

File No. 111072

Committee Item No. 3

Board Item No. 9

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Rules

Date 10/20/11

Board of Supervisors Meeting

Date 11/1/11

#### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget Analyst Report
- Legislative Analyst Report
- Youth Commission Report
- Introduction Form (for hearings)
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Award Letter
- Application
- Public Correspondence

#### OTHER

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<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Linda Wong

Date 10/14/11

Completed by: Alisa Miller

Date 10/25/11

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

1 [Appointments, Shelter Monitoring Committee - Simon Martinez, Deborah Muise, and Ramon  
2 [Lacayo]

3 **Motion appointing Simon Martinez, Deborah Muise, and Ramon Lacayo, terms ending**  
4 **November 23, 2012, to the Shelter Monitoring Committee.**

5  
6 MOVED, That the Board of Supervisors of the City and County of San Francisco does  
7 hereby appoint the hereinafter designated persons to serve as members of the Shelter  
8 Monitoring Committee, pursuant to the provisions of Ordinance No. 283-04 and Article XII of  
9 Article 20 of the San Francisco Administrative Code, for the terms specified:

10 Simon Martinez, seat 1, succeeding Rita Lark, resigned, must be homeless or formerly  
11 homeless within the 3 years prior to appointment and living with their homeless child under  
12 age 18, for the unexpired portion of a two-year term ending November 23, 2012.

13 Deborah Muise, seat 3, succeeding Mary Howe, resigned, must have experience  
14 providing direct services to the homeless through a community setting, for the unexpired  
15 portion of a two-year term ending November 23, 2012.

16 Ramon Lacayo (residency requirement waived), seat 4, succeeding Amanda Heier,  
17 term expired, must be selected from a list of candidates that are nominated by community  
18 agencies that provide behavioral health, housing placement, or other services to the  
19 homeless, for the unexpired portion of a two-year term ending November 23, 2012; and, be it

20 FURTHER MOVED, That the Board of Supervisors makes the following findings:

- 21 1. The membership of the Shelter Monitoring Committee has a goal to be  
22 representative of the diversity of the City and County of San Francisco.
- 23 2. Applicant Ramon Lacayo, a new appointee, who is not a resident of San  
24 Francisco, is a person with experience that uniquely qualifies him to serve on  
25 the Shelter Monitoring Committee.

- 1           3.     The Shelter Monitoring Committee has attempted to fill the position, for which  
2           Ramon Lacayo was nominated, with an individual who is a City resident and  
3           who has the specific experience, skills, and qualifications, but has been unable  
4           to do so at this time. The Rules Committee has certified that Ramon Lacayo is  
5           qualified to serve on the Shelter Monitoring Committee.
- 6           4.     After exercising due diligence, the Board of Supervisors concludes that there is  
7           no other possible representative, who is a resident of San Francisco and who  
8           has the specific experience, skills, or qualifications possessed by this applicant,  
9           and who is willing to serve on the Shelter Monitoring Committee at this time;  
10          and, be it

11           FURTHER MOVED, That the Board of Supervisors waives the residency requirement  
12          for Ramon Lacayo, as allowed in cases where no qualified City resident, willing to serve, can  
13          be found, pursuant to Section 4.101 of the City Charter that requires person(s) appointed to  
14          boards, commissions, and advisory bodies established by legislative act of the Board of  
15          Supervisors to be resident(s) of the City and County of San Francisco.



**Board of Supervisors  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 244  
(415) 554-5184 FAX (415) 554-7714**

**Application for Boards, Commissions and Committees**

Application for Appointment to: Shelter Monitoring Committee Seat 1  
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable):

Name: Ferebee, Lamont Deangelo

Home Address: Polk st

Home Phone: 415 / Occupation:

Work Phone: message line Employer:

Business Address:

Business E-Mail:

Home E-Mail: Hotmail.com

Check All That Apply:

A citizen of the United States.  At least 18 years old on or before Election Day.

Not in prison or on parole for a felony conviction

A resident of San Francisco  Yes:  No: (Place of Residence):

Please state your qualifications (attach supplemental sheet if necessary)

Education:

Business and/or professional experience:

Civic Activities:

Ethnicity: (optional)

Sex: (optional)  M  F

Have you attended any meetings of the Board/Commission to which you wish appointment?  Yes  No

For appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made.

(Applications must be received 10 days before the scheduled hearing.)

(Please Note: Once Completed, this form, including all attachments, become public record)

Date: 5/31/2011 Applicant's Signature: (required) [Signature]

Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:

Appointed to Seat #: \_\_\_\_\_ Term Expires: \_\_\_\_\_ Date Seat was Vacated: \_\_\_\_\_

RECEIVED SUPERVISORS  
 BOARD OF SUPERVISORS  
 SAN FRANCISCO  
 2011 MAY 31 AM 11:31

# Lamont-Deangelo Ferebee

San Francisco, California 94103;

@Hotmail.com; 415-

## Profile

- Thirteen years experience as a professional, senior-level manager
- Goal-oriented with strong leadership and teaching capabilities.
- Organized, highly motivated, and detailed-directed problem solver.
- proven ability to work in unison with a peak staff of eighty-two, volunteers, and a board of directors

## Employment Customer Service Advisor, *Petco Supplies Inc.*

February 2009 – May 2011 in Multiple Locations Nationally

- Advised pet parents on healthy diets for their pets
- Promoted an "adopt first" philosophy with all customers
- Collected donations for the Petco Foundation
- Handled various retail responsibilities

## Airport Sales Agent, *Continental Airlines*

February 2006 – July 2006 in Newark, New Jersey

- Provided assistance to the traveling public in the airport terminals
- Received and directed incoming calls, greeted and directed customers
- Prepared tickets, determined fares, and routing options
- Staffed the ticket counter, boarding gates, and baggage service area

## President/Chief Executive Officer; *Ferebee Entertainment Inc.*

June 1995 – March 2009 in Norfolk, Virginia & Philadelphia, Pennsylvania

- Conferred with company officials to plan business objectives, to develop organizational policies, coordinate operations between departments and to establish responsibilities and procedures for attaining objectives
- Reviewed activity reports and financial statements to determine profit and loss status in attaining objectives.
- Managed affairs of entertainers by participating in negotiations with agents and others concerning business matters affecting clients' interest.
- Promoted record sales by personal appearances and contacts with broadcasting personalities.
- Prepared special material for new acts to advance client's career.

## Education

- English/Education Major, Norfolk State University; Norfolk, VA
- Publicity Agent Intern, Depasse Entertainment, Inc; Los Angeles, CA



Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
(415) 554-5184 FAX (415) 554-7714

Application for Boards, Commissions and Committees

Application for Appointment to: Shelter Monitoring Committee
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): 1, 3, & 4

District:

Name: Christian Wilcox

Home Address: Ashbury #6, San Francisco, CA

Zip: 94117

Home Phone: 415

Occupation: System Navigator

Work Phone:

Employer: The San Francisco Study Center

Business Address: 1380 Howard St., San Francisco, CA

Zip: 94103

Business E-Mail: christian.wilcox@sfdph.org

Home E-Mail:

Check All That Apply:

A citizen of the United States. [X] At least 18 years old on or before Election Day. [X]

Not in prison or on parole for a felony conviction [X]

A resident of San Francisco [X] Yes: [ ] No: (Place of Residence):

Please state your qualifications (attach supplemental sheet if necessary)

I have been homeless within the past three years. I have joint custody of my 8-year-old son who lives with me periodically through the year; in my current position, I refer homeless clients and mental health clients to services.

Education:

High school diploma and on-going training in social services

Business and/or professional experience:

Over the past year, I have worked in referring clients to services; facilitating groups; and received numerous trainings from conflict resolution to motivational interviewing.

Civic Activities:

I am a volunteer at TAY, Transitional Age Youth, and with Pathways to Discovery. I work with young people to build social and life skills. I work with Juvenile Corrections and share my story to encourage youth to make better life choices.

Ethnicity: (optional) white

Sex: (optional) [X] M [ ] F

Have you attended any meetings of the Board/Commission to which you wish appointment? [ ] Yes [X] No

For appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made. (Applications must be received 10 days before the scheduled hearing.)

(Please Note: Once Completed, this form, including all attachments, become public records)

Date: 9-26-11 Applicant's Signature: (required)

Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:

Appointed to Seat #: Term Expires: Date Seat was Vacated:

09/26/2011 13:46 FAX 4152553626

SFBHAD

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**City and County of San Francisco  
Department of Public Health**

**Community Behavioral Health Services**

1380 Howard Street, Room 400.  
San Francisco, CA 94103  
(415) 255-3500  
(415) 255-3529 FAX  
(415) 255-3745 TDD



September 26, 2011,

To Whom It May Concern:

This letter is in reference to Christian Wilcox. I have known Mr. Wilcox for nearly 17 years. In that time, I have seen him struggle with the polysubstance use and abuse that eventually lead to his long term incarceration and previous homelessness. In the time since his release, Mr. Wilcox has expressed a desire to rehabilitate himself and became engaged in providing help to other. Mr. Wilcox has gone on to become employed by the San Francisco Study Center since June 2010 where he directs clients seeking treatment and provides group support to those who are struggling with addiction, mental health issues and are frequently homeless.

As a person who has seen Mr. Wilcox make considerable progress towards his goals, I feel it would be an asset to the City and County of San Francisco to have Mr. Wilcox become part of the Shelter Monitoring Committee.

If you have any questions, please feel free to contact me at (415) 255-3736.

Tracey Helton

A handwritten signature in black ink, appearing to read 'Tracey Helton', written over a horizontal line.

Consumer Employment Manager  
Community Behavioral Health Services

09/26/2011 13:30 FAX 4152553629

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001/002



Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
(415) 554-5184 FAX (415) 554-7714

Application for Boards, Commissions and Committees

Application for Appointment to: Shelter Monitoring Committee
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): 1,3 & 4 District:

Name: Simon Guity Martinez

Home Address: Madrid Street Zip: 94112

Home Phone: 510 Occupation: Student and Interpreter

Work Phone: Employer: Study Center of SF

Business Address: 1380 Howard Street Zip: 94103

Business E-Mail: Home E-Mail @gmail.com

Check All That Apply:

- A citizen of the United States. [X] At least 18 years old on or before Election Day. [X]
Not in prison or on parole for a felony conviction. [X]
A resident of San Francisco [X] Yes: [ ] No: (Place of Residence):

Please state your qualifications (attach supplemental sheet if necessary)

As an immigrant and a father of two, I have experienced homeless and overcome it with services and support from family friends. I want an opportunity to participate in a body that makes recommendations about the shelter system.

Education:

Computer Technician, Mental Health Student and Psychology

Business and/or professional experience:

Interpreter, Translator, Graphic Design, Event Planner

Civic Activities:

Food Pantry (NYC), HIV advocate (NYC), and Mental Health Services advocate and peer counselor

Ethnicity: (optional) Sex: (optional) [X] M [ ] F

Have you attended any meetings of the Board/Commission to which you wish appointment? [X] Yes [ ] No

For appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made.
(Applications must be received 10 days before the scheduled hearing.)
(Please Note: Once Completed, this form, including all attachments, become public record.)

Date: 09-26-2011 Applicant's Signature: (required) [Signature]

FOR OFFICE USE ONLY:
Appointed to Seat #: Term Expires: Date Seat was Vacated:



09/26/2011 13:30 FAX 4152553628

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002/002

**Simon Guity**1479 Fruitvale Ave. Suite: 107  
Oakland, CA. 94601

E-mail: \_\_\_\_\_@gmail.com

Mobile: 510 \_\_\_\_\_

Teambuilding with Leadership

**Objective:** To obtain a position utilizing my vast knowledge and expertise in the field of Computer Technology, Social Networking and Counseling to implement and promote programs designed to address the needs of low-income and underserved communities.

**Profile:** Over eight years of experience developing programs and social services for communities facing multiple challenges related to immigration, lack of access to educational opportunities, and trauma resulting from cycles of poverty, violence and addiction.

