

File No. 111072

Committee Item No. 7  
Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Rules

Date 10/11/11

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                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

#### OTHER

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Completed by: Linda Wong

Date 10/7/11

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

Date \_\_\_\_\_

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

09/26/2011 13:46 FAX 4152553626

SFBHAC

001/002



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): 1, 3, & 4 District:

Name: Christian Wilcox

Home Address: Ashbury #6, San Francisco, CA Zip: 94117

Home Phone: 415 Occupation: System Navigator

Work Phone: Employer: The San Francisco Study Center

Business Address: 1380 Howard St., San Francisco, CA Zip: 94103

Business E-Mail: christian.wilcox@sfdph.org Home E-Mail:

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)

I have been homeless within the past three years. I have joint custody of my 8-year-old son who lives with me periodically through the year; in my current position, I refer homeless clients and mental health clients to services.

Education:

High school diploma and on-going training in social services

Business and/or professional experience:

Over the past year, I have worked in referring clients to services; facilitating groups; and received numerous trainings from conflict resolution to motivational interviewing.

Civic Activities:

I am a volunteer at TAY, Transitional Age Youth, and with Pathways to Discovery. I work with young people to build social and life skills. I work with Juvenile Corrections and share my story to encourage youth to make better life choice.

Ethnicity: (optional) white 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 records)

Date: 9-26-11 Applicant's Signature: (required)

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

09/26/2011 13:46 FAX 4152559625

SFBHAC

002/002

**City and County of San Francisco  
Department of Public Health**

**Community Behavioral Health Services**

1380 Howard Street, Room 400  
San Francisco, CA 94103  
(415) 255-3500  
(415) 255-3529 FAX  
(415) 255-3745 TDD



September 26, 2011,

To Whom It May Concern:

This letter is in reference to Christian Wilcox. I have known Mr. Wilcox for nearly 17 years. In that time, I have seen him struggle with the polysubstance use and abuse that eventually lead to his long term incarceration and previous homelessness. In the time since his release, Mr. Wilcox has expressed a desire to rehabilitate himself and became engaged in providing help to other. Mr. Wilcox has gone on to become employed by the San Francisco Study Center since June 2010 where he directs clients seeking treatment and provides group support to those who are struggling with addiction, mental health issues and are frequently homeless.

As a person who has seen Mr. Wilcox make considerable progress towards his goals, I feel it would be an asset to the City and County of San Francisco to have Mr. Wilcox become part of the Shelter Monitoring Committee.

If you have any questions, please feel free to contact me at (415) 255-3736.

Tracey Helton

A handwritten signature in black ink, appearing to read 'Tracey Helton', written over a horizontal line.

Consumer Employment Manager  
Community Behavioral Health Services



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): 1,3 & 4 District:

Name: Simon Guity Martinez

Home Address: Madrid Street Zip: 94112

Home Phone: 510 Occupation: Student and Interpreter

Work Phone: Employer: Study Center of SF

Business Address: 1380 Howard Street Zip: 94103

Business E-Mail: Home E-Mail @gmail.com

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)

As an immigrant and a father of two, I have experienced homeless and overcome it with services and support from family friends. I want an opportunity to participate in a body that makes recommendations about the shelter system.

Education:

Computer Technician, Mental Health Student and Psychology

Business and/or professional experience:

Interpreter, Translator, Graphic Design, Event Planner

Civic Activities:

Food Pantry (NYC), HIV advocate (NYC), and Mental Health Services advocate and peer counselor

Ethnicity: (optional)

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: 09-26-2011 Applicant's Signature: (required) [Signature]

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

09/26/2011 13:30 FAX 4152553626

SFBHAD

002/002

**Simon Guity**

1479 Fruitvale Ave. Suite: 107  
Oakland, CA. 94601

E-mail: \_\_\_\_\_@gmail.com

Mobile: 510 \_\_\_\_\_

Teambuilding and Leadership

**Objective:** To obtain a position utilizing my vast knowledge and expertise in the field of Computer Technology, Social Networking and Counseling to implement and promote programs designed to address the needs of low-income and underserved communities.

**Profile:** Over eight years of experience developing programs and social services for communities facing multiple challenges related to immigration, lack of access to educational opportunities, and trauma resulting from cycles of poverty, violence and addiction.

**Employment:**

- 2009-Present      Mental Health Services Act Community Project - CIIS      San Francisco  
**Project Consultant – MHSA Project California Institute of Integral Studies**
- Implement programs designed to increase community awareness of services
  - Create marketing materials for distribution among CBOs and Non-Profits in San Francisco
  - Implement programming designed to outreach to POC, C-FM and LGBTQ
  - Provide translation services in Spanish for monolingual and marginally bilingual clients
- 2003-Present      Crown Master Technology      CA - NY  
**PC & Mac Hardware/Network Technician**
- Maintain and solicit clientele to expand service database, manage receipts and record keeping of expenses and fees. Perform all tasks related to diagnostic process and repair to Desktops and Laptops as well as custom building PC Towers as requested by clients.
  - Install and upgrade PC components—hardware and software. Coordinate wiring for various LAN projects. Troubleshoot problems down to the component level.
- 2006-2007      Latin Quarter Night Club      New York, NY  
**Event Planning and Promotion**
- Booking Bands & Artists, Security Organization – Indoor/Outdoor Patrol
  - Event setup and Promotion
- 2002-2003      United Nation of Honduras      New York, NY  
**Translator & Interpreter**
- Interpreting non English speakers questions and problem solving issues related to immigration
  - Translating documents in Spanish or English
- 1999-2001      Arriba Juntos Community Center      San Francisco, CA  
**Computer & Social Program Instructor**
- Provided classroom instruction in Basic MS Word, MS Excel, and Internet Navigation
  - Instructed participants in Basic Computer Maintenance/Repair and Troubleshooting

**Education**

- City College      San Francisco, 2010  
**Construction Administration Certification**
- General Accounting , Quick Books Pro,
  - Microsoft Office Application: Word, Excel, Access, PowerPoint
- Latin Technology Institute      New York, 2006-2007  
**Certification in 2274 Managing & Maintaining Microsoft Windows Server 2003 Environment**
- Router Setup WAN & LAN Networking, Wireless Network,
  - Basic Telecommunications
- Un-Real Graphics Institute      New York, 1996-1998  
**Certification in Web Design, Coordination and Graphics**
- Basic Adobe Photoshop - Corel Draw
  - Front Page - Page Maker

**Languages:** English and Spanish**REFERENCES:** Available Upon Request

10/05/2011 14:24 FAX 415255362

SFBHAD

001/001

City & County of San Francisco  
San Francisco Department of Public Health  
Community Behavioral Health Services



**Peer Support Internship Program**  
**With us, we can**

Cultural Competence and Client Relations  
Wanetta Davis, Peer Internship Coordinator  
1380 Howard Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94103  
(415) 255-3729 Fax (415) 252-3079

October 5, 2011

Linda Wong, Clerk  
Rules Committee  
City Hall, Room 244  
San Francisco, CA 94102

***Re: Appointment of Simon Martinez to the Shelter Monitoring  
Committee***

Dear Ms. Wong,

Please allow this letter to serve as my recommendation for Simon Martinez to the Shelter Monitoring Committee.

