



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

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David C. Salem, President  
Katharine Petrucione, Vice President  
Pauline A. Marx, Board Member  
Clare Murphy, Board Member  
Alison Romano, Administrator

## MEMORANDUM

Date: April 4, 2023

To: Labor Organizations  
Retiree Associations  
Interested Parties

From: Alison Romano  
CEO/CIO, SFERS

Re: PLEASE POST: NOTICE OF RETIREE HEALTH CARE TRUST FUND  
SPECIAL BOARD ELECTION

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The elected **retired** trustee of the Retiree Health Care Trust Fund (“RHCTF”) Board has resigned, creating a vacancy for the remainder of their term, through June 11, 2024.

Under the Charter and the San Francisco Administrative Code, whenever an elected trustee vacates their term of office prior to its expiration, an election must be held to fill the vacancy. The Department of Elections shall conduct the election from Friday, July 14, 2023 through Monday, July 31, 2023.

For your information and guidance, a “Notice of Retiree Health Care Trust Fund Special Election” and “Election Schedule” are attached. Please post this notice on your website, and if possible, email the notice to your retirees, so that all retirees may be on notice of the forthcoming election. If the notice receives widespread distribution, then our retirees will be encouraged to participate.

**Please note that the period for nominations is from Monday, April 10, 2023 through Thursday, May 11, 2023.**

We appreciate your cooperation and assistance.

Attachments

# **ELECTION NOTICE**

## **RETIREE HEALTH CARE TRUST FUND BOARD**

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

The retired elected member of the Retiree Health Care Trust Fund has resigned prior to the expiration of their term. Under Charter Section 12.204 and Administrative Code Sections 16.550-16.564, a special election will be held to fill the vacancy.

### **WHO IS ELIGIBLE TO RUN FOR ELECTION**

Since this election is to fill a vacancy for the elected **retired** trustee, only a retiree, or qualified surviving spouse or qualified surviving domestic partner of any 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 their spouse or domestic partner. The now-deceased retired employee must have been enrolled in a health plan of the Health Service System at some point during their active employment.

### **NOMINATION PERIOD APRIL 10, 2023 THROUGH MAY 11, 2023**

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 vacant 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 retired employee of the City and County of San Francisco of the San Francisco Community College District, or a qualified surviving spouse or qualified surviving domestic partner. 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 May 11, 2023. Nomination forms may be obtained by contacting Yuen Chan at (415) 487-7055.

**PLEASE POST**

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**ELECTION NOTICE**

# ELECTION NOTICE

## RETIREE HEALTH CARE TRUST FUND BOARD

After the Health Services System verifies the eligibility of each nominee and each of their sponsors and no later than 5:00 p.m. on June 8, 2023, the Retiree Health Care Trust Fund will send all completed nomination forms to the Department of Elections.

### WHO IS ELIGIBLE TO VOTE

All retired employees of the City and County of San Francisco and the San Francisco Community College District, or their qualified surviving spouses and qualified surviving domestic partners who are enrolled in a health plan of the Health Service System on June 8, 2023 are eligible to vote. **Individuals who are not in the Health Service System are not eligible to vote.**

### ELECTION July 17 TO July 31, 2023

No later than Monday, June 26, 2023, 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 retired employee member of the City and County of San Francisco or the San Francisco Community College District, or their qualified surviving spouse and qualified surviving domestic partner member. Each envelope will contain a ballot with 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 Monday, July 31, 2023. 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 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., Monday, July 31, 2023.** Voted ballots may be delivered via:

1. U.S. Postal Service (sufficient postage required)
2. Personally to the Department of Elections

The Department of Elections is located at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 48, San Francisco, California 94102.

**PLEASE POST**

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**ELECTION NOTICE**

# **ELECTION NOTICE**

## **RETIREE HEALTH CARE TRUST FUND BOARD**

### **PROCESSING AND COUNTING THE VOTES**

Beginning at 8:00 a.m., August 1, 2023, 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 ballots will not be disclosed. Each ballot shall be count 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 individual 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 August 14, 2023.

**PLEASE POST**

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**ELECTION NOTICE**

## 2023 RETIREE HEALTH CARE TRUST FUND BOARD ELECTION PROCEDURES AND ELECTION SCHEDULE

The following Retiree Health Care Trust Fund (“RHCTF”) Board Election Procedures and Election Schedule are in Compliance with Administrative Code Sections 16.550 – 16.564

<b>Schedule Date (s)</b>	<b>Procedures by Retirement Board and Department of Elections</b>	<b>Timeline and Ordinance Deadlines</b>
Monday, February 13, 2023	RHCTF Board declares vacancy will occurred.	At least 120 days before first day of voting
Monday, February 13, 2023	RHCTF Board approves the election schedule.	
Friday, February 17, 2023	RHCTF notifies Department of Elections of Board election and proposed timeline.	<b>Admin Code §16.554</b> At least 120 days before first day of voting
Tuesday, April 4, 2023	Retirement sends notice to retired members of necessity for election, procedures for nominating and selecting candidates, dates for marking and delivering ballots, and procedures for voting.	<b>Admin Code §16.553</b>
Monday, April 10, 2023 through Thursday, May 11, 2023	Period during which nominations for the election may be submitted to the RHCTF.	<b>Admin Code §16.553</b> Not less than 31 days.
Friday, June 2, 2023	Deadline for nominees to submit Candidate Intention Statement and required disclosures (Form 700).	<b>Admin Code §16.553-1 and 2</b>
Thursday, June 8, 2023	RHCTF notifies Department of Elections of the eligible nominees to be placed on the ballot as Candidates.	<b>Admin Code §16.557</b> At least 35 Days prior to the first day of voting
Thursday, June 8, 2023	Health Service System furnishes Department of Elections with a list of the retired members of the Health Service System eligible to vote in the election.	<b>Admin Code §16.557</b> At least 35 Days prior to the first day of voting

**2023 RETIREE HEALTH CARE TRUST FUND BOARD ELECTION PROCEDURES  
AND ELECTION SCHEDULE**

Friday, June 2, 2023	Candidate orientation session conducted by DOE/RHCTF.	
Tuesday, June 6, 2023	Candidates' Qualification Statements due to Department Elections.	
Tuesday, June 6, 2023	Candidates may request mailing labels from RHCTF.	
Friday, June 9, 2023	Department of Elections sends written instructions on election procedures.	<b>Admin Code §16.556</b> At least 21 Days prior to the first day of voting.
Monday, June 12 and Tuesday, June 13, 2023	Department of Elections to allow Candidates to review and correct typeset Statements.	
Tuesday, June 13, 2023	Department of Elections to select order of Candidates names on ballot by lot at 12:00 on June 13, 2023.	
Monday, June 26, 2023	Department of Elections mails ballots to retired members.	<b>Admin Code §16.560</b> At least 10 Days prior to the first day of voting.
Friday, June 30, 2023	Department of Elections to release supplemental mailing labels to designated vendor.	
Friday, July 7, 2023	Health Service System furnishes Department of Elections with supplemental voting list of added retired eligible voters.	
<b>Friday, July 14, 2023 through Monday, July 31, 2023</b>	<b>Official election dates Department of elections receives and prepares ballots for counting.</b>	<b>Friday, July 14, 2023 is the first day of voting</b>
Tuesday, August 1, 2023	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.	<b>Admin Code §15.563</b>
Monday, August 14, 2023	Elected member takes seat on the Retiree Health Care Trust Fund Board for remainder of the retired trustee's term, to June 11, 2024.	

**SAN FRANCISCO RETIREE HEALTHCARE TRUST FUND NOMINATION FORM**

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

**NAME** \_\_\_\_\_

**RETIREE** \_\_\_\_\_

for retired member of the Retiree Health Care Trust Fund Board for the term August 14, 2023 to June 11, 2024.

In witness whereof, we have herewith signed our names and retiree status.

**NOTE:**

- 1. Nomination Form must be filed with the Retiree Health Care Trust Fund no later than 5:00 p.m. Thursday, May 11, 2023 address shown below.
- 2. Nominators signing on the attached form must be retired members of the San Francisco City and County Health Services System.
- 3. Twenty (20) valid 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 retired 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)	CONFIRM RETIREE STATUS
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**ACCEPTANCE BY NOMINEE:**

\_\_\_\_\_ hereby accepts the foregoing nomination for Retiree Health Fund Trust  
(Printed Name) Board and if elected agree to serve.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Retiree:** \_\_\_\_\_