

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being

**Governance Policies and Terms of Reference**

**Summary of the Substantive Changes to the Governance Terms of References and Policies:**

<b>SUBSTANTIVE CHANGES:</b>			
<b>Redline Change Marked by a Comment</b>	<b>Terms of Reference or Policy Number</b>	<b>Policy or Terms of Reference</b>	<b>Changes Made</b>
1.	209 210 211 212	<p>Finance and Budget Policies will be added to the updated Governance Policies directly after the Governance Policies Section:</p> <ol style="list-style-type: none"> <li>1. Investment Policy (Effective 01/05/2017)</li> <li>2. Contingency Reserve Policy (Reviewed last 02/14/2014)</li> <li>3. Self-Funded Plans' Stabilization Reserve Policy (Reviewed last 01/08/2015)</li> <li>4. IBNR Reserve Policy (Reviewed last 02/13/2014)</li> </ol> <p>**Per the Request of the Governance Committee Chair, the San Francisco City Charter and Administrative Codes will be added to the Governance Terms of Reference and Policies directly after the Finance and Budget Policies as "Appendix A." Additionally, The Cafeteria Plan is being added to the Governance Manual, and will be updated annually.</p>	None
2. Page 3	101	SFHSS Board Terms of Reference: Plan Adoption and Benefit Design, 7) b)	Updated content: "The goals or objectives that will guide the Board in carrying out the Rates and Benefits review, this process was referred to paragraph 6) b) above."
3. Page 5	101	SFHSS Board Terms of Reference: Rates and Accounting, 17)	Updated content: "of each self-funded plan and shall be reviewed annually"
4. Page 8	101	SFHSS Board of Terms of Reference: Selection of Vendors, 26) e)	Updated value: "External information technology consultants retained for services with a value in excess of \$200,000"
5. Page 8	101	SFHSS Board of Terms of Reference: Selection of Vendors, 26) f)	Updated content: "Services of a Medical Director"
6. Page 8	101	SFHSS Board of Terms of Reference: Selection of Vendors, 28)	Deletion of Content: "in policy form"
7. Page 17	105	Budget and Finance Committee Terms of Reference, Operational Rules, 4) d)	Updated content: "The Budget and Finance Committee shall meet at least annually, or more often if it deems necessary."

8. Page 18	105	Budget and Finance Committee Terms of Reference, Audits and Examinations, 7) a)	Updated content: "Provide clear direction to SFHSS that the external financial auditor is accountable to the Board in terms of providing the Board the SFHSS annual audit report."
9. Page 28	201	Operations Policy Quorum, Rules of Order and Voting 47)	Content Deletion: "A request for reconsideration can only be made at the same meeting the vote to be reconsidered was taken. Motions for reconsideration cannot be renewed"
10. Page 35	202	Board Education Policy, Reporting, 24)	Updated content: "On an annual basis, the Board Secretary, shall submit..."
11. Page 42	202	Board Education Policy, Appendix 3, Travel Policy 22) Semi-Annual Ravel Reports	Content deletion: Semi-Annual Travel Report
12. Page 54	205	Monitoring and Reporting, Appendix 1 5) Board Travel Expenses Report	Content deletion: Board Travel Expense Report.
13. Page 60	207	Service Provider and Vendor Selection Policy, Roles and Responsibilities, 2) c) v)	Updated value: "Information technology consultants retained for services with a value in excess of \$200,000."
14. Page 61	207	Service Provider and Vendor Selection Policy, Roles and Responsibilities, 4)	Updated content: "Executive Director may elect to submit a service provider to the Board for its approval."
15. Page 62	207	Service Provider and Vendor Selection Policy, Black-Out Periods, 11)	Updated content: "A black-out period may also be instituted between Board meetings at the discretion of the Board when it is acting as a committee of the whole."
16. Page 63	207	Service Provider and Vendor Selection Policy, Black-Out Periods, 17)	Updated content: "A black-out period will cease when a successful bidder has been selected to enter into a contractual arrangement with SFHSS..."
<b>NON-SUBSTANTIVE CHANGES MADE:</b>			
		Throughout all of the Policies and Terms of Reference	Edited all mentions of "HSS" to "SFHSS"; As well as "Director" to "Executive Director"
		Throughout all of the Policies and Terms of Reference (not including any of the Finance and Budget Policies)	Added to the "History Section" the sentence fragment: "Further Amended TBD." ***Date to Be Determined dependent on the reviewed by the Full Board and the document has been granted Final Approval.***