I am the Peer Internship Coordinator for Community Behavioral Health Services' Cultural Competency Unit. It is this position that I came to work with Mr. Martinez, who has been working with Study Center and our unit for the past eight months. As Garifuna Spanish-speaker, Mr. Martinez has been asset to our organization as we develop trainings for mental health consumers, a large portion who are homeless or formerly homeless, to re-enter the job market. He has used his own story as a father, immigrant, and non-native English speaker to motivate peers to work towards their own employment goals. He has acted as the lead contact for special projects, including community events that discuss race and public policy. For the past few months, he has been working as an as-needed interpreter for the Shelter Monitoring Committee. With this varied experience, he would be an asset to the Committee and to the City and County of San Francisco.

If you have questions, please feel free to call me at the above number.

Thank you.

A handwritten signature in cursive script that reads "Wanetta Davis".

Wanetta Davis



**Board of Supervisors  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 244  
(415) 554-5184 FAX (415) 554-7714**

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2010 NOV 16 PM 12:31  
BY \_\_\_\_\_

**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): Seat #3

District \_\_\_\_\_

Name: Kathy Treggiari

Home Address: \_\_\_\_\_ Forest Hill Court, Hayward, CA

Zip: 94542

Home Phone: 510 \_\_\_\_\_ Occupation: Director of Shelters

Work Phone: 510-289-6098 Employer: Episcopal Community Services

Business Address: 201 Eighth St., San Francisco, CA Zip: 94103

Business E-Mail: ktreggiari@ecs-sf.org Home E-Mail: \_\_\_\_\_

**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)**

I am the Director of Shelters at Episcopal Community Services. I am responsible for the Sanctuary and Next Door Shelters. We house 534 single adult men and women. Please see attached resume for my qualifications.

**Education:**

MS in Human Services

**Business and/or professional experience:**

I have over 16 yrs working with the homeless & formerly homeless in a variety of residential settings. I have managed HUD housing, supportive housing and shelters during my career. I currently serve as the Director of Shelters at ECS.

**Civic Activities:**

Participated in the 2007 Homeless Count; I also attend the Lower Polk Neighborhood Association monthly 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: 11/15/10 Applicant's Signature: (required) Kathy Treggiari

Please Note: Your application will be retained for one year.

**FOR OFFICE USE ONLY:**

Appointed to Seat #: \_\_\_\_\_ Term Expires: \_\_\_\_\_ Date Seat was Vacated: \_\_\_\_\_

**Kathy Treggiari**  
— Forest Hill Court  
Hayward, CA 94542  
—— @gmail.com  
(cell) 510 ———

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## QUALIFICATIONS SUMMARY

- Sixteen years experience working with the homeless population in various residential settings.
- Twelve years experience managing various residential facilities including shelters and HUD-funded supportive housing for the severely mentally ill.
- Expertise includes: program management & development, grant writing, fundraising, monitoring HUD-funded project-based and tenant-based housing programs, oversight of Medicaid-billable clinical services to the severely mentally ill, staff supervision, and all aspects of administering residential programs.

## PROFESSIONAL EXPERIENCE

### **Director of Shelters, Episcopal Community Services, San Francisco, CA**

July, 2010 –  
present

- Responsible for management of the Sanctuary and Next Door Shelters housing 534 homeless single adult men and women.
- Provide leadership, direction and support to all programmatic, administrative, fiscal and regulatory functions at ECS's shelters including the seasonal Interfaith Winter shelter.
- Monitoring a department budget of over \$5.8 million and a staff of over 90 FTE positions, the Director of Shelters ensures the provision of safe and clean accommodations, nutritious meals and client-centered services, administered effectively and consistently in accord with public and private funding requirements.
- Reports to the Executive Director and serves as a member of ECS's senior management team.

### **Director of Resident Services, Resources for Community Development, Berkeley, CA**

June, 2008 –  
June, 2010

- Responsible for the provision of support services to the RCD housing portfolio of nearly 1,700 units of affordable housing at 41 sites.
- Hire, train & supervise a staff of five (5) Resident Services Managers & AmeriCorps intern who provide direct supportive services at our housing sites in Alameda, Contra Costa and Solano Counties.
- Facilitate wrap-around meetings and collaborations with outside service providers to coordinate needed services to residents living in our MHSA, HOPWA and TAY units.
- Oversee the training & management of all interns and volunteers working within the Services Department.
- Responsible for monitoring service activities under city, county and government contracts that provide funding for RCD support services.
- Create and monitor multiple MOU's and contracts with outside agency service providers for service provision across our portfolio.



- Work with the Director of Fundraising to develop program plans and reports for grant applications, newsletters and donor appeals, representing RCD and the Services Department to potential and current funders.
- Work with RCD's Housing Development Department to create sustainable development Service Plans and project funding applications (MHP, MHP-Special Needs, AHP, TCAC, etc), advise on project designs, tenant selection, special needs populations, and services funding.
- Develop partnerships with outside provider agencies that benefit RCD residents.

**Tenant Services Manager, Community Housing Partnership, San Francisco, CA**

October, 2006 –  
June, 2008

- Direct supervision of four Tenant Services Supervisors & five Tenant Services Counselors providing intensive support services and programming.
- Oversee contracted services of two licensed clinicians who worked with our tenants providing mental health interventions.
- Assist Director of Tenant Services in insuring the delivery of quality support services to the formerly homeless population living at four supportive housing sites located in the Tenderloin (the Cambridge, Hamlin, William Penn and Essex Hotels).
- Prepare reports for various funders including HUD Annual Progress Report (APR), SF Human Services Agency Quarterly reports and reports prepared for SF Integrated Services Network using HUD SHP monies.
- Assisted in rent-up of the Essex Hotel which houses 84 formerly homeless single men and women funded with a combination of tax credits and the SF LOSP program.
- Manage delivery of support services that include voluntary, intensive case management for approximately 301 tenants with an emphasis on harm reduction, building community within each building and in the neighborhood and providing housing retention interventions.
- Assist in maintaining a creative, inclusive and empowering environment for all tenants and staff.
- Facilitate regular staff meetings and trainings.
- Assist with crisis interventions and creative problem solving, as required.
- Oversee all data collection and reporting as required by various funding sources (the HSA & ISN).
- Collaborate with outside agencies on behalf of our tenants.
- Participate in community organizing activities.

**Executive Director, Lowell Transitional Living Center, Lowell, MA**

August, 2005 -  
August, 2006

- Responsible for overall management of an organization serving 90 – 120 homeless, single men and women, providing intensive supportive services, shelter housing, supportive, subsidized housing and a soup kitchen serving three meals per day, seven days a week.
- Completed construction of a new shelter space and twelve units of permanent, supportive housing using project-based Section 8 subsidies.
- Oversight of the Business Manager, Supportive Services Manager, Housing Services Manager, Kitchen Manager, Administrative Assistant, Case Managers, Street Outreach Worker and numerous Front Desk staff.
- Responsible for fiscal management of the organization, reporting requirements of various funding sources and increasing public awareness regarding the issues surrounding the homeless population.

