caused by the change in the VSP service in regards to optical benefits for dependants of the Senior Advantage members.

PUBLIC COMMENTS:

- Nancy Gin, of POB, stated that she has been getting a lot of calls regarding glitches in the pharmaceuticals with Medco. Bart Duncan stated that a collaborative effort will be done in doing a job performance review with Uniprise in the near future and a retiree volunteer group will be formed to work with a representative from United Health Care.
- Kathy Hajopolous, of Uniprise-UHC, stated that she is looking forward to the job performance review process because Uniprise provides a lot of info and data to their customers. She also encouraged members to notify Uniprise staff by calling customer service when there is a problem with their pharmaceuticals. She assured the Board that letters were sent to all members that were affected by a prescription drug change and that the info was even highlighted in the UHC newsletter.

Section 5 – Customer Service

- 08112005-16 **DISCUSSION ITEM** **REPORT ON CURRENT STATE OF CUSTOMER SERVICE AND RECOMMENDATIONS FOR POSSIBLE ENHANCEMENTS** (*Bart Duncan*)

- Documents provided to Board prior to meeting:

Customer Service Statistics in regards to the BCMS Vu Split/Skill Monthly Report and the Health Service System Organization Chart which are attached as **Schedule No. 16**. Mr. Duncan gave an overview of the goals and objectives to improve customer service at HSS:

1. A revision of the phone script for the customer service line (415) 554-1750.
2. Changes made in the operations staff so that they can be used more efficiently. They are no longer working in separate offices. They now work jointly in an area in the office and they are available to serve everyone and work on any HSS issue.
3. Partitions removed in the back part of the office and the open area will be used for computer training, meetings/conferences etc.
4. Starting a retirees volunteer group that will come to the HSS office and receive training on HSS operations and computer system. Requirements will be for the retirees to (1) have computers with email access at home. They will be able to receive HSS data that will be sent to them periodically by HSS staff (2) Use info to share with others and if necessary, explain info to them, and (3) Be willing to have their names in the retiree newsletter as contact person to help other retirees who will be of assistance.
5. Data given in the telephone report (Schedule #16) will be used to compare the staff's improvement and progress in communication skills and customer service.

PUBLIC COMMENTS:

- Gerry Meister and Claire Dunn distributed examples of problems that are continuous and requested that HSS find better ways to resolve them. They acknowledged that they are pleased with the customer service enhancement report given by Bart Duncan and look forward to working with him and the HSS staff.

□ 08112005-17

**DISCUSSION
ITEM**

REPORT FROM CITY ATTORNEY'S OFFICE ON USE OF TRUST FUNDS FOR EXPENSES IN CONNECTION WITH OBTAINING AND DISSEMINATING INFORMATION REGARDING PLAN BENEFITS AND COSTS THEREOF (*Gina Roccanova*)

- Documents provided to Board prior to meeting: *Charter Section A8.423*, which is attached as **Schedule No. 17** and is titled: *Revision of Schedules and Compensation*. This provision, by resolution, permits

the HSB to use trust funds to obtain and disseminate information to members with regard to plan benefits and costs.

PUBLIC COMMENTS: Nancy Gin requested that the HSB should be careful on how they use the trust fund because it belongs to the members and should not be used to pay for various expenditures.

- 08112005-18 ACTION ITEM **AUTHORIZATION OF STAFF TO BRING SPECIFIC PROPOSALS TO BOARD IN SEPTEMBER FOR TRUST FUND EXPENDITURES TO IMPROVE OBTAINING AND DISSEMINATING INFORMATION TO MEMBERS** *(Bart Duncan)*

STAFF RECOMMENDATION: Grant Authorization

- Bart Duncan recommended that the Board allow HSS to develop a proposal for a certain dollar amount for the following three items (1) HSS newsletter (2) Enhancement of the HSB website (3) Televised Board meetings. The proposal will be presented to the Board for review and consideration at the HSB meeting in September.

PUBLIC COMMENTS:

- Diane Hermann stated that actives and retirees need to have access to more important information, but the trust fund should not be used for costly expenditures. There are other ways to distribute info that will not cost money (i.e. interoffice mail, pay check stuffers)

ACTION: Motion was moved and seconded by the Board to authorize staff to bring specific proposals to the Board in September for trust fund expenditures to improve obtaining and disseminating information to members. Motion passed 5 to 0.

Section 6 – Relationships with Partner Employers

- 08112005-19 ACTION ITEM **APPROVAL (SUBJECT TO APPROVAL OF COMMUNITY COLLEGE BOARD OF TRUSTEES) OF WITHDRAWAL BY THE COMMUNITY COLLEGE DISTRICT FOR FISCAL YEAR 2006-2007 FROM THE FLEXIBLE SPENDING ACCOUNTS ADMINISTERED BY THE HEALTH SERVICE SYSTEM** *(Peter Goldstein)*

STAFF RECOMMENDATION: Approve Withdrawal, Subject to Approval of the Board of Trustees of the Community College District.

- Documents provided to Board prior to meeting: *Report from HSS on effect of such withdrawal.* The Board received a Flexible Spending Accounts overview

which includes the current enrollment statistics for dependent care and healthcare for CCSF and SFCCD. This document is attached as **Schedule No. 18**.

PUBLIC COMMENTS: NONE

ACTION: Motion was moved and seconded by the Board to approve (subject to approval of Community College Board of Trustees) withdrawal by the Community College District for Fiscal Year 2006-2007 from the Flexible Spending Accounts administered by the Health Service System. Motion passed 5 to 0.

- **08112005-21 DISCUSSION ITEM OPPORTUNITY TO PLACE ITEMS ON FUTURE AGENDAS.**
 - President Heldfond stated that today's agenda items demonstrate the aggression and ambition of the HSS and the HSB to not just reach set goals and objectives but to go over the top. He expressed appreciation to Bart Duncan for a great planning session.
 - Bart Duncan expressed appreciation for the joint team efforts of Jeff Hildebrant and Tess Navorro.

PUBLIC COMMENTS: NONE

- **08112005-22 DISCUSSION ITEM OPPORTUNITY FOR THE PUBLIC TO COMMENT ON ANY MATTERS WITHIN THE BOARD'S JURISDICTION.**

PUBLIC COMMENTS: NONE

- **ADJOURN 2:38 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.