

Commissioners Zvanski and Breslin immediately assumed their new positions of President and Vice President of the Health Service Board.

□ 08122010-02 Action item

Approval (with possible modifications) of the minutes of the meeting set forth below:

- Regular meeting of June 10, 2010

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 June 10, 2010.

Motion passed 6-0.

□ 08122010-03 Discussion item

President's Report (President Zvanski)

Documents provided to Board prior to meeting:
None.

- President Zvanski thanked the Board members for their support in electing her President. She also reported the following:
- The committee chairs of the Board will be reassigned at today's meeting. She may also announce new committee memberships at the September Board meeting since she intends to speak with the Commissioners regarding their preferences.
- There are two proposed Charter amendments to be voted on in the November election which will affect the membership of the Health Service System, Proposition B (formerly known as the "Adachi Charter Amendment") and Proposition F (Charter amendment revising the frequency of elections for Health Service Board members). The Health Service Board cannot take an official stand on either proposition.
- At last night's meeting, the Democratic County Central Committee voted to oppose Proposition B and voted overwhelmingly to oppose Proposition F.

Public comments: None.

□ 08122010-04 Discussion item Director's Report (Catherine Dodd):

- HSS Personnel
- HSS Communications Plan and Budget
- Presentations/Member Meetings
- Meetings with Key Departments
- Other Department Meetings
- Other Meetings
- Additional Updates
- Operations
- Member Demographics
- Member Services Report (Lisa Ghotbi)
- Communications Report (Rosemary Passantino)
- Vendor Contracts Report (Robin Courtney)
- Possible Board action re: Policy Analysis: Charter Amendment – Sustainable City Benefits Reform Act

Documents provided to Board prior to meeting:

1. Director's report;
2. Reports from Member Services, Communications and Vendor Contracts;
3. Department of Elections memo;
4. Ballot Simplification Committee memo;
5. Policy Analysis memo;
6. Board authored resolution;
7. San Francisco Bay Guardian article, "Hidden Health Care Costs of Adachi Pension Reform Measure," August 4, 2010; and
8. Letters from members and responses.
 - HSS Director, Catherine Dodd, PhD, RN, referenced her written report previously distributed and reported the following:
 - Lisa Ghotbi, new HSS Chief Operating Officer, joined HSS on July 1. She brings clinical expertise, extensive operations and managerial experience and sophisticated IT capabilities to the position. Many of her recommendations will be presented in today's Strategic Plan review as she has identified several ways to improve operations.

Ms. Ghotbi will also present the Member Services report.

- The Health Promotion and Wellness Plan Coordinator position will be filled soon. HSS is awaiting signoff by the Mayor's Office on the position either today or tomorrow. There is a holdover list of qualified individuals from which to choose and it is anticipated that the position will be filled by the end of the month or early next month.
- The benefit analyst positions will be posted before the end of the month.
- The Finance team has two vacancies, Principal Accountant and Vendor Contracts Manager. The Vendor Contracts position has been on hold for months while waiting for the preparation of the Civil Service test. Civil Service is now ready to create a specific test for the vendor contracts position so that qualified individuals may be interviewed.
- The unfilled IT position will be posted soon. The Chief Operating Officer has determined that the department needs standardization and server protection, as well as other requirements.
- HSS was fortunate to have an employee from the Mayor's Summer Youth Program work part-time for six weeks assisting with various projects at no cost to the department. This employee's performance was excellent. While the summer program is now over, HSS will continue to explore such opportunities for assistance in the future.
- The HSS communications plan and budget will be presented at a later meeting to allow coordination with the new wellness program.
- Dr. Dodd made several presentations, including at the Board of Supervisors' budget hearing. The HSS budget was approved without changes.
- Dr. Dodd also made a presentation at the CCSF Quarterly Retiree meeting. The total number of retirees this year is 2,024, which is almost twice the number usually processed by Retirement. During the month of June, 599 members retired through SFERS, which

also increased processing for HSS.

