

File No. 140362

Committee Item No. 7

Board Item No. 5

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules

Date April 17, 2014

Board of Supervisors Meeting

Date April 29, 2014

Cmte Board

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| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Application |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

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Completed by: Alisa Miller Date April 11, 2014

Completed by: Monica Guzman Date April 24, 2014

1 [Appointment, Shelter Monitoring Committee - Michael Kirkland]

2
3 **Motion appointing Michael Kirkland, term ending November 23, 2014, to the Shelter**
4 **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 person to serve as a member of the Shelter
8 Monitoring Committee, pursuant to the provisions of Administrative Code, Article XII, for the
9 term specified:

10 Michael Kirkland, seat 5, succeeding Isaac Langford, resigned, must be selected from
11 a list of candidates that are nominated by non-profit agencies that provide advocacy or
12 organizing services to homeless people and be homeless or formerly homeless, for the
13 unexpired portion of a two-year term ending November 23, 2014.



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): 5

District:

Name: Michael Kirkland

Home Address: 5th Street # San Francisco, CA

Zip: 94103

Home Phone: 415-

Occupation: Former Louisiana Office of Public Health Regional Coordinator

Work Phone:

Employer: Louisiana Office of Public Health

(farmer)

Business Address:

Zip:

Business E-Mail:

Home E-Mail: kirklandm123@

Check All That Apply:

A citizen of the United States. [checked]

At least 18 years old on or before Election Day. [checked]

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

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

Please state your qualifications (attach supplemental sheet if necessary)

Formerly homeless within past year. Stayed in shelter system (changes)

Education:

Masters Healthcare Administration
BA Political Science

Business and/or professional experience:

Contract Monitoring, Program Director for Housing,
HIV/AIDS Program Coordinator, Housing Supervisor

Civic Activities:

Served on HIV/AIDS contract committee
Served on Hawaii Governor's HIV/AIDS Commission
Lesbian, Gay, Bisexual, TG Planning Committee San Francisco

Ethnicity: (optional)

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

Have you attended any meetings of the Board/Commission to which you wish appointment? [] Yes [checked] 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: 03/07/2014 Applicant's Signature: (required) Michael Kirkland

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

March 7, 2014

Michael W. Kirkland

— Sixth Street # —

San Francisco, CA 94102

I am responding to the position announcement for Shelter Monitoring Committee Member with the San Francisco Shelter Monitoring Committee. I have a solid professional background in nonprofit, with a strong emphasis in leadership and management of behavioral health/social services. My entire career has been devoted to working with disenfranchised individuals and families. My last position I served as Regional Coordinator for the Louisiana Office of Public Health STD/HIV Program Office. I was responsible for the supervision of the delivery of prevention services in twenty-one parishes.

While my resume provides more specifics, my previous positions have enabled me to develop an excellent level of skill and experiences in the following areas.

Development and Grants Management: Supervised and managed contracts for local and national initiatives that impact marginalized communities. Key player on grant strategies and management for organizations involving the U.S Department of Housing and Urban Development (HUD), Center for Disease Control and Prevention (CDC), Health Resources and Services administration (HRSA), Hawaii Housing Authority, San Francisco Department of Public Health, U.S. Substance Abuse and Mental Health Services Administration (SAMSHA), Louisiana Office of Public Health and regional planning committees.

Strategic Planning: Significant experience in the strategic planning processes for governmental agencies and local organizations. Well-versed in translating missions and goals into operating plans with clear goals and annual objectives.

Organizational Development and Capacity Building. Extensive knowledge in providing technical assistance to community-based organizations, community stakeholders, and public health centers in the areas of program development, community assessment, and process/outcome evaluation. Professional computer skills, which include Internet, Microsoft Word, Excel, and PowerPoint.

Budget Management: Excellence in monitoring programs and organizational budgets. High level of understanding assisting programs to control costs and disbursement.

Advocacy Work and Constituency Building: Extensive experience in articulating issues in public health, healthcare, mental health, substance abuse and housing. Well-versed in assisting federal and state government agencies and organizations to develop policy positions.

