

File No. 130859

Committee Item No. 6
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS
AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date September 19, 2013

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
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date September 16, 2013
Completed by: _____ Date _____



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

Application for Boards, Commissions and Committees

Application for Appointment to: Shelter Monitoring Committee
Name of Board, Commission, Committee, or Task Force

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

Name: Amanda Reichmuth

Home Address: Washington st #401 Zip: 94109

Home Phone: 716- Occupation: Case Manager

Work Phone: 415-503-0500 Employer: La Casa de Las Madres

Business Address: 1663 Mission St #225 Zip: 94103

Business E-Mail: amanda@lacasa.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. [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)

I currently am employed at La Casa de Las Madres and work both at their emergency shelter and The Verona which provides housing to formerly homeless women.

Education:

I have my Masters in Sociology and my Bachelors in Communication Arts from St. John's University.

Business and/or professional experience:

Please see the attached resume.

Civic Activities:

Ethnicity: (optional) Sex: (optional) [] M [X] 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: 11-5-12 Applicant's Signature: (required) [Signature]

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

AMANDA E REICHMUTH

Washington St #401, San Francisco, CA 94109 • 716

@gmail.com

- Education:** **St. John's University** Queens, NY
 - Master of Arts in Sociology; May 2008 Cumulative GPA: 3.94/4.0
 - Bachelor of Science in Communication Arts; May 2007 Cumulative GPA: 3.93/4.0
 Minors in Business Administration and International Studies
 St. John's University Study Abroad Program, Spring 2005 Rome, Italy
 City College of San Francisco, Fall 2010 + Spring 2011 San Francisco, CA
 Conversational Spanish
- Employment:** **La Casa de Las Madres – Shelter and Verona Hotel** San Francisco, CA
 7/12 – present Case Manager
- Support residents in choosing how to move forward after the violence
 - Assist women and families with referrals and advocacy in obtaining the needed services
 - Foster a positive relationship with Property Management to aid residents in maintaining housing at The Verona
 - Hold weekly workshops on housing options at the shelter
 - Hold multiple groups monthly at The Verona Hotel
 - Plan and schedule outside speakers to educate and inform residents
 - Produce regular progress notes and service forms
- 7/10 – present **Riley Center Services for Battered Women** San Francisco, CA
 On-Call Domestic Violence Staff
- Listen to client concerns and assist
 - Assess and manage crises overnight as the only staff on site
 - Maintain a safe house for clients
- 12/10 – 7/12 **Hamilton Family Residences** San Francisco, CA
 Family Case Manager
- Complete intakes and assessments of new families to learn needs and applicable goals
 - Advocate for families with outside agencies for housing, mental health and other assistances
 - Provide crisis counseling and safety planning to families as needed
 - Meet regularly with other staff for case review to coordinate services and assess progress
 - Maintain detailed records and reports of services provided
 - Offer clients harm reduction techniques for drug use and other high risk behaviors
- 3/10 – 12/10 **St. Vincent de Paul Society of Alameda County** Oakland, CA
 Women and Children's Visitation Center Manager
- Create and maintain relationships with agencies that assist the organization and clients
 - Manage and train staff and volunteers
 - Plan and implement programs for women and children for education and advancement
 - Maintain a peaceful and safe environment for staff and clients
 - Maintain accurate record of services provided daily and compile reports monthly
 - Plan and carry out annual and one-time events
 - Connect clients with other parts of St Vincent DePaul and other agencies as needed
- 8/08 – 8/09 **AmeriCorps– Riley Center Services for Battered Women** San Francisco, CA
 Women's Domestic Violence Case Manager (Intern)
- Assist clients in achieving goals we set together through referrals, advocacy and accompaniment
 - Educate survivors on their rights for physical, emotional and sexual safety
 - Train clients in safety planning methods
 - Answer Domestic Violence Crisis Line to counsel and screen callers
 - Complete intake assessments with new clients
- Skills:** Training: State of California Domestic Violence Counselor Training Certification, CAA
 Computer: Microsoft Word, Power Point, Excel, SPSS, Outlook, Salesforce, ETO and Internet Research
 Languages: Some Spanish



**A Refuge.
An Advocate.
A Strong Voice
Against Domestic
Violence.**

To Whom it may concern:

April 14, 2013

I am delighted to have the opportunity to write a letter for Amanda Reichmuth. I feel that Amanda would be a positive addition to the Shelter Monitoring Committee. Amanda is highly organized, a positive leader and brings a lot of integrity to all that she does. She has been working within La Casa de Las Madres for 9 months. During that time she has been working with homeless and previously homeless clients. She has a strong understanding of what shelter's need as well as being in touch with clients needs. Prior to working with us Amanda was at Hamilton Family Residence so she has had direct experience in the shelters your agency serves. I think that Amanda would be a positive and thoughtful addition.

If you have any further questions don't hesitate to contact me at 505-490-9058.

Sincerely,

Jennifer Rose
Residential Services Director



**Board of Supervisors
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): Seat #4 District:

Name: Liz Pocock

Home Address: Valencia Street, San Francisco, CA Zip: 94110

Home Phone: 415- Occupation: Dir. Housing Development & Asset Management

Work Phone: 415-487-3300, ext 1203 Employer: Episcopal Community Services

Business Address: 165 Eighth Street, 3rd Floor, San Francisco, CA Zip: 94103

Business E-Mail: lpocock@ecs-sf.org Home E-Mail: @gmail.com

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)

Resume Attached.

Education:

BFA New York University, 1991

Business and/or professional experience:

Resume Attached.

