

File No. 2430148

Committee Item No. 5

Board Item No. \_\_\_\_\_

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date May 20, 2024

Board of Supervisors Meeting

Date \_\_\_\_\_

### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- Memorandum of Understanding (MOU)
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 - Ethics Commission
- Award Letter
- Application
- Form 700
- Information/Vacancies (Boards/Commissions)
- Public Correspondence

### OTHER (Use back side if additional space is needed)

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Completed by: Victor Young Date May 16, 2024

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



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Implementation of 2022 Proposition C: Homelessness Oversight Commission

**Rules Committee | May 20, 2024**



# Homelessness Oversight Commission

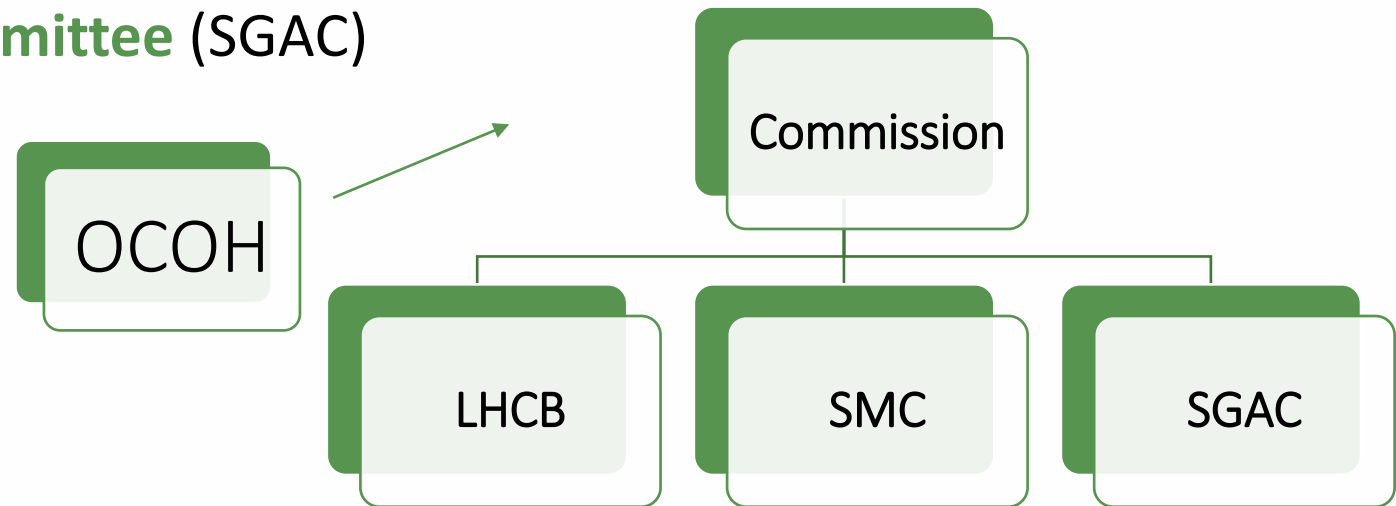
- The Homelessness Oversight Commission launched in May 2023 after San Francisco voters approved its creation through a ballot measure in November 2022.
- The Commission is made up of **7 members**:
  - 4 appointed by the Mayor's Office
  - 3 appointed by the Board of Supervisors
- Learn more about the Commission, Commissioners and Commission Meetings on the Homelessness Oversight Commission page on the HSH website: <https://hsh.sfgov.org/about/commission-and-committees/>

# Advisory Bodies on Homelessness

Ordinance #023-23 (required by Prop C) and Ordinance #035-23 amended the Administrative Code to **update roles and responsibilities** of homeless **Advisory Bodies**. The following bodies are now appointed by and advise the Commission and are staffed by HSH.

- **Local Homelessness Coordinating Board (LHCB)**
- **Shelter Monitoring Committee (SMC)**
- **Shelter Grievance Advisory Committee (SGAC)**

The **Our City, Our Home (OCOH) Committee** advises the Commission and Health Commission in addition to the Mayor and Board of Supervisors and continues to be staffed by the Controller's Office.



# Meet the Commissioners



**Dr. Jonathan Butler**  
Chair



**Christin Evans**  
Vice Chair



**Katie Albright**



**Bevan Dufty**



**Sharky Laguana**



**Dena Aslanian-Williams**



**Joaquin Guerrero**

# Commission Meetings

- Meets the **first Thursday** of each month.
  - Since its inception in May 2023, the Commission has held **14 meetings**.
  - Meeting are conducted **in-person at City Hall** and **lived-streamed** on **SFGov TV**.
- All **meeting materials** are posted on **HSH's website** at least 72 hours in advance of the meeting.
  - The HSH website provides information on how to request **Disability Access** and **Translation Services** via the Commission Secretary in advance of meetings.
- Standing agenda items include the **Director's Report** that provides updates on the **department** and **Homelessness Response System**, review of pending contracts, and other topics requested by Commissioners at the previous meeting.

# Governing Documents & Committees

- The Commission has adopted two **Governing Documents** to support its work:
  - **Rules of Order**
  - **Statement of Incompatible Activities**
- The Commission may create **Committees** that provide recommendations to the full Commission on specific topic areas.
  - The **Nominations Committee** was launched in **August 2023** to support appointments to **advisory bodies** including the LHCB, Shelter Monitoring Committee and Shelter Grievance Advisory Committee.
  - As of May 2024, the Nominations Committee has recommended **10 appointments**.

# Agreement Approval

- One of the main responsibilities of the Commission is to **review and approve contracts and grant agreements** that meet the following thresholds:
  - Agreements with an annual amount over \$500,000, not including contingency;
  - Modifications to agreements that result in an amendment not reviewed and approved under (1) that result in an annual amount of more than \$500,000, not including contingency\*;
  - Agreements that require approval by the Board of Supervisors; and
  - Agreements for an entirely new program or service that have an annual amount of over \$100,000.
- The Commission has approved **52 agreements** since February 2024.
  - **15** new agreements and **37** amended agreements.

\*Does not include agreements with HUD CoC Notice of Funding Availability as the procurement authority.





DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Questions?

March 23, 2023

Yvonne Lee  
**Chair**

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

Larry Bush  
**Vice-Chair**

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

Theis Finlev  
**Commissioner**

Michael S. Romano  
**Commissioner**

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

Argemira Flórez Feng  
**Commissioner**

Dear Members of the Board:

Gayathri Thaikkendiyil  
**Acting Executive  
Director**

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

The requested hearing is described as a:

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

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

The Ethics Commission is involved in in three ways:

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

The following provides an update for the Board on these three aspects of the Commission’s work.

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



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

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

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

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

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

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

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

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

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



[Ethics.Commission@sfgov.org](mailto:Ethics.Commission@sfgov.org). For help with Form 700s in particular, they should visit [sfethics.org/Form700Help](http://sfethics.org/Form700Help).

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

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

Sincerely,

*Gayathri Thaikkendiyil*

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

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. (415) 554-5184  
Fax No. (415) 554-5163  
TDD/TTY No. (415) 554-5227

## MEMORANDUM

TO: Tom Paulino, Liaison to the Board of Supervisors, Office of the Mayor Shireen McSpadden, Executive Director, Department of Homelessness and Supportive Housing  
Anne Pearson, Office of the City Attorney  
Gayathri Thaikkendiyil, Acting Executive Director, Executive Director, Ethics Commission  
Abbie Yant, Executive Director, Health Service System

FROM: John Carroll, Assistant Clerk, Public Safety and Neighborhood Services Committee, Board of Supervisors

DATE: February 14, 2023

SUBJECT: LEGISLATION INTRODUCED

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The Board of Supervisors' Public Safety and Neighborhood Services Committee has received the following hearing request, introduced by Supervisor Safai on February 7, 2023:

**File No. 230148**

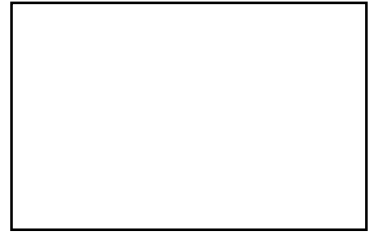
**Hearing to consider the ongoing implementation of Proposition C of November 2022, which established a Homelessness Oversight Commission in the City and County of San Francisco; and requesting the Mayor's Office, Department of Homelessness and Supportive Housing, City Attorney, Ethics Commission, and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

If you have any comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

C:  
Offices of Chair Stefani and Supervisor Safai  
Tyra Fennel, Office of the Mayor  
Andres Power, Office of the Mayor  
Dylan Schneider, Department of Homelessness and Supportive Housing  
Emily Cohen, Department of Homelessness and Supportive Housing  
Bridget Badasow, Department of Homelessness and Supportive Housing  
Patrick Ford, Ethics Commission  
Michael Canning, Ethics Commission  
Patricia Petersen, Ethics Commission  
Niike Andino, Ethics Commission

## Introduction Form

*(by a Member of the Board of Supervisors or the Mayor)*



I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee (Ordinance, Resolution, Motion or Charter Amendment)
- 2. Request for next printed agenda (For Adoption Without Committee Reference)  
*(Routine, non-controversial and/or commendatory matters only)*
- 3. Request for Hearing on a subject matter at Committee
- 4. Request for Letter beginning with "Supervisor  inquires..."
- 5. City Attorney Request
- 6. Call File No.  from Committee.
- 7. Budget and Legislative Analyst Request (attached written Motion)
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic submitted for Mayoral Appearance before the Board on

The proposed legislation should be forwarded to the following (please check all appropriate boxes):

- Small Business Commission       Youth Commission       Ethics Commission
- Planning Commission       Building Inspection Commission       Human Resources Department

General Plan Referral sent to the Planning Department (proposed legislation subject to Charter 4.105 & Admin 2A.53):

- Yes       No

*(Note: For Imperative Agenda items (a Resolution not on the printed agenda), use the Imperative Agenda Form.)*

Sponsor(s):

Subject:

Long Title or text listed:

Signature of Sponsoring Supervisor: