

File No. 200706

Committee Item No. 2

Board Item No. 66

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date Sept. 14, 2020

Board of Supervisors Meeting

Date September 22, 2020

### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" 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 type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | Memorandum of Understanding (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 type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Form 700                                     |
| <input type="checkbox"/>            | <input type="checkbox"/> | Vacancy Notice                               |
| <input type="checkbox"/>            | <input type="checkbox"/> | Information Sheet                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

### OTHER (Use back side if additional space is needed)

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Completed by: Victor Young Date Sept. 11, 2020

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

1 [Nomination of County Veterans Service Officer - Alfred Sims]

2

3 **Resolution confirming the nomination of Alfred Sims as County Veterans Service**  
4 **Officer.**

5

6 WHEREAS, California Military and Veterans Code, Section 972.1, provides each  
7 county within the state the appointment of a County Veterans Service Officer; and

8 WHEREAS, Administrative Code, Section 5.108.A-1, establishes the County Veterans  
9 Service Officer; and

10 WHEREAS, The City Administrator shall nominate a qualified candidate for the County  
11 Veterans Service Officer to be then considered and confirmed by the Board of Supervisors;  
12 and

13 WHEREAS, The Executive Director of the Department of Disability and Aging Services,  
14 whose department is responsible for veterans' affairs, has recommended the nomination of  
15 Alfred Sims to be County Veterans Service Officer; and

16 WHEREAS, Alfred Sims has worked as the Transition Patient Advocate and Program  
17 Specialist for the Veterans Affairs Northern California Health Care System; now, therefore be  
18 it

19 RESOLVED, That Alfred Sims, is confirmed and approved as the County Veterans  
20 Service Officer for the City and County of San Francisco.

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*Al Sims joins the San Francisco County Veterans Services Office with over twenty years of experience in management and veterans services. In the role of County Veterans Services Officer, Al will be responsible for the oversight of the office. Al will be responsible for the outreach strategies within the CVS0 to connect with vulnerable veterans; supporting them in benefits claims to increase access to VA mental and primary healthcare, monetary benefits, and housing assistance.*

*Al is a visionary leader and change agent with a focus on innovatively developing and growing programs with a client-driven, strengths based, harm reduction approach to enhance the highest quality of services for veterans. He's an experienced manager with expertise in community outreach, education, and veterans' advocacy. Al brings over 20 years' experience in management and veterans services. In the past six years Al has worked in organizations supporting veterans and providing critical stabilization services to these populations with a primary focus on homeless veterans and veterans with complex health and mental health challenges. Prior to joining the Department of Disability and Aging Services, Al worked at the Department of Veterans Affairs as a Transition Patient Advocate, engaging in work across the agency to encompass all the medical centers throughout the Western region of the United States. Al is an Army combat veteran who served in the 2nd Armored Cavalry Regiment during operations Desert Shield / Desert Storm. After the Army, Al worked as an expat in Germany for 5 years before returning to the Bay Area. Al spent the next 17 years working for the Bay Area biotech company Genentech where he served as the Supervisor of Corporate Security Services. In 2014 Al started his career in veteran services with the VA HUD-VASH team in Oakland. Al was promoted to Program Specialist with HUD-VASH before transition to the Department of Veterans Affairs.*

*Al holds a Master's degree in Security Management from Buckinghamshire New University in the United Kingdom and holds several certifications within the security services realm.*

# ALFRED SIMS

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## EXPERIENCE

**8/30/2014 – 6/26/2020**

**TRANSITION PATIENT ADVOCATE, DEPARTMENT OF VETERANS AFFAIRS**

As the Transition Patient Advocate for the VA Northern California Health Care System, I acted as a communicator, facilitator, and problem solver for veterans and service members entering or receiving care within the VA Healthcare System. My activities crossed all lines of authority and responsibility and encompassed all medical centers, services within the medical center, and programs throughout the Western region of the United States (VISN 21). I represented the VA Healthcare System in community activities and worked with community leaders on organizing events that benefit veterans and the community.

**01/02/2013 – 08/30/2014**

**PROGRAM SPECIALIST, DEPARTMENT OF VETERANS AFFAIRS**

As a Program Specialist for the HUD-VASH program, I served as the primary resource on existing and future permanent housing resources for Alameda County. I played a key role in the Department of Veterans Affairs continuum of homeless services, by working closely with the local housing authority and coordinating the development of housing resources throughout the area. I worked with a multi-disciplinary team of VA professionals and community agencies to strive for developing more effective and efficient ways of delivering housing services to veterans.

