



Health Service System

CITY & COUNTY OF SAN FRANCISCO

MYHSS.ORG

DATE: December 4, 2009
TO: Scott Heldfond, Chair and Members of the Health Service System Board
FROM: Catherine Dodd PhD, RN
Director HSS
RE: December Board Report

HSS Personnel

- COO: Job description complete and submitted to DHR. According to Mayor's budget office position will be approved for posting in the next few weeks.
- IT: Classified at a "desk top" level – need higher level, however cannot justify entire FTE. Intend to pursue work order with DTIS.

Community College of San Francisco (CCD)

- Completed initial "discrepancy" inquiry. Awaiting CCD response to our documentation of responses.
- Complied with CCD "request for public records."

Presentations

- Retired Employees of the City and County of San Francisco: November 11
- Municipal Employees Assn: November 16
- Met with POA staff regarding impact of proposed national health reform

Operations

- Began routine 8am meetings with benefit analysts to begin to compile a manual of processes
- Participated in planning for educational sessions

Member Services

- Holdovers/Layoffs/Rehires
 - Worked with staff to effectively and accurately process these status changes

Rate Setting

- Conducted rate setting meetings with Mercer and vendors
- Met with Chair of Rate Setting Committee

Meetings with key departments

- Met with Clare Murphy, Director of Retirement
- Met Department of Human Resources executive staff
- Met with Controller's staff
- Met with Mayor's Budget staff

CCSF Department Head Meeting

- Budget instructions received

Finance

- Worked with CFO to arrive at mid-year reductions and began evaluation of 2010/2011 budget planning
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