- Planned and executed all grants and worked with the Board of Directors on fundraising strategies and events.

**Clinical Director, Harbor Homes, Inc., Nashua, NH**

March, 2002 –  
August, 2006

- Insured effective delivery of mental health services & housing to formerly homeless men, women & families who were diagnosed with severe mental illness.
- Responsible for all agency referrals and facilitated housing placement and coordination of all Medicaid-billable clinical services.
- Responsible for all HUD reporting requirements including a Mainstream Section 8 Program and various residential programs using HUD SHP funds.

**Program Manager, Harbor Homes, Inc., Nashua, NH**

- Managed a HUD 202 funded supportive housing program for the chronically homeless and severely mentally ill.
- Supervised approximately 16 staff
- Responsible for all clinical, HUD and Medicaid reporting requirements

**Adjunct Faculty, NH Community Technical College, Nashua, NH**

August, 2003 –  
December, 2004

- Taught courses in Contemporary Social Problems and Introduction to Psychology.

**Job Retention Program Case Manager, Middlesex Community College, Lowell, MA**

February, 2001 -  
Sept., 2001

- Coordinated GED, ESL, Computer and Life Skills classes for participants in the state Welfare-to-Work program.
- All classes were held at the college, with transportation and child care provided.

**Housing Programs Director, Nashua Soup Kitchen & Shelter, Nashua, NH**

March, 1994 -  
February, 2001

- Responsible for daily operation of two shelters and three transitional housing apartments for families.
- Supervised two House Managers and the hiring and training of over twenty direct-line staff, volunteers and interns.
- Compiled all statistics and reports required by various funding sources.
- Assisted Executive Director with grant writing and represented the organization at various public speaking engagements.

**House Manager, Nashua Soup Kitchen & Shelter, Nashua, NH**

- Responsible for daily operation of a shelter housing 10 – 15 homeless in our Women and Family Shelter.
- Supervised a staff of four;
- Compiled weekly and monthly shelter statistics.

**EDUCATION**

**Masters in Human Services, 2000, Springfield College, Manchester, NH**  
**Bachelor of Arts, Individualized Studies (concentration: Education), 1992, Rivier College,**  
**Nashua, NH**

HUD Annual Progress Report Training, San Francisco, CA (2007)

Certification, Quadel Training, HUD Assisted Housing Manager (2004)

Numerous HUD trainings presented by TAC, Manchester, NH (2002 – 2005)

One unit of Clinical Pastoral Education, Saints Memorial Hospital, Lowell, MA (1993)

**References upon request**



**Episcopal  
Community Services**  
San Francisco

*Building Community. Developing Skills. Enriching Lives.*

November 15, 2010

Board of Supervisors  
City and County of San Francisco  
1 Carlton B. Goodlett Pl.  
San Francisco, CA 94102-4689

Dear Members of the Board of Supervisors:

I am very happy to lend support to ECS Director of Shelters Kathy Treggiari's application for Seat #3 on the Shelter Monitoring Committee. Kathy would bring to the role expertise on homelessness, consistently good judgment, excellent professional experience and passion for her work – recently here in San Francisco and the East Bay and, before that, extensively in New Hampshire.

Obviously, I know Kathy's work here firsthand. In our hiring process, I spoke with several of her former directors and board members and I can attest that her references were consistently outstanding.

Sincerely,

Kenneth J. Reggio  
Executive Director



**Episcopal  
Community Services**  
San Francisco

*Building Community. Developing Skills. Enriching Lives.*

November 15, 2010

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

Dear Board of Supervisors:

I am interested in applying for the Shelter Monitoring Committee vacancy Seat #3. The requirement for the seat is that the member shall have experience providing direct service to the homeless through a community setting.

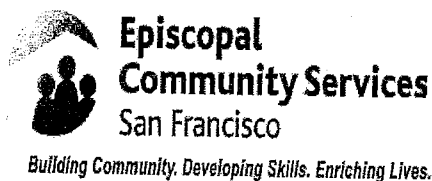
Attached please find my resume, a letter of Recommendation from my present employer, Episcopal Community Services along with a completed application. I have 16 years of experience working with the homeless and formerly homeless in a variety of residential settings including shelters in the Northeast and in San Francisco.

Thank-you for considering my request for appointment to the Committee.

Sincerely,

Kathy Treggiari, MS  
Director of Shelters

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2010 NOV 16 PM 12:31  
BY \_\_\_\_\_ *PC*



*Application Appointment for: Shelter Monitoring Committee*

**Seat #3:** Member shall have experience providing direct service to the homeless through a community setting.

Statement of Experience

I have 16 years of experiencing working with the homeless and formerly homeless in residential settings. Most of those years have been managing shelters and supportive housing in the Northeast. My management experience has included serving as Executive Director of a shelter; Clinical Director of HUD-funded housing providing clinical interventions for the severely mentally ill and as a Housing Program Director of a shelter and transitional housing in New Hampshire.

For the four years I have lived in CA, I have served as a Tenant Service Manager for Community Housing Partnership managing the support services at the Essex, Cambridge, Hamlin and William Penn. I then became Director of Services at Resources for Community Development and managed services in their 44-site portfolio.

Currently, I serve as the Director of Shelters for Episcopal Community Services and we house 534 single homeless men and women. I have been attending all Shelter Monitoring Committee meetings and have worked with the Committee to improve our quality of services and the living environment of our shelters. My focus is on training all of my shelter staff on implementation of the Standards of Care to ensure that all residents are treated with dignity and respect and that we continue to provide safe, clean, stable housing.

My vision for the Shelter Monitoring Committee is one of collaboration with the single adult homeless shelters along with the oversight it currently provides. As a SF shelter provider, I would act as the "bridge" between the SMC and the shelters. I envision working together to improve the shelter system, collaborating on identifying new needed resources and encouraging a shelter provider "voice" focused on creative solutions. As we all know, non-profit funding and resources have decreased in the last few years, yet the need has grown. My goal as a Committee member would be to not only work with the Shelter Monitoring Committee to ensure a consistent level of quality shelter housing and services, but also to encourage the Committee to begin to collaborate with all of the shelter providers on increasing honest dialogue on issues and identifying and applying for new resources and funding to address those issues across the SF shelter system.

