

Title: Health Service System
City and County of San Francisco
Departmental Climate Action Plan (DepCAP)
Data Year: Fiscal Year 2010-2011
Author: Tracey Loveridge
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1. Introduction

This is the first Departmental Climate Action Plan (DepCAP) prepared by the Health Service System (HSS). The department's carbon footprint includes the consumption of energy in our single facility at 1145 Market Street, Suite 200. For FY 2010-2011, our energy consumption was exclusively in electricity, with 2.75 metric tons being the total annual carbon footprint for HSS.

In FY 2012-2013, HSS plans to reduce our electricity use by 3.6%, or 0.10 metric tons by fully implementing the required "computers off when inactive policy." This reduction, coupled with the 25.0% decrease in electricity consumption realized between FY 2008-2009 to FY 2010-2012, will result in a total reduction in energy consumption by HSS of 28.6%. This exceeds the City's operational goal of a 20.0% reduction by the end of 2012. Please refer to Page 3, Section 3a1, *Facilities & Reduction Measures*, Energy, Figure 1.0, for additional details on historical energy consumption by quarter for HSS.

2. Departmental Profile

Departmental Mission

Per the San Francisco City Charter, the Health Service System (HSS) designs, negotiates and administers health benefits for over 106,000 employees, retirees and dependents. Participating employers include the City & County of San Francisco, the Superior Courts, the San Francisco Unified School District (SFUSD), and the Community College District (CCD). As the largest purchaser of health benefits in the Bay Area, the San Francisco Health Service System has a significant influence on the local economy, where healthcare is a leading industry.

Per the Charter, the Health Service System is organized as an independent department governed by an elected and appointed Health Service Board. The board is charged with conducting an annual review of health rates and benefits, ensuring benefits are applied without favor or privilege, and overseeing the administration of the business of the Health Service System.

Departmental Budget

In FY 2011-2012, HSS will oversee a budget of \$690 million for the Health Service Trust Fund. These funds are allocated by the Health Service Board to purchase health insurance plans for over 106,000 eligible active and retired HSS members and their dependents. Additionally, for FY 2011-2012, the Administrative budget for HSS is \$6.3 million.

Number of Employees

39 full-time employees (see organization chart in **Appendix A**)

Facilities

HSS occupies approximately 13,000sf in a non-city owned building, located at:
1145 Market Street, Suite 200
San Francisco, CA 94103

Vehicles

HSS does not operate a city fleet or use city vehicles.

Departmental Contact Information

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3. Departmental Carbon Footprint & Historical Analysis

This is the first DepCAP submitted by HSS, and electricity consumption data was provided for three years, from FY 200-2009 to FY 2010-2011. HSS occupies only one leased, non-city-owned facility. Energy consumption was exclusively in electricity, with 2.75 metric tons being the total annual carbon footprint for HSS.

The electricity consumption levels by quarter significantly decreased from FY 2008-2009 to FY 2009-2010, from an average quarterly usage of 62,042 kWh to 44,483 kWh. Then, from FY 2009-2010 to FY 2010-2011 we experienced a slight increase from an average quarterly usage of 44,483 kWh to 46,540 kWh.

3a. Facilities & Reduction Measures

The list of facilities that is being used by the SF Environment Department to calculate the FY 2011 departmental carbon footprint has been verified by the HSS Climate Liaison to be accurate and complete.

3a1. Energy

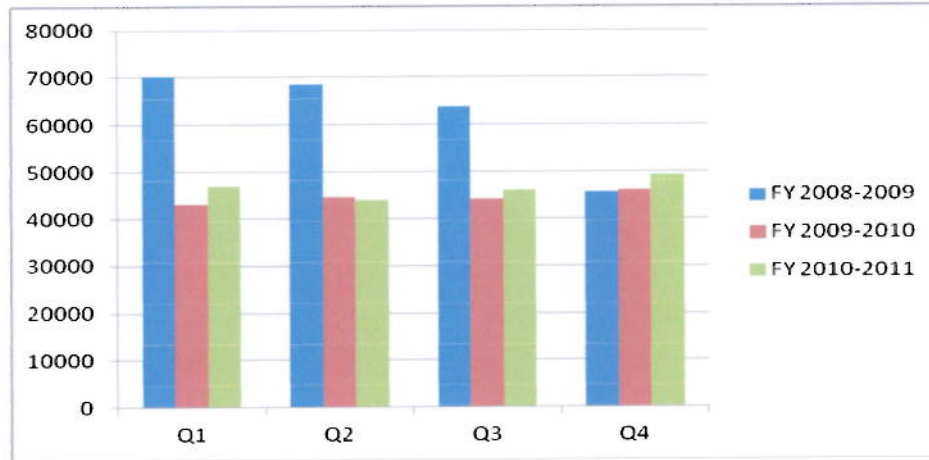
Fiscal Year 2010-2011 Carbon Footprint from Consumption of Electricity, Natural Gas and Steam

