



CITY AND COUNTY OF SAN FRANCISCO
RETIREE HEALTH CARE TRUST FUND BOARD

Pauline Marx, President
Paul Denning, Vice President
Al Casciato, Board Member
Katharine Petrucione, Board Member
David C. Salem, Board Member
Alison Romano, Administrator

MEMORANDUM

Date: January 29, 2024

To: Partner Employers
Department Heads
Labor Organizations
Retiree Associations
Interested Parties

From: Alison Romano
Chief Executive Officer & Chief Investment Officer, SFERS

Re: PLEASE POST: NOTICE TO ANNOUNCE RETIREE HEALTH CARE TRUST
FUND BOARD ELECTION

Two Retiree Health Care Trust Fund Board seats will become vacant on June 11, 2024, at the end of the term of the two elected members.

Pursuant to the Charter and Sections 16.550-16.554 of the San Francisco Administrative Code, whenever the term of office of an elected member expires, an election must be held to fill the vacancy. The Department of Elections shall conduct the election from Monday, May 13, 2024 through Tuesday, May 28, 2024.

For your information and use, the Election Notice, Schedule and Nomination Form are attached. **Please post this notice in a conspicuous location**, so that all employees and retirees may be on notice of the forthcoming election. If the notice receives widespread distribution, then our employees and retirees will be encouraged to participate.

Please make additional copies to ensure posting in all department worksites.

Please note that the period for nominations is from Wednesday, January 31 through Friday, March 1, 2024.

We appreciate your cooperation and assistance.

Attachments

ELECTION NOTICE

RETIREE HEALTH CARE TRUST FUND BOARD

To all active and retired members of the Health Service System of the City and County, Community College District or Unified School District, and to all qualified surviving spouses and qualified surviving domestic partners:

The terms of the two (2) current elected members of the Retiree Health Care Trust Fund Board will expire on June 11, 2024. Under Charter Section 12.204 and Administrative Code Sections 16.550-16.564, an election will be held to fill the vacancies.

WHO IS ELIGIBLE TO RUN FOR ELECTION

There are several categories of individuals who are eligible to run for the seat on the Retiree Health Care Trust Fund Board. First, any active employee of the City and County of San Francisco or the San Francisco Community College District, who is enrolled in a Health Service System health plan, is eligible to run. (Individuals who are not members of the Health Service System, including those who are in a non-covered (exempt) status, are not eligible candidates.)

Second, any retiree, or qualified surviving spouse or qualified surviving domestic partner of any active or retired employee of the City and County of San Francisco or the San Francisco Community College District, is eligible to run for the seat on the Retiree Health Care Trust Fund Board. To be a "qualified surviving spouse" or "qualified surviving domestic partner," an individual: (a) must be enrolled in a health plan of the Health Service System; and (b) must have been married or in a domestic partnership for at least one year prior to the death of his or her spouse or domestic partner. The now-deceased active or retired employee must have been enrolled in a health plan of the Health Service System at some point during his or her active employment.

NOMINATION PERIOD – JANUARY 31, 2024 TO MARCH 1, 2024

All candidates for membership on the Retiree Health Care Trust Fund Board must be nominated in writing by at least twenty (20) individuals who themselves would be eligible to run for the seat on the Retiree Health Care Trust Fund Board. That means that each of the twenty (20) nominating sponsors must be enrolled in a health plan of the Health Service System and must be an active employee, retired employee, qualified surviving spouse or qualified surviving domestic partner. (Once again, individuals who are not members of the Health Service System, including those who are in a non-covered (exempt) status, are not eligible.) Although only twenty (20) nominating sponsors are required for each candidate, additional sponsors may be submitted in the event that some of the sponsors are later determined to be ineligible.

All nominations must be on an official nomination form. Nomination forms and written acceptances must be received by the Retiree Health Care Trust Fund no later than 5:00 p.m. on March 1, 2024. Additional nomination forms may be obtained by contacting Kelsey Lim, Board Secretary of the Retiree Health Care Trust Fund, 1145 Market Street, 7th Floor, San Francisco, or at (415) 487-7507.