11/19/2010 11:58 FAX 415255962

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11/ 9/2010 12:31 4152822826

DOLORES STREET I I

PAGE 03/05



Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, California 94102-4689
(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

Committee
Task Force

Seat # or Category (If Applicable): # 7, 2, 3

Enter your name, mailing address and daytime telephone number in the spaces provided. Because this form is a document available for public review, you may list your business/office address, telephone number and e-mail address in lieu of personal contact information.

form is a document available for your home address or other

Do you authorize release of your private/personal information? [ ] yes [ ] no

Print Name: Louis Peltz

Home Address:

Home Phone: 415

Work Phone:

Business Address: 165 MARIPOSA STREET

E-mail Address:

EMAIL.COM@gmail.com

Fax #:

Zip 94110

Zip: 94110

Are you a United States citizen? [X] Yes [ ] No (Citizenship is a mandatory requirement for appointments)
Have you ever been convicted of a felony in this state, or convicted of any offense which, if committed in this state, would be a felony? [ ] Yes [X] No. (If yes, please attach a statement describing the offense(s) for which you have been convicted, the date of those conviction(s), and the court(s) that convicted you.)

appointments)
this state, would be a felony?
been convicted, the date of those

Education: 2 yrs College

Business and/or professional experience: Social Work, Community Organizing

Civic Activities:

Other Personal Information: (optional) NA

Ethnicity: (optional) NA Sex: (optional) [ ] M [X] F

Have you attended any meetings of the Board/Commission to which you wish appointment? [X] Yes [ ] No
Would you be able to attend night meetings? Day meetings? Either

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: 11-19-10 Applicant's Signature: (required) Louis Peltz

Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:

Appointed to Seat #: Term Expires: Date Seat was Vacated:

Clarification Office/Forms/Commission Application

06/0: 18

11/19/2010 11:58 FAX 415255362

SFBHAC

003/003

11/ 9/2010 12:31 4152822826

DOLORES STREET!!

PAGE 05/05



# DOLORES STREET COMMUNITY SERVICES

938 Valencia Street San Francisco, CA 94110

11/18/2010

I am writing in order to recommend Linda Pettye for a position on the Shelter Monitoring Committee.

I have known Linda Pettye for one year as a participant in the Mission SRO Collaborative's Peer Outreach Program tenant leadership program, from January 2010. During this time Linda has continuously shown enthusiasm, interest, and dedication in the work of advocating and supporting tenants living in SRO hotels in the Mission District. She proved to be extremely reliable and punctual, and her understanding of tenant/landlord law has made her an asset to our project and pivotal in achieving our goals.

During her time in the program she participated in bi-weekly meetings, two hours of direct outreach in the hotels per week, and regular one-on-one meetings with me. In addition, Linda worked with us to begin a new program with the Women's Community Clinic to outreach to women who live in SRO's, many who go back and forth between hotels, shelters and the street, in order to connect them to services and improve their quality of life in the hotels. Linda is extremely approachable, clear, and thorough, and is well trained in both monitoring unsafe conditions in hotels and connecting people to appropriate services. She is also a great public speaker and has given numerous presentations on our behalf.

I am sure that Linda would be an asset to the Shelter Monitoring Committee. She is more than qualified to do inspections of shelters and give helpful feedback at monthly meetings. She is extremely pleasant to work with, and will be clear about the conditions which she sees and what she thinks needs to be accomplished. I strongly recommend Linda Pettye for Shelter Monitoring Committee position.

Please don't hesitate to contact me with any further questions. I can be reached at (415) 282-6209 x19 or alternatively at [kendra@dscs.org](mailto:kendra@dscs.org).

Sincerely,

Kendra Froshman  
Outreach Coordinator  
Dolores Street Community Services/Mission SRO Collaborative  
938 Valencia SF, CA 94110

Richard M. Cohen Residence • Dolores Housing Program • Valencia Community Center  
phone 415-282-6209 • fax 415-282-2826

[www.dscs.org](http://www.dscs.org)



11/19/2010 11:58 FAX 4152553626

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002/003

11/19/2010 12:31 4152822826

DOLORES STREET | |

PAGE 04/05

**Statement of Qualifications**

I would like to submit my application for appointment for committee membership on the Sheltering Monitoring Committee.

I believe I am best qualified to serve because of my previous work history and life experiences. I have known homelessness first hand and understand the tenacity involved to avoid the ever present stigma placed upon said group. I have used my time being homeless as a way to become involved learning the ways of the system and am able to convey information to those in policy making positions to become more aware of the real issues.

My previous work as a shelter advocate gives me a nuanced approach to the shelter system. I worked directly with clients and had built a reputation as a force to be reckoned with.

I am currently involved as a POP Intern for the Mission SRO Collaborative. I work directly with formerly homeless clients teaching tenants rights. I also engage clients in ways to become self empowered and to move forward, leaving homelessness a memory of the past.

I thank you in advance for a chance to participate in this process.

Linda Pettye



**Board of Supervisors  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 244  
(415) 554-5184 FAX (415) 554-7714**

**Print Application**

**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): 2/3/4

Name: Yanick Potts

Home Address: PO Box

Zip: 94164

Home Phone: 415- \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

Zip: \_\_\_\_\_

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)

see attached document

Education: EEO

Business and/or professional experience:

Civic Activities:

Ethnicity: (optional) \_\_\_\_\_

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, becomes public record)

Date: \_\_\_\_\_ 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: \_\_\_\_\_

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BY AK

To San Francisco rules committee

I Charles Pitts am submitting  
two extra Letters ( see attached documents )  
recommending my appointment to  
the shelter monitoring committee

Thank you  
Charles Pitts

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**POOR MAGAZINE/PNN**

**"Registering poverty through media, education and art"**

— 16<sup>th</sup> St. #301, San Francisco, CA 94103

Phone: (415) — & (415) 863-6306

E-mail: [deeandtiny@poormagazine.org](mailto:deeandtiny@poormagazine.org)

URL: [www.poormagazine.org](http://www.poormagazine.org)

February 7, 2011

To Whom it May Concern

This letter will serve as a nomination of Charles Pitts, by the family and membership of POOR Magazine for a seat on the SF Shelter Monitoring Committee.

This nomination was based on Mr. Pitts poverty scholarship and experience as a shelter resident in many shelters in San Francisco and was finalized on February 4, 2011

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Thank you,

  
Lisa Gray-Garcia

Co-madre and Co-editor

POOR Magazine/Prensa POBRE

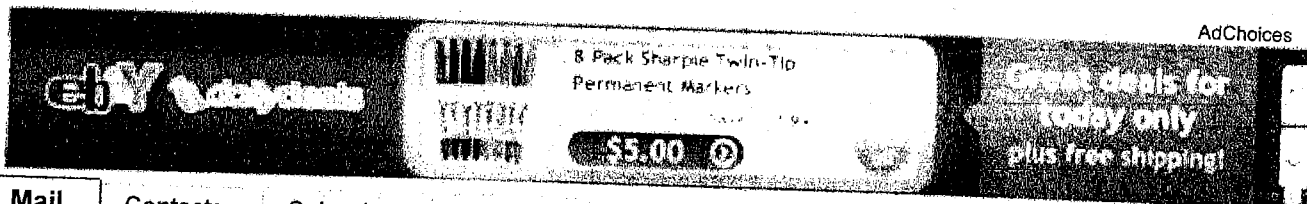
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  - Drafts (94)
  - Sent
  - Spam (23) [Empty]
  - Trash [Empty]
  - My Photos
  - My Attachments

Chat & Mobile Text

I am Offline

[homelessvillage] My letter of recommendation for Charles, position Shelter Monitoring Committee

From: "mesha" <Iolmisha@cs.com> To: homelessvillage@yahoogleroups.com

Thursday, February 3, 2011 10:45 PM

This is a letter of recommendation for Mr. Charles Pitts, as a qualifed and dedicated candidate on the SF Shelter Monitoring Committee.