My grandparents raised me and instilled honesty, loyalty and hard work. I have carried those traits with me into my leadership roles. I often hear my supervisors and peers refer to my enthusiasm and understanding of the bigger picture a key asset to my personality. I have taken the enthusiasm and bigger picture mentality into the strategic planning process of my organization. More often than not, I will take the opportunity to make complex situations at work a teaching or learning experience, sometimes lessening overall defensive attitudes. The ideal community board

position would be with an organization that is community driven and impacts marginalized populations.

For several months I went on a journey aboard and stateside to explore different cultures. This learning experience was priceless and worth the effort. I moved back to this amazing city in March 2013 and have enjoyed every minutue. Even through in April 2013, I experienced the hardest time in my life. For the first time in my life I was homeless and helpless. I was in hospitals, mental health residential programs, shelters, and recently a SRO placement. I have a great support system and have enchanced my life. I am very excited about this committee opportunity and making an impact in my community. The happiest time in my life was when I lived and worked in San Francisco. I enjoy the bi-polar weather, watching a few baseball games, hiking, and spending quality time with family and friends. I find that my interest in spectator sports, fitness, travel, new adventures, faith and an incredible support system has greatly influenced my quality of life. Spectator sports play an integral part in my daily life; I bleed purple and gold (LSU), wear Redsox (Boston Redsox), my heart belongs to the Saints (New Orleans Saints), and I'm a Patriot (New England Patroits). I love humor and feel it can be quite effective in stressful situations..

San Francisco has a signifiant latino community and I feel its importart to learn the language. I'm interested in enrolling in a spanish class in the near future.

A copy of my resume accompanies this cover letter. I would be happy to provide any additional information that would be helpful in assessing my qualifications.

Thank you and I look forward to hearing from you

Michael W. Kirkland

Michael W. Kirkland
Sixth Street #
San Francisco, California 94102
Phone: (415)
Email: Kirklandm123@

Professional Experience:

2009-2012

Louisiana State University- Louisiana Office of Public Health, New Orleans, LA
Regional Coordinator-Regions 4-5-6

- Supervised and monitored state contracts for a specific geographic area of the state.
- Coordinated and supervised technical assistance and training to grantees and community stakeholders.
- Primary STD/HIV and teen pregnancy expert on the regional level by providing direction and information on key public health prevention issues.
- Facilitated and evaluated data collection, conducted empirical research, developed interventions; grant writing, and innovative strategies to assure a comprehensive state-wide prevention program.
- Ensured effective adherence to the Center for Disease Control and Prevention (CDC) Health resources Services administration (HRSA), U.S. Department of Housing and Urban Development (HUD), and Louisiana Office of Public Health guidelines, procedures, and protocols.

2005-2008

LEAP Inc., Farmington, ME
Direct Support Person

- Assisted consumers in work-related skills and job preparedness; supported consumers in job search process and maintained job performance records progress on skill development and achievement.
- Assisted consumers with achieving personal goals and overcome barriers
- Assisted consumers to develop life skills: financial management, employment, shopping, cooking, laundry, and personal hygiene
- Role model and mentor by demonstrating social behaviors in the community

2004-2005

Dr. Shawn Hassler, MD, San Francisco, CA
Office Assistant/Medical Records Clerk

- Maintained patient schedule, served as back up receptionist, and assisted patients with insurance, medical billing, and paperwork.
- Supervised office medical records and developed and implemented policies and procedures over medical records, resulting in a standardized system.
- Established and maintained relationships with other medical providers and medical record companies.

2000-2004

YMCA, Portland, ME

Evening/Weekend Building Supervisor

- Supervised activities of staff, members, guest members and residents.
- Monitored assigned areas of the facility to ensure safety and responded to and handled all emergency situations according to procedures.
- Assisted and respond to staff, members, guest members, and residents' questions and concerns.
- Demonstrated and supported the objectives, mission, values, and vision of the YMCA.

1997-2000

Gregory House Programs, Honolulu, HI

Program Director

- Managed housing programs to achieve all contractual goals/outcomes and requirements of funding.
- Reviewed and submitted all program data, reports and budgets required by grantors and supervisor.
- Assessed staffs' understanding of program policies and procedures; developed and delivered ongoing training.
- Effectively communicated program timelines, expectations, and program requirements to staff, participants, external housing providers, and community stakeholders.
- Maintained a close working relationship with staff, grantors, stakeholders and governmental agencies.