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RETIREE HEALTH CARE TRUST FUND BOARD

After the Health Services System verifies the eligibility of each nominee and each of his or her sponsors and no later than 5:00 p.m. on March 1, 2024, the Retiree Health Care Trust Fund will send all completed nomination forms to the Department of Elections.

WHO IS ELIGIBLE TO VOTE

All active employees, retired employees, qualified surviving spouses and qualified surviving domestic partners who are enrolled in a health plan of the Health Service System on April 5, 2024 are eligible to vote. **Individuals who are not in the Health Service System, including those who are in a non-covered (exempt) status, are not eligible to vote.**

ELECTION MAY 13 TO MAY 28, 2024

No later than Wednesday, May 8, 2024, the Department of Elections will prepare ballots and voting packets for delivery. The Department of Elections will send an envelope by U.S. mail addressed to each active employee member as well as mail an envelope to each retired employee member, qualified surviving spouse member and qualified surviving domestic partner member. Each envelope will contain a ballot with instructions printed thereon and a ballot return envelope. Each member votes in accordance with the ballot instructions, placing the voted ballot inside the return ballot envelope, sealing and signing the return ballot envelope. **Failure to sign the exterior of the return envelope invalidates the ballot.** If a voter loses or spoils their official ballot, a second ballot may be issued by contacting the Department of Elections. Any eligible voter who fails to receive a ballot may appear in person at the Department of Elections' office no later than 5:00 p.m. on Tuesday, May 28, 2024. Upon executing an affidavit of non-receipt of ballot, he or she will be furnished a ballot and allowed to vote. Any voting packet that cannot be delivered by the departmental office must be returned to the Department of Elections.

DELIVERY OF VOTED BALLOTS

The voted ballot must be received by the Department of Elections no later than 5:00 p.m., Tuesday, May 28, 2024. Voted ballots may be delivered via:

1. Your Departmental Election Officer
2. U.S. Postal Service (sufficient postage required)
3. Personally to the Department of Elections

The Department of Elections is located at City Hall, Dr. Carlton B. Goodlett Place, Room 48, San Francisco, California 94102.

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RETIREE HEALTH CARE TRUST FUND BOARD

PROCESSING AND COUNTING THE VOTES

Beginning at 8:00 a.m., May 29, 2024, in the office of the Department of Elections, City Hall, One Dr. Carlton B. Goodlett Place, Room 48, San Francisco, California, the sealed envelopes containing the ballots will be opened in the presence of witnesses and ballots will be canvassed publicly in a such manner that the identity of the individual casting any ballot will not be disclosed. Each ballot shall be counted so long as it has been properly marked, signed and delivered.

The Department of Elections shall certify to the Retiree Health Care Trust Fund Board that the individuals (one active and one retired) receiving the highest number of votes has been elected. The individual certified will assume his or her place on the Retiree Health Care Trust Fund Board on June 12, 2024.

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ELECTION NOTICE

**Election Schedule for Retiree Health Care Trust Fund Board
(May 2024)**

Schedule Date (s)	Procedures by Retirement Board and Department of Elections
Monday, January 29, 2024	RHCTF Board declares vacancy will occur.
Monday, January 29, 2024	RHCTF Board approves the election schedule.
Tuesday, January 30, 2024	RHCTF notifies Department of Elections of Board election and proposed timeline.
Tuesday, January 30, 2024	Retiree Health Care Trust Fund notifies members of the reason for the election, procedures for nomination and selection of candidates and voting dates.
Wednesday, January 31 through Friday, March 1, 2024	Period during which nominations for the election must be submitted to the RHCTF.
Friday, March 8, 2024	Deadline for Retiree Health Care Trust Fund Board Administrator to provide completed nomination forms to Department of Elections. The Retiree Health Care Trust Fund Board shall furnish the Department of Elections with the names of the eligible nominees at least 35 days prior to the First Voting Day. Upon request by the Retiree Health Care Trust Fund Board, the City's Health Service System shall provide all information to the Department of Elections necessary to conduct the Retiree Health Care Trust Fund Board nomination and election process including, but not limited to, information regarding voter lists, voter contact information and Health Service System membership status.
Friday, April 5, 2024	Deadline for nominees to submit Candidate Intention Statement and required disclosures (Form 700).
Friday, April 5, 2024	RHCTF notifies Department of Elections of the eligible nominees to be placed on the ballot as Candidates.
Friday, April 5, 2024	Health Service System furnishes Department of Elections with a list of the active and retired members of the Health Service System eligible to vote in the election.
Friday, April 15, 2024	Candidate orientation session conducted by DOE/RHCTF.
Wednesday, April 18, 2024	Candidates' Qualification Statements due to Department Elections.