**Employment:**

- 2009-Present      Mental Health Services Act Community Project - CIIS      San Francisco  
**Project Consultant – MHSa Project California Institute of Integral Studies**
- Implement programs designed to increase community awareness of services
  - Create marketing materials for distribution among CBOs and Non-Profits in San Francisco
  - Implement programming designed to outreach to POC, C-FM and LGBTQ
  - Provide translation services in Spanish for monolingual and marginally bilingual clients
- 2003-Present      Crown Master Technology      CA - NY  
**PC & Mac Hardware/Network Technician**
- Maintain and solicit clientele to expand service database, manage receipts and record keeping of expenses and fees. Perform all tasks related to diagnostic process and repair to Desktops and Laptops as well as custom building PC Towers as requested by clients.
  - Install and upgrade PC components—hardware and software. Coordinate wiring for various LAN projects. Troubleshoot problems down to the component level.
- 2006-2007      Latin Quarter Night Club      New York, NY  
**Event Planning and Promotion**
- Booking Bands & Artists, Security Organization – Indoor/Outdoor Patrol
  - Event setup and Promotion
- 2002-2003      United Nation of Honduras      New York, NY  
**Translator & Interpreter**
- Interpreting non English speakers questions and problem solving issues related to immigration
  - Translating documents in Spanish or English
- 1999-2001      Arriba Juntos Community Center      San Francisco, CA  
**Computer & Social Program Instructor**
- Provided classroom instruction in Basic MS Word, MS Excel, and Internet Navigation
  - Instructed participants in Basic Computer Maintenance/Repair and Troubleshooting

**Education**

- City College      San Francisco, 2010  
**Construction Administration Certification**
- General Accounting, Quick Books Pro,
  - Microsoft Office Application: Word, Excel, Access, PowerPoint
- Latin Technology Institute      New York, 2006-2007  
**Certification in 2274 Managing & Maintaining Microsoft Windows Server 2003 Environment**
- Router Setup WAN & LAN Networking, Wireless Network,
  - Basic Telecommunications
- Un-Real Graphics Institute      New York, 1996-1998  
**Certification in Web Design, Coordination and Graphics**
- Basic Adobe Photoshop - Corel Draw
  - Front Page - Page Maker

**Languages:** English and Spanish**REFERENCES:** Available Upon Request

10/05/2011 14:24 FAX 415255362

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City & County of San Francisco  
San Francisco Department of Public Health  
Community Behavioral Health Services



**Peer Support Internship Program**  
**With us, we can**

Cultural Competence and Client Relations  
Wanetta Davis, Peer Internship Coordinator  
1380 Howard Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94103  
(415) 255-3729 Fax (415) 252-3079

October 5, 2011

Linda Wong, Clerk  
Rules Committee  
City Hall, Room 244  
San Francisco, CA 94102

*Re: Appointment of Simon Martinez to the Shelter Monitoring Committee*

Dear Ms. Wong,

Please allow this letter to serve as my recommendation for Simon Martinez to the Shelter Monitoring Committee.

I am the Peer Internship Coordinator for Community Behavioral Health Services' Cultural Competency Unit. It is this position that I came to work with Mr. Martinez, who has been working with Study Center and our unit for the past eight months. As Garifuna Spanish-speaker, Mr. Martinez has been asset to our organization as we develop trainings for mental health consumers, a large portion who are homeless or formerly homeless, to re-enter the job market. He has used his own story as a father, immigrant, and non-native English speaker to motivate peers to work towards their own employment goals. He has acted as the lead contact for special projects, including community events that discuss race and public policy. For the past few months, he has been working as an as-needed interpreter for the Shelter Monitoring Committee. With this varied experience, he would be an asset to the Committee and to the City and County of San Francisco.

If you have questions, please feel free to call me at the above number.

Thank you.

Wanetta Davis



Board of Supervisors  
 City and County of San Francisco  
 1 Dr. Carlton B. Goodlett Place, Room 244  
 (415) 554-5184 FAX (415) 554-7714

Application for Boards, Commissions and Committees

Application for Appointment to: SHELTER MONITORING COMMITTEE  
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): # 3

District:

Name: JOSE L MASTACHE

Home Address: FAIRMOUNT AVE #105 OAKLAND CA. Zip: 94611

Home Phone: (510) Occupation:

Work Phone: Employer:

Business Address:

Zip:

Business E-Mail:

Home E-Mail:

Check All That Apply:

A citizen of the United States. YES At least 18 years old on or before Election Day. YES

Not in prison or on parole for a felony conviction NONE

A resident of San Francisco Yes: No: (Place of Residence): OAKLAND CA.

Please state your qualifications (attach supplemental sheet if necessary)

Qualification's SHEET IS attached.

Education:

Business and/or professional experience:

Civic Activities:

Ethnicity: (optional) Hispanic

Sex: (optional) (M) F

Have you attended any meetings of the Board/Commission to which you wish appointment? (Yes) No

or appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made. Applications must be received 10 days before the scheduled hearing.)

Please Note: Once Completed, this form, including all attachments, become public record)

Date: 06-15-2011 Applicant's Signature: (required) [Signature]

Note: Your application will be retained for one year.

OFFICE USE ONLY:

Appointed to Seat #: \_\_\_\_\_ Term Expires: \_\_\_\_\_ Date Seat was Vacated: \_\_\_\_\_

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## Jose L. Mastache qualifications SHEET.

Being homeless in the city of San Francisco and in Oakland has given me the experience of dealing with the every day's struggles of not having a place to sleep as well as going without food.

All this experience has also given me the strength to overcome with the acceptanceless and the loss of people I thought were my friends. But with the help of organizations that help people like me my life has turned around significantly.

I'm now happy that I am giving a little back to the community by volunteering at the Coalition of Homelessness in San Francisco this way I can give someone the hope of a better opportunity of quality of life.

# Jose Luis Mastache

— Bancroft Avenue • Oakland, CA 94601 • (510) — • — @att.net

---

## Sales Representative / Customer Service Representative

### PROFESSIONAL PROFILE

Fifteen years experience working in high customer contact positions in direct sales and sales support. Trained in territory management for both English and Hispanic market, selling health and beauty supplies directly to small business owners. Represented numerous brands including: Joico, L'oreal, Clairol, American Crew, Tigi, Wella, ISO, Alphaparf, Aloxxi and others. Excellent relationship management skills, able to cultivate new leads and retain loyal customer base.

### RELEVANT SKILLS AND ACCOMPLISHMENTS

#### SALES & MARKETING

##### • Prospecting • Sales Accounting • Training

- Training – New employees on procedures and products according to guidelines
- Supervision – Monitored sales staff for outcomes and sales goals
- Prospecting – Developed new leads and territories for business growth
- Record Keeping – Maintained account profiles and contact spreadsheets

#### RELATIONSHIP MANAGEMENT

##### CRM • Enterprise Marketing • Social Marketing • Cross Selling

- Customer Relationship Management – tracked customer interactions
- Cross Selling – Introduced new products to Hispanic personal grooming market
- Enterprise Marketing – Launched marketing campaigns tied to cultural affinity groups: Latino Expo, “La Belleza Latina” and others.
- Social marketing – Utilized social marketing sites such as Twitter and LinkedIn to generate new relationships and create marketing strategies.

