

March 23, 2023

Yvonne Lee
Chair

Honorable Members of the San Francisco Board of Supervisors
Attention: Angela Calvillo, Clerk of the Board of Supervisors

Larry Bush
Vice-Chair

City Hall, Room 200
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Theis Finlev
Commissioner

Michael S. Romano
Commissioner

**Re: Ethics Commission Report on Implementation of
Proposition C (Requested Per File #230148)**

Argemira Flórez Feng
Commissioner

Dear Members of the Board:

Gayathri Thaikkendiyil
**Acting Executive
Director**

On February 14, 2023, the Ethics Commission received [a referral](#) from the Public Safety and Neighborhood Services Committee regarding the ongoing implementation of Proposition C (Create Homelessness Oversight Commission Amendment) following its passage on the November 2022 ballot. This referral was sent in connection with the hearing request introduced by Supervisor Safai on February 7, 2023 ([File No. 230148](#)).

The requested hearing is described as a:

“Hearing to consider the ongoing implementation of Proposition C of November 2022, which established a Homelessness Oversight Commission in the City and County of San Francisco; and requesting the Mayor’s Office, Department of Homelessness and Supportive Housing, City Attorney, Ethics Commission, and Health Service System to report.”

This memorandum provides a written report regarding the role of the Ethics Commission in the implementation of Proposition C. Additionally, Ethics Commission staff are available to participate in any future hearings or deliberations the Board may hold regarding the implementation of Proposition C as desired.

The Ethics Commission is involved in in three ways:

- 1) supporting members of the Homelessness Oversight Commission in filing their Statements of Economic Interests (Form 700) and other required documents,
- 2) amending the Department of Homelessness and Supportive Housing’s (HSH) Statement of Incompatible Activities (SIA) so that it includes members of the Homelessness Oversight Commission, and
- 3) supporting the members of the new oversight commission with training, compliance materials, and advice. The following provides an update for the Board on these three aspects of the Commission’s work.

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- 1. Supporting Members of the Homelessness Oversight Commission in Filing their Statements of Economic Interests (Form 700) and Other Required Documents**



Members of the Homelessness Oversight Commission will file their Form 700s with the Ethics Commission. Additionally, members of the new oversight commission will file their Sunshine Ordinance Declarations and Certificates of Ethics Training with the Ethics Commission. This relationship was codified in the recent legislation ([File No. 221025](#)) that added members of the Homelessness Oversight Commission to [Section 3.1-103\(a\)\(1\)](#) of the Campaign and Governmental Conduct Code. This legislation went into effect on March 11, 2023.

With the passage of this recent legislation, the Ethics Commission can support members of the Homelessness Oversight Commission in the filing of their Form 700s, Sunshine Ordinance Declarations, and Certificates of Ethics Training.

Commissioners will complete an “Assuming Office” Form 700 within 30 days of their swearing-in, covering the present state of their financial interests at the time of their assumption of office.

Assuming that they assume office in 2023, they would then file an Annual Form 700 by April 1, 2024, covering the period from their assumption of office through December 31, 2023. They would continue to complete annual filings on April 1 until they leave office. At that time, they would complete a “Leaving Office” filing.

2. Amending the Department of Homelessness and Supportive Housing’s (HSH) Statement of Incompatible Activities (SIA)

As with all departments, boards, commissions, and agencies, the Homelessness Oversight Commission needs to be subject to an SIA. It is common practice for departments and their commissions to share a single SIA. The Ethics Commission has recommended to HSH that the department’s SIA should be amended to include the newly created commission. Per [Section 3.218\(b\)](#), the Ethics Commission has the ability to amend SIAs as needed. The Ethics Commission is currently working with HSH staff to revise the current HSH SIA to include members of the Homelessness Oversight Commission. Ethics Commission Staff anticipate presenting this amended SIA for consideration by the Ethics Commission at either its April or May regular meeting.

3. Supporting the Members of the Homelessness Oversight Commission with Training, Compliance Materials, and Advice

As part of its duty to promote governmental accountability, the Ethics Commission provides information and guidance to all city officers and employees, including members of the Homelessness Oversight Commission, to help them understand and comply with their responsibilities under the law.

Members of the Homelessness Oversight Commission will all be required to take an annual ethics training and have access to the Ethics Commission’s [engagement and compliance resources](#). Ethics Commission Staff are also available answer direct questions and give advice regarding City ethics rules. Members of the Homelessness Oversight Commission with questions should contact the Ethics Commission at



Ethics.Commission@sfgov.org. For help with Form 700s in particular, they should visit sfethics.org/Form700Help.

In addition, the newly-formed Ethics@Work team provides, among other things, agency-specific trainings and support. To learn more, staff may contact the Ethics@Work Program Manager Peter Lauterborn at peter.lauterborn@sfgov.org.

The Ethics Commission is prepared to support the newly created Homelessness Oversight Commission and fulfill its role in the implementation of Proposition C. If you have any questions, please contact me or our Acting Policy & Legislative Affairs Manager, Michael Canning at michael.a.canning@sfgov.org.

Sincerely,

Gayathri Thaikkendiyil

Gayathri Thaikkendiyil, Acting Executive Director
cc: Brad Russi, Office of the City Attorney