Election Schedule for Retiree Health Care Trust Fund Board (May 2024)

Friday, April 19, 2024	Department of Elections sends written instructions to departments on election procedures.
Monday, April 22 and Tuesday, April 23, 2024	Department of Elections to allow Candidates to review and correct typeset Statements.
Friday, April 26, 2024	Department of Elections to select order of Candidates names on ballot by lot at 12:00 on April 26, 2024
Friday, May 3, 2024	Candidates may request mailing labels from RHCTF.
Friday, May 3, 2024	Department of Elections mails ballots to active, retired members and eligible surviving spouses and domestic partners.
Tuesday, May 7, 2024	Health Service System furnishes Department of Elections with supplemental voting list of both added active and retired eligible voters.
Friday, May 10, 2024	Department of Elections to release supplemental mailing labels to designated vendor.
Monday, May 13, 2024 through Tuesday, May 28, 2024	Official election dates set by the Retiree Health Care Trust Fund Board
Wednesday, May 29, 2024	Department of Elections count ballots
Friday, May 31, 2024	By this date, Department of Elections counts all ballots that are properly marked, signed and delivered, and certifies the name of person receiving largest number of voters.
Monday, June 3, 2024	The Retiree Health Care Trust Fund Board Secretary shall attest to the Department of Elections that there is one retired member trustee and one active member trustee candidate to fill the two elected Retiree Health Care Trust Fund Board positions
Wednesday, June 12, 2024	Elected members take their seats on the Retiree Health Care Trust Fund Board for full five-year term

**SAN FRANCISCO CITY AND COUNTY RETIREE HEALTH CARE TRUST FUND
NOMINATION FORM**

We, the undersigned members of the San Francisco City and County Health Service System, hereby nominate:

NAME _____

DEPARTMENT/RETIREE _____

for member of the Retiree Health Care Trust Fund Board for the full term June 12, 2024 to June 11, 2029.

In witness whereof, we have herewith signed our names and places of employment or retiree status.

NOTE:

1.	Nomination Form must be filed with the Retiree Health Care Trust Fund no later than 5:00 p.m. Friday, March 1, 2024 (address shown below).
2.	Nominators signing on the attached form must be members, active or retired, of the San Francisco City and County Health Services System.
3.	Twenty (20) <u>valid</u> signatures are required. (Twenty-five (25) spaces are provided in the event some of the signatures are disqualified.)
4.	The member's DSW number or last four (4) numbers of the member's Social Security Number must be entered. San Francisco City and County Health Services System staff must verify the person signing is a member of the Health Services System.

**SAN FRANCISCO CITY AND COUNTY RETIREE HEALTH CARE TRUST FUND
1145 MARKET STREET, 7TH FLOOR
SAN FRANCISCO, CA 94103
ATTN: RETIREE HEALTH CARE TRUST FUND BOARD**

SAN FRANCISCO CITY AND COUNTY RETIREE HEALTH FUND TRUST NOMINATION FORM

SIGNATURE	PRINTED NAME	DSW NUMBER <u>OR</u> SOCIAL SECURITY NUMBER (LAST FOUR NUMBERS ONLY)	DEPARTMENT/RETIREE*
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*If you are an **ACTIVE** member, indicate the name of your **Department**. If you are a **RETIRED** member, indicate "**Retiree**" under Column 4, **DEPARTMENT/RETIREE**

ACCEPTANCE BY NOMINEE:

(Printed Name)

hereby accept the foregoing nomination for Retiree Health Fund Trust Board and if elected agree to serve.

Signed: _____ **Date:** _____

Department/Retiree: _____