#### PRODUCT KNOWLEDGE

##### Scheduling Product Introductions • Product Awareness • Product Testing

- Education – Attended seminars and training session for hair and skin product launches.
- Product Awareness – Formally trained in hair chemical processing and coloring.
- Testing – Tested new hair product on self, sales and support staff

### PROFESSIONAL EXPERIENCE

- 2008– Present    **Sales Representative • Beauty System Group** Benicia, CA  
Lead Sales Representative in Northern California territory for professional salon grade products. Introduced skin, hair and beauty products to niche and general consumer market.
- 2007 – 2008    **Sales Representative • Ron Wilson & Associates**, Minden, NV  
Represented product line to Hispanic market in SF Bay. Introduced new hair color product line Aloxxi designed for Hispanic hair color needs. Traveled throughout Bay Area region encompassing 20k miles annually.
- 1995 – 2007    **Lead Sales Representative • Nova Salon Systems**, Campbell, CA  
Lead Sales Rep for Southern California territory covering Santa Barbara to El Segundo. Represented hair and skin care product line. Introduced new products annually, trained junior sales team monitored team performance. Developed marketing strategies for niche Latin market.

### EDUCATION & TRAINING

Coursework in ESL, General Business Studies, *Santa Barbara City College*, Santa Barbara, CA  
Cosmetology Studies, *Laney College*, Oakland, CA

### AWARDS

Awarded Highest Sales in Professional Appliances, Ron Wilson & Associates, 2008  
Awarded Outstanding Achievement in New Accounts, Nova Systems, 2007

11/19/2010 11:58 FAX 415255362

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11/9/2010 12:31 4152822826

DOLORES STREET 11

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Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, California 94102-4689
(415) 554-5184 FAX (415) 554-7714

Application For Boards, Commissions and Committees

Application for Appointment to:

Shelter Monitoring Committee
Name of Board, Commission, Committee, or Task Force

Committee

Seat # or Category (if Applicable): # 7, 2, 3

Enter your name, mailing address and daytime telephone number in the spaces provided. Because this form is a document available for public review, you may list your business/office address, telephone number and e-mail address in lieu of personal contact information.

Do you authorize release of your private/personal information? [ ] yes [ ] no

Print Name: Louise Polley

Home Address:

Home Phone: 415

Work Phone: Employer:

Business Address: 1125 MON STREET

E-Mail Address: @gmail.com Fax #:

Zip 94110

Zip: 94110

Are you a United States citizen? [X] Yes [ ] No (Citizenship is a mandatory requirement for appointments)
Have you ever been convicted of a felony in this state, or convicted of any offenses which, if committed in this state, would be a felony? [ ] Yes [X] No. (If yes, please attach a statement describing the offense(s) for which you have been convicted, the date of those conviction(s), and the court(s) that convicted you.)

Education: Syracuse College

Business and/or professional experience: Social Work, Community organizing

Civic Activities:

Other Personal Information: (optional) NA

Ethnicity: (optional) N/A Sex: (optional) [ ] M [X] F

Have you attended any meetings of the Board/Commission to which you wish appointment? [X] Yes [ ] No
Would you be able to attend night meetings? Day meetings? Either

For appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made. (Applications must be received 10 days before the scheduled hearing.)

Date: 11/19/10 Applicant's Signature: (required) [Signature]

FOR OFFICE USE ONLY:

Appointed to Seat #: Term Expires: Date Seat was Vacated:

Classification/Office/Forms/Commission Application 06/0: 18

11/19/2010 11:58 FAX 415255382

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DOLORES STREET !!

PAGE 05/05



# DOLORES STREET COMMUNITY SERVICES

938 Valencia Street San Francisco, CA 94110

11/18/2010

I am writing in order to recommend Linda Pettye for a position on the Shelter Monitoring Committee.

I have known Linda Pettye for one year as a participant in the Mission SRO Collaborative's Peer Outreach Program tenant leadership program, from January 2010. During this time Linda has continuously shown enthusiasm, interest, and dedication in the work of advocating and supporting tenants living in SRO hotels in the Mission District. She proved to be extremely reliable and punctual, and her understanding of tenant/landlord law has made her an asset to our project and pivotal in achieving our goals.

During her time in the program she participated in bi-weekly meetings, two hours of direct outreach in the hotels per week, and regular one-on-one meetings with me. In addition, Linda worked with us to begin a new program with the Women's Community Clinic to outreach to women who live in SRO's, many who go back and forth between hotels, shelters and the street, in order to connect them to services and improve their quality of life in the hotels. Linda is extremely approachable, clear, and thorough, and is well trained in both monitoring unsafe conditions in hotels and connecting people to appropriate services. She is also a great public speaker and has given numerous presentations on our behalf.

I am sure that Linda would be an asset to the Shelter Monitoring Committee. She is more than qualified to do inspections of shelters and give helpful feedback at monthly meetings. She is extremely pleasant to work with, and will be clear about the conditions which she sees and what she thinks needs to be accomplished. I strongly recommend Linda Pettye for Shelter Monitoring Committee position.

Please don't hesitate to contact me with any further questions. I can be reached at (415) 282-6209 x19 or alternatively at [kendra@dscs.org](mailto:kendra@dscs.org).

Sincerely,

Kendra Froshman  
Outreach Coordinator  
Dolores Street Community Services/Mission SRO Collaborative  
938 Valencia SF, CA 94110

Richard M. Cohen Residence \* Dolores Housing Program at Valencia Community Center  
phone 415-282-6209 & fax 415-282-2826

[www.dscs.org](http://www.dscs.org)

11/19/2010 11:58 FAX 415255362\

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11/19/2010 12:31 4152822826

DOLORES STREET 11

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### Statement of Qualifications

I would like to submit my application for appointment for committee membership on the Sheltering Monitoring Committee.

I believe I am best qualified to serve because of my previous work history and life experiences. I have known homelessness first hand and understand the tenacity involved to avoid the ever present stigma placed upon said group. I have used my time being homeless as a way to become involved learning the ways of the system and am able to convey information to those in policy making positions to become more aware of the real issues.

