



# Retiree Health Care Trust Fund Board

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## BOARD MEETING MINUTES

### Regular Meeting

Monday, April 22, 2013

3:00 PM

City and County of San Francisco  
30 Van Ness Avenue, Suite 3000  
San Francisco, CA 94103

#### RETIREE HEALTH CARE TRUST FUND BOARD MEMBERS

*President*

**Carol Cypert**

*Vice President*

**Pauline Marx**

*Members*

**Leo Levenson**

**Edward Walsh**

## **Disability Access**

The meeting will be held at SFERS Office, 30 Van Ness Avenue, Suite 3000, San Francisco, CA 94103. The Retiree Health Care Trust Fund Board Meeting Room is wheelchair accessible. Accessible seating is available for persons with disabilities or wheelchairs. 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 are available in alternative formats.

If you require the use of any of these services, contact Rosanne Torre, Board Secretary, at (415) 554-7401 or by email at [rosanne.torre@sfgov.org](mailto:rosanne.torre@sfgov.org) at least two (2) business days before the meeting.

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.

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.

## **Summary of Retiree Health Care 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 of the public may comment on any matter within the Board's jurisdiction at the designated time at the end of the meeting. Call Rosanne Torre, Board Secretary, for further assistance at (415) 554-7401 or email at [Rosanne.Torre@sfgov.org](mailto:Rosanne.Torre@sfgov.org).

## **Summary of Retiree Health Care Trust Fund Board Policies Regarding Cell Phones and Pagers**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. 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.

## **Knowing Your Rights Under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public; reaching its decisions 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:

Sunshine Ordinance Task Force  
City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco CA 94103-4689  
(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 The Sunshine Ordinance Task Force or by printing Chapter 67 of the San Francisco Administrative Code located on the Internet at <http://www.sfgov.org/sunshine/>. To review or obtain meeting documents covered under the Sunshine Ordinance contact Rosanne Torre, Board Secretary, City Hall, Room 488, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102; telephone (415) 554-7401; or send email with your request to [rosanne.torre@sfgov.org](mailto:rosanne.torre@sfgov.org).

## **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; or web site [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

# CALENDAR

□ Call to Order

□ Roll Call:

**Commissioner Carol Cypert  
Commissioner Leo Levenson  
Commissioner Pauline Marx  
Commissioner Ed Walsh  
Commissioner – Vacant position**

□ 04222013-01

Action item

**Approval of the Minutes of the January 28, 2013, Board Meeting; February 12, 2013, Special Board Meeting; and, February 14, 2013 Continued Special Board Meeting.**

Documents provided to the Board prior to meeting:

Draft Minutes of the January 28, 2013, Board Meeting; February 12, 2013, Special Board Meeting; February 14, 2013, Continued Special Board Meeting

Moved by Commissioner Walsh, Seconded by Commissioner Levenson to approve the Minutes of January 28, 2013, Board Meeting; February 12, 2013, Special Board Meeting; February 14, 2013, Continued Special Board Meeting.

Action: Approved by the following vote:  
Ayes: Cypert, Levenson, Marx, Walsh

□ 04222013-02

Discussion item

**Report on current funding status of RHCTF.**

Documents provided to the Board prior to meeting:

Retiree Health Trust Fund Status and Budget as of April 04, 2013

Commissioner Levenson provided an oral and written report summarizing the current funding status of the RHCTF.

□ 04222013-03

Discussion item

**Report on current investment status of RHCTF.**

Documents provided to the Board prior to meeting:

Investment Report for the Month of March 2013

Commissioner Marx gave an oral and written report summarizing the current investment status of the RHCTF.

- 04222013-04                      Action item                      **Approval of the Budget for FY13-14.**

Documents provided to the Board prior to meeting:  
Proposed Budget Report for FY13-14

Commissioner Levenson provided an oral and written report regarding the RHCTF FY 13-14 budget.

Moved by Commissioner Cypert, Seconded by Commissioner Walsh to approve the FY 2013-14 budget.