**APRIL 2001 – JANUARY 2013**

**SUPERVISOR OF CORPORATE SECURITY SERVICES, GENENTECH**

As the Supervisor of Corporate Security Services at Genentech, I was responsible for providing managerial support and guidance to contract security officers, emergency response personnel, and Control Room Operators at our corporate headquarters, which consist of 53 separate buildings, on 200+ acres of coastal property, and our remote manufacturing and sales facilities throughout North America. I coordinated with other managers on major events and activities that may affect security or safety. I researched and deployed new technologies, which improved the efficiency of our operation.

**MAY 1989 – MARCH 1992**

**SINGLE CHANNEL RADIO OPERATOR, US ARMY**

As a Radio Operator with the 502nd MI, I was responsible for installing and operating high frequency radio, radiotelephone, teletype, single-channel satellite equipment, field generator, power supplies, communications security devices, and associated equipment during the Gulf War. I have experience maintaining and operating under the most trying and strenuous circumstances including initial deployment into the war zone, operating under fire, and recovering all equipment for transport out of the war zone.

## **EDUCATION**

JUNE, 2014

**MASTERS IN BUSINESS CONTINUITY, SECURITY, AND EMERGENCY MANAGEMENT.** BUCKINGHAMSHIRE NEW UNIVERSITY

GPA: 3.44 of a maximum 4.0

## **JOB RELATED TRAINING**

- Reid Technique for Interviewing and Interrogation
- Reid Technique for Advanced Interviewing and Interrogation
- Management of Aggressive Behavior Instructors Course
- R.L. Oatman Executive Protection Course
- Asset Protection Course
- California Hazmat Industry Technician
- National Incident Management System Incident Commander

## **ADDITIONAL SKILLS AND AWARDS**

- Armed Service Medal
- Foreign Service Medal
- South West Asia Service Medal with two bronze stars
- Member of ASIS International
- ASIS Certified Protection Professional
- Strong written and verbal communication skills
- Strong customer service skills
- Strong managerial skills
- Proficient in most Windows based programs
- Proficient in most Google cloud-based applications

**STATEMENT OF ECONOMIC INTERESTS**  
**COVER PAGE**  
*A PUBLIC DOCUMENT*

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)  
SIMS ALFRED CHICO

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms)  
HUMAN SERVICES AGENCY

Division, Board, Department, District, if applicable Your Position  
VETERAN SERVICES VETERANS SERVICE OFFICER

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: HUMAN SERVICES AGENCY Position: VETERANS SERVICE OFFICER

**2. Jurisdiction of Office (Check at least one box)**

- State
- Multi-County \_\_\_\_\_
- City of \_\_\_\_\_
- Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)
- County of \_\_\_\_\_
- Other VETERANS SERVICE OFFICE

**3. Type of Statement (Check at least one box)**

- Annual:** The period covered is January 1, 2019, through December 31, 2019.
- Leaving Office:** Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(Check one circle.)
- Multi-County:** The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_\_, through December 31, 2019.
- Other:** The period covered is January 1, 2019, through the date of leaving office.
- Assuming Office:** Date assumed 6 / 27 / 2020
- Other:** The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_\_, through the date of leaving office.
- Candidate:** Date of Election \_\_\_\_\_ and office sought, if different than Part 1: \_\_\_\_\_

**4. Schedule Summary (must complete) ► Total number of pages including this cover page: \_\_\_\_\_**

**Schedules attached**

- Schedule A-1 - Investments** – schedule attached
- Schedule C - Income, Loans, & Business Positions** – schedule attached
- Schedule A-2 - Investments** – schedule attached
- Schedule D - Income – Gifts** – schedule attached
- Schedule B - Real Property** – schedule attached
- Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or-  **None - No reportable interests on any schedule**

**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS  
( )

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed 6/29/2020  
(month, day, year)

Signature Alfred C. Sims 988954 Digitally signed by Alfred C. Sims 988954  
Date: 2020.06.29 12:40:22 -07'00'  
(File the originally signed paper statement with your filing official.)



# OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor  
Naomi M. Kelly, City Administrator

June 29, 2020

Angela Calvillo  
Clerk of the Board  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689

Dear Ms. Calvillo:

Administrative Code Section 5-108.A-1 provides that the City Administrator shall nominate a qualified candidate for the County Veterans Service Officer to be then considered and confirmed by the Board of Supervisors. After completing the recruitment process led by the Human Service Agencies, the Director of Aging and Adult Services, Shireen McSpadden recommends Alfred Sims as the next County Veteran Services Officer. Based off of this recruitment process, I hereby nominate Alfred Sims to be the County Veterans Service Officer of the City and County of San Francisco.

