

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place
Room 244
San Francisco, CA 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

MEMORANDUM

Date: June 15, 2018
To: The Honorable Members, Board of Supervisors
From: *ABC* Angela Calvillo, Clerk of the Board
Subject: Food Security Task Force

Board of Supervisors Rules of Order 2.21 establishes certain criteria that must be included in legislation creating and establishing, or reauthorizing, new bodies (boards/commissions/task forces/advisory bodies) and requires the Clerk of the Board to advise the Board on certain matters. In order to fulfill these requirements, the following is provided:

File No. 180521 Administrative, Health Codes - Food Security Task Force

The proposed Ordinance will change the code authority from the Health Code to the Administrative Code, add five additional members, authorize department heads to appoint a representative, and extend the sunset date to July 1, 2021.

- Does a current body address the same or similar subject matter?

No, there are no other current bodies that address the same or similar subject matter.

- Language requiring the body to meet at least once every four months

Administrative Code, Section 5.10-1(d), requires the Task Force to meet at least once every four months.

- Language indicating members serve at the pleasure of the appointing authority

Administrative Code, Section 5.10-1(b), indicates that each member serves at the pleasure of their respective appointing authority.



- Language establishing attendance requirements

Administrative Code, Section 5.10-1(b), provides that members representing a community-based organization who fail to attend at least three meetings in a six-month period - without prior approval - shall be deemed to have resigned ten days after the third unapproved absence.

- Number of seats and qualifications

If the legislation passes, the Task Force shall consist of 20 members appointed by varying authorities, as follows:

- Seat 1) Employee of the Department of Human Services, appointed by the Executive Director of the Human Services Agency.*
- Seat 2) Employee of the Department of Public Health - Nutrition Services, appointed by the Director of Health.*
- Seat 3) Employee of the Department of Aging and Adult Services, appointed by the Executive Director of the Human Services Agency.*
- Seat 4) Employee of the Department of Public Health - Food Security, appointed by the Director of Health.*
- Seat 5) Employee of the Department of Children, Youth and Their Families, appointed by the Director of the Department of Children, Youth and Their Families.*
- Seat 6) Employee of the Department of Homelessness and Supportive Housing, appointed by the Director of the Department of Homelessness and Supportive Housing.*
- Seat 7) Employee of the Recreation and Park Department's Urban Agriculture Program, appointed by the General Manager of the Recreation and Park Department.*
- Seat 8) Appointee of the San Francisco Unified School District.*
- Seats 9-19) Representatives of community-based organizations that provide nutritional support and increase the food security of San Francisco residents, nominated by the Task Force and appointed by the Board of Supervisors.*
- Seat 20) Member of the public, nominated by the Task Force and appointed by the Board of Supervisors.*

- Term limits (i.e., commencement date? staggered terms?)

City Department and School District representatives are assumed to serve by virtue of their office. Community-based organization representatives do not have term limits indicated because the intent is for the members to serve the life of the Task Force.



- Administering department

Administrative Code, Section 5.10-1(c), states the Department of Public Health shall provide clerical assistance and logistical support to the Task Force and its committees.

- Reporting requirements

The Task Force shall prepare an annual assessment of the state of hunger and food insecurity in San Francisco, with recommendations for funding, programs, and policy.

- Sunset date

The Task Force is set to sunset on July 1, 2018, and this Ordinance extends the sunset date to July 1, 2021.