- This morning, Dr. Dodd made a presentation to 120 City College faculty members regarding retirement planning and health benefits. She has agreed to continue these types of presentations for the Community College District employees either at that location or at HSS.
- Dr. Dodd also met with the SF Airport Wellness Task Force during the last month. The Wellness Task Force has been meeting for the past several years and is eager to launch a department-wide employee wellness program.
- The initial reimbursement estimate for the Early Retirement Reinsurance Program (“ERRP”) has been revised from \$13M to \$23M for claims ranging between \$15,000 to \$90,000. The claims reimbursement from the federal government must be used to provide health benefits relief to the employer, employees and retirees. The funds will, therefore, be reimbursed to the Health Service System’s Trust Fund and not the City’s General Fund.
- HSS and Mercer met to establish a process for the RFP. The first pre-bidders meeting took place yesterday with all of the interested parties. The goal is to distribute the RFP before the end of this month and the bidders will have 30 days to respond.
- The benefits staff participated in a customer service training refresher. Also, all staff participated in a value setting exercise for drafting the HSS Strategic Plan.
- There are two issues needing clarification which will require scheduling a special Rules Committee meeting for possible changes:
 - One issue concerns the membership rules regarding dependents relating to Medicare Parts A and B. The rule and proposed language are as follows: “All member dependents who are eligible due to either age or disability must enroll in both the non-contributory Medicare Part A and Medicare Part B **whether working or not.**” (proposed language in bold and

italics).

- Consider whether a member in the process of dissolving a domestic partnership or marriage, but are not yet legally separated or divorced, could purchase healthcare coverage for their dependents at the total employee/ employer cost rate. HSS will also consult the City Attorney regarding court ordered dependent coverage.
- Mayor Newsom intends to appoint a new physician to the Health Service Board, who will be sworn in on September 1 and will attend the next Board meeting.
- There will be a tribute to Dr. Katz at the September Board meeting.
- **Report on HSS Member Services:**
- Lisa Ghotbi, HSS Chief Operating Officer, reported the following Member Services updates:
 - The high number of retirements in May and June (over 600) resulted in an increased call volume during that time period.
 - Office visits also increased by 40% in May and June. During the month of June, over 500 additional members visited HSS, which averaged approximately 30 additional members per day than usual.
 - While the average speed to answer calls exceeded the 30-second target, 96% of calls were answered (with a 4% abandonment rate, which is less than the 5% goal).
 - Inbound calls increased in March and April, due to Open Enrollment, and in May and June due to the significant number of retirements.
 - In July, delinquency notices were sent to 418 active employees and 157 retirees.
 - There was a large increase in termination notices for active employees during the month of May due to the number of layoffs and employees on the holdover list.
 - The IRS dependent audit is still ongoing. Of the 952 identified dependents, 59% were deemed eligible, 36% are still pending and

5% have been terminated. HSS is currently making one last attempt to contact members for dependent documentation. If documentation is not received prior to September 1, the member's dependent coverage will be terminated.

▪ **Report on HSS Communications:**

- Rosemary Passantino, HSS Communications Manager, reported the following:
- Dependents will continue to age out during this plan year at age 25. Letters have been sent to 849 members informing them that the Federal PPACA provision extending benefits up to age 26 will take effect July 1, 2011.
- The City Hall lunchtime fitness classes continue to be successful. The annual contracts have been renewed to keep classes priced at \$2. Promotional postcards were sent to over 2,000 employees in the Civic Center area regarding the classes.
- Qigong and Zumba continue once a week at One South Van Ness Avenue in coordination with MTA at a cost of \$5 per class.
- Three informational Weight Watchers at Work meetings were held at 1145 Market Street, 850 Bryant and One South Van Ness. Two groups (Market and Van Ness) received 20 sign-ups and are moving forward with the program.
- The EAP lunchtime seminars are continuing and have been incorporated into the HSS eNews and web-based communications.
- The HSS website has been updated to include all benefits information for Plan Year 2010-2011.
- The Board-approved HSS rules have also been posted on the website.
- **Report on HSS Vendor Contracts and Performance:**
- Robin Courtney, HSS Chief Financial Officer, reported the following updates:
- Agreement has been reached with most of the vendors regarding the 2010-2011

contract renewals and HSS is in the final stages of execution. It is anticipated that all contracts will be finalized by the end of the month.

- HSS has submitted its reinsurance (ERRP) application to the federal government. There is only \$5 billion available in the fund and the federal government has received more applications than anticipated.
- The HSS management team has completed the vendor scorecards for two quarters. Year-end scorecards are being completed and will be submitted to the vendors shortly. The scorecards are tied to penalties for lack of performance. Overall, vendors received high marks for account management in Fiscal Year 2009-2010.
- **HSS Member Demographics Report:**
- Dr. Dodd presented a brief overview of the HSS membership demographics as of July 1, 2010:
- While there was an overall decrease in enrollment, there was an increase in retirements by nearly 1,000 members.
- Members migrated away from Blue Shield and into Kaiser.
- The HSS membership consists of 70% active members and 30% retired members. Twenty-eight percent (28%) of the retired members are enrolled in City Plan.
- There was an overall decrease of members in the dental plan, most likely due to the loss of active members.
- There was a slight increase in flexible spending accounts. After January 2011, over-the-counter medications will no longer be eligible for reimbursement, so the number of participants in FSAs may change.
- The EAP staff continues to conduct lunchtime seminars and will work in conjunction with the Wellness Plan Coordinator to provide wellness activities for City employees. An EAP handout providing the statistics in various categories was also distributed for today's meeting.

