



November 6, 2009

TO: Scott Heldfond, Chair and
Members of the Health Service Board
FROM: Catherine Dodd PhD RN, Interim Director Health Service System
RE: Monthly Report

In order to provide more information in advance of the monthly meeting to HSS Board Members and to the public, I have summarized key issues and activities I have been involved with since joining HSS on October 5, 2009. I have asked Departments to also provide written overviews which they will elaborate on at the meeting.

HSS Personnel

- **CFO:** 10 candidates were interviewed for the Chief Financial Officer position. The interview panel included: Tess Navarro, former HSS CFO as well as current Finance staff representatives and the CFO from the Department of Human Resources. Should have a CFO selection and start date to announce by November 12 at Board meeting.
- **Finance department departure:** Wing Lau, a principal accountant, will be leaving the finance department to work at Laguna Honda Hospital at the end of November. The position will be posted next week.
- **COO:** Job description to change based on strengths of CFO final candidate. DHR is currently assisting in organizational design analysis. COO position to be posted before end of November.
- **IT:** Position justification data being collected.

Community College of San Francisco (CCD)

- Met with representatives of CCD and identified a list of ongoing "issues" with a commitment to evaluate and communicate.
- Received a "public documents request" for many of the items discussed in meeting. Replied within 24 hours providing many sources of requested information, asking for clarification and requesting 14 days to respond.

Board of Supervisors requests

- Consulted with Mercer, City & County Lobbyists, and spoke with experts to prepare response. Response attached.
- Reviewed response to Supervisor Alioto-Pier's request regarding Blue Shield grievances. Response attached.

Vendor Report Card Process (Kaiser)

- Participated in Kaiser review with Commissioner Karen Breslin, Gerry Meister, Mabal Bhat, and HSS staff,

Presentations

- Protect Our Benefits Membership Meeting: November 9
- Retired Employees of the City and County of San Francisco: November 11
- Municipal Employees Assn: November 16

Communications

- Attended very successful Health Fair and personally greeted over 500 members, providing information, answering questions, and querying them about worksite wellness activities.

Emerge 9.0

- Participated in Executive Committee meetings and HSS internal meetings to prepare for November 2010 go-live date.

Member Services

- Holdover list certification mailed out with adequate time for hold over employees with spouses/domestic partners who may be in other employer "open enrollment periods" to make change.
- Deleted 10 "holdover" employees from benefits who had passed their 5 years, and worked with DHR to ensure monthly updating of holdover list members who have exhausted their 5 year benefit.

Rate Setting

- Participated in rate setting deliberations.

Meetings with key departments

- Met with Clare Murphy, Director of Retirement
- Met with Micki Callahan, Director of Human Resources

CCSF Department Head Meeting

- Budget instructions will arrive late November.
- **Heart of the City Campaign:** Ten percent of employees have agreed to contribute \$1.00 per pay period to the campaign. Commissioners are welcome to participate.

Finance

Budget projections. The economy isn't improving fast enough. At this point, we are looking at another large deficit. Early indication from the Mayor's Office is that the budget deficit for next year is likely to be in a similar range to last year's. Last year we benefitted from \$49 million out of our rainy day fund, this year there is only \$14 million available. Last year we had a stimulus windfall through the Federal Medical Assistance Program (FMAP) of \$80 million dollars and last year we delayed many one-time capital projects, which gave us only one-time savings. There is a possibility that FMAP may be renewed, but that's still uncertain. The City is also still seeing economic indicators that suggest uncertainty about whether local tax revenues will meet budget. (see: Economic Barometer from Controller's Office)

EAP

Met with the EAP staff. Discussed integration into the HSS wellness activities. Staff continues to be busy conducting counseling sessions, holding offsite trainings, and conducting EAP Brown Bag Seminars at HSS.