


BOARD of SUPERVISORS



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MEMORANDUM

Date: March 17, 2022
To: The Honorable Members, Board of Supervisors
From:  Angela Calvillo, Clerk of the Board
Subject: Administrative Code - Shelter Grievance Advisory Committee and Shelter Grievance Policy

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. 220090 Administrative Code - Shelter Grievance Advisory Committee and Shelter Grievance Policy

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

No. There are no other bodies that address similar subjects.

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

Yes. Page 4, Lines 1-2, entitled "SEC. 5.36-5. MEETINGS AND PROCEDURES" states "The Grievance Committee shall meet at least once each quarter."

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

Yes. Page 2, Lines 21-23, entitled "SEC. 5.36-3. ORGANIZATION AND TERMS OF OFFICE" states "Each member in Seats 1 through 12 shall serve at the pleasure of the member's appointing authority for a term of four years."

There are 13 seats on the proposed Grievance Committee. As stated on Page 2, Line 19, "Seat 13 shall be held by an employee of the Department of Public Health."



- Language establishing attendance requirements?

Yes. Page 3, Lines 4-7, entitled "SEC. 5.36-3. ORGANIZATION AND TERMS OF OFFICE" states "Any member in Seats 1 through 12 who misses three regular meetings of the Grievance Committee without the express approval of the Grievance Committee at or before each missed meeting shall be deemed to have resigned from the Grievance Committee 10 days after the third unapproved absence. The Grievance Committee shall inform the appointing authority of the resignation."

- Number of seats and qualifications?

There are a total of 13 seats. Page 2, Lines 1-19, entitled "SEC. 5.36-2. MEMBERSHIP" states:

The Grievance Committee shall be comprised of 13 members. Seats 1 through 12 shall be appointed by the Local Homeless Coordinating Board, established under Article XXXI of Chapter 5 of the Administrative Code, and Seat 13 shall be appointed by the Director of Health, as follows:

(a) Seats 1 through 4 shall each be held by a current or previous consumer of City temporary shelter services in one or more of the following temporary shelter service categories: family shelters, youth shelters, single adult shelters, navigation centers, or alternative shelter services (including, by way of example but not limitation, tiny houses, safe sleeping sites, or recreational vehicle (RV) sites).

(b) Seats 5 through 8 shall each be held by persons who represent organizations or projects providing one or more of the following shelter services in the City: family shelters, youth shelters, single adult shelters, navigation centers, or alternative shelter services (including, by way of example but not limitation, tiny houses, safe sleeping sites, or recreational vehicle (RV) sites).

(c) Seats 9 and 10 shall be held by persons who represent organizations or projects providing shelter client advocate services in the City.

(d) Seat 11 shall be held by a person serving as arbitrator of shelter grievances under the Shelter Grievance Policy, as described in Article XVIII of Chapter 20 of the Administrative Code.

(e) Seat 12 shall be held by any City resident with a demonstrated commitment to temporary shelter services.

(f) Seat 13 shall be held by an employee of the Department of Public Health.