Action: Approved by the Following Vote:  
Ayes: Cypert, Levenson, Marx, Walsh
- 04222013-05                      Action item                      **Approval of FY12-13 Quarterly Billing.**

Documents provided to the Board prior to meeting:  
Quarterly Billings for January 1, 2013 to March 31, 2013

Rosanne Torre provided an oral and written report regarding the FY12-13 quarterly billing.

Moved by Commissioner Walsh, Seconded by Commissioner Marx to approve the Quarterly Billings for January 1, 2013 to March 31, 2013.

Action: Approved by the Following Vote:  
Ayes: Cypert, Levenson, Marx, Walsh
- 04222013-06                      Discussion item                      **Discussion regarding the next election for two RHCTF Board members in 2014.**

Rosanne Torre gave a brief oral report regarding the RHCTF 2014 election.

Erik Rapoport said he would contact the Health Service System to discuss the possibility of coordinating elections and consolidating costs.
- 04222013-07                      Discussion item                      **Discussion regarding resignation of Commissioner Constance Hiatt on March 13, 2013.**

Board engaged in a brief discussion and decided to create a commendation for Constance Hiatt's services. Commissioner Cypert to circulate language and Rosanne Torre to produce the commendation and circulate it for Commissioners' signatures.
- 04222013-08                      Action item                      **Discussion and possible action regarding the San Francisco Community College District's**

**Decision to Join the Retiree Health Care Trust Fund for their Employees.**

Documents provided to the Board prior to meeting:

- 1) Retiree Health Care Trust Fund (RHCTF) Board-Resolution NO. 2013-01 - authorization to transfer \$500,000 to the San Francisco City and County Retiree Health Care Trust Fund for employees of the San Francisco Community College District
- 2) San Francisco City College Resolution No. 120223-B2A - County Retiree Health Care Trust Fund for post-retirement health benefits for employees of the San Francisco Community College District

Erik Rapoport gave an oral report summarizing the San Francisco Community College District's participation on the RHCTF to date.

The Board requested that San Francisco City College attend next Board meeting.

Moved by Commissioner Cypert to approve Resolution NO. 2013-01 - authorization to transfer \$500,000 to the San Francisco City and County Retiree Health Care Trust Fund for employees of the San Francisco Community College District, Seconded by Commissioner Walsh.

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

- 04222013-09                      Action item

**Adoption of RHCTF Governance Policies.**

Documents provided to Board prior to meeting:  
Draft Governance Policies

Erik Rapoport gave a brief oral report on this item stating that the RHCTF should look for and hire an administrative staff person to help finalize the governance policies.

The Board reviewed and suggested changes to the draft policies and engaged in a question and answer session.

The item was continued to the next Board Meeting.

- 04222013-10                      Discussion item

**Discussion of Draft Fiduciary policy.**

Documents provided to Board prior to meeting:

Draft Fiduciary Policy

Erik Rapoport gave an oral report on this item.

□ 04222013-11 Discussion item

**Discussion regarding current status of contract negotiations for the investment consultant Meketa Investment Group.**

Documents provided to Board prior to meeting:

None

Erik Rapoport gave an oral report summarizing the current status of contract negotiations with Meketa.

□ 04222013-12 Action item

**Opportunity to place items on future Board agendas.**

The Board discussed the following items to be placed on future agendas:

1. Board Resolution to commend Connie Hiatt for her service to the Retiree Health Care Trust Fund Board.
2. Board policies including fiduciary policy.
3. Assign staff position.
4. Discussion regarding what Board can do with respect to active legislation, and specifically what Board members can do regarding charter amendments.
5. Current list of educational opportunities - emailed and brought in.
6. Possible coordination of Health Services Agency and RHCTF Board elections. Find out term end date.
7. Standing new agenda item to discuss on-going legislation to be approved by the Board of Supervisors that may affect the Trust Fund.
8. San Francisco City College to attend next meeting.
9. Erik Rapoport to contact Department of Elections to obtain a schedule for next year's election.
10. The Board requested information on educational opportunities. Rosanne Torre to compile a list and send information to the Board.

- 04222013-13                      Discussion item                      **Opportunity for the public to comment on any matters within the Board's jurisdiction**

Public comments: None

- Adjournment: There being no further business, the Board adjourned the meeting at 4:31 pm.