My previous work as a shelter advocate gives me a nuanced approach to the shelter system. I worked directly with clients and had built a reputation as a force to be reckoned with.

I am currently involved as a POP Intern for the Mission SRO Collaborative. I work directly with formerly homeless clients teaching tenants rights. I also engage clients in ways to become self empowered and to move forward, leaving homelessness a memory of the past.

I thank you in advance for a chance to participate in this process.

Linda Pettye





**Board of Supervisors  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 244  
(415) 554-5184 FAX (415) 554-7714**

**Print Application**

**Application for Boards, Commissions and Committees**

Application for Appointment to: Shelter monitoring committee  
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): 2/3/4

Name: Charles Potts  
Home Address: P.O. Box Zip: 94164  
Home Phone: 415- Occupation:  
Work Phone:

Business Address: Zip:

Check All That Apply:  
A citizen of the United States.  At least 18 years old on or before Election Day.   
Not in prison or on parole for a felony conviction   
A resident of San Francisco  Yes:  No: (Place of Residence):

Please state your qualifications (attach supplemental sheet if necessary)  
see attached document

Education: CEO

Business and/or professional experience:

Civic Activities:

Ethnicity: (optional) Sex (optional) M  F

Have you attended any meetings of the Board/Commission to which you wish appointment?  Yes  No

For appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made. (Applications must be received 10 days before the scheduled hearing.)

(Please Note: Once completed, this form, including all attachments, becomes public record)

Date: \_\_\_\_\_ Applicant's Signature: (required) \_\_\_\_\_  
*Please Note: Your application will be retained for one year.*

**R OFFICE USE ONLY:**  
Appointed to Seat #: \_\_\_\_\_ Term Expires: \_\_\_\_\_ Date Seat was Vacated: \_\_\_\_\_

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2010 NOV 22 AM 10:20  
BY RC

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2010 FEB -7 PM 4:23

BY AK

To San Francisco rules committee

I Charles Pitts am submitting  
two extra Letters ( see attached documents )  
recommending my appointment to  
the shelter monitoring committee

Thank you  
Charles Pitts

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2011 FEB 25 PM 4:55

BY AK

February 24, 2011

San Francisco Board of Supervisors  
1 Dr. Carlton B. Goodlett Place  
City Hall, Room 244  
San Francisco, CA 94102-4689

Dear Supervisors:

We, the undersigned individual members of the San Francisco Local Homeless Coordinating Board, endorse Charles Pitts for the Shelter Monitoring Committee.

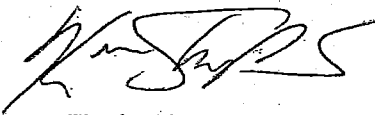
Mr. Pitts has demonstrated tremendous passion and consistency in his advocacy for the homeless community in this City and for those who utilize the shelter system. He attends many of the Shelter Monitoring Committee meetings currently, and he has often contributed insightful and sensitive input to improve its ability to serve shelter clients.

Mr. Pitts has also attended the Local Homeless Coordinating Board meetings regularly, offering impassioned suggestions for diligent oversight of all services designated for the homeless and very low-income communities. Mr. Pitts has utilized some of those services himself, so he is able to contribute a personal account of the system's effectiveness and areas of needed improvement.

It is our belief that the shelter system is made better and more reliable because Mr. Pitts cares deeply about the welfare of special needs communities in the City. The combination of empirical knowledge and experience will be a potent combination in improving services in our shelters.

We recommend that you elect Mr. Pitts as a BOS appointed member of the Shelter Monitoring Committee, and we look forward to working with him in that capacity in the future.

Sincerely,



Kevin Sharps



Laura Guzman



POOR MAGAZINE/PNN

"Registering poverty through media, education and art"

— 16<sup>th</sup> St. #301, San Francisco, CA 94103

Phone: (415) — & (415) 863-6306

E-mail: [deeandtiny@poormagazine.org](mailto:deeandtiny@poormagazine.org)

URL: [www.poormagazine.org](http://www.poormagazine.org)

February 7, 2011

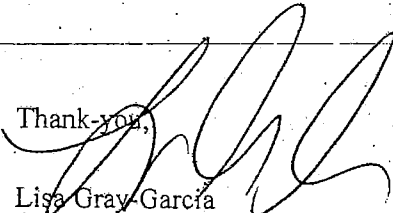
To Whom it May Concern

This letter will serve as a nomination of Charles Pitts, by the family and membership of POOR Magazine for a seat on the SF Shelter Monitoring Committee.

This nomination was based on Mr. Pitts poverty scholarship and experience as a shelter resident in many shelters in San Francisco and was finalized on February 4, 2011

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Thank-you,



Lisa Gray Garcia

Co-madre and Co-editor

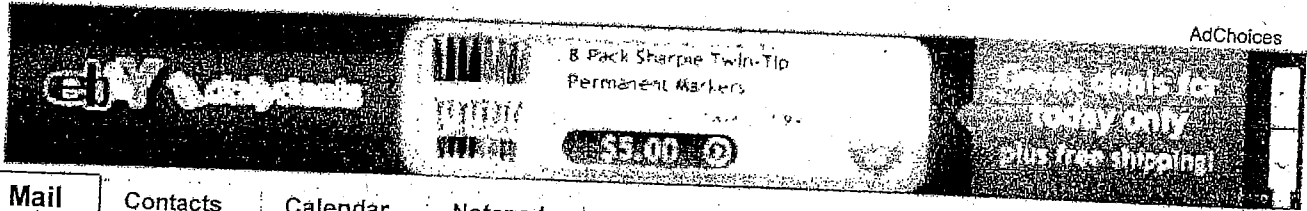
POOR Magazine/Prensa POBRE

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Hi, CHARLES Sign Out All-New Mail Help

Make Y! My Homepage

Search



Mail Contacts Calendar Notepad

What's New? Mobile Mail Options

Check Mail New

Who's searching you Find Out

Previous | Next | Back to Messages

Mark as Unread | Print

Delete Reply Forward Spam Move...

Folders

- Inbox (12255)
- Drafts (94)
- Sent
- Spam (23) [Empty]
- Trash [Empty]

My Photos My Attachments

Chat & Mobile Text

I am Offline

[homelessvillage] My letter of recommendation for Charles, position Shelter Monitoring Committee

Thursday, February 3, 2011 10:45 PM

From: "mesha" <Iolmisha@cs.com>  
To: homelessvillage@yahoogroups.com

This is a letter of recommendation for Mr. Charles Pitts, as a qualified and dedicated candidate on the SF Shelter Monitoring Committee.

