



# CALENDAR

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 7<sup>th</sup>, 2011

3:00 PM

Suite 3000  
30 Van Ness Avenue  
San Francisco, California 94103

Call to order

Pledge of Allegiance

Roll call:

Connie Hiatt  
Pauline Marx  
Carol Cypert  
Leo Levenson  
Edward Walsh

- 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:
- Action: Approve Minutes

- 11072011-02      Discussion item      Report on Current Funding Status of RHCTF

Documents provided to Board prior to meeting: None

Public comments:

Action: This is 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

Documents provided to Board prior to meeting: Report from Treasurer’s Office; County of Contra Costa Post-Employment Health Care Plan – Investment Policies and Guidelines Document; County of Sonoma Post-Employment Health Care Plan – Investment Policy Document.

Public comments:

Action: This is a discussion only item.
- 11072011-04      Discussion item      Discussion of Draft Board Education Policy, and Board Educational Opportunities

Documents provided to Board prior to meeting: Draft Board Education and Travel Policy; Cortex Report

Public comments:

Action: This is a discussion only item.
- 11072011-05      Action item      Discussion and possible action regarding hiring a Trust Fund Administrator/Board Secretary.

Documents provided to Board prior to meeting: none

Public comments:

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

Documents provided to Board prior to meeting: Educational Request

Public comments:

Action:

- 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.  
Documents provided to Board prior to meeting: None  
Public comments:
- 11072011-08 Action item Opportunity to place items on future Board agendas  
Documents provided to Board prior to meeting: None  
Public comments:
- 11072011-09 Discussion item Opportunity for the public to comment on any matters within the Board's jurisdiction  
Public comments:
- 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](mailto: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](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 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100; fax (415) 252-3112; web site [www.sfgov.org/ethics](http://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.