

File No. 140362

Committee Item No. 7

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules

Date April 17, 2014

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 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"/> | 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 type="checkbox"/> | Application |
| <input type="checkbox"/> | <input 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: _____ Date _____



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 [checked] No [] If No, where registered:

Resident of San Francisco [checked] 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: _____



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: 8th 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:

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 minute. 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 enhanced 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 Patriots). I love humor and feel it can be quite effective in stressful situations.

San Francisco has a significant latino community and I feel its important 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.

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

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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.