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# MEMBER ADVISORY COMMITTEE (MAC) REPORT



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**MEMBER ADVISORY COMMITTEE  
SAN FRANCISCO HEALTH AUTHORITY  
sfhp.org  
Valerie Huggins  
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**Meeting Agenda  
March 1, 2024  
10am-12pm**

**MEETING LOCATION**  
San Francisco Health Plan Office  
300 Mission (50 Beale Street), 13<sup>th</sup> Floor  
San Francisco, CA 94105

1. Welcome & Introductions
2. Board Member
3. San Francisco Health Plan (SFHP) Overview
4. Member Advisory Committee (MAC) Overview
5. Getting to Know Each Other
6. MAC Co-Chair Election
7. Quality Improvement and Health Equity Committee (QIHEC) Members Election
8. MAC Administrative Work
9. Potential Topics for MAC
10. Other Information
11. Adjournment

***Please Note These Upcoming SFHA Meetings:***

Finance Committee:	March 27, 2024 (11am - 12pm)
Governing Board:	March 27, 2024 (12pm - 2pm)
Quality Improvement and Health Equity Committee:	May 16, 2024 (8am - 10am)
Member Advisory Committee:	June 6, 2024 (10am - 12pm)

## Member Advisory Committee Meeting Minutes

**Date:** March 1, 2024  
**Time:** 10:00am – 12:00pm  
**Location:** SFHP Headquarters

**Members Present:**



**Members Absent:**



**Staff Present:** Alana Troutt, Nina Maruyama, Val Huggins, Serena Kirk, Priscilla Luong, Matthias Jaime, Gunilla Bergensten, and Lyne Cuadra

### 1. **Welcome & Introductions:**

Call to Order at 10:00am.

Alana Troutt, Chief of Staff, and SFHP Staff welcomed the committee members and introduced themselves.

Ms. Troutt then asked the committee members to introduce themselves by saying a little about their background and why they are interested in sitting on the Member Advisory Committee.

### 2. **San Francisco Health Plan (SFHP) Overview:**

Valerie Huggins, Corporate Events Planner, gave a brief overview of San Francisco Health Plan (SFHP).

SFHP was established in 1994 and began operations in 1997. (Handouts were distributed to the Committee to review)

### 3. **Member Advisory Committee (MAC) Overview:**

Nina Maruyama, Chief Officer of Compliance and Regulatory Affairs, provided an overview of the directive to the Members Advisory Committee (MAC). The Department of Health Care Services (DHCS) requires MAC members to provide input on an array of SFHP's topics and activities. (Handouts were distributed to the Committee to review)

### 4. **SFHP Governing Board:**

Adina Safer, SFHP Governing Board Member and Consumer Advocate, introduced herself and welcomed the new members to the Committee.

Our Governing Board Members are appointed by the San Francisco Board of Supervisors and are made up of physicians and representatives from hospitals and clinics around the city. The Governing Board decides on major policies and oversees the administration of San Francisco Health Plan.

**5. Action Item:**

Ms. Maruyama reviewed and requested data from the MAC members for a MAC demographic survey that will be included in the Community Advisory Committee/Member Advisory Committee Annual report that needs to be submitted to DHCS by April 1, 2024.

In addition, Ms. Maruyama asked for feedback and suggestions regarding the report. The MAC members' feedback was noted and will be included in the annual report.

██████████ motioned, ██████████ seconded, and the full Committee voted that the suggestions by the Committee be added to the current survey and submitted to the State.

**6. MAC Co-Chair Election:**

This item regarding the current survey will be tabled for another meeting, as more details are needed. In addition, we will survey the members for dates to host an ad-hoc meeting in April 2024.

**7. Quality Improvement and Health Equity Committee (QIHEC) Members Election:**

Our QIHEC is a standing committee of the San Francisco Health Authority Governing Board. It is responsible for reviewing and approving the annual QI Work Plan and Evaluation and for oversight of all our quality improvement activities. It is the main forum for member and provider participation in assuring the quality and clinical oversight of our health care delivery system.

Ms. Troutt explained the QIHEC member election process to the Committee.

The next ad-hoc meeting in April will include a vote for two (2) members from MAC to sit (or represent) the Committee.

**8. MAC Administrative Work:**

Ms. Huggins distributed administrative handouts that need to be completed by the Committee before the next meeting scheduled.

**9. Other Information:**

Ms. Huggins will poll the Committee on changing the upcoming Committee meeting dates.

**10. Adjournment:**

The meeting adjourned at 12:00pm.