This is the first DepCAP submitted by HSS and electricity consumption data for three years, from FY 200-2009 to FY 2010-2011, was provided to, and reviewed by, HSS. Electricity is the only type of energy used in the single HSS facility. The electricity consumption levels by quarter significantly decreased from FY 2008-2009 to FY 2009-2010, from an average quarterly usage of 62,042 kWh to 44,483 kWh. Then, from FY 2009-2010 to FY 2010-2011 HSS experienced a slight increase from an average quarterly usage of 44,483 kWh to 46,540 kWh.

While HSS does not have a historical reference to determine the significant reasons for these decreases in energy consumption, HSS plan to track these metrics in the future and provide reasons for the shifts in electricity usage. On the following page is a chart, **Figure 1.0**, which depicts electricity usage, by quarter, for FY 2008-2009 to 2010-2011.

The overall results, between FY2008-2009 and FY 2010-2011, reflect a 25.0% decrease in electricity consumption by HSS.

**Figure 1.0
HSS Consumption of Electricity in kWh
FY 2008-2009 to 2010-2011, By Quarter**



It is important to note that, due to a provision of Proposition C (2011), the Health Service Board recently approved a change in the benefit plan year, from a fiscal plan year to a calendar plan year. With this change, HSS will have two open enrollment periods in calendar year 2012, when historically there has been one open enrollment in a calendar year.

There will be one open enrollment period in April, 2012 (for the six month benefits period of July 1, 2012 to December 31, 2012), and another open enrollment period in October, 2012 (the benefit plan year of January 1, 2013 to December 31, 2013). With these shifts to the timing of open enrollment, HSS anticipates a similar shift in electricity usage will occur, with an anticipated increase in Q1 and Q2 of FY 2012-2013. And, an offsetting decrease in energy consumption in Q3 and Q4 of FY 2012-2013.

Energy Efficiency & Conservation

HSS does not own any buildings. HSS plans to contact SFPUC's Energy Efficiency Services (EES) and request an energy audit, if available to non-city owned buildings. Based on this audit, HSS will determine what measures can be prudently and cost effectively implemented, giving consideration to HSS occupying a non-city-owned facility.

Green Building

Not Applicable to HSS.

Renewable Generation

Not Applicable to HSS.

3a2. Water

Fiscal Year 2010-2011 Water Consumption

There is no water consumption data available to HSS.

Water Efficiency & Conservation

There is no water consumption data available to HSS.

3b. Fleet & Fuel Reduction Measures

HSS has no fleet vehicles.

3b1. Fuel

Fiscal Year 2010-2011 Carbon Footprint from Mobile Combustion of Fuel

HSS has no fleet vehicles.

3b2. Fleet

Healthy Air and Clean Transportation Plan for Fiscal Year 2011-2012

HSS has no fleet vehicles.

Biodiesel Fuel

HSS has no fleet vehicles.

3c. Historical Analysis

HSS utilizes only electricity in one leased, non-city-owned facility. For FY 2010-2011, HSS' energy consumption was exclusively in electricity, with 2.75 metric tons being the total annual carbon footprint for HSS.

As indicated in section 3a1, on page 4, the electricity consumption levels by quarter significantly decreased from FY 2008-2009 to FY 2009-2010, from an average quarterly usage of 62,042 kWh to 44,483 kWh. Then, from FY 2009-2010 to FY 2010-2011 we experienced a slight increase from an average quarterly usage of 44,483 kWh to 46,540 kWh. Overall, HSS experienced a 25.0% decrease in energy consumption when comparing FY 2008-2009 to FY 2010-2011.

