



# Retiree Health Care Trust Fund Board

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## ***DRAFT BOARD MEETING MINUTES***

### **Regular Meeting**

**Monday, January 28, 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*

**Connie Hiatt**

**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 Absent  
Commissioner Connie Hiatt Absent  
Commissioner Pauline Marx 3:00 PM  
Commissioner Leo Levenson 3:00 PM  
Commissioner Ed Walsh 3:00 PM

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□ 01282013-01 Action item **Approval of the Minutes of the October 24, 2012, Board Meeting**

Documents provided to the Board prior to meeting:  
Draft Minutes of the October 24, 2012, Board Meeting

Moved by Commissioner Levenson, Seconded by Commissioner Walsh to approve the minutes of the October 24, 2012, Board Meeting.

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

□ 01282013-02 Action item **Discussion and possible action regarding revising layout / format of RHCTF Board Minutes**

Documents provided to the Board prior to meeting:  
Draft Minutes of the October 24, 2012, Board Meeting

The Board engaged in brief discussion about the layout of the meeting minutes.

Moved by Commissioner Walsh, Seconded by Commissioner Levenson to adopt the new layout of the meeting minutes.

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

- 01282013-03                      Discussion item                      **Report on current funding status of RHCTF**

Documents provided to the Board prior to meeting:  
Retiree Health Trust Fund Budget of December 2012

Theresa Kao of Controller's Office provided an oral and written report.

The Board engaged in a question and answer session.

This was a discussion item only.
- 01282013-04                      Discussion item                      **Report on current investment status of RHCTF**

Documents provided to the Board prior to meeting:  
Investment Report for the Month of December 2012.

Commissioner Marx reported on this item.

The Board engaged in a question and answer session.

This was a discussion item only.
- 01282013-05                      Discussion item                      **Report on retiree (postemployment) benefit costs**

Documents provided to the Board prior to meeting:  
July 1, 2010 Postretirement Health Plan Actuarial Valuation Report, Produced by Cheiron, November 2012

Commissioner Levenson made a brief oral presentation on the valuation report. The Board engaged in a question and answer session with Bill Hallmark and Bethany Axtman of Cheiron via conference call.

This was a discussion item only.
- 01282013-06                      Discussion item                      **Annual Report: Comprehensive Annual Financial Report (CAFR)**

Documents provided to the Board at the meeting:  
Comprehensive Annual Financial Report, Year ended June 30, 2012, pages 123, 124, 205, and 206.

Carmen Le Franc of the Controller's Office gave an oral and written report on this item.

The Board engaged in a question and answer session.

This was a discussion item only.

- 01282013-07                      Action item

**Approve: (1) RHCTF Administrative Support Work Order / MOU; (2) FY12-13 Quarterly Billing**

Documents provided to the Board prior to meeting:

1. Administrative Staff Work Order; and
2. Quarterly Billings for July 1, 2012 to December 31, 2012

Commissioner Levenson moved to approve the Memorandum of Understanding Between the Retiree Health Care Trust Fund Board and The Office of the Controller, Seconded by Commissioner Walsh.

Commissioner Walsh moved to approve the FY12-13 Quarter 1 and Quarter 2 billings, Seconded by Commissioner Walsh.

- 01282013-08                      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: 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

Mr. Rapoport requested to table this item until the next meeting.

No action taken.

- 01282013-09                      Discussion item

**Discussion regarding current status of RHCTF Request for Proposals (RFP)**

Documents provided to Board prior to meeting: None

The Board engaged in a brief discussion.

This was a discussion item only.

- 01282013-10                      Action item                      **Discussion and possible action regarding adoption of RHCTF Governance Policies**

Documents provided to Board prior to meeting:  
Draft policies.

Mr. Rapoport gave a brief oral and written report on the status of the draft policies. He will continue work on the policies.

The Board engaged in a question and answer session.

This will be continued to the next meeting.

No action taken.
- 01282013-11                      Discussion item                      **Discussion on Best Practices Survey**

Documents provided to Board prior to meeting:  
Best Practices Survey

Rosanne Torre gave a brief oral and written report on the survey.

The Board engaged in a brief discussion session.

This was a discussion only item.
- 01282013-12                      Discussion item                      **Annual Statement of Economic Interest (SEI)**

Documents provided to Board prior to meeting:  
Statement of Economic Interest (Form 700)

Rosanne Torre gave a brief report on the deadline for turning in The Annual Statement of Economic Interest Form 700.

This was a discussion item only.
- 01282013-13                      Action item                      **Opportunity to place items on future board agendas**

Documents provided to Board prior to meeting:  
NONE

Adopt a budget for FY13-14

Cost of the FY14 election. Bring information on date of Health Service System election.

Board Members to give training or any other requests for FY13-14 budget.

Mr. Rapoport to return with the Draft 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 Post-Retirement Health Benefits for Employees of the San Francisco Community College District.*

Mr. Rapoport to research the City indemnification and legal defense of the RHCTF Board members.

Mr. Rapoport to finalize Board policies.

- 01282013-14                      Discussion item                      **Opportunity for the public to comment on any matters within the RHCTF Board's jurisdiction**  
Public comments: There were no public comments.
  
- Adjournment: There being no further business, the Board adjourned the meeting at 4:14 pm.