

File No. 141206

Committee Item No. 6

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date December 3, 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 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 700 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Vacancy Notice |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Information Sheet |
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OTHER

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Completed by: Alisa Somera Date November 26, 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 Mentoring Committee

Seat # or Category (If applicable): #3 District: 5

Name: Nicholas Kimwa

Home Address: Belton Zip: 94117

Home Phone: 516 Occupation: Public Court Advocate

Work Phone: 415 346 7685 Employer: Eviction Defense Collaborative

Business Address: 468 Park St. Zip: 94102

Business E-Mail: nicholask@evictiondefense.org Home E-Mail: _____

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:

I work in the shelter & have for 3 years.
 I have over 5 years of work in the TH, where a majority of beds are located, and with the homeless population.
 I am currently chair of the Shelter Mentoring Committee.

Business and/or professional experience:

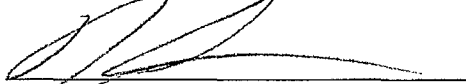
3 years as Scribble Club Advocate
1 year as Chair of Scribble Mentoring Committee

Civic Activities:

Volunteer as Coalition on Homelessness

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: 11/6 Applicant's Signature: (required) 

(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, Committees, & Task Forces

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

Seat # or Category (If applicable): Seat 4 or 6 District:

Name: Kendra Amick

Home Address: 25th Ave., San Francisco, CA Zip: 94121

Home Phone: (415) Occupation: Attorney

Work Phone: (415) 692-3821 Employer: General Assistance Advocacy Project

Business Address: 276 Golden Gate Ave., San Francisco, CA Zip: 94102

Business E-Mail: kamick@gaap.org Home E-Mail: kendra.amick@

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:

As an attorney at a drop-in legal clinic in the Tenderloin, I represent clients from diverse socio-economic backgrounds. Most of GAAP's clients are middle-aged African American men with some type of disability. However, because our office is open to the public and is located near civic center, I regularly interact with people of various ages, ethnic backgrounds, sexual orientations, and genders. Moreover, most of our clients identify as having a physical or mental disability - or both. As an attorney and advocate, it is my responsibility to represent my clients' interests and maintain a relationship of honesty and trust with my clients. Thus, my occupation as Staff Attorney at GAAP has helped to qualify me for this position.

Additionally, as a San Francisco native who has lived here most of my life, I am very conscientious of the diverse populations and interests in San Francisco.

Business and/or professional experience:

Please refer to my attached cover letter and resume regarding my relevant professional experience.

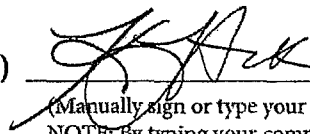
Civic Activities:

Please refer to my attached resume and cover letter regarding my relevant experience.

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: 11/23/2014 Applicant's Signature: (required)


(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: _____

GAAP

GENERAL ASSISTANCE
ADVOCACY PROJECT

276 Golden Gate Ave. • San Francisco, CA 94102 • Tel: 415-928-8191 • Fax: 415-928-1410 • www.gaap.org

November 21, 2014

Board President

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Board Treasurer

Cody Barkley

Board Secretary

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Eileen Bissen

Robert Capistrano

James Conger

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Whitney Stark

Christina Terplan

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Nina Wasow

Executive Director

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Student Directors

Carlos Duarte

Ashley Toles

Board of Supervisors
City and County of San Francisco
ATTN: Clerk of the Board
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

RE: Kendra Amick; Application for SF Shelter Monitoring Committee

Dear Members of the Board,

It is with pleasure that I write this letter in support of Kendra's application to continue serving on the Shelter Monitoring Committee. I have worked with Kendra for the past three years, and believe she would continue to serve the Committee well.

Kendra has been with GAAP since 2010. She began as a student volunteer, progressed to a student leader, before eventually being hired after graduating from Hastings in 2013. She now works as our Staff Attorney and Volunteer Coordinator to manage the caseload and supervise the student advocates. At GAAP we represent clients on public benefits issues and we are now starting to represent clients facing Quality of Life citations. In addition to these primary areas of representation, we offer a daily drop-in clinic providing general advocacy services addressing the various needs that homeless individuals, and those at risk of homelessness, encounter on a regular basis.

