



City & County of San Francisco

# HEALTH SERVICE BOARD

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

## Minutes

Regular Meeting

Thursday, September 11, 2008

1:00 PM

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

Call to order

Pledge of allegiance

Roll call      President Scott Heldfond  
                         Vice President Claire Zvanski  
                         Commissioner Karen Breslin  
                         Commissioner James Deignan, *excused*  
                         Supervisor Sean Elsbernd  
                         Commissioner Sharon Johnson  
                         Commissioner Mitch Katz, M.D.

**This meeting began at 1:36 p.m.**

09112008-01    Action item      Approval (with possible modifications) of the minutes of the meeting set forth below:

- Regular Meeting of August 14, 2008

Staff recommendation: approve minutes.

Documents provided to Board prior to meeting:  
Draft minutes.

**Public comments:** None.

**Action:** Motion was moved and seconded by the Board to approve the regular meeting minutes of August 14, 2008.

Motion passed 6-0.

- 09112008-02 Discussion item **President's report** (President Heldfond)

Documents provided to Board prior to meeting:  
None.

  - President Heldfond stated that he had nothing to report at this time.

**Public comments:** None.
  
- Agenda item Discussion item **Flex-funded plan results for first half of Plan Year order change:** 2007-2008 (Tess Navarro)

09112008-04

Documents provided to Board prior to meeting:  
None.

  - Tess Navarro, Chief Financial Officer, reported the following on the flex-funded plan results:
  - The maximum premium settlement paid to PacifiCare for the first six months of fiscal year 2007-2008 was \$3.7M
  - While the final maximum premium settlement for the full fiscal year 2007-2008 will not be available until early November, applicable analysis for rates and benefits purposes will be presented at the October Board meeting.

**Public comments:** None.
  
- 09112008-03 Discussion item **Management team updates:**

  - Project eMerge coordination (Bart Duncan)
  - Year-end closing and audit process (Tess Navarro)
  - Summer seminar series (Rosemary Passantino)
  - HSS Health Fair – October 21-22, 2008 (Rosemary Passantino)
  - Vendor contracting and performance management (Robin Courtney)

Documents provided to Board prior to meeting:  
None.

  - Bart Duncan, HSS Director, reported that a productive meeting was held several weeks ago between HSS and Project eMerge staff.
  - Tess Navarro reported the following regarding the audit:

- A preliminary meeting with field auditors was held a week ago; the auditors will be on-site beginning September 15, 2008.
- A report on the trust fund results will be presented at the October Board meeting, in time for rates and benefits assessment.
- The following will also be presented at the October Board meeting:
  - retrospective review and reconciliation of City Health Plan;
  - retrospective review and reconciliation of Delta Dental Plan for active employees; and
  - PacifiCare's contingency margin calculation.
- President Heldfond requested that the draft audit report be provided to the Board prior to submission to the Controller's office.
- Rosemary Passantino, Marketing and Communications Manager, reported the following:
  - To date, 35 lunchtime seminars have been held at HSS on various topics, including stress management, Qi Gong, and advanced healthcare directives. Due to members' interest and enthusiasm, the lunchtime seminars will continue.
  - The annual HSS Health Fair will take place October 21-22, 2008, and is expected to be a bigger and better event than last year. Free flu shots will be offered again this year, as well as health screenings, chair massages, nutritional information and an expanded program of movement demonstrations.
  - A payroll staffer announcing the Health Fair will be distributed to City employees in the September 30 paychecks. Retiree and union organizations will also announce the Health Fair in their newsletters.
  - Ms. Passantino thanked all of the vendors who have worked closely with her to finalize the Health Fair details. She also thanked UESF for organizing retired volunteers to work at the Health Fair again this year.

- Robin Courtney, Vendor Contracts and Performance Manager reported the following vendor updates:
- The Performance Guarantee Account Management Scorecards have been completed and submitted to the vendors for fiscal year 2007-2008.
- The UHC follow-up audit is on schedule. Mercer anticipates submitting the first draft report to UHC tomorrow, September 12.
- Kaiser will be the next vendor to complete the vendor report card process and is currently completing the self-evaluation.

**Public comments:** None.

□ 09112008-05 Discussion item

Report on proposed ordinance amending San Francisco Administrative Code provisions regarding the Retirement System, Health Service System and Retiree Health Trust Fund Board elections (Sup. Sean Elsbernd)

Documents provided to Board prior to meeting:  
Proposed ordinance.

- Supervisor Elsbernd reported on legislation that he introduced to the Board of Supervisors on September 9, 2008 to allow Retiree Health Trust Fund Board elections and make minor changes to existing San Francisco Retirement System, and Health Service Board election procedures, such as:
- The requirement that all candidates for the Health Service Board submit qualification statements, which will be distributed to all members;
- Candidates will also be required to complete a Form 700 (Statement of Economic Interests);
- The inclusion of standard ethics language prohibiting each candidate from giving or receiving anything of value for votes;
- The proposed changes apply to the following three boards: Retiree Healthcare Trust Fund, Retirement Board and Health Service Board;
- This item will be heard by the full Board of Supervisors in October, and implemented in June 2009. Supervisor Elsbernd will notify

the Commission Secretary once a date has been selected to hear this matter and she will notify the Board and public.

**Public comments:** Herb Weiner asked for confirmation that the new proposals will not affect the integrity, solvency or existence of the Health Service Board.

President Heldfond confirmed that information.

Gerry Meister, UESF Retired Division representative, asked for clarification of the Form 700. She also inquired about the timeline for the election of the Retiree Healthcare Trust Fund Board.

Supervisor Elsbernd responded that the Form 700 is a conflict of interest form disclosing personal financial interests. All elected officials and many City employees are required to file this form with the State.

In response to Ms. Meister's second question, Erik Rapoport, Deputy City Attorney, stated that assuming the Board of Supervisors passes this ordinance by mid-October, elections for the Retiree Health Trust Board will take place in January to February 2009.

Claire Dunn, retired City employees' and retired teachers' representative, inquired why members of the Community College District and the San Francisco Unified School District can run for elected positions on the Retiree Healthcare Trust Fund Board, since those groups were not included in the Prop B legislation.

Herbert Weiner, retiree, reminded the Board about his report a few months ago when he sold United HealthCare stock to pay for an orthopedic device not covered by UHC. He spoke with the UHC representative after that meeting with the expectation that he would be contacted; however, he has not heard from anyone at UHC.

Bart Duncan suggested that HSS may be able to assist Mr. Weiner and asked him to contact HSS directly.

- 09112008-06 Discussion item Report on network and health plan issues (if any)  
(Respective plan representatives)
  - Andrea Robinson, PacifiCare-UHC representative, announced that Primary Care Associates (“PCA”) in Northern California will be disbanding, effective October 31, 2008. Seven households will be affected and were notified by letter on September 9, 2008.

**Public comments:** None.

- 09112008-07 Discussion item Opportunity to place items on future agendas

**Public comments:** None.

- 09112008-08 Discussion item Opportunity for the public to comment on any matters within the Board’s jurisdiction

**Public comments:** None.

Adjourn: 2:02 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).