I have worked in a professional capacity with Mr. Pitts for the past 2 years, at which time he was Homeless in our city.

Mr. Pitts moderates a well documented social network site at [Http://www.groups.yahoo.com/group/HomelessVillage/](http://www.groups.yahoo.com/group/HomelessVillage/) that focuses on the issue of Homelessness at our local level and nationwide.

During the course of our professional relationship, I have found Mr. Pitts to be very committed, as part of the core staff of Poor Magazine, as well as a longstanding Homeless Advocate, and proficient around the dynamics of grassroots-based activism.

Mr. Pitts is also consistently reliable, demonstrates good organizational skills, and shines in the area of creative & critical thinking.

Please feel free to verify the source of this recommendation by calling me at 415-595-8251, or send me a message in my private box on Facebook under "La Mesha Irizarry" (the account that is fully operational has my picture over a green background on its homepage)

Cordially, mesha Monge-Irizarry

Reply to sender | Reply to group | Reply via web post | Start a New Topic Messages in this topic (1)

RECENT ACTIVITY: Visit Your Group

YAHOO! GROUPS

Switch to: Text-Only, Daily Digest • Unsubscribe • Terms of Use

# Martin De Porres House of Hospitality

225 Potrero Avenue  
San Francisco, CA 94103  
Telephone (415) 552-0240

10/18/10

To whom it may concern;

Charles Pitts has been volunteering at our soup kitchen for the past year or so. He has been helping us prepare and serve free food to those in need. We try to serve with as much love and kindness as possible. Charles brings positive energy and is thoughtful and discerning about what we do and how we do it. He is very good in relating to our guests many of whom are homeless, many with mental problems, many with substance abuse problems. We are grateful for Charles presence and contribution to our community and the work we do.

Sincerely

*Charles Engelstein*

Charles Engelstein  
Co - Director

"LOVE OTHERS AS GOD LOVES YOU"

MOTHER THERESA

what separates me from the other and or most candidates is  
i have attended the shelter monitoring committee meeting  
for the past 3 years consonantly  
i have also attended the local homeless coordinating board meetings  
for the past 3 years  
and the sro task force  
this gives me the understanding that  
we can and should improve many peoples lives with little extra cost

i have familiarized myself with the sunshine ordnance  
and the ordinance creating the shelter monitoring committee  
and it's bylaws

i believe the shelter monitoring committee needs leadership  
that will improve the shelters  
to a level that people can  
help people transition from the streets to a  
living wage self sufficient life style  
from my 3 years experience few have this vision  
and if they do they are doing very little to make these types of changes happen

thanks Charles Pitts

01/06/2011 11:01 FAX 4152553629  
12/31/2010 16:21 FAX

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FAMILY MORTGAGE/HOME

001/004  
002/005



Board of Supervisors  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 244  
(415) 554-5184 FAX (415) 564-7714

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): Seats 2, 3, 4, 5, 6 District:

Name: Deborah Muise

Home Address: A Gilman Ave; SF., Ca. Zip: 94124

Home Phone: (415) \_\_\_\_\_ Occupation: entrepreneur

Work Phone: \_\_\_\_\_ Employer: Self-employed

Business Address: Same as above Zip:

Business E-Mail: muisedeborah@yahoo.com Home E-Mail: same

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):

① Please state your qualifications (attach supplemental sheet if necessary)

— on attached supplemental sheet —

Education: high school & 1/2 yr. of business college, JVS computer courses (word, excel & power point), also a design class at Baycat

② Business and/or professional experience:

— on attached supplemental sheet —

Civic Activities: 3 yrs. service with Brett Harte school - foodpantry, volunteer at SPCA & also the feral cat program (very active), Community activist, worked 6 elections for the D-10 supervisor campaign & at Mother Brown's - United Council of Human Service

Ethnicity: (optional) white Sex: (optional)  M  F also MSC-South

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: 12-29-10 Applicant's Signature: (required) Debi J. Muise

Please Note: Your application will be retained for one year.

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



01/06/2011 11:01 FAX 4152553629

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HH

**HOPE HOUSE**  
Supportive Housing with Customized Employment  
2111 Jennings Street  
San Francisco, CA 94124  
Main Office: (415) 671-1100 Fax: (415) 822-3436

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December 30, 2010

Deborah Muise  
1032 Gilman St.  
San Francisco, Ca. 94124

To Whom It May Concern;

I writing this letter on behalf of Deborah Muise who is apply for seats 2,3,4,5 and 6. Ms. Muise has been involved on many panels working with the homeless and other shelter agencies within her community. I believe she will be a great asset to the community net work and bring good information where it is needed. Deborah has received several certifications for her achievements with her community and within the non-profit organizations that help provide services for the underprivileged.

I believe she will be a great candidate for this position because of her interest and knowledge of what goes on in our shelters.

If you need further information please don't hesitate to call me @671-1130

Sincerely,

Deborah Turner  
Case Manger Hope House

Cc: Gwendolyn Westbrook, CEO

01/06/2011 11:01 FAX 4152553629

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003/004

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004/005

Deborah Mwise (415) —

## Supplemental Sheet

First a little about myself. I was asked to apply for the last vacant seat on the re-entry council. Unfortunately my application got misplaced and I didn't know about it until after the Rules and Regulations Committee had already meet with the applicants. I like to think that I missed the deadline on the above committee because I was supposed to be on this committee.

## ① Qualifications:

I was homeless for 1 1/2 yrs. and stayed in a shelter some of that time, until I found "Hope House" through Mother Brown's and the United Council of Human Services. Thus I have personal experience with homelessness and sheltered life. I attended Walden House in 2008 (graduated) and later worked at the Neighbourhood House of North Richmond, a drug program for ladies leaving incarceration and waiting for re-entry back into society.

I worked at Ellsworth Cottage which was a boyshome for troubled teens; until it closed.

I have worked at Homeless Connect and have worked at both Mother Brown's and MSC South.

MWR —→

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005/005

② Experience:

~~In the last year I have worked~~ tirelessly on several things, AGWEG (Alice Griffith Women Empowerment Group). This was a group of women (8) who came together with a common goal of breaking the cycle of poverty and becoming self-sufficient. I am a founding member and a core member. From this group we branched out and began A.G.I.C. (Alice Griffith Investment Club). We saw a need for people with bad or no credit and a criminal record to be able to borrow money. Thus A.G.I.C., where we are based on the Grameen Banking System (Micro lending) I am the treasurer and on the executive committee of AGIC. I'm very proud of this work and get a lot of self-satisfaction from my work.