- Commissioner Heldfond commended Dr. Dodd and HSS staff, and thanked the Board of Supervisors and the Mayor's Office for very good results from a very difficult budget cycle.
- Dr. Dodd also made reference to several memoranda in today's handouts:
 - Memo from Dr. Dodd to John Arntz, Director of the Department of Elections, analyzing Prop. B , which was written in collaboration with Mercer and Robin Courtney;
 - Memo from Dr. Dodd to the Department of Elections' Ballot Simplification Committee recommending ballot language for Prop. B. Remarks were confined only to health services. It was important to reflect in the ballot simplification language that although the retiree contribution rate will not change, the passage of Prop. B will affect retiree rates in the City Plan as active members migrate away from that Plan causing the risk pool to rise.
 - Expanded memo from Dr. Dodd to the Health Service Board assessing the impact of Prop. B and the Board's obligation under Charter section 12.200.
 - The passage of Prop. B would disqualify HSS for federal reimbursement of approximately \$23M through the Early Retiree Reinsurance Program, which will offset the costs of covering retired employees who do not yet qualify for Medicare. If there is any change in the amount an employer contributes to employee health (such as the increase in employee premiums resulting from the passage of Prop. B), the Health Service System's application would be invalidated. Employer contributions to active and retiree members' health care premiums must be maintained at the 2008-2009 level.
- The City Attorney has advised that the Health Service Board cannot take a formal position on Propositions B and F (as Board members or individually as members of the Health

Service System). Individuals may take a position in their private lives, but cannot as part of the Health Service System.

- Commissioner Lim asked if information regarding Prop. B's impact on member contributions may be distributed to members without taking a formal position on the proposed Charter amendment.
- Erik Rapoport, Deputy City Attorney, responded that HSS is allowed to provide an objective, neutral assessment on the impact of Prop. B to members.
- Dr. Dodd responded that a mailing to 59,000 members would be a budgetary issue and that the above-referenced memoranda are posted on the HSS website. A one-page Frequently Asked Questions ("FAQ") sheet is also being prepared for the website to address questions.
- President Zvanski suggested that constituent organizations representing active and retired members communicate this information to the members they represent.
- Dr. Dodd and President Zvanski suggested that members review page 5 of Dr. Dodd's memo to the Board, which outlines the anticipated average rate increases if Prop. B is approved by the voters.
- The above-referenced memoranda and handouts may be viewed on myhss.org.

Public comments: Gerry Meister, Chair of UESF Retired Division, asked how the information presented can be distributed.

Dr. Dodd responded that a link to the memoranda and FAQs could be provided in the HSS eNews in September and October to inform members.

Herbert Weiner, retired City employee, stated that it is very important to disseminate this information to the public at large and not only to City employees. Since the public will be voting on the proposed Charter amendment, it needs to have a full grasp of the impact and issues.

Arlene Eisen, retired City employee, concurred with the previous comments and expressed confusion regarding the information provided on the impact of

Prop. B on retired employees. She asked for a definitive answer regarding whether retirees will be required to pay 50% of their dependents' premiums, if Prop. B passes.

Dr. Dodd responded that there is no change in retiree contributions, which is governed by a separate section of the Charter. However, because the negotiated retiree and active rates are linked, it can be anticipated for certain that the City Plan rates will increase and perhaps other rates as well. At this time, there is no way to determine the amount of the increase because it depends on the health of the members remaining in the City Plan.

Rhys Evans, Mercer actuary, was asked to address Ms. Eisen's question. He stated that while there is no direct reference to retiree increases in Prop. B, there may be indirect affects on retiree costs as a result (through Prop. E, the City Charter links retiree contributions at 50% of employee contributions). Therefore, if employee contributions increase because more sick members remain in that plan than healthy members, ultimately that increased contribution requirement would be passed on to retirees.

Ms. Eisen then suggested that actuarial estimates for the retirees be prepared so that they can mobilize and get the word out.