I have worked in a professional capacity with Mr. Pitts for the past 2 years, at which time he was Homeless in our city.

Mr. Pitts moderates a well documented social network site at <http://www.groups.yahoo.com/group/HomelessVillage/> that focuses on the issue of Homelessness at our local level and nationwide.

During the course of our professional relationship, I have found Mr. Pitts to be very committed, as part of the core staff of Poor Magazine, as well as a longstanding Homeless Advocate, and proficient around the dynamics of grassroots-based activism.

Mr. Pitts is also consistently reliable, demonstrates good organizational skills, and shines in the area of creative & critical thinking.

Please feel free to verify the source of this recommendation by calling me at 415-595-8251, or send me a message in my private box on Facebook under "La Mesha Irizarry" (the account that is fully operational has my picture over a green background on its homepage)

Cordially,  
mesha Monge-Irizarry

Reply to sender | Reply to group | Reply via web post | Start a New Topic  
Messages in this topic (1)

RECENT ACTIVITY:  
Visit Your Group

YAHOO! GROUPS

Switch to: Text-Only, Daily Digest • Unsubscribe • Terms of Use

# Martin De Porres House of Hospitality

225 Potrero Avenue  
San Francisco, CA 94103  
Telephone (415) 552-0240

10/18/10

To whom it may concern;

Charles Pitts has been volunteering at our soup kitchen for the past year or so. He has been helping us prepare and serve free food to those in need. We try to serve with as much love and kindness as possible. Charles brings positive energy and is thoughtful and discerning about what we do and how we do it. He is very good in relating to our guests many of whom are homeless, many with mental problems, many with substance abuse problems. We are grateful for Charles presence and contribution to our community and the work we do.

Sincerely

*Charles Engelstein*

Charles Engelstein  
Co - Director

what separates me from the other and or most candidates is  
i have attended the shelter monitoring committee meeting  
for the past 3 years consonantly  
i have also attended the local homeless coordinating board meetings  
for the past 3 years  
and the sro task force  
this gives me the understanding that  
we can and should improve many peoples lives with little extra cost

i have familiarized myself with the sunshine ordnance  
and the ordinance creating the shelter monitoring committee  
and it's bylaws

i believe the shelter monitoring committee needs leadership  
that will improve the shelters  
to a level that people can  
help people transition from the streets to a  
living wage self sufficient life style  
from my 3 years experience few have this vision  
and if they do they are doing very little to make these types of changes happen

thanks Charles Pitts

01/06/2011 11:01 FAX 4152553629  
12/31/2010 16:21 FAX

SFBHAD  
FAMILY MORTGAGE/HOME

001/004  
002/005



Board of Supervisors  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 244  
(415) 554-5184 FAX (415) 564-7714

Application for Boards, Commissions and Committees

Application for Appointment to: Shelter Monitoring Committee  
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): Seats 2, 3, 4, 5, 6 District:

Name: Deborah Moise

Home Address: A Gilman Ave, SF, Ca. Zip: 94124

Home Phone: (415) \_\_\_\_\_ Occupation: entrepreneur

Work Phone: \_\_\_\_\_ Employer: Self-employed

Business Address: Same as above Zip:

Business E-Mail: moisedeborah@yahoo.com Home E-Mail: same

Check All That Apply:

A citizen of the United States.  At least 18 years old on or before Election Day.

Not in prison or on parole for a felony conviction

A resident of San Francisco  Yes:  No: (Place of Residence):

① Please state your qualifications (attach supplemental sheet if necessary)

— on attached supplemental sheet —

Education: high school & 1/2 yr. of business college, JVS computer courses (word, excel & power point), also a design class at Baycat

② Business and/or professional experience:

— on attached supplemental sheet —

Civic Activities: 3 yrs. service with Brett Harte school - foodpantry, volunteer at SPCA & also the feral cat program (very active), Community activist, worked 6 elections for the D-10 supervisor campaign & at Mother Brown's - United Council of Human Service  
Ethnicity: (optional) white Sex: (optional)  M  F also MSC-South.

Have you attended any meetings of the Board/Commission to which you wish appointment?  Yes  No

For appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made. (Applications must be received 10 days before the scheduled hearing.) (Please Note: Once Completed, this form, including all attachments, become public record)

Date: 12-29-10 Applicant's Signature: (required) Debi J. Moise  
Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:  
Appointed to Seat #: \_\_\_\_\_ Term Expires: \_\_\_\_\_ Date Seat was Vacated: \_\_\_\_\_

12/04/09



01/06/2011 11:01 FAX 4152553629  
12/31/2010 16:21 FAX

SFBHAC  
FAMILY MORTGAGE/HOME

002/004  
003/005



HH

**HOPE HOUSE**  
Supportive Housing with Customized Employment  
2111 Jennings Street  
San Francisco, CA 94124  
Main Office: (415) 671-1100 Fax: (415) 822-3436



December 30, 2010

Deborah Muise  
1032 Gilman St.  
San Francisco, Ca. 94124

To Whom It May Concern;

I writing this letter on behalf of Deborah Muise who is apply for seats 2,3,4,5 and 6. Ms. Muise has been involved on many panels working with the homeless and other shelter agencies within her community. I believe she will be a great asset to the community net work and bring good information where it is needed. Deborah has received several certifications for her achievements with her community and within the non-profit organizations that help provide services for the underprivileged.

I believe she will be a great candidate for this position because of her interest and knowledge of what goes on in our shelters.

If you need further information please don't hesitate to call me @671-1130

Sincerely,

*Deborah Turner*  
Deborah Turner  
Case Manger Hope House

Cc: Gwendolyn Westbrook, CEO

01/06/2011 11:01 FAX 4152553629

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003/004

1-2/31/2010 16:21 FAX

FAMILY MORTGAGE/HOME

004/005

Deborah Mwise (415)

## Supplemental Sheet

First a little about myself. I was asked to apply for the last vacant seat on the re-entry council. Unfortunately my application got misplaced and I didn't know about it until after the Rules and Regulations Committee had already meet with the applicants. I like to think that I missed the deadline on the above committee because I was supposed to be on this committee.