I come to you with many recommendations but the main one I wish to represent is dear to my heart. They are the ones who were there for me in my darkest hours and never gave up on me - they still are a great support system. I am honored to have their nomination. They have many years of helping to feed and house the homeless. I'm speaking of Mother Brown's Kitchen, Hope House and all this under the umbrella of the United Council of Human Services.



**Board of Supervisors  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, California 94102-4689  
(415) 554-5184 FAX (415) 554-7714**

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**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): Seats 3, 4, and 6

Enter your name, mailing address and daytime telephone number in the spaces provided. Because this form is a document available for public review, you may list your business/office address, telephone number and e-mail address in lieu of your home address or other personal contact information.

Do you authorize release of your private/personal information?  yes  no

Print Name: Elizabeth Ancker  
Home Address: Grove St # 303, SF CA Zip 94117  
Home Phone: (415) Occupation: Social worker  
Work Phone: (415) 442-5134 Employer: Compass Family Services  
Business Address: 995 Market St, 6th Floor SF CA Zip: 94103  
E-Mail Address: eancker@compass-sf.org Fax #: (415) 442-5138

Are you a United States citizen?  Yes  No (Citizenship is a mandatory requirement for all appointments)  
Have you ever been convicted of a felony in this state, or convicted of any offense which, if committed in this state, would be a felony?  
 Yes  No. (If yes, please attach a statement describing the offense(s) for which you have been convicted, the date of those conviction(s), and the court(s) that convicted you.)

Education: 2005 J.D. from the University of SF School of Law  
2002 B.A. from the University of Kansas (English)

Business and/or professional experience: I am currently the Assistant Program Director at Compass Family Services, working with homeless families  
Civic Activities: Active member of the California State Bar

Other Personal Information: (optional) \_\_\_\_\_

Ethnicity: (optional) \_\_\_\_\_ Sex: (optional)  M  F

Have you attended any meetings of the Board/Commission to which you wish appointment?  Yes  No  
Would you be able to attend night meetings? yes Day meetings? yes Either yes  
Please state your qualifications (attach supplemental sheet if necessary) \_\_\_\_\_

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: 11/18/2010 Applicant's Signature: (required) Elizabeth Ancker  
Please Note: Your application will be retained for one year.

**FOR OFFICE USE ONLY:**

Appointed to Seat #: \_\_\_\_\_ Term Expires: \_\_\_\_\_ Date Seat was Vacated: \_\_\_\_\_



November 9, 2010

To Whom It May Concern:

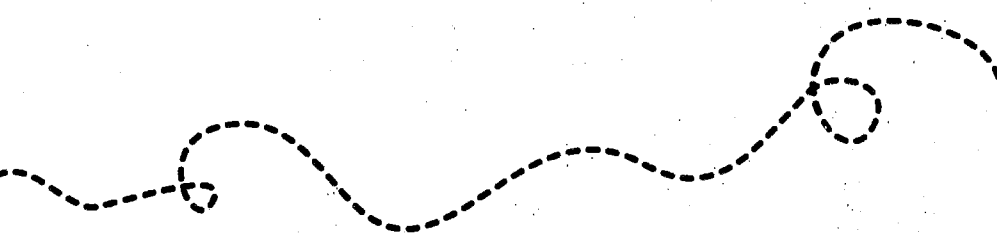
I am the Program Director at Compass Connecting Point. I verify that Elizabeth Ancker has been employed by Compass Connecting Point since March of 2007. She was employed here as a case manager for over 3 years before her promotion to Assistant Program Director in August of 2010.

Sincerely,

A handwritten signature in black ink, appearing to read "Susanna Anderson", with a long horizontal line extending to the right.

Susanna Anderson  
Program Director  
Compass Connecting Point

Helping families  
find their way





FAMILY SERVICES

November 17, 2010

To Whom it May Concern,

This letter is written in support of Elizabeth Ancker's application for a seat on the Shelter Monitoring Committee. Elizabeth has worked with families experiencing homelessness in San Francisco for upwards of three and a half years at Compass Connecting Point, the Family Housing Crisis Center. Last year Elizabeth was promoted from her original position of Case Manager/Crisis Intervention Counselor to Lead Case Manager due to her wealth of experience and strong leadership skills. This past August Elizabeth was again promoted to her current position of Assistant Program Director and she has already proven herself a great addition to our organization's management team.

Elizabeth would be a great addition to the Shelter Monitoring Committee as she is very familiar with the landscape of services available to people experiencing homelessness in San Francisco. She is passionate about social justice and issues of human rights, and cares deeply about the welfare and just treatment of members of the homeless community.

In addition to her experience in the field and her devotion to advocacy, Elizabeth would be a good candidate for this committee as she is a very grounded individual and does not shy away from challenging situations that require creative problem solving or new approaches.

Elizabeth has a J.D. from the University of San Francisco School of Law, is an active member of the California State Bar Association and licensed to practice law in California. This added dimension of expertise along with the critical thinking skills she honed in law school, inform all she does in the interests of social justice. She is hard working and reliable and very self-motivated. I have no doubt that she would fulfill her shelter monitoring duties with exceptional diligence.

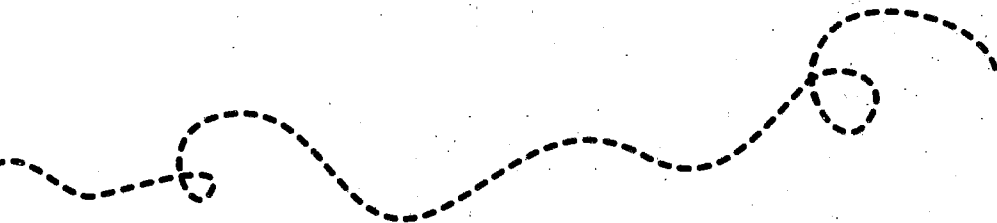
Sincerely,

Erica Kisch

Executive Director

Compass Family Services

Helping families find their way



## Statement of Qualifications for the Shelter Monitoring Committee

Elizabeth Ancker

I have both the education and experience to make a valuable contribution to the Shelter Monitoring Committee. From 2002-2005, I attended law school at the University of San Francisco School of Law. During that period, I interned with several public defenders offices, including the San Francisco Public Defenders Office and the Office of Capital Defense Counsel in Jackson, Mississippi, where I investigated death penalty cases at the trial level. I also interned with Bay Area Legal Aid. I thus have experience in the legal field working with indigent populations, understanding civil rights, and the legal fact-finding process.

After graduating from law school in 2005, I passed the California Bar Exam and have been a member of the California Bar Association since. After passing the bar exam, however, I moved into social services, and have been working with Compass Connecting Point for the last 3.5 years, serving homeless families. I worked as a case manager with a caseload of 40+ clients at a time before my promotion to Assistant Program Director in August 2010. I chose to maintain a caseload of shelter clients, in addition to my administrative duties, as I very much enjoy working directly with clients and feel I can thus make a valuable contribution to our agency's work.