Joseph Tanner, SEIU representative, stated that he will be one of many City employees who cannot afford the healthcare increases proposed by Prop. B, and if it passes, the membership in HSS will decline.

President Zvanski responded that the Charter requires that City employees have healthcare coverage. If active employees choose to be exempt from coverage, they must prove that they have outside coverage. This requirement excludes dependents, however.

Ms. Eisen asked if the City Attorney is preparing a lawsuit on the legality of Prop. B on the grounds that it is discriminatory.

Mr. Weiner asked if healthcare coverage is unaffordable and yet mandated by the City Charter, is Prop. B legal?

President Zvanski responded that many organizations are reviewing the legality of Prop. B.

□ 08122010-05 Discussion item Update on Financial Reporting (Robin Courtney)

- Financial reports as of May 31, 2010
- Year-end closing process
- Annual independent audit
- Overview and RFP timing

Documents provided to Board prior to meeting:

1. Report for the General Administrative Fund; and
2. Report for the Trust Fund.

- Robin Courtney reported the following financial update:
 - The projection for the administration budget through May 31 is a year-end surplus of \$175,000, representing surplus salaries.
 - Once all outstanding invoices are paid and the work order billings are processed, HSS will be on budget (other than the \$175,000).
 - There is an approximate \$300,000 carry forward.
 - Commissioner Lim asked if a carry forward appropriation could be requested for Board member training next year.
 - Ms. Courtney responded that the carry forwards are earmarked for various projects that have been initiated but not completed, such as IT and actuarial-related projects. She will look into the possibility of carrying forward unspent funds for Board travel and education.
- President Zvanski responded that Board members have not attended training for a number of years and allowed the funds to be used for staff training and travel instead. She stated that since there are new Board members, it is more of an issue. She noted the importance of new commissioners attending IFEBF trainings for public employees to become familiar with their fiduciary duties. Many of the trainings are in California.
- Dr. Dodd stated that HSS has purchased several current benefits administration guides and CDs to assist in training staff.

- Ms. Courtney reported a projected -\$8.2M year-end deficit for the Trust Fund. After adjusting for an expected \$2.6M RDS Subsidy (retiree drug subsidy), the year-end deficit projection is -\$5.6M, which reflects a -\$5.9M deficit for the City Plan. Of the \$68M in expenses through May for the City Plan, 35% or \$23.6M were for prescription costs.
- Ms. Courtney is also projecting a -\$3M deficit for the active Delta Dental members. This deficit is possibly a reflection of claims due to job losses or anticipation of job losses.
- A \$3M surplus for the HMOs is expected, which will be used to closeout the flex-funded plan. The final closeout amount for the flex-funded plan is \$3.2M (\$4M had been built in over the past 2 years for the closeout).
- As in the past, the usual monthly reports on the General Fund and Trust Fund will be skipped for the next two months. The next financial reports will be presented at the December 9 meeting, which will allow presentation of first quarter data for projection purposes and time to devote to KPMG's independent audit. The audited financial statements will be presented at the November 16 meeting.
- The year-end close process is currently taking place. August 25 will be the final closing date for Fiscal Year 2009-2010 entries.
- Ms. Courtney commended the Finance staff for doing a great job, especially in light of being short staffed since losing its senior accountant.
- KPMG will perform the onsite audit again this year with the same staff as last year.
- The independent audit planning meeting with KPMG took place on July 19. The onsite audit field work is scheduled to take place beginning September 13 through October 17 for Fiscal Year 2009-2010.
- The audit timeline is as follows:
 - September 14 – draft financial statements, including all notes, due to KPMG;

- September 25– draft financial statements, including all notes, due to Controller;
- October 26 – target date for issuing final financial statements;
- November 16 – presentation to Health Service Board of audited financial statements.
- Audit progress reports will be presented at subsequent Board meetings.
- President Zvanski requested that the Board receive the financial statements at the same time as the Controller.
- The pre-bidders conference for the RFP was held yesterday. The invitees were Blue Shield, Health Net, Aetna, PacifiCare, Blue Cross and Chinese Community Health Plan.
- President Zvanski and Commissioner Heldfond expressed interest in partnering with Chinese Community Health Plan as a healthcare provider. Commissioner Heldfond suggesting reviewing that plan during the rates and benefits process.
- The RFP will be distributed by the end of the month with an expected 30-day response turnaround.

Public comments: None.

- 08122010-06 Discussion item [General Fund Budget Update for Fiscal Year 2010-2011](#) (Robin Courtney)

Documents provided to Board prior to meeting: None.

