

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being

MEMORANDUM

DATE: February 9, 2017
TO: Randy Scott, President, and Members of the Health Service Board
FROM: Catherine Dodd PhD, RN
Director HSS
RE: Black-Out Notice for 2018 Rates and Benefits

This memo serves as notification to the Health Service Board (“Board”) that the Health Service System (“HSS”) is beginning Rates and Benefits for plan year 2018.

A Black-Out Period is a period of time, from onset to conclusion of a selection process for a primary service provider, wherein communication between Board members and potential service providers seeking contracts with HSS on matters solely relating to HSS contracting is restricted. Communication includes face to face conversations outside Board or committee meetings, telephone conversations, email and text messages, letters, faxes or use of any other social media.

Board members shall not communicate with service providers on matters pertaining to HSS except during Board or committee meetings. Board members who communicate with such service providers for reasons unrelated to HSS agree to disclose such in writing to the Director and the Board.

