

**Health Service Board
Governance Policies
and
Terms of Reference**

Tab and Page Number	Proposed Changes Terms of Reference
Tab 1, page 2, 9(b) Health Service Board - Governance	The Board will approve and amend as necessary: Rules and regulations consistent with the City Charter and Ordinances at least annually and as necessary.
Tab 1, page 3, 10(d)	Ensure that a Board orientation program is in place and educational materials are provided to assist Board members in securing the knowledge they require to properly execute their duties. [deleted: such as, for example, a Board training policy]
Tab 1, page 3, 10(f)	When budget permits, approve travel requests by Board members for education or other business purposes pertaining to HSS.
Funding and Accounting Tab 1, page 4, 18(a)	The Board will: Ensure that management implements mechanisms to collect all required contributions to the Health Service System Trust Fund and to make all distributions in a timely manner.
Tab 1, page 4, 18(b)	The Board will: Ensure historical records on costs are maintained.
Tab 1, page 4, 18(d)	The Board will: Ensure that funding is in place to provide for the financial audit [deleted: by the City Controller].
Tab 1, page 5, 19	The Health Service Board will annually approve a, b, c, d
Tab 1, page 5, 20(c)	The Health Service Board shall establish and annually review the compensation of the Director within the ranges of the classification set for the position.
Tab 1, page 6, 25(b) Custody Services	No change.
Tab 1, page 7, 25(d)	Management and advisory services; and [“Investment” deleted at beginning of sentence.]
Tab 1, page 7, 28(d) Investment Policy	No change.

<p>Tab 2, page 1, 2(d) President of Board</p>	<p>Duties and Responsibilities: Call special meetings (Note that special meetings may be called by the President, and that they must be called by the President upon the written request of a majority of the members of the Board or authorization by majority of the Board at prior meeting. This provision must be implemented in a manner consistent with applicable open meeting laws).</p>
<p>Tab 4, page 1, 5(b) Director - Governance</p>	<p>The Director will assist the Board in its governance function by: Coordinating new Board member education and training and additional education within budget limitations in accordance with the Board Education Policy.</p>
<p>Tab 4, page 1, 5(c)</p>	<p>The Director will assist the Board in its governance function by: Coordinating Board member travel within budget limitations.</p>
<p>Tab 4, page 1, 6(a) Benefit Administration and Operations</p>	<p>The Director will direct and oversee all administrative and operational activities of the System including, but not limited to: Developing and implementing all policies necessary to ensure effective administration of member benefits and reporting to Board.</p>
<p>Tab 4, page 2, 6(d)</p>	<p>The Director will direct and oversee all administrative and operational activities of the System including, but not limited to: Developing an annual operating budget, as well as applicable departmental budgets, and presenting them to the Health Service Board for approval as part of the City's budget process.</p>
<p>Tab 4, page 3, 9(d) Legislation and Litigation</p>	<p>The Director will carry out the following duties with the advice of legal counsel as necessary: Provide recommendations to the Board concerning member appeals, settlement or other legal action involving HSS.</p>
<p>Tab 4, page 3, 10(a) Service Providers</p>	<p>The Director will: Ensure a primary point of contact or gatekeeper for all service providers working with or seeking to work with the System.</p>
<p>Tab 4, page 3 10(b)</p>	<p>Deleted: Recommend the appointment of primary service providers in accordance with the Service provider Selection Policy.</p>
<p>Tab 4, page 3, 10(b)</p>	<p>New: Appoint those service providers for which the Board has delegated appointing authority to the Director, in accordance with the Service Provider Selection Policy or other action of the Board [previous 10(b) deleted</p>

Tab 5, page 1 – Budget and Finance	End of paragraph: This may be done as a committee of the whole.
Tab 5, page 2, 8(b) Annual Budgeting Process	Paragraph deleted: Adopt a “two reading” process for requests to approve the Operating Budget. This process will ensure that the Mayor, Board of Supervisors, Controller, members and other interested parties have an opportunity to provide input into the budget being recommended by the Budget and Finance Committee.
Tab 5, page 2, 8(b)	New (b): The budget and Finance Committee will: Recommend the Operating Budget to the Board for approval
Tab 5, page 3, 9(b)	Paragraph deleted: Review the appointment and termination of the internal auditor, should such a position be established; review the Director’s annual performance evaluation of such individual; and bring any concerns the Committee may have to the attention of the Director and the Board.
Tab 6 - Rates and Benefits Committee	No changes
Tab 7, page 1,1 Membership Rules Committee	End of paragraph: The Board may meet as the Rules Committee as a Committee of the Whole.
Tab 8 - Governance Committee	No changes.

Page Number	Proposed Changes Policies
Tab 1, page 3, 20(b) Board Operations Policy	Special meetings of the Board may be called at any time by the President or by a majority of the Board. However, special meetings of the Board for closed sessions with legal counsel may precede, follow or be scheduled at time certain, during regular board meetings and shall be attempted to be held at 12:00 P.M. immediately preceding the regular Board meeting. [HSS Membership Rules and Regulations, A1(b)]
Tab 2, page 4, 15 Board Education Policy	The Director will organize an in-house orientation seminar for the benefit of new Board members generally within 4 months of their election or appointment to the Board.
Tab 3, page 2, 9 Board Performance Evaluation	Board members are required to complete and submit the survey within 14 days of receiving it. The Governance Committee will determine the method for distributing, submitting, and tabulating the Survey (e.g. mail, internet, etc.). Any summary report of findings will display the findings in an anonymous manner.
Tab 3, pages 2 and 3	Headings changed to: Strongly Disagree, Disagree, Agree, Strongly Agree
Tab 4, Sample Director Performance Evaluation, pages 2, 3 and 4	Weights removed in each category.
Tab 5, page 1 Monitoring and Reporting	Appendix 1 is being reorganized.
Tab 7, page 1, 3(d)	Service Provider Selection Policy changed to: Management and advisory services. [deleted “investment” at beginning of sentence]