During her time with GAAP, Kendra has worked extensively with members of the community who have previously or reside in the San Francisco shelter system. She provides direct representation for clients, many of whom are currently or were formerly homeless. She has a strong understanding of how the various services and programs within San Francisco inter-relate.

In addition to her time at GAAP, Kendra has interned at the East Bay Community Law Center and worked for San Francisco Homeless Services Coalition, during which time she worked for, and on behalf of, those facing homelessness. Kendra is an experienced representative of San Francisco's low-income and homeless population, and would be a valuable asset to the Shelter Monitoring Committee. If you have any questions regarding her experience, please do not hesitate to contact me.

Sincerely,

Gary Lewis
Executive Director
(415) 692-3819
director@gaap.org

KENDRA AMICK

GAAP 276 Golden Gate Ave • San Francisco, CA 94102 • (415) 692-3821 • kamick@gaap.org

November 21, 2014

Board of Supervisors
City and County of San Francisco
ATTN: Clerk of the Board
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

Dear Board Members,

I am submitting this application for Seat 4 or 6 of the Shelter Monitoring Committee as a community advocate with experience providing direct services to the homeless in San Francisco. Over the past 7 months I have served on the Committee as an interim appointee for LHCB Seat 1. My interest in serving on the Committee stems from my commitment to serving homeless San Francisco residents and my experience providing direct legal services to homeless and marginally housed clients, primarily through my work at the General Assistance Advocacy Project.

As a San Francisco native, I have always been conscience of the housing and homelessness issues that impact the city's residents. My early experiences volunteering at Glide instilled in me a commitment to serving my community. While at Scripps College in Southern California, my community organizing experience with the Labor Community Strategy Center motivated me to return to advocate for economic and social justice in my own community.

After graduating from Scripps College in 2008, I began working for a small nonprofit called the San Francisco Homeless Services Coalition (SFHSC). As a community organizer and senior manager with the SFHSC, I helped to spread awareness about and raise resources for homeless women and families in the Bay Area. After working with the SFHSC, I decided that I wanted to go to law school to develop the skills necessary to implement policy reform and provide direct legal services for the homeless community.

My first semester at UC Hastings, I became a student advocate at the General Assistance Advocacy Project (GAAP). GAAP is a drop-in legal clinic that assists provides representation for clients with public benefits issues and quality of life citations. Additionally, we offer referrals, brief services and advice to those coming through our drop-in clinic. In the four years that I have worked at GAAP, I have interviewed, counseled and represented dozens of homeless and marginally housed clients. Although my previous work with the SFHSC taught me much about the issues affecting the homeless in San Francisco, my experience at GAAP has given me deeper insight into the intersection of different programs, systems and services used by homeless SF residents.

Over the past seven months I have very much enjoyed my experience serving on the Shelter Monitoring Committee. I have learned more about the San Francisco shelter system and connected with other community service providers. I hope to continue working with the Committee to ensure that San Francisco's shelter system is doing its best to serve its clients.

Sincerely,

Kendra Amick

KENDRA AMICK

GAAP 276 Golden Gate Ave • San Francisco, CA 94102 • (415) 692-3821 • kamick@gaap.org

EDUCATION

- ❖ **University of California, Hastings College of the Law, San Francisco, CA**
J.D., May 2013
 - Completed Concentration in Social Justice Lawyering
 - Recipient of Stephen Cone Fellowship in Legal Writing and Research and the ABA John J. Curtin, Jr. Justice Fund Legal Intern Program Stipend, Summer 2011
 - Recipient of Equal Justice America Fellowship and Hastings Public Interest Law Foundation Grant, Summer 2012

- ❖ **Scripps College, Claremont, CA**
B.A. in Politics and International Relations/French Studies, May 2008
 - Thesis for dual major, “‘The Big Girl’, Versus ‘La Madone’: A Comparative Analysis of Gender Performance Strategy in the Presidential Campaigns of Hillary Clinton and Ségolène Royal”, May 2008

EXPERIENCE

- ❖ **General Assistance Advocacy Project (GAAP), San Francisco, CA**
Staff Attorney and Volunteer Coordinator (August 2013-present)
Provide holistic representation for low-income, homeless and marginally housed clients. Supervise approximately 25 student advocates that work with GAAP clients on issues concerning income, shelter, housing, healthcare and citations. Represent clients at CAAP, CalFresh, and Social Security administrative hearings to obtain or maintain their benefits. Collaborate with the SF Human Services Agency to implement policy changes to better serve CAAP and CalFresh applicants and recipients.
GAAP Student Advocate (September 2010-May 2013), Summer Legal Intern (May-August 2011)
Advocated on behalf of homeless and marginally housed clients on a variety of legal and social services issues, primarily issues impacting clients’ public benefits and housing. Organized and implemented training and scheduling of over 20 new student volunteers as student Co-President from May 2012-May 2013. Collaborated with executive director to implement new office policies and procure funding for GAAP.

- ❖ **Shelter Monitoring Committee**
LHCB Seat 1 (April 2013-present)
Conduct inspections of San Francisco shelters to ensure they are in compliance with the Standards of Care. Attending and participating in monthly public meetings.

- ❖ **SF Human Rights Commission, San Francisco, CA**
Policy Intern (January-May 2013)
Collaborated with the San Francisco Human Rights Commission on a report addressing the human rights impact of anti-trafficking legislation – specifically the Case Act (proposition 35). Researched legal implications of Case Act and interviewed San Francisco advocates and community members about the impact of the Act. Attended bi-monthly meetings of the Human Rights Commission commissioners and presented research findings and policy recommendations in front of the Commission.

KENDRA AMICK

GAAP 276 Golden Gate Ave • San Francisco, CA 94102 • (415) 692-3821 • kamick@gaap.org

❖ **East Bay Community Law Center, Berkeley, CA**

Legal Inter/Extern in Welfare Law and Policy Practice (May-December 2012)

Advocated to remove Alameda County's 3-month time limit on General Assistance for employable persons in front of the Alameda County Board of Supervisors. Managed client caseload while also strategizing on how to shape policy that impacts clients' lives. Represented clients at administrative

hearings to maintain or obtain public benefits. Drafted domestic violence declarations with clients and helped DV victims obtain retroactive benefits from CalWORKs. Negotiated for administrative remedies with the Social Services Agency at regular policy meetings.

❖ **San Francisco Homeless Services Coalition, San Francisco, CA**

Education Outreach Organizer/Senior Field Manager (August 2008 – April 2009)

Raised awareness about issues impacting the homeless community in San Francisco. Lead grassroots fundraising efforts for homeless services and shelters in the Bay Area. Directed group orientation sessions and individual training of new employees. Developed office policies and campaign strategies.

VOLUNTEER ACTIVITIES

- **SF Human Services Agency, Bi-Annual Homeless Count, San Francisco, CA (January 2009)**
- **Labor Community Strategy Center, Los Angeles, CA (January - May 2008)**
- **UNITE HERE! Local 11, Los Angeles, CA (March 2008)**
- **Glide Memorial Church, San Francisco, CA (November/December 1999 -2006)**
- **Seven Tepees Youth Center, San Francisco, (CA February-May 2004)**



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): 5 District: _____

Name: Michael Wayne Kirkland

Home Address: 6th St SF Ca Zip: 94103

Home Phone: 415 _____ Occupation: _____

Work Phone: _____ Employer: _____

Business Address: _____ Zip: _____

Business E-Mail: _____ Home E-Mail: Kirklandm1238 _____

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:

Reappointment
Shelter monitoring committee
Lived homeless & shelter in SF prior to
being housed.

