

BOARD of SUPERVISORS



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MEMORANDUM

Date: April 12, 2021

To: The Honorable Members, Board of Supervisors

From: *ACC* Angela Calvillo, Clerk of the Board

Subject: Administrative Code - Shelter Monitoring Committee (File No. 210115)

Board of Supervisors Rules of Order 2.21 establishes certain criteria that must be included in legislation creating and establishing, or reauthorizing, new bodies (boards/commissions/task forces/advisory bodies) and requires the Clerk of the Board to advise the Board on certain matters. In order to fulfill these requirements, the following is provided:

File No. 210155 Administrative Code – establishing the Students and Families RISE (Recovery with Inclusive and Successful enrichment) Working Group

- Does a current body address the same or similar subject matter?

No. At this time there are no other bodies that address similar subjects. Approval of the Ordinance reenacts Administrative Code, Chapter 5, Article XII, to reestablish the Shelter Monitoring Committee which expired on December 31, 2020.

- Language requiring the body to meet at least once every four months

Section 20.307 requires that the Committee meet at least once every quarter.

- Language indicating members serve at the pleasure of the appointing authority

Section 20.305 specifies each appointing authority for each seat, and Section 20.306 indicates that all vacancies shall be filled by the specified appointing authorities.

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- Language establishing attendance requirements

Section 20.308 indicates that members who miss three regular meeting within a six-month period without approval shall be deemed to have resigned from the Committee ten days after the third unapproved absences.

- Number of seats and qualifications

The Committee consists of 13 members, as follows:

Appointed by the Board of Supervisors:

- *Seat 1 - Person who is homeless or formerly homeless, and who is living or has lived with the person's homeless child under the age of 18.*
- *Seat 2 - Person who is homeless or has been homeless within the three years prior to being appointed to the Committee, and who has a disability.*
- *Seat 3 - Person with experience providing direct services to homeless people through a community setting.*
- *Seat 4 - Person nominated by one or more community agencies that provide behavioral health, housing placement, or other services to homeless people.*
- *Seat 5 - Person who is homeless or formerly homeless, and who has been nominated by one or more nonprofit agencies that provide advocacy or organizing services for homeless people.*
- *Seat 6 - Person nominated by one or more nonprofit agencies that provide advocacy or organizing services for homeless people.*

Appointed by the Local Homeless Coordinating Board

- *Seat 7 - Person nominated by one or more nonprofit agencies that provide advocacy or organizing services for homeless people.*
- *Seat 8 - Person who is homeless or formerly homeless, and who has experience providing direct services to homeless people through a community setting.*
- *Seat 9 - Person with experience providing direct services to homeless people through a community setting.*
- *Seat 10 - Person who is homeless or formerly homeless, and who has been nominated by one or more community agencies that provide behavioral health, housing placement, or other services to homeless people.*



Appointed by the Mayor

- *Seat 11 - Employee of the Department of Homelessness and Supportive Housing.*
- *Seat 12 - Employee of the Department of Public Health.*
- *Seat 13 - Person who is homeless or formerly homeless, and who has experience providing direct services to homeless people through a community setting.*

- *Term limits (i.e., commencement date? staggered terms?)*

Section 20.306 entitled 'Terms of Office' states the terms of office for members expired on December 31, 2020, by operation of law. The appointing authorities shall appoint members to the new terms, which shall commence on the effective date of the ordinance reenacting this Article XII.

If this Article XII is extended beyond its sunset date, Committee members in even-numbered seats' terms begin on the effective date of the aforementioned ordinance and shall expire on July 1, 2022; and Committee members in odd-numbered seats' terms begin on the effective date of the aforementioned ordinance and shall expire on July 1, 2023. The term of office of each Committee member shall be two years.

Persons who served as Committee members upon the original expiration of the Committee on December 31, 2020, may be appointed to serve again as Committee members. Committee members appointed to fill the terms established in subsection (b) may be reappointed upon expiration of their terms, if this Article XII is extended beyond its sunset date in Section 20.310.

The Committee shall come into existence upon appointment of a majority of its members.

- *Administering department*

The Department of Public Health shall provide clerical and administrative support and staffing for the committee.

- *Reporting requirements*

The Committee reports quarterly to the Board of Supervisors.

- *Sunset date*

Unless the Board of Supervisors, by ordinance, extends the term the Committee shall terminate on July 1, 2022.