4. Other Sustainable Practices

4a. Zero Waste

As of March 21, 2102, HSS has appointed Brian Rodriguez as the Zero Waste Coordinator for our single location at 1145 Market Street, Suite 200, San Francisco, CA 94103.

HSS has committed to the following zero waste actions by December 31, 2012:

Facility Name	Address	Commitment
Health Service System	1145 Market Street, Suite 200	Send e-mail to staff reminding them to sign up for ePayroll, hold training session if needed. Goal 100% participation. An e-mail was sent 04/24/2012 to all HSS employees. Current participation level 20 employees of 39.
Health Service System	1145 Market Street, Suite 200	Set up a site visit with SFE to troubleshoot issues with recycling and composting. To be scheduled in May or June,

		2012.
Health Service System	1145 Market Street, Suite 200	Arrange training handouts and sessions for HSS staff to get a refresher on recycling, and the City's zero waste goals. To be scheduled in June or July, 2012.

Please see **Appendix B** for the "Waste Assessment Questionnaire," that has been completed by HSS.

4b. Transportation Options

HSS has invited the SF Commuter Benefits Program to have an outreach event at HSS offices on May 7, 2102. Currently, 43.6% of departmental employees, or 17 staff members, participate in this Program. HSS' goal is to increase the participation rate to at least 70.0%, or an increase of 10 more employees enrolling in the Commuter Benefit Program by 12/31/2012.

Additionally, HSS has increased participation in webinars and teleconferences over the last six months. HSS plans to increase utilization of technology whenever practical to increase productivity, reduce work related travel and decrease associated CO2e. Per the instructions provided to departments related to the preparation of DepCAP documents, HSS will be contacting DT to request an AT&T teleconferencing bridge to host meetings by phone.

4c. Green Purchasing

HSS purchases very few items outside of health benefits and basic office and computing supplies. For example, being in a leased, non-SF-owned building, HSS is not directly responsible for the selection or purchase of cleaning supplies or replacement light bulbs or fixtures. However, HSS will be holding a training session for staff responsible for those purchases where HSS can make a positive environmental impact.

The results of the Buy Green Score Card, submitted on February 29, 2012, for the Health Service System is attached to this report and can be located in **Appendix C**.

4d. Information Technology

In calendar year 2012, HSS will be fully implementing two of the required IT energy conservation measures, as follows:

1. Labeling all computers with "energy consumption reminder – turn off when not in use."
2. Setting PCs to go into hibernation mode after 20 minutes of inactivity.

The above measures have not been completely implemented due to changes to system back-ups and system updates that need to take place first. HSS plans to work with IT to fully implement these required energy efficiency measures by December 31, 2012. With a total of 72 LCD computer monitors and 50 desktop computers in use at HSS, it is estimated this policy will save 0.30 metric tons of CO2e annually.

In March, 2012, HSS replaced an obsolete IT server with an energy start model, and, IT servers have been virtualized.

Additionally, the implementation of eMerge (PeopleSoft v9.0) in August, 2012 will pave the way for implementation of an online Open Enrollment (OE) process. An online OE process is proposed for FY 2014-2015. This transition would save the printing (paper, ink, energy) and the mailing of approximately 60,000 Benefit Guide booklets.

While HSS would still plan to mail a notification letter related to Open Enrollment, and provide computer kiosks on-site at HSS for members without internet access, it is expected the net savings from an environmental perspective would be over 3.4 metric tons of CO₂ emissions. This savings is equivalent to removing 0.68 passenger vehicles from the road for one year. Since the printing of these open enrollment materials are completed off-site, by a HSS vendor, these CO₂ savings will be realized outside of the City's direct operations.

4e. Carbon Sequestration / Urban Forest

Not applicable to HSS.

5. Community Wide Impact

Over the next year, at a minimum, HSS plans to eliminate 0.20 metric tons of CO₂ emissions just from implementing a basic "Computer Monitors when inactive policy." In FY 2014-2015, HSS anticipates eliminating an additional 3.4 metric tons of CO₂ emissions with the deployment of an online open enrollment process. Combined, these efforts translate to removing 0.71 passenger vehicles from the road for one year.

Appendices

- Appendix A: Health Service System Organization Chart
- Appendix B: Waste Assessment Questionnaire
- Appendix C: SF Departmental Buy Green Score Card