1993-1997

Salvation Army Harbor Lights, San Francisco, CA

Residential Case Manager/HIV Program Coordinator

- Assisted clients with treatment plans, permanent housing, life skills, and community resources.
- Coordinated HIV/AIDS, housing, mental health and substance abuse services.
- Maintained a close working relationship with staff, grantors, stakeholders, and governmental agencies.
- Completed grant writing assignments, tracked program requirements, and submitted reports to supervisors.

Education:

New England College, Henniker, NH

Master of Health Administration, December 2008

University of Southern Maine, Portland, ME

Bachelor of Arts in Political Science, August 2004

Board Experience:

Member, Latino Coalition Board, New Orleans, LA

Member, Hawaii Planning Group, Honolulu, HI



City and County of San Francisco

San Francisco Department of Public Health

Protected Health Information Cover Sheet
Required for
Fax Transmissions ~ Interoffice Mail ~ US Mail & Other Mail

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2014 MAR -7 PM 2:40

CAUTION

THE ATTACHED IS SOLELY FOR THE INTENDED RECIPIENT/PROGRAM. IT CONTAINS PROTECTED PRIVATE, PRIVILEGED OR PROTECTED HEALTH INFORMATION (PHI). IF YOU ARE NOT THE INTENDED RECIPIENT, ANY DISCLOSURE, COPYING, USE, OR DISTRIBUTION OF THE INFORMATION ATTACHED IS STRICTLY PROHIBITED AND MAY SUBJECT DISCLOSER TO CIVIL OR CRIMINAL PENALTIES UNDER STATE AND FEDERAL PRIVACY LAWS. IF YOU HAVE RECEIVED THIS DOCUMENT IN ERROR, PLEASE NOTIFY THE SENDER IMMEDIATELY. THANK YOU.

RECIPIENT, PLEASE NOTE: PER FEDERAL SUBSTANCE ABUSE REGULATIONS [42 C.F.R. PART 2], DOCUMENTS CONTAINING PHI SENT TO YOU FROM A SUBSTANCE ABUSE TREATMENT PROGRAM MAY NOT BE RE-DISCLOSED WITHOUT SIGNED AUTHORIZATION FROM THE CLIENT.

DATE SENT: 03/07/14	If Fax, Total # of Faxed Pages (including this cover page): 6
FROM SENDER	TO RECIPIENT
Name: Michael Kirkland	Name: Clerk of the Board
Program:	Program:
Dept/Agency:	Dept/Agency: Board of Supervisors
Street Address:	Street Address:
City/State/Zip:	City/State/Zip:
Phone: 415 - _____	Phone: 415-554-5784
Fax:	Fax: 415-554-7714

WESTSIDE



COMMUNITY
SERVICES

INTEGRATED
SERVICE CENTER
245 11TH STREET
SAN FRANCISCO
CALIFORNIA
94103-3732

TELEPHONE
415.355.0311

FACSIMILE
415.355.0349

www.westside-health.org

04/10/2014

To whom it may concern:

The purpose of this letter is to nominate Michael Kirkland for the Shelter Monitoring committee. Mr. Kirkland has extensive experience on both sides of social services. He is intelligent, articulate, organized, motivated and a strong advocate. I believe Mr. Kirkland would be a valuable asset to the committee.

Thank you for your consideration,

Abigail Kahn

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2014 APR 10 PM 3:46



48 Turk Street, San Francisco, CA, 94102 (415) 775-7110

April 16, 2014

TO: San Francisco Board of Supervisor's Rules Committee

RE: Shelter and Monitoring Committee

2014 APR 17 AM 10:39

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

Dear Members:

I am writing this letter in support of Mr. Michael Kirkland becoming a member of the Shelter Monitoring Committee. Mr. Kirkland is a member of the Central City SRO Collaborative. The Collaborative is the community organizing department of Tenderloin Housing Clinic (THC).

Mr. Kirkland is a Tenant Organizer of the Collaborative's Tenant Organizer Leadership Program.

The tenant organizer's hold and facilitate monthly tenant meetings in their hotels. Organizers meet with hotel managers to address building and neighborhood issues. Tenant organizers are a central part of the collaborative's work on campaigns such as pedestrian safety, public safety, and community health issues.