If you have any questions, please contact Susie Smith of the Human Services Agency at [Susie.Smith@sfgov.org](mailto:Susie.Smith@sfgov.org). Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Naomi M. Kelly".

Naomi M. Kelly  
City Administrator

CC: Shireen McSpadden, Director, Department of Disability and Aging Services



# OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor  
Naomi M. Kelly, City Administrator

May 12, 2020

The Honorable Catherine Stefani  
San Francisco Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102

Dear Supervisor Stefani:

This letter responds to your inquiry about the County Veterans Service Officer (“CVSO”) on behalf of Shireen McSpadden, Director of the Human Services Agency’s Department of Disability and Aging Services (“DAS”), and myself. We appreciate your interest in the well-being of veterans in our community and share your concerns.

State law provides that a county may have a CVSO. In 1993, the Board of Supervisors established the CVSO in Administrative Code Section 5.108A, which currently requires the Mayor and City Administrator recommend a CVSO who is confirmed by the Board of Supervisors. When we are through the COVID-19 emergency, we look forward to discussing this code section with you to determine whether it should be updated.

Through the annual budget process, the function and program are located in DAS. The office is at 2 Gough Street and provides needed services to San Francisco’s veterans—many of whom are seniors and people with disabilities. Veterans in our community are balancing their Veterans Administration benefits with many other benefits and programs. The San Francisco Human Services Agency is well positioned to coordinate the complex network of services for veterans.

As you have noted, the position of CVSO is vacant. Despite the fact that the City is facing a citywide hiring freeze, the Mayor’s Budget Office approved the position for hiring due to its critical role in serving veterans. The position opened yesterday, May 11 and qualified applicants are encouraged to apply through May 25 at 5:00 PM<sup>1</sup>.

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<sup>1</sup> Interested applicants should visit <http://www.jobapscloud.com/sf/>





## Memorandum

**TO:** Honorable Members of the Rules Committee:  
Supervisor Hillary Ronen  
Supervisor Catherine Stefani  
Supervisor Gordon Mar

**FROM:** Shireen McSpadden, Executive Director *SMC*

**DATE:** June 26, 2020

**RE:** Appointment of County Veterans Service Officer

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### Background:

The California Military and Veteran's Code allows (but does not require) counties to appoint a County Veterans Service Officer (CVSO). San Francisco established its CVSO in 1993, as a result of the Veterans' Administration's decision to move its regional office to Oakland. The CVSO assists veterans and eligible spouses and dependents with navigating the VA bureaucracy. It has a staff of five and serves some 1,000 veterans annually.

Subsequent to the CVSO's creation the Mayor and Board of Supervisors created the Department of Aging and Adult Services (now the Department of Disability and Aging Services), combining Public Administrator-Public Guardian, including the CVSO, the Commission on the Aging, Mental Health Conservator, Adult Protective Services and In-Home Supportive Services.

§970 of the California Military and Veteran's Code requires that a CVSO to be a veteran.

The CVSO office was managed by Sergeant Dorian J. Carr, United States Air Force, Retired until his departure on April 30, 2019. Consequently, I have asked the Office of the City Administrator, formerly known as the Administrative Services Department, to nominate-Alfred Sims to be County Veterans Service Officer. City Administrator Naomi Kelly makes the nomination as the CVSO office was formerly part of the Administrative Services Department.

Through this open recruitment we expect to find a qualified candidate who will be able to meet the needs of our veterans. The Board of Supervisors will confirm the final appointment consistent with the Administrative Code and state law.

Thank you again for your advocacy on behalf of veterans. We look forward to updating you on our progress shortly. If you have any questions on this matter, please contact Deputy City Administrator Jennifer Johnston at [jennifer.johnston@sfgov.org](mailto:jennifer.johnston@sfgov.org).

Sincerely,

A handwritten signature in blue ink that reads "Naomi M. Kelly". The signature is written in a cursive, flowing style.

Naomi M. Kelly  
City Administrator

CC: Members, Board of Supervisors  
Clerk of the Board of Supervisors  
Trent Rhorer, San Francisco Human Services Agency  
Shireen McSpadden, Department of Disability and Aging Services  
Sophia Kittler, Mayor's Office