## ①. Qualifications:

I was homeless for 1 1/2 yrs. and stayed in a shelter some of that time, until I found "Hope House" through Mother Brown's and the United Council of Human Services. Thus I have personal experience with homelessness and sheltered life. I attended Walden House in 2005 (graduated) and later worked at the Neighbourhood House of North Richmond, a drug program for ladies leaving incarceration and waiting for re-entry back into society.

I worked at Ellsworth Cottage which was a boyshome for troubled teens; until it closed.

I have worked at Homeless Connect and have worked at both Mother Brown's and MSC South.

over →

01/06/2011 11:01 FAX 4152553629

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☑ 004/004

12/31/2010 18:21 FAX

FAMILY MORTGAGE/HOME

☑ 005/005

② Experience:

In the last year I have worked tirelessly on several things, AGWEG (Alice Griffith Women Empowerment Group). This was a group of women (8) who came together with a common goal of breaking the cycle of poverty and becoming self-sufficient. I am a founding member and a core member. From this group we branched out and began A.G.I.C. (Alice Griffith Investment Club.) We saw a need for people with bad or no credit and a criminal record to be able to borrow money. Thus A.G.I.C., where we are based on the Drameen Banking System (Micro lending) I am the treasurer and on the executive committee of AGIC. I'm very proud of this work and get a lot of self-satisfaction from my work.

I come to you with many recommendations but the main one I wish to represent is dear to my heart. They are the ones who were there for me in my darkest hours and never gave up on me - they still are a great support system. I am honored to have their nomination. They have many years of helping to feed and house the homeless. I'm speaking of Mother Brown's Kitchen, Hope House and all this under the umbrella of the United Council of Human Services.

09/26/2011 09:28 FAX 4152553629

SFBHAD

001/004



Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
(415) 554-5184 FAX (415) 554-7714

Application for Boards, Commissions and Committees

Application for Appointment to: Shelter Monitoring Committee
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): 3 & 4

District:

Name: Ramon Antonio Lacayo

Home Address: 1 Morgan Ave., San Leandro, CA

Zip: 94577

Home Phone: 510

Occupation: lawyer and currently a training coordinator

Work Phone: 415.871.4822

Employer: The Study Center

Business Address: 1380 Howard St., 2nd Flr., San Francisco, CA

Zip: 94103

Business E-Mail: ramon.lacayo@sfdph.org

Home E-Mail: @gmail.com

Check All That Apply:

A citizen of the United States. [X] At least 18 years old on or before Election Day. [ ]

Not in prison or on parole for a felony conviction [X]

A resident of San Francisco [ ] Yes: [X] No: (Place of Residence): San Leandro

Please state your qualifications (attach supplemental sheet if necessary)

I was a public defender in Nicaragua for one year and worked with the social service system. I was the interpreter for the national baseball team for Amateur Baseball Cup in Holland 2005. I am currently coordinating trainings for providers

Education:

B.A. in Law, Universidad Centroamericana "UCA", Managua, Nicaragua.

Business and/or professional experience:

Volunteer firefighter, October 2009-January 2011; public defender; interpreter

Civic Activities:

Literacy Campaign Director, worked with impoverished Nicaraguan adult to gain the general education degree after working in the community for one year as a volunteer

Ethnicity: (optional) Central American

Sex: (optional) [X] M [ ] F

Have you attended any meetings of the Board/Commission to which you wish appointment? [ ] Yes [X] No

For appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made. (Applications must be received 10 days before the scheduled hearing.)

(Please Note: Once Completed, this form, including all attachments, become public record)

Date: 09/22/2011 Applicant's Signature: (required)

Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:

Appointed to Seat #: Term Expires: Date Seal was Vacated:

09/26/2011 09:28 FAX 4152553629

SFBHAD

002/004

**City and County of San Francisco  
Department of Public Health**



**Community Programs  
Office of Quality Management**

1380 Howard Street  
San Francisco, CA 94103  
(415) 255-3400 PH  
(415) 255-3529 FAX

September 22, 2011

To Whom It May Concern:

It is with pleasure and without hesitation that I write this letter of recommendation for Mr. Ramon Lacayo III.

Mr. Lacayo has been with the Department of Public Health, Community Programs, Training Unit since August of this year. During this time, Ramon has performed a variety of clerical duties that included data entry and processing, working with and serving a culturally diverse population, and assisting in the planning and promotion of training and education. Ramon is also primarily responsible for gathering data and using the Excel program and analyzing written evaluations of participants at numerous trainings, conferences and workshops. He is vital to our Training Unit and assisting the Training Coordinator with on-site support by registering conference attendees and communicating with other services and agencies. He is also responsible for filing documents associated with over four conferences a month. Ramon has superbly performed all the stated tasks and is magnificently working with others in the Training Unit.

Ramon is a hardworking, top-performing professional with dedication to the communities we serve. He is a self-starter and an independent thinker. Above all, Ramon is a colleague with high leadership qualities and would be a great asset to serve on the Shelter Monitoring Committee.

Ramon's attention to detail coupled with his untiring drive to accomplish tasks quickly and without sacrificing quality has been very impressive. Mr. Lacayo will be an outstanding addition to your committee. Should you have any questions, do not hesitate to contact me at 255-3553.

Sincerely,

A handwritten signature in black ink, appearing to read "Norman Aleman", written over a horizontal line.

Norman Aleman  
Training Coordinator  
Office of Quality Management  
Community Programs

09/26/2011 09:28 FAX 4152553629

SFBHAC

003/004

**RAMON A. LACAYO**

— Morgan Ave  
San Leandro, CA. 94577  
(415) 871-4822  
— @gmail.com

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**OBJECTIVE:** Be appointed to the San Francisco Shelter Monitoring Committee

**PROFESSIONAL EXPERIENCE**

**August 2011- Present      Training Support Specialist, Public Service Aide**

City and County of San Francisco, Department of Public Health  
Office of Quality Management

- Assists in allocation of the resources for Community Programs Training Unit
- Assists in purchasing for catering per event
- Coordinates logistical needs at training site
- Provides technical assistance and critical support for the Departmental training activities
- Summarize evaluations of trainings from the participants
- Register participants for training activities
- Continuing Education Units processor

**2010 - August 2011      Personal Consultant**

Consultant Nicaraguan Law  
Managua, Nicaragua

- Register properties in the Public Registration Office and clear the Property's registration history
- Answer the notifications and judge dictations keeping always the benefit of my client as a priority
- Interject petitions of revision of land properties in Managua City Hall
- Counsel clients on registration of property, birth certificates, and family law
- Explain the civil law process in which my clients were involved and interpose civil motions