We support Michael's effort to become a member of the Shelter Monitoring Committee. Michael works well with others and is a problem solver.

Respectfully,

Miller, Alisa

From: Pip Guidry [pippers63@yahoo.com]
Sent: Thursday, April 17, 2014 7:58 AM
To: Miller, Alisa
Subject: Michael Kirkland recommendation

Good morning Ms. Miller,

I am writing to you with a personal recommendation for my longtime friend Michael Kirkland. I have known Michael since we met while working at the Louisiana State Senate in the mid-80s. He moved to San Francisco in early 1989, and I followed shortly thereafter. Although he left the city to further his education and career, I knew he'd find his way back to us. I don't think he expected the personal crises and setbacks that arose once he was back.

Throughout the time I have known Michael, I have watched him grow a lot and deal with a lot. He has overcome many things that would have been insurmountable by anyone without his determination and strength. He has overcome addiction issues and dealt with mental health issues. And throughout this he has persevered.

What are the characteristics that make him a survivor? I think it is his ultimate will to help other people. Throughout the time I have known him, Michael has worked in bettering himself through education in public health and the law. He had counselors who told him that school would get the better of him. He proved them wrong.

It is his work in the Louisiana public health system and his understanding of the law that I think will make him a perfect advocate for people in a similar situation to his own. His social anxiety disorder makes him a little bit quiet in public. This might come across as aloofness but I assure you it is not. He has proven himself to be a dedicated public servant and always excels at the goals he sets for himself.

As one of the people who knows Michael best I hope I can relay some sense of his dedication. I think many people miss that dedication and his commitment because of the other issues he deals with on a daily basis. However, I think it makes him a stronger and better advocate for others because he has dealt with many of the situations that those of us more fortunate have not. His empathy does not get in the way; it is a rudder that keeps him on the right path.

Michael's recent experiences within the system, including losing housing and being forced back into shelters, have given him many insights into how to make San Francisco's premiere social services even better. I hope you and the Supervisors allow him the chance to work hard to create an even better environment for the many citizens we try to help.

If you would like to speak to me further I can be contacted by reply or on my cell at 415-608-0639.

Thank you for your time.

Phillip "Pip" Guidry
49 Missouri St. #12
San Francisco CA 94107

April 15, 2014

Michael W. Kirkland
34 6th Street #632
San Francisco, CA 94103

San Francisco Board of Supervisor Rules Committee

Dear Supervisor:

I'm very honored and excited to be a candidate for the Shelter Monitoring Committee. I have extensive skill and experience in management and coordination of behavioral health/social services. I have over twenty years experience working with disenfranchised communities and non-profit organizations. I have been on both sides of social services and have learned a great deal as a provider and consumer.

The happiest time in my life was when I lived and worked in San Francisco in early 1990's. I felt moving back here would open new doors in my life journey. My friend encouraged me to move back to San Francisco and live with him and pursue work opportunities in the city. I was excited to return to San Francisco and felt confident with my education and work experience would give me great opportunities in this my amazing city. Unfortunately, my unemployment benefits exhausted and I experienced a seizure due to a medication interaction, in addition to my mental health issues this burdened our relationship. Less than two months here, he demanded I leave his home and gave me 15 minutes to pack up my life possessions and ended our twenty year friendship. He said, "I don't want to be burdened by your problems and just leave now." I was in shock and felt helpless that I was homeless for the first time in my life. For the last year, I was in the streets, hospitals, programs, and shelters. Finally in March 2014, I was placed in SRO housing. All year, I struggled to get my life back on track with the support of several non-profit organizations and friends to help rebuild my support system and enhance my quality of life.

My grandparents raised me and instilled honesty, loyalty and hard work. I have carried those traits with me in life journey. I often hear my peers refer to my enthusiasm and understanding of the bigger picture as a key asset to my personality. More often than not, I will take the opportunity to make a complex situation a teaching or learning experience, sometimes lessening overall negative attitudes. I took my grime and at times helpless homelessness situation as a learning experience and want to share my experience with my community to help others access safe and clean housing and enhance their life. San Francisco's shelter system is a key component in obtaining housing opportunities in our great city. I understand the homeless issues in San Francisco and barriers to housing.

I lived in two shelters in San Francisco this past year. My San Francisco General Assistance bed allowed me to have a permanent bed in the shelter. To be able to return to shelter and not be out in streets all day was very crucial for my well being. I was able to receive housing case management and discuss my challenges in the shelter. Housing is a key element for a person to become stable and then to be able to address other key issues in their life. I currently live in a SRO and recently was selected by the Central City SRO Collaborative to be a Tenant Organizer at the Seneca Hotel. I feel I would be a key asset to the Shelter Monitoring Committee and would enjoy the experience and growth to improve services for our community.

Thank you kindly,

Michael W. Kirkland

Miller, Alisa

From: Jack Carrel [jcarrel@haartinc.org]
Sent: Thursday, April 17, 2014 3:33 AM
To: Miller, Alisa
Subject: Michael Kirkland

I understand that Michael is being considered for a position on the Shelter Monitoring Committee. He asked me to write to describe the work we did together.

When I was the Prevention Program Manager for the Louisiana STD/HIV Program, Michael was a Regional Coordinator in my unit. In this position, he covered three public health regions of the state and monitored nine contracts for HIV testing and prevention services. His job was to monitor implementation of interventions, conduct site visits, collect performance data, and evaluate financials and process data.

I found Michael to be a dedicated, enthusiastic, compassionate, and effective employee. He was able to bring several agencies back into compliance and put in place systems that ensure successful reporting and performance.

I know that Michael has had a long history of work in housing and housing issues and this experience and the feedback I got from former employers is one of the reasons we hired Michael.

He definitely would be an asset to the committee's work and if approved, you will have a hard working dedicated committee member.

Jack Carrel
Director of Prevention
HIV/AIDS Alliance for Region Two, Inc. (HAART)
4550 North Blvd., #250, Baton Rouge, LA 70806
Office: 225.927.1269 or 800.647.1269 | Fax: 225.927.7367 | Cell: 281.857.4837
JCarrel@HAARTinc.org | www.HAARTinc.org

Miller, Alisa

From: Michael Villania [MVillania@westside-health.org]
Sent: Thursday, April 17, 2014 11:36 AM
To: Miller, Alisa
Subject: Letter of Support for Michael Kirkland

This message was sent securely using ZixCorp.

To Whom It May Concern:

It is my pleasure to support Michael Kirkland's decision in participating on the Shelter Monitoring Committee. I have worked with Michael as one of his treating physicians since September 2013. He himself has gone through the GA shelter process, and I have been impressed with Michael's resilience and his capacity to recover and regain functioning during the past several months. He is intelligent, insightful, professional, and I am recommending him—without reservation—for an appointment on the Shelter Monitoring Committee.

Respectfully,
Dr. Michael A. Villania



Michael Villania, MD
Westside Community Services | Assertive Community Treatment
245 11th Street | San Francisco, CA 94103
415-355-0311 ext. 1000 | mvillania@westside-health.org

This message was secured by ZixCorp^(R).



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, Committees, & Task Forces

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

Seat # or Category (If applicable): Vacant Seat 5 District: 8

Name: Kim Armbruster

Home Address: Market Street #, San Francisco Zip: 94114

Home Phone: 415- Occupation: Manager, Social Services

Work Phone: N/A Employer: currently unemployed

Business Address: N/A Zip: N/A

Business E-Mail: N/A Home E-Mail: kimleearmbruster@

Pursuant to Charter Section 4.101 (a)2, Boards and Commissions established by the Charter must consist of electors (registered voters) of the City and County of San Francisco. For certain other bodies, the Board of Supervisors can waive the residency requirement.

Check All That Apply:

Registered voter in San Francisco: Yes No If No, where registered: _____

Resident of San Francisco Yes No If No, place of residence: _____

Pursuant to Charter section 4.101 (a)1, please state how your qualifications represent the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, sex, sexual orientation, gender identity, types of disabilities, and any other relevant demographic qualities of the City and County of San Francisco:

"Seat 5 must be selected from a list of candidates that are nominated by non-profit agencies that provide advocacy or organizing services to homeless people and be homeless or formerly homeless." (SMC website) I was homeless March 2013 - October 2013.