I am applying for a seat on the Shelter Monitoring Committee because during the last several years, I have developed both a strong interest and understanding of the issues facing homeless people, particularly in San Francisco. I am familiar with the shelter system, and familiar with the population. Additionally I understand the legal and policy implications of shelter policies and practices.

If given the opportunity, my education, experience, and knowledge will make a valuable addition to the Shelter Monitoring Committee.

Sincerely,



Elizabeth Ancker

**Elizabeth Ancker**  
—, Grove St. #303  
San Francisco, CA 94117  
elizabethancker@nextaid.org  
415 —

## **Education & Qualifications**

---

California State Bar Association, Member since 2006  
University of San Francisco School of Law, Juris Doctor, May 2005  
University of Kansas, Bachelor of Arts, English, May 2002

## **Work Experience**

---

**Compass Connecting Point, San Francisco, CA**

*Case Manager, Assistant Program Director*

March 2007 – Current

Managed all shelter placements for the three city funded family shelters. Supervised staff regarding case management of clients on the shelter waiting list. Acted as point person for decisions involving eligibility, policy, and procedures. Advocated for families at the Shelter Consortium meetings. Provided counseling, crisis intervention and referrals to families seeking shelter. Created documents and policies for the early stages of the Rental Assistance Program. Awarded Employee of the Month in May 2008 and July 2009.

**The People Connection Temporary Employment Agency, San Francisco, CA**

*Various Temporary Positions*

October 2005 – January 2007

Provided support for law firms throughout the city, including filing, archiving, document review, and marketing.

**Bay Area Legal Aid, San Francisco, CA**

*Legal Intern*

February 2005 – May 2005

Interviewed clients and witnesses in connection with the defense of tenants in evictions. Wrote informational literature regarding tenants' rights. Summarized and reviewed family law files.

**Office of the State Public Defender, San Francisco, CA**

*Legal Intern*

October 2004 – February 2005

Summarized and reviewed hundreds of documents to create comprehensive personal histories of death row inmates for death sentence appeals. Researched sociological aspects of inmates' former neighborhoods. Interviewed former jurors.

**San Francisco Office of the Public Defender, San Francisco, CA**

*Legal Intern, Investigation Intern*

January 2004 - August 2004

Second chaired three criminal jury trials. Examined witness at trial. Interviewed clients and witnesses in dozens of cases. Analyzed police reports, crime scenes, and witness statements in preparation of the defense. Wrote boilerplate motions for the entire office dealing with the constitutionality of criminal procedures.

**Office of Capital Defense Counsel, Jackson, MS**

*Legal Intern*

Summer 2003

Interviewed defendants, their family members, and witnesses in preparation of the defense in death penalty trials. Created comprehensive family histories of defendants for sentencing portion of the trial. Researched and wrote memoranda on a variety of legal issues specific to death penalty trials.

## **Volunteer Experience**

---

**NextAid, Los Angeles, CA**

September 2005 – Current

Provided a variety of services to fundraise for children of Africa orphaned by AIDS. Advised on tax issues, drafted contracts, worked informational tables at fundraising events, planned and promoted fundraising events.

**Worldwide Impact Now, Mae Sot, Thailand**

June 2008 – July 2008

Worked out of the Thailand/Burma border in the wake of Cyclone Nargis to provide relief supplies and facilitate human rights reporting. Networked with and researched human rights NGOs to coordinate relief services.



09/26/2011 09:28 FAX 4152553829

SFBHAC

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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): 3 & 4 District:

Name: Ramon Antonlo Lacayo

Home Address: 1 Morgan Ave., San Leandro, CA Zip: 94577

Home Phone: 510 Occupation: lawyer and currently a training coordinator

Work Phone: 415.871.4822 Employer: The Study Center

Business Address: 1380 Howard St., 2nd Flr., San Francisco, CA Zip: 94103

Business E-Mail: ramon.lacayo@sfdph.org Home E-Mail: @gmail.com

Check All That Apply:

- A citizen of the United States. [X] At least 18 years old on or before Election Day. [ ]
Not in prison or on parole for a felony conviction [X]
A resident of San Francisco [ ] Yes: [X] No: (Place of Residence): San Leandro

Please state your qualifications (attach supplemental sheet if necessary)

I was a public defender in Nicaragua for one year and worked with the social service system. I was the interpreter for the national baseball team for Amateur Baseball Cup in Holland 2005. I am currently coordinating trainings for providers

Education:

B.A. in Law, Universidad Centroamericana "UCA", Managua, Nicaragua.

Business and/or professional experience:

Volunteer firefighter, October 2009-January 2011; public defender; interpreter

Civic Activities:

Literacy Campaign Director, worked with impoverished Nicaraguan adult to gain the general education degree after working in the community for one year as a volunteer

Ethnicity: (optional) Central American Sex: (optional) [X] M [ ] F

Have you attended any meetings of the Board/Commission to which you wish appointment? [ ] Yes [X] 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: 09/22/2011 Applicant's Signature: (required) [Signature]

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

09/26/2011 09:28 FAX 4152553629

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002/004

**City and County of San Francisco  
Department of Public Health**



**Community Programs  
Office of Quality Management**

1380 Howard Street  
San Francisco, CA 94103  
(415) 255-3400 PH  
(415) 255-3529 FAX

September 22, 2011

To Whom It May Concern:

It is with pleasure and without hesitation that I write this letter of recommendation for Mr. Ramon Lacayo III.

Mr. Lacayo has been with the Department of Public Health, Community Programs, Training Unit since August of this year. During this time, Ramon has performed a variety of clerical duties that included data entry and processing, working with and serving a culturally diverse population, and assisting in the planning and promotion of training and education. Ramon is also primarily responsible for gathering data and using the Excel program and analyzing written evaluations of participants at numerous trainings, conferences and workshops. He is vital to our Training Unit and assisting the Training Coordinator with on-site support by registering conference attendees and communicating with other services and agencies. He is also responsible for filing documents associated with over four conferences a month. Ramon has superbly performed all the stated tasks and is magnificently working with others in the Training Unit.

Ramon is a hardworking, top-performing professional with dedication to the communities we serve. He is a self-starter and an independent thinker. Above all, Ramon is a colleague with high leadership qualities and would be a great asset to serve on the Shelter Monitoring Committee.

Ramon's attention to detail coupled with his untiring drive to accomplish tasks quickly and without sacrificing quality has been very impressive. Mr. Lacayo will be an outstanding addition to your committee. Should you have any questions, do not hesitate to contact me at 255-3553.

Sincerely,

A handwritten signature in black ink, appearing to read "Norman Aleman", written over a horizontal line.

Norman Aleman  
Training Coordinator  
Office of Quality Management  
Community Programs

09/26/2011 09:28 FAX 4152559629

SFBHAD

003/004

**RAMON A. LACAYO**

— Morgan Ave  
San Leandro, CA. 94577  
(415) 871-4822  
—— @gmail.com

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**OBJECTIVE:** Be appointed to the San Francisco Shelter Monitoring Committee

**PROFESSIONAL EXPERIENCE**

**August 2011- Present      Training Support Specialist, Public Service Aide**

City and County of San Francisco, Department of Public Health  
Office of Quality Management

- Assists in allocation of the resources for Community Programs Training Unit
- Assists in purchasing for catering per event
- Coordinates logistical needs at training site
- Provides technical assistance and critical support for the Departmental training activities
- Summarize evaluations of trainings from the participants
- Register participants for training activities
- Continuing Education Units processor

**2010 - August 2011      Personal Consultant**

Consultant Nicaraguan Law  
Managua, Nicaragua

- Register properties in the Public Registration Office and clear the Property's registration history
- Answer the notifications and judge dictations keeping always the benefit of my client as a priority
- Interject petitions of revision of land properties in Managua City Hall
- Counsel clients on registration of property, birth certificates, and family law
- Explain the civil law process in which my clients were involved and interpose civil motions

09/26/2011 09:28 FAX 4152553629

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004/004

**2008 – 2009****Criminal Law Office Intern**

Central American University Law Office  
Managua, Nicaragua

- Public defender on Criminal Trials for impoverished Nicaraguan citizens
- Create and filed criminal accusations according to the Criminal Procedure law
- Negotiated dates with Court secretaries for the audiences and trials of defendants
- Object in trial the injunctive reliefs dictated by the judge that affected the defendant
- Interject reviews of injunctive reliefs when the judge did not approve a trial motion
- Assist the defendant in all the criminal law trial proceedings
- Handled Federal prisoners parole procedure for timely probation release
- Applied Criminal Procedure Law to suspend or reduce the defendant's conviction
- Provided information to clients on how to navigate the system in order to exonerate their crimes according to the Criminal Procedure Law

**2005- 2007 Personal Translator**

English- Spanish Translator  
Managua, Nicaragua

- Translator for coaches and players on the Nicaraguan National Baseball Team
- Performed translations of various types of documents
- Served as the team liaison with English speaking countries

**EDUCATION AND TRAINING**

2006- 2010 Universidad Centroamericana (Central American University)  
Managua, Nicaragua  
Bachelor of Laws

2008 - 2011 Volunteer Firefighters of Nicaragua  
Firefighter Diploma obtained on July 2009

**ORGANIZATIONAL ACTIVITIES**

2004 – 2005 Director of the Literacy Campaign - Nicaragua



**Board of Supervisors  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, California 94102-4689  
(415) 554-5184 FAX (415) 554-7714**

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**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): 2 4 5 6

Enter your name, mailing address and daytime telephone number in the spaces provided. Because this form is a document available for public review, you may list your business/office address, telephone number and e-mail address in lieu of your home address or other personal contact information.

Do you authorize release of your private/personal information?  yes  no

Print Name: REGINALD URSHAW  
Home Address: 10th St #214 Zip 94102  
Home Phone: 323 Occupation: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Employer: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ @Yahoo.com Fax #: \_\_\_\_\_

Are you a United States citizen?  Yes  No (Citizenship is a mandatory requirement for all appointments)  
Have you ever been convicted of a felony in this state, or convicted of any offense which, if committed in this state, would be a felony?  
 Yes  No. (If yes, please attach a statement describing the offense(s) for which you have been convicted, the date of those conviction(s), and the court(s) that convicted you.)

Education: DENTAL TECH

Business and/or professional experience: \_\_\_\_\_

Civic Activities: BOARD OF DIRECTOR COALITION ON HOMELESSNESS

Other Personal Information: (optional) \_\_\_\_\_

Ethnicity: (optional) AFRO AMERICAN Sex: (optional)  M  F

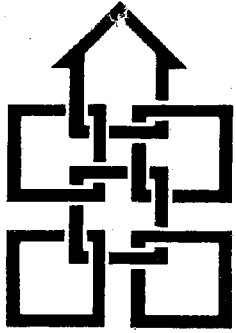
Have you attended any meetings of the Board/Commission to which you wish appointment?  Yes  No  
Would you be able to attend night meetings? \_\_\_\_\_ Day meetings? \_\_\_\_\_ Either \_\_\_\_\_  
Please state your qualifications (attach supplemental sheet if necessary) \_\_\_\_\_

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: 11-16-10 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: \_\_\_\_\_



COALITION ON  
HOMELESSNESS  
san francisco

November 16, 2010

Clerk of the Board  
Board of Supervisors  
City Hall  
1 Dr. Carlton Goodlett Place  
San Francisco, CA 94102

To Whom it May Concern;

This is a letter of nomination and support for the application of Mr. Reginald Upshaw to seats 2, 4, 5, and 6 of the Shelter Monitoring Committee.

Mr. Upshaw is an active participant with the Coalition on Homelessness and a member of our Board of Director's. Mr. Upshaw has personal experience with the homeless system, and has conducted outreach to homeless people living in shelters on behalf of the Coalition on Homelessness.

We believe Mr. Upshaw would be an excellent candidate for the Shelter Monitoring Committee. He has extensive knowledge of homeless policy in San Francisco and has excellent follow through. He would give honest and fair perspective to the process.

Mr. Upshaw has been an important part of our organization here at the Coalition on Homelessness and we believe he would make an excellent addition to the Shelter Monitoring Committee.

Sincerely

Jennifer Friedenbach  
Executive Director

San Francisco  
BOARD OF SUPERVISORS

Date Printed: September 29, 2011

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:**

Ord. No. 283-04; Article XII of Article 20 of the SF Administrative Code; Ord. No. 150-07.

**Board Qualifications:**

Administrative changes to seats 1 and 2 made for clarification to meet mandated positions in Ordinances 283-04 and 150-07.

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 of whom shall be a homeless person (or homeless within the 3 years prior to appointment) with a disability and one of whom shall be a homeless person (or homeless within the 3 years prior to appointment) living with their homeless child who is under the age of 18.

The 13 members of the Committee shall be appointed as follows:

Three members shall be appointed by the Mayor, including one member from the Department of Human Services;

One member from the Department of Public Health; and

One member who is homeless or formerly homeless and who has experience providing direct services to the homeless through a community setting.

Six members shall be appointed by the Board of Supervisors including: two homeless or formerly homeless (within the 3 years prior to appointment) individuals, one with a disability and one living with their homeless child under age 18; one member who has experience

San Francisco  
BOARD OF SUPERVISORS

providing direct services to the homeless through a community setting; one 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 members selected from a list of candidates that are nominated by non-profit agencies that provide advocacy or organizing services to homeless people, one of which is homeless or formerly homeless.

Four members shall be appointed by the Local Homeless Coordinating Board, including: one member selected from a list of candidates that are nominated by non-profit agencies that provide advocacy or organizing services to homeless people; two members who have experience providing direct services to the homeless through a community setting, one of which is formerly homeless; and one 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.

Sunset Date: None specified

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



San Francisco  
BOARD OF SUPERVISORS

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.