- Ms. Courtney reported the following General Fund budget update:
- The Board of Supervisors approved the final Fiscal Year 2010-2011 administration budget for the Health Service System totaling \$6,234,937, which is \$3,355 more than was reported to the Board on June 10, 2010.
- Since the Board of Supervisors' approval, the Controller increased the HSS budget for Fringe Benefits and made an adjustment to the General Fund work order recovery.

- The \$6.2M budget is funded primarily through work order recoveries with \$6,067,582 coming from this source, including a \$1.9M work order recovery from the General Fund. The remainder of the budget (or \$167,355) is funded from revenues, \$7,000 of which is from EAP revenues for a crisis prevention training to be performed next year. The remaining \$160,355 is projected to come from forfeitures based upon historical experience.
- The consulting budget for Fiscal Year 2010-2011 is \$520,000, which is an increase of \$100,000. This amount will cover the typical services provided by Mercer, which are rate negotiations, rate-setting, the Dashboard project and facilitation of the RFP process for a medical vendor.
- In an effort to reduce costs, future agenda items requiring actuarial participation will be ordered at the beginning of the Agenda.
- Supervisor Chu stated that Dr. Dodd did a terrific job representing HSS and the Health Service Board before the Board of Supervisors and that the resulting budget was due to her advocacy.

Public comments: None.

GOVERNANCE COMMITTEE MATTERS

- 08122010-07 Action item Adoption of HSS Strategic Plan (Commissioner Breslin)
 Documents provided to Board prior to meeting:
 Draft HSS Strategic Plan.
 - Commissioner Breslin chaired the Governance Committee meeting immediately preceding today's Health Service Board meeting since the previous Chair, Sharon Johnson, is no longer on the Board. She reported the following:
 - The Governance Committee approved the HSS draft Strategic Plan with one revision on page 5 under the Health Service System Mission Statement. The word "serve" was inserted prior to the word "promote" to emphasize customer service. The revised Mission Statement reads as follows:

- “HSS seeks opportunities to serve, promote and protect the health and well being of employee and retiree members and their families, in order to achieve the vision of San Francisco’s public employees and retirees becoming the healthiest in the State.”
- Commissioner Chu asked if HSS has had an opportunity to work with the Controller’s Office to further define or clarify its measurable goals and targets.
- Dr. Dodd responded that Lisa Ghotbi, HSS COO, suggested the use of the Controller’s format for the HSS Strategic Plan and asked her to address the question.
- Ms. Ghotbi stated that she spent yesterday with the Controller’s Office reviewing the performance measurement system and how HSS could use it for all goals. The Controller’s Office will assist HSS directly in ensuring that all goals are measured in a way that is reflective of how the City is moving forward with its goals. This meeting should take place in the coming weeks.

Public comments: None.

Action: Motion was moved and seconded by the Board to approve the HSS Strategic Plan, as amended.

Motion passed 6-0.

REGULAR MATTERS

- 08122010-08 Discussion Item Appointment of Chair and members of the following committees: (President Zvanski)
 - Rates and Benefits (committee of the whole)
 - Finance and Budget
 - Membership Rules
 - Governance

Staff recommendation: None.

Documents provided to Board prior to meeting: None.

- President Zvanski stated that she has asked the following individuals to chair the various committees for the next year and thanked them for accepting the positions:
 - Rates and Benefits Committee Chair: Commissioner Breslin
 - Finance and Budget Committee Chair: Commissioner Lim
 - Membership Rules Committee Chair: Commissioner Heldfond
 - Governance Committee Chair: Commissioner Ferrigno
- The committee memberships will be designated at a later date.

Public Comments: None.

- 08122010-09 Discussion item Report on significant network and health plan issues (if any) (Respective plan representatives)

Public comments: None.

- 08122010-10 Discussion item Opportunity to place items on future agendas
 - Commissioner Heldfond inquired into the timing of the HSS Director evaluation. Dr. Dodd responded that the timing needs to be coordinated and that she will follow up.
 - Commissioner Heldfond also requested an eMerge update at the next meeting.

Public comments: None.

- 08122010-11 Discussion item Opportunity for the public to comment on any matters within the Board's jurisdiction
 - President Zvanski announced that she retired at the end of June and commended the HSS staff for excellent and thorough processing.

Public comments: Gerry Meister asked for a method in distributing retirement planning information to School District employees.

Dr. Dodd responded that she would be happy to contact the School District to arrange pre-retirement planning for its employees.

Adjourn: 2:51 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 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 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 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100; fax (415) 252-3112; 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.

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.