



Minutes

Retiree Health Trust Fund Board
City and County of San Francisco
30 Van Ness Avenue, Suite 3000
San Francisco, CA 94102

Notice and Agenda

Regular Meeting

Monday, November 7th, 2011

3:00 PM

Suite 3000
30 Van Ness Avenue
San Francisco, California 94103

Call to order

Pledge of Allegiance

Roll call:

Carol Cypert	3:00 PM
Connie Hiatt	3:00 PM
Leo Levenson	3:10 PM
Pauline Marx	3:00 PM
Edward Walsh	3:00 PM

- 11072011-01 Action item **Approval of the Minutes of the August 15, 2011 Board Meeting**
- Documents provided to Board prior to meeting: Draft Minutes
- Public comments:
- Moved by Commissioner Walsh, Seconded by Commissioner Cypert to Approve the Minutes of the August 15, 2011 Board Meeting.

Approved by the Following Vote:
Ayes: Cypert, Hiatt, Marx, Walsh
Absent: Levenson

- 11072011-02 Discussion item **Report on Current Funding Status of RHCTF**
Commissioner Levenson provided an oral and written report on this item.
The Board engaged in a question and answer session.
The Board discussed the possible impact of the passage of Proposition C from the November 2011 ballot, an upcoming labor negotiations.
This was a discussion only item.
- 11072011-03 Discussion item **Report on Current Investment Status of RHCTF and discussion of Sonoma County and Contra Costa County investment policies**
Commissioner Marx provided an oral and written report on this item. Copies of updated San Francisco Investment Policy Guidelines and the current Sonoma County and Contra Costa County investment policies were provided to the Board for their review.
The Board engaged in a question and answer session.
This was a discussion only item.
- 11072011-04 Discussion item **Discussion of Draft Board Education Policy, and Board Educational Opportunities**
Erik Rapoport, Deputy City Attorney, provided an oral and written report on this item. A Draft Board Education and Travel Policy was provided to the Board for their review.
The Board was also provided an update on relevant educational opportunities provided by Cortex Applied Research.
Mr. Rapoport requested comments from the Board. A final policy will be presented at a future meeting.
This is a discussion only item.
- 11072011-05 Action item **Discussion and possible action regarding hiring a Trust**

Fund Administrator/Board Secretary.

Erik Rapoport, Deputy City Attorney, provided an oral and written report on this item.

Commissioner Levenson noted that the Controller's Office is working on identifying a person from their office to provide staff support for the Board.

The Board discussed the duties of a Board Secretary. Erik Rapoport will develop a job description for review at a future Board meeting.

This was a discussion only item.

- 11072011-06 Discussion item Approval of Request to take four (4) courses through the International Foundation of Employee Benefits for Commissioner Cypert

Norm Nickens, Executive Assistant, provided an oral and written report on this item.

Moved by Commissioner Levenson, Seconded by Commissioner Walsh to Approve the Request for Commission Cypert to take four educational courses offered through the International Foundation of Employee Benefits.

Approved by the Following Vote:

Ayes: Cypert, Hiatt, Levenson, Marx, Walsh

- 11072011-07 Discussion item Discussion of IRS response to the RHCTF's request for a Private Letter Ruling (PLR) regarding the status of the fund as an IRC 115 trust.

Erik Rapoport, Deputy City Attorney, provided an oral and written report on this item. He reported that the IRS is expected to issue a Private Letter Ruling within 60 days.

This was a discussion only item.

- 11072011-08 Action item Opportunity to place items on future Board agendas
Commissioner Levenson requested that the annual financial audit be placed on the agenda for the next Board meeting.

Commissioner Walsh requested an update on the impact of Proposition C from the November 2011 ballot.

- 11072011-09 Discussion item Opportunity for the public to comment on any matters within the Board's jurisdiction

There were no comments from the public.

This was a discussion only item.

- Adjourn

Summary of Retiree Health Trust Fund Board Policy 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. Call Norm Nickens, Executive Assistant, for further assistance at (415) 487-7025.

Disability Access

The meeting will be held at 30 Van Ness Avenue, Suite 3000. 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 Norm Nickens, Executive Assistant at (415) 487-7025 or by email at norm.nickens@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 Retiree Health Trust Fund Board Policies 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.