Business and/or professional experience:

20 years experience in non-profit, housing low site monitoring for Louisiana office of Public Health.

Civic Activities:

member of Latino Task Force - New Orleans - S -
member of Seneca Hotel housing group - SF.

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: 11/13/14 Applicant's Signature: (required)



(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: _____

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

November 21, 2014

To Whom It May Concern:

I recommend Michael Kirkland for appointment for the Shelter Monitoring Committee. I have worked with Mr. Kirkland for almost a year and a half and have had the opportunity to get to know him well. I believe Mr. Kirkland's personal experiences and skills set make him an ideal candidate for this committee. I believe he would be a valuable asset to the committee if reappointed.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Abigail Kahn'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Abigail Kahn



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 Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

VACANCY NOTICE

SHELTER MONITORING COMMITTEE

Replaces All Previous Notices

NOTICE IS HEREBY GIVEN of the following vacancies:

Vacant seat 1, succeeding Julia D'Antonia, resigned, must be homeless or formerly homeless within the three years prior to appointment and living with their homeless child under age 18, for a two-year term ending November 23, 2016.

Vacant seat 2, succeeding Deborah Muise, term expiring on November 23, 2014, must be homeless or formerly homeless within the three years prior to appointment, with a disability, for a two-year term ending November 23, 2016.

Vacant seat 3, succeeding Nicholas Kimura, term expiring on November 23, 2014, must have experience providing direct services to the homeless through a community setting, for a two-year term ending November 23, 2016.

Vacant seat 4, succeeding Amanda Reichmuth, term expiring on November 23, 2014, must be selected from a list of candidates that are nominated by community agencies that provide behavioral health, housing placement, or other services to the homeless, for a two-year term ending November 23, 2016.

Vacant seat 5, succeeding Michael Kirkland, term expiring on November 23, 2014, 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, for a two-year term ending November 23, 2016.

Vacant seat 6, succeeding Raija Freeman, resigned, must be selected from a list of candidates that are nominated by non-profit agencies that provide advocacy or organizing services to homeless people, for a two-year term ending November 23, 2016.

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. The reports shall also include recommended action steps for the shelter and for the City department that

contracts for services at the shelter. The reports 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.

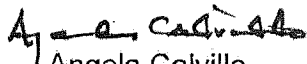
Sunset Date: None.

Additional information relating to the Shelter Monitoring Committee may be obtained by reviewing Administrative Code, Article XII, at <http://www.sfbos.org/sfmunicodes>.

Interested persons may obtain an application from the Board of Supervisors website at http://www.sfbos.org/vacancy_application or from the Rules Committee Clerk, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689. Completed applications should be submitted to the Clerk of the Board. All applicants must be residents of San Francisco, unless otherwise stated.

Next Steps: Applicants who meet minimum qualifications will be contacted by the Rules Committee Clerk once the Rules Committee Chair determines the date of the hearing. Members of the Rules Committee will consider the appointment(s) at the meeting, and applicants may be asked to state their qualifications. The appointment(s) of the individual(s) who are recommended by the Rules Committee will be forwarded to the Board of Supervisors for final approval.

Please Note: Depending upon the posting date, these vacancies may have already been filled. To determine if vacancies for this Committee are still available, or if you require additional information, please call the Rules Committee Clerk at (415) 554-4447.


Angela Calvillo
Clerk of the Board

DATED/POSTED: October 3, 2014

San Francisco
BOARD OF SUPERVISORS

Date Printed: November 24, 2014

Date Established: November 23, 2004

Active

SHELTER MONITORING COMMITTEE

Contact and Address:

Jeff Simbe
Shelter Monitoring Committee
1380 Howard Street, 2nd Floor
San Francisco, CA 94103

Phone: (415) 255-3647

Fax: (415) 252-3629

Email: jeff.simbe@sfdph.org

Authority:

Administrative Code, Section 20.300 et seq. (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)

San Francisco
BOARD OF SUPERVISORS

homeless or formerly homeless (within the three (3) years prior to appointment) individuals, one (1) with a 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

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