09/26/2011 09:28 FAX 4152553629

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004/004

**2008 – 2009****Criminal Law Office Intern**

Central American University Law Office  
Managua, Nicaragua

- Public defender on Criminal Trials for impoverished Nicaraguan citizens
- Create and filed criminal accusations according to the Criminal Procedure law
- Negotiated dates with Court secretaries for the audiences and trials of defendants
- Object in trial the injunctive reliefs dictated by the judge that affected the defendant
- Interject reviews of injunctive reliefs when the judge did not approve a trial motion
- Assist the defendant in all the criminal law trial proceedings
- Handled Federal prisoners parole procedure for timely probation release
- Applied Criminal Procedure Law to suspend or reduce the defendant's conviction
- Provided information to clients on how to navigate the system in order to exonerate their crimes according to the Criminal Procedure Law

**2005- 2007 Personal Translator**

English- Spanish Translator  
Managua, Nicaragua

- Translator for coaches and players on the Nicaraguan National Baseball Team
- Performed translations of various types of documents
- Served as the team liaison with English speaking countries

**EDUCATION AND TRAINING**

2006- 2010 Universidad Centroamericana (Central American University)  
Managua, Nicaragua  
Bachelor of Laws

2008 - 2011 Volunteer Firefighters of Nicaragua  
Firefighter Diploma obtained on July 2009

**ORGANIZATIONAL ACTIVITIES**

2004 – 2005 Director of the Literacy Campaign - Nicaragua

San Francisco  
BOARD OF SUPERVISORS

Date Printed: September 29, 2011

Date Established: November 23, 2004

Active

**SHELTER MONITORING COMMITTEE**

**Contact and Address:**

Bernice Casey  
Shelter Monitoring Committee  
1380 Howard Street, 1st Floor  
San Francisco, CA 94103

Phone: (415) 255-3653

Fax: (415) 252-3629

Email: shelter.monitoring@sfgov.org

**Authority:**

Ord. No. 283-04; Article XII of Article 20 of the SF Administrative Code; Ord. No. 150-07.

**Board Qualifications:**

Administrative changes to seats 1 and 2 made for clarification to meet mandated positions in Ordinances 283-04 and 150-07.

The purpose of the Committee is to provide the Mayor, the Board of Supervisors; the Local Homeless Coordinating Board, the public, and any other appropriate agency with accurate, comprehensive information about the conditions in and operations of shelters, as well as City policies in place that affect operations of shelters or their impact on shelter clients. The Department of Public Health shall provide administrative support for the Committee.

The Committee shall consist of 13 members, one of whom shall be a homeless person (or homeless within the 3 years prior to appointment) with a disability and one of whom shall be a homeless person (or homeless within the 3 years prior to appointment) living with their homeless child who is under the age of 18.

The 13 members of the Committee shall be appointed as follows:

Three members shall be appointed by the Mayor, including one member from the Department of Human Services;

One member from the Department of Public Health; and

One member who is homeless or formerly homeless and who has experience providing direct services to the homeless through a community setting.

Six members shall be appointed by the Board of Supervisors including: two homeless or, formerly homeless (within the 3 years prior to appointment) individuals, one with a disability and one living with their homeless child under age 18; one member who has experience

"R Board Description" (Screen Print)



San Francisco  
BOARD OF SUPERVISORS

providing direct services to the homeless through a community setting; one member selected from a list of candidates that are nominated by community agencies that provide behavioral health, housing placement, or other services to the homeless; and two members selected from a list of candidates that are nominated by non-profit agencies that provide advocacy or organizing services to homeless people, one of which is homeless or formerly homeless.

Four members shall be appointed by the Local Homeless Coordinating Board, including: one member selected from a list of candidates that are nominated by non-profit agencies that provide advocacy or organizing services to homeless people; two members who have experience providing direct services to the homeless through a community setting, one of which is formerly homeless; and one member shall be homeless or formerly homeless and selected from a list of candidates that are nominated by community agencies that provide behavioral health, housing placement, or other services to homeless individuals.

In making their appointments to the Committee, the appointing authorities are encouraged to select people who are bilingual.

The term of office of each Committee member shall be two years. In the event that a vacancy occurs during the term of office of any Committee member, a successor shall be appointed to complete the expired term of office. The interim appointment shall be made in the same or similar manner that governed the initial appointment of the departing member.

The Committee shall meet a minimum of once per quarter at such times and places as the Committee shall designate. The location of the meetings shall be accessible to the public and the meetings shall comply with applicable public meeting requirements under state and local law.

The Committee shall monitor the attendance of Committee members. In the event that any Committee member misses three regularly scheduled meetings in a six-month period without prior notice to the Committee, the Committee shall certify in writing that the member missed three meetings in a six-month period of time. On the date of such certification, the member shall be deemed to have resigned from the Committee. The Committee shall notify the appointing authority accordingly and request the appointment of a new member.

Sunset Date: None specified

Reports: The Committee shall prepare and submit quarterly reports that shall include but not be limited to information on the following: safety in the shelter, cleanliness in the shelter, disability access to and within the shelter, family life in the shelter, a review of policies and procedures in place at the shelter and any information received regarding the treatment and personal experiences of shelter residents. In order to enable the Committee to prepare reports required under this subsection, City departments that contract for services at a shelter that is under review must respond within 15 days to any reasonable request for information submitted by the

"R Board Description" (Screen Print)

San Francisco  
BOARD OF SUPERVISORS

Committee relative to the shelter or to City policies that affect operations of shelters or their impact on shelter clients. The reports shall also include recommended action steps for the shelter and for the City department that contracts for services at the shelter. City departments and the reports referenced in this subsection shall not identify shelter residents or disclose any confidential information concerning shelter residents consistent with state and federal law. The Committee may issue emergency reports at any time it deems necessary. The reports shall be provided to: 1) the Mayor, 2) the Board of Supervisors, 3) the Local Homeless Coordinating Board, 4) the appropriate city department responsible to take action, 5) the city department that contracts for services at the shelter, 6) the shelter under review, and 7) the public. These reports shall be public documents. Any city department identified in the report as responsible to take action recommended in the report shall, within 30 days of issuance of the report, provide to the Board of Supervisors a departmental report setting forth how the department intends to respond to the Committee's recommendations.