



City & County of San Francisco

# HEALTH SERVICE BOARD

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

## MEMBERSHIP RULES COMMITTEE

### MINUTES

#### *Special Meeting*

Thursday, August 30, 2007

10:00 AM

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

**CALL TO ORDER**

- ROLL CALL**      Committee Chair Claire Zvanski  
                                 Committee Member Karen Breslin  
                                 Committee Member Scott Heldfond, *Excused*

- 08302007MR-01      ACTION ITEM      AMENDMENT TO MEMBERSHIP RULES AND REGULATIONS TO REFER TO BOARD GOVERNANCE POLICIES ADOPTED ON MARCH 8, 2007, AND TO ELIMINATE CONFLICTING PROVISIONS**

*Documents provided to Committee prior to meeting: Draft Amendment to Membership Rules and Regulations.*

Committee Chair Zvanski clarified that this amendment moves the Health Service Board provisions in the HSS Membership Rules and Regulations to the Board's new Governance policies.

**PUBLIC COMMENTS:** None.

**ACTION:** Motion was moved and seconded by the Committee to amend the Membership Rules and Regulations to refer to the Board governance policies adopted on March 8, 2007, and to eliminate conflicting provisions. Motion passed 2-0.

□ **08302007MR-02 ACTION ITEM AMENDMENT TO MEMBERSHIP RULES AND REGULATIONS TO CROSS-REFERENCE SECTION 125 PLAN AND MOVE CURRENT SECTION 125 PROVISIONS TO SEPARATE DOCUMENT**

*Documents provided to Committee prior to meeting: Draft Amendment to Membership Rules and Regulations.*

- Bart Duncan, HSS Director, reported that the Section 125 Plan focuses on membership eligibility and enrollment issues and will need to be updated in the future. Because updating the 125 Plan will be extensive, Mr. Duncan will consult with the City Attorney's office regarding the scope of work to obtain an estimate of the cost of the project.

**PUBLIC COMMENTS:** None.

**ACTION:** Motion was moved and seconded by the Committee to amend the Membership Rules and Regulations to cross-reference the Section 125 Plan and move the current Section 125 provisions to a separate document. Motion passed 2-0.

□ **08302007MR-03 ACTION ITEM AMENDMENT TO MEMBERSHIP RULES AND REGULATIONS TO CHANGE ELIGIBILITY AND COVERAGE PERIODS FOR CERTAIN PARTICIPATING EMPLOYERS FROM BIWEEKLY TO BIMONTHLY AS FOLLOWS:**

- City and County of San Francisco, effective as of 2008-2009 Plan Year
- San Francisco Superior Court, effective as of 2008-2009 Plan Year
- San Francisco City College, effective as of 2005-2006 Plan Year

*Documents provided to Committee prior to meeting: Draft Amendment to Membership Rules and Regulations.*

- Jeff Hildebrant, Assistant Director, reported the following:

- A meet and confer session was held yesterday with the union to review the proposed change in eligibility and coverage periods. No concerns or questions resulted from the meeting.
- The reason for the change in the benefits coverage period is for ease of communication and understanding by HSS active members.
- Active employees will continue to receive 26 payroll checks a year, however deductions for benefits will be made in 24 payments to avoid confusion during the two months wherein three payroll checks are received.
- The Community College District implemented a bimonthly benefits calendar in July 2005.

**PUBLIC COMMENTS:** None.

**ACTION:** Motion was moved and seconded by the Committee to amend the Membership Rules and Regulations to change eligibility and coverage periods for certain participating employers (CCSF and Superior Courts) from biweekly to bimonthly. Motion passed 2-0.

□ **08302007MR-04**    **DISCUSSION  
ITEM**

**OPPORTUNITY TO PLACE ITEMS ON FUTURE  
AGENDAS.**

PUBLIC COMMENTS: None.

□ **08302007MR-05**    **DISCUSSION  
ITEM**

**OPPORTUNITY FOR THE PUBLIC TO COMMENT ON  
ANY MATTERS WITHIN THE BOARD'S JURISDICTION.**

PUBLIC COMMENTS: None.

□ **ADJOURN:**            **10:35 A.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://hss.sfgov.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 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94103; telephone (415) 581-2200; fax (415) 581-2317; 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.