Civic Activities:

Mom of 12 year old twins who attend SFUSD public school. Active at Harvey Milk Civil Rights Academy and James Lick Middle School.

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: 5/13/13 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: _____

Liz Pocock

Experience

EPISCOPAL COMMUNITY SERVICES (ECS) December 2009 – Present
Director of Housing Development and Asset Management

Advise Executive Director and the Board of Directors on strategic directions and specific initiatives in supportive housing development and social services.

Monitor, coordinate and direct two property management companies to facilitate occupancy, maintenance, compliance and financial goals on all ECS properties (+800 units), including annual budgets, capital needs assessments, and risk-management.

Sustain excellent relationships with our limited partners, lenders, and government agencies, including timely submittals of all required reporting and meetings on-site.

Liaison to ECS housing boards and committees, including setting the agenda, scheduling and preparing for all housing board and committee meetings.

Link with the Mayor's Office of Housing (MOH), the Human Services Agency (HSA) and other public and private funding entities to ensure financial support of all properties.

Represent at the Council of Community Housing Organizations (CCHO), working with other member agencies on policy and advocacy for affordable housing in San Francisco.

Represent at other community forums, including Local Homeless Coordinating Board, Human Services Network, Corporation for Supportive Housing, NPH, LISC, and Housing California.

Coordinated the loan closing for \$7,000,000 of permanent financing on Bishop Swing Community House, a 134-unit, supportive housing property in SOMA.

Obtained and managed a \$330,000 Green Retrofit Initiative grant from MOH for major systems upgrades at Canon Kip Community House, a 103-unit, supportive housing property in SOMA.

Obtained limited partner and MOH approval to fund community kitchen upgrade at Canon Barcus Community House with \$50,000 of excess cash flow.

Worked with MOH and non-profit One Economy to provide free wireless internet to all residents at Bishop Swing Community House.

Worked with HSA to obtain funding for creation of a community room at The Hillsdale Hotel, a 75-unit, supportive housing property in the Tenderloin.

Director of Property Management

Supervised the property management function of all properties (16 properties, 1500 units) and all property management staff (80 employees) in eight counties.

Supervised growth of property management portfolio from seven properties (700 units) in December, 2004, to 16 properties (1500 units) by June, 2009.

Oversaw lease up activities at all new properties, ensuring compliance with all regulatory requirements and partnership agreements. Hired and trained staff for new properties.

Ensured buildings in portfolio were well managed and maintained, providing guidance on asset management, capital improvement and long-term financial concerns.

Prepared and presented monthly status reports to the Board of Directors.

Established and maintained positive working relationships with external stakeholders such as HUD, TCAC, City Officials, community groups, local police, as well as co-general partners, funders and investors.

Managed and ensured full, accurate and timely reporting to IRS, HUD, Cal HFA, TCAC and other funders, regulators and investors.

Coordinated property maintenance, repair, and capital improvement plans with the assistance of Senior Maintenance Technician.

Ensured annual building and unit inspections were completed and documented.

Ensured compliance with all Fair Housing laws and regulatory requirements and implemented extensive staff training in those areas.

Directly supervised Property Supervisors and monitored work of all management staff.

Worked closely with Director of Resident Services on coordination between property management and services provision on-site.

Hired and terminated property management staff, working closely with Human Resources Director.

Developed and property management systems, policies and procedures. Worked with Compliance Manager and A/R Manager to implement more efficient use of YARDI.

Developed and managed operating and capital budgets for existing properties and worked closely with Housing Development on proforma budgets.

Coordinated with accounting department to ensure adequate documentation of contracts and appropriate reporting of all expenses in the property's budget.

Evaluated and implemented cost savings measures relating to operational expenses, vendor contract services, capital improvements.

LOS ANGELES COMMUNITY DESIGN CENTER May 2000 – January 2005**Asset Manager**

With two staff, managed the security for all single family and multi-unit properties in the Enterprise Home Ownership Partners portfolio in South Los Angeles (+200 properties).

Worked closely with Deputy Director on asset management of all LACDC properties (25+), including preparation of annual operating budgets and schedules of rent increases.

Responsible for compliance reporting to investors, lenders, and government agencies.

Compiled monthly, quarterly, and annual reports, including income tax/rent schedules.

Responsible for annual LA County Welfare Exemption from Property Tax filings.

Worked with CFO on Year 15 limited partner exits from tax credit properties.

Closed the purchase of 19 multi-unit properties, including assumption of LAHD loans and amendments to regulatory agreements.

COMMUNITY CORPORATION OF SANTA MONICA February 1999 – May 2000

Occupancy and Compliance Specialist

Leased up and was initial property supervisor for 16-unit tax credit property.

Hired and trained resident manager.

Performed annual property inspections of all residential units.

Engaged in third-party mediation concerning resident disputes.

Coordinated annual income certifications and database entry for all residents.

Assisted with annual LA County Welfare Exemption from Property Tax filings.

Abstracted TCAC, HOME, and CDBG regulatory agreements.

Education

BFA, 1991, New York University, New York, NY

Additional Training and Conference Participation

Tax Credit compliance, HUD MOR & REAC, Fair Housing Law

LISC Community Development Leadership Institute Class of 2006/2007

Panelist, 2010 Housing California Conference, Sacramento: "Fair Housing Law in Supportive Housing Property Management"

Panelist, 2007 CHAM Conference, Miami: "The Business of Affordable Housing Property Management"



**Episcopal
Community Services**
San Francisco

Building Community. Developing Skills. