

File No. 110498

Committee Item No. 6
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS
AGENDA PACKET CONTENTS LIST

Committee: Rules

Date 5/5/11

Board of Supervisors Meeting

Date _____

Cmte Board

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|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input 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 Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input type="checkbox"/> | <input 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"/> | Award Letter |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application |
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OTHER

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Linda Wong

Date 5/2/11

Completed by: _____

Date _____

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



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: Local Homeless Coordinating Board
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): Board of Supervisors' appointment #2 District:

Name: Wendy M. Phillips

Home Address: 21st St. #11 San Francisco, CA Zip: 94110

Home Phone: 415 Occupation: Program Director at a community-based non-profit

Work Phone: 415.558.0503 ext. 306 Employer: Dolores Street Community Services

Business Address: 938 Valencia Street San Francisco, CA Zip: 94110

Business E-Mail: wendy@dscs.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)

Please see cover letter, attached.

Education:

Please see resume, attached.

Business and/or professional experience:

Please see resume, attached.

Civic Activities:

Please see resume, attached.

Ethnicity: (optional) European-American (White) Sex: (optional) [] M [X] 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: 3/10/11 Applicant's Signature: (required) [Signature]

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

03/10/2011 19:13 001

COHEN RESIDENCE

PAGE 03/06

WENDY M. PHILLIPS, MSW
21ST STREET • SAN FRANCISCO, CA 94110
415- _____ @YAHOO.COM

March 10, 2011

Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Honorable Members of the San Francisco Board of Supervisors,

I write to request your consideration of my application to continue my service on the Local Homeless Coordinating Board for the City and County of San Francisco.

I have served on the Local Board for the past three years, and in this time have deepened my understanding of many of the funding and policy issues that affect people who are homeless in our City. I believe that this experience, combined with over ten years of working on homelessness and supportive housing issues in various capacities, makes me well-qualified for this appointment.

Particularly during these very challenging economic times, I am committed to continuing my work with the Local Board to advocate for the needs of people who are homeless in our City, and my work history reflects a longstanding commitment to this as well.

My experiences include providing social services, conducting outreach to community members, organizing SRO tenants, planning programs, monitoring budgets, and participating in city policy forums.

Because of the breadth and diversity of my experiences, I believe I am well-suited to serve on the Local Board to help ensure a unified homeless strategy that is supported by policymakers, homeless individuals, nonprofit agencies, and the community at large.

I look forward to the opportunity to come before you to be considered for this position. In the meantime, if you require any further information, do not hesitate to contact me.

Sincerely,



Wendy M. Phillips, MSW

03/10/2011 19:13 001

COHEN RESIDENCE

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21ST ST., #11 • SAN FRANCISCO, CA 94110
PHONE 415- E-MAIL @YAHOO.COM

WENDY M. PHILLIPS, MSW

WORK EXPERIENCE

1/06-present *Dolores Street Community Services*

Program Director

- Serve as primary administrator for 10 unit Residential Care Facility housing formerly homeless adults living with disabling HIV/AIDS
- Ensure provision of high quality programs and services, as well as compliance with federal, state, and local standards and regulations, including HOPWA, Section 8, Title 22, and others
- Develop, maintain and ensure compliance with policies and procedures, in keeping with program's goals and agency's mission
- Prepare and monitor government contracts, including program design, budgeting, reporting, and correspondence with City staff at the SF Health Department and SF Redevelopment Agency
- Responsible for development and monitoring of program budget
- Perform Asset Management duties for the facility
- Directly supervise 3 Property Management and Services staff & indirectly supervise 10 additional staff members including hiring, conducting performance evaluations, and taking disciplinary action
- Represent constituent and program needs in relevant policy forums
- Support and advise housing development staff on property management and services for 52-unit SRO building in development
- Serve as one of five members of organization's Senior Management Team, responsible for planning, budgeting, policy setting, human resources, financial and budget oversight, and new program development for agency with \$3.4 million annual budget

5/05-12/05 *San Francisco Rent Stabilization and Arbitration Board*

Citizen's Complaint Officer

- Provided phone and in-person counseling regarding the San Francisco Rent Ordinance and Rules & Regulations to a diverse constituency of tenants and property owners
- Reviewed landlord petitions and prepared memos and other correspondence to property owners and Administrative Law Judges

6/04-4/05 *Mission Housing Development Corporation*

Director of Supportive Housing

- Responsible for oversight of programs and services in three Single Room Occupancy (SRO) hotels providing supportive housing to 250 formerly homeless adults

- Worked with Property Management to ensure compliance with regulations related to various federal funding sources, including Shelter Plus Care, HOPWA, and Section 8
- Supervised 6 tenant services staff members, in coordination with case management and property management staff
- Oversaw community organizing and outreach programs working with single adult SRO tenants in the Mission and families with children in SROs throughout the City
- Responsible for preparation and monitoring of city contracts and private foundation grants; data collection; completion of reports; and policy advocacy

5/01-6/04 Mission Housing Development Corporation

Mission SRO Collaborative Program Coordinator

- Planned and implemented all aspects of program including tenant educational workshops, outreach and organizing, leadership development, code enforcement monitoring, and service referrals
- Responsible for contract and budget monitoring and reporting
- Conducted trainings for tenants and staff
- Supervised 2 staff members

OTHER COMMUNITY/ LEADERSHIP EXPERIENCE

2007-present Local Homeless Coordinating Board

Member, Policy Committee Co-Chair

- Appointed by the San Francisco Board of Supervisors to serve as a member of 9-person board responsible for advising the City on policy and budget issues affecting homeless communities, including creation and oversight of the Continuum of Care plan
- Oversee application, selection process, and monitoring of \$19 million in federal Mc-Kinney-Vento funding received by the City and County of San Francisco and awarded to dozens of local agencies providing housing or homeless services each year
- Serve as the Co-Chair of the Board's Policy Committee, a forum to review, receive input on, and make recommendations about City policies and departmental procedures related to homeless services

6/10-present Bernal Heights Neighborhood Center

Member, Housing Committee of the Board of Directors

- Provide general oversight to Housing Development and Asset Management functions of the agency, including reviewing and approving budgets and financial transactions of the Housing Services Affiliate and its Corporations

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CDHEN RESIDENCE

PAGE 06/06

EDUCATION

8/99-5/01 *San Francisco State University* *San Francisco, CA*
Masters in Social Work, Concentration in Social Development

8/88-5/90 *University of California, Berkeley* *Berkeley, CA*

8/91-12/92

Bachelor of Arts in History

8/90-6/91 *Universidad de Alcala de Henares* *Alcala de Henares, Spain*

University of California Education Abroad Program

Spanish and Latin American History, Literature

OTHER LANGUAGES

Spanish—Written and Oral Fluency



**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: Local Homeless Coordinating Board

Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): current vacancy #3

District: n/a

Name: Kim Ambruster

Home Address: — Sacramento Street #306

Zip: 94109

Home Phone: 415 —

Occupation: Program Manager of Social Services

Work Phone: 415-674-6138

Employer: Glide Foundation

Business Address: 330 Ellis Street

Zip: 94102

Business E-Mail: KAmbruster@glide.org

Home E-Mail: —

@earthlink.net

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)

For over 30 years I have worked in social service agencies and faith-based organizations. Currently I am Program Manager of Glide's Walk-In Center. (Please continue on supplemental sheet.)

Education:

Bachelor of Music (performance), Master of Music (performance)

Business and/or professional experience:

For four and one half years I have been employed at Glide. Previously I was a project manager for social service grants and contracts and other endeavors and a professional performer of classical music.

Civic Activities:

Attend Local Homeless Coordinating Board meetings, Shelter Monitoring Committee meetings, Community Justice Center Board meetings

Ethnicity: (optional) Caucasian

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: 11/14/10 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: _____

This program includes CHANGES shelter reservations services (Glide makes the most reservations and serves the most unduplicated individuals of all contracts in the City with an average client approval rating of 96% good to excellent); crisis intervention, emergency needs assistance (clothing vouchers, reduced California ID vouchers, etc.); and information and referral, to name a few services. It also includes comprehensive case management, including assistance for attaining housing and sustaining housing (Glide provides the most rental assistance of all referring agencies in the City—over \$297,000 in fiscal year 2009–2010) and housing search and placement (for example, advocacy with property managers), as well as documentation and benefits assistance and many other services.

Glide is the largest social service agency in San Francisco (other than the City.) I function as Manager in Glide's Community Building Division along with four other Managers. The Division includes the Walk-In Center, Women's Center, Free Meals Program, and Security. The Division is the front line for the City's homeless population, and of all divisions at Glide the Community Building Division has contact with the greatest number of homeless clients. Meals clients do not "register" in any way so an exact count is impossible, but LFA Associates, a professional consulting organization, analyzed data and estimated that the Community Building Division serves 9,000 unduplicated individuals annually.

Through its wide array of programs, Glide Foundation is involved in every aspect of homelessness. Through our deep and trusting mutual relationships with individuals of this population, we have a keen understanding of the challenges facing them and the possibility of change toward sustainable stabilization. I feel that I have the balanced perspective and necessary skills to effectively serve both the homeless population and the social service infrastructure needed to assist them. If appointed to the Board, I will be a consensus-builder and bring thoughtful and respectful leadership to the Board's work.

11/02/2010 TUE 8:50 FAX 415 90 3039 TISH

002/004



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: Local Homeless Coordinating Board
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): #4 District:

Name: Erick Brown

Home Address: Goettingen Street San Francisco, CA Zip: 94134

Home Phone: 415 Occupation: Program Manager

Work Phone: 415 743 0017 x235 Employer: Catholic Charities CYO

Business Address: 180 Howard Street Suite 100 San Francisco, CA Zip: 94105

Business E-Mail: ebrown@cccycyo.org Home E-Mail: jsb6cglobal.net

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)

See attached resume

Education:

BA Humanities

Business and/or professional experience:

Community Co-Chair of the Family Supportive Housing Committee

Civic Activities:

San Francisco HIV Prevention Planning Committee Member

Ethnicity: (optional) Black/African American 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: 11/2/10 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:

11/02/2010 TUE 8:50 FAX 415 96 3039 TISH

003/004

Erick Brown

Goettingen Street
San Francisco CA 94134
415. 415
@sbcglobal.net

EXPERIENCE:

2000 - Present

Catholic Charities CYO
180 Howard Street, Suite 100
San Francisco, CA 94105-1617

PROGRAM MANAGER

Under general supervision from a Director, assumes responsibility for day-to-day operational management of all activities and functions in a designated program area or department, including developing, implementing and evaluating program policies, procedures and standards. Further responsible for physical site and asset protection, bricks and mortar of owned property and rental "real" property rentals. Determining program service levels and enhancements; as required developing and monitoring program budgets; providing technical advice and/or supervision to staff, other departments, the public and other agencies, and performs related work as required.

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards where applicable for the assigned program; interprets and complies with all applicable federal and state regulations.
- Monitors and directs or performs day-to-day operations of the assigned program to ensure that policies and procedures are being followed, that goals and objectives are met, and that services and projects are being accomplished efficiently and effectively; takes corrective action as necessary and, where subordinates are present.
- In the absence of the Director, develops and monitors the program's budget; oversees financial well-being of the program by analyzing cost effectiveness and exercising cost controls; prepares, submits and justifies budget enhancements.
- Plans, organizes, administers, reviews, and evaluates the work of subordinate professional, technical, support, and operational staff where present, through subordinate supervisors and lead workers.
- Provides for the selection, training, professional development and work evaluation of subordinate staff and makes recommendations on hiring, termination, promotion, and discipline as required.
- Monitors and stays abreast of technological, legal, and operational changes that affect the activities and work processes of the program; makes recommendations for and develops and carries out improvements to the program to meet changing mission parameters and requirements.
- Confers with and represents the program and the department in meetings with other City departments and divisions; serves as the City representative with a variety of public, business, and community groups and organizations; fosters collaborative working relationships to the benefit of the program and the department.
- Prioritizes and allocates available program resources; reviews and evaluates program and service delivery, makes recommendation for and executes changes in operations to ensure maximum effective service provision; assists in developing new program function elements, including researching, compiling and analyzing supporting data.
- Performs complex administrative duties requiring oversight, attention to detail and analysis; performs strategic planning, including assisting in preparation of specialized program and project budgets to include staffing and operational needs.

11/02/2010 TUE 8:51 FAX 415 9 3039 TISH

004/004

Erick Brown

— Goettingen Street
 San Francisco, CA 94134
 415 — 3/415 —
 — @sbcglobal.net

- May provide staff support to commissions, committees and task forces.
- Develops, monitors and administers a variety of contracts and agreements. Develops systems and maintains records that provide for the proper evaluation, control, and documentation of assigned activities; prepares a variety of written correspondence, reports, procedures, directives, and other materials.
- May act for the Director as assigned.
- Supervisory Responsibility - Plan, organize, direct, and guide the activities of team members. Participate in hiring, training, and performance evaluations.

1998 - 2000

San Francisco Black Coalition on AIDS, Inc.
 1042 Divisadero Street
 San Francisco, CA 94115

DIRECTOR OF PREVENTION SERVICES

Reporting directly to the Deputy Director, as the Director of Prevention, I am responsible for the creation, development, and implementation of HIV prevention services programs for men, women, and youth. Management and oversight of four diverse HIV Prevention and Education programs, and two Youth/Young Adult Life Skills Training program. Supervising an overall staff of 24, accountable for departmental operations and personnel/human resource administration including but not limited to recruitment; filling vacancies; training; evaluation; and employee counseling. Identifying funding streams, researching and codifying grant materials for funding proposals. Developing HIV prevention strategies, messages, literature, and events to meet the challenges of underserved populations. Preparing contract narratives, and determining the delivery system of HIV Prevention services and support geared toward the reduction of HIV/STD infection in the Black/African-American community. As Director, participated in building community collaborations, partnerships, and associations with other CBO/ASO's. Conduct departmental evaluation to ensure contractual obligations and cultural competency are accomplished. Facilitate client challenges, consumer dissatisfaction, and grievances. Sustain sound fiscal management and policies. Support and promote cultural diversity and empowerment through publications, promotional materials, outreach and community based activities.

Education:

BA Humanities/Ethnic Studies - Social Justice *December 1999*
 New College Of California
 San Francisco, CA 94110

Experience related to objective:

San Francisco Human Services Agency / Local Homeless Coordinating Board [Seat 4] 2010
 Community Co-Chair San Francisco Family Supportive Housing Network 2000-Present
 San Francisco Department of Public Health / HIV Prevention Planning Council 1996-'04
 University of South Carolina Chapel Hill / Center for Disease Control
 Institute of HIV Prevention Leadership / Scholar Graduate September 2000
 Community Health Outreach Worker, State of California certified August 1997
 Director, Board of Directors, National Association of Black and White Men Together 1995-'00
 Officer, Board of Directors, Men of All Colors Together San Francisco 1991-1993, 1995-1997
 Hotline Training, SFAF March 1988
 Speakers Bureau, SFAF May 1988

San Francisco
BOARD OF SUPERVISORS

Date Printed: April 26, 2011

Date Established: September 5, 1997

Active

LOCAL HOMELESS COORDINATING BOARD

Contact and Address:

Alison Schlageter
Department of Human Services - ZB16
P. O. Box 7988
San Francisco, CA 94120

Phone: (415) 558-1825

Fax: (415) 558-2834

Email: Alison.Schlageter@sfgov.org

Authority:

Res. No. 827-97; Res. No. 926-99; Res. No. 720-01; Res. No. 208-05.

Board Qualifications:

The Board of Supervisors amended the Continuum of Care Plan to incorporate the recommendations of the above proposal and disbanded effective August 1, 2005, the current Local Homeless Coordinating Board and reconstituted, effective August 1, 2005, the Local Homeless Coordinating Board to nine members.

The Board of Supervisors will appoint one member from the disabled community and three members from one of the following constituencies: representatives of homeless, formerly homeless, community and advocacy organizations, service-provider agencies, business and corporate sectors and the foundation community, but will not involve designating specific seats for specific constituencies.

The Mayor shall appoint one member from the disabled community and three members from one of the following constituencies: representatives of homeless, formerly homeless, community and advocacy organizations, service-provider agencies, business and corporate sectors and the foundation community, but will not involve designating specific seats for specific constituencies.

The Controller shall appoint one member from one of the aforementioned categories, subject to confirmation by the Board of Supervisors.

The staff from the Department of Human Services, the Department of Public Health, the Mayor's Office of Housing, the Mayor's Office of Community Development and the Mayor's

San Francisco
BOARD OF SUPERVISORS

Office of Disability will support Local Board efforts, will provide relevant information and act as a resource for the Local Board.

Members of the Local Board shall serve four-year terms at the pleasure of their appointing officer. To stagger the terms, four members shall serve an initial term of two years and five members shall serve an initial term of five years. The Clerk of the Board of Supervisors shall determine the terms by the drawing of lots.

Reports: The Local Board shall, on a semi-annual basis, provide a written report to the Board of Supervisors consisting of the following information: updates on the implementation of the Continuum of Care Plan and the Ten Year Plan, the status of the integration and coordination of the Ten Year Plan with the Continuum of Care Plan, the status of McKinney funding, a report from the Shelter Monitoring Committee and any other policy issues of which the Local Board wishes to inform the Board of Supervisors.

Sunset Clause: None.