The current roster of the Shelter Monitoring Committee (SMC) is approximately 30% male and 70% female. This is not representative of the gender distribution of active shelter users. I feel it is important to have males on the SMC.

There is a significant number of seniors in the shelter. I am 60 years old and I feel that I can give voice to seniors if appointed to the SMC.

I am a gay and I feel I can also represent LGBTQ shelter users and their specific concerns and needs.

Business and/or professional experience:

For seven years, I was Manager of Glide Foundation's Walk-In Center. During that time, the Walk-In Center completed the most shelter reservations of any access point in the City.

I am currently a member of the San Francisco Local Homeless Coordinating Board, occupying a seat by appointment of the Board of Supervisors. As part of my Board commitments, I am Co-Chair of the Coordinated Assessment Work Group and Co-Chair of HMIS (Homeless Management Information Systems) Committee.

For two years concluding March 2013, I was a member of the Community Justice Center Advisory Board, the sole representative of CBOs engaged in social services for the homeless and/or economically disadvantaged communities.

Civic Activities:

In addition to pertinent professional experience noted above, I was a very active participant in the Shelter Access Workgroup.

I have attended Shelter Monitoring Committee meetings regularly for the past eight years.

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.)

Date: March 27, 2014 Applicant's Signature: (required) Kim Armbruster

(Manually sign or type your complete name.
NOTE: By typing your complete name, you are hereby consenting to use of electronic signature.)

Please Note: Your application will be retained for one year. Once Completed, this form, including all attachments, become public record.

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

Miller, Alisa

From: Kim Armbruster [kimleearmbruster@gmail.com]
Sent: Wednesday, April 16, 2014 8:34 AM
To: Miller, Alisa
Subject: Re: Application: Shelter Monitoring Committee

Hi Alisa.

I have been in hospital and will not be able to attend the meeting. Please withdraw my application.

Thank you for all your assistance.

Kim

On Tue, Apr 15, 2014 at 8:28 AM, Miller, Alisa <alisa.miller@sfgov.org> wrote:

Hi Mr. Armbruster,

I am following up on your letter. Please send it over as soon as possible. Can you also confirm you will be in attendance?

Alisa Miller

Assistant Clerk

San Francisco Board of Supervisors

1 Dr. Carlton B. Goodlett Place, Room 244

San Francisco, CA 94102

415.554.4447 direct | 415.554.5163 fax

alisa.miller@sfgov.org

Click [HERE](#) to complete a Board of Supervisors Customer Service Satisfaction form.

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San Francisco  
BOARD OF SUPERVISORS

Date Printed: April 11, 2014

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:**

Administrative Code, Article XII (Ordinance Nos. 283-04, 123-07, 150-07, 51-08, and 131-10)

**Board Qualifications:**

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 (1) of whom shall be a homeless person (or homeless within the three (3) years prior to appointment) with a disability, and one (1) of whom shall be a homeless person (or homeless within the three (3) years prior to appointment) living with their homeless child who is under the age of 18.

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

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

?Three (3) members shall be appointed by the Mayor, including: one (1) member from the Department of Human Services, one (1) member from the Department of Public Health, and one (1) member who is homeless or formerly homeless and who has experience providing direct services to the homeless through a community setting;

?Six (6) members shall be appointed by the Board of Supervisors including: two (2) homeless or formerly homeless (within the three (3) years prior to appointment) individuals, one (1) with a

"R Board Description" (Screen Print)

San Francisco  
BOARD OF SUPERVISORS

disability, and one (1) living with their homeless child under age 18; one (1) member who has experience providing direct services to the homeless through a community setting; one (1) 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 (2) members selected from a list of candidates that are nominated by non-profit agencies that provide advocacy or organizing services to homeless people, one (1) of which is homeless or formerly homeless.

Four (4) members shall be appointed by the Local Homeless Coordinating Board, including: one (1) member selected from a list of candidates that are nominated by non-profit agencies that provide advocacy or organizing services to homeless people; two (2) members who have experience providing direct services to the homeless through a community setting, one (1) of which is formerly homeless; and one (1) 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.

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 Committee relative to the shelter or to City policies that affect operations of shelters or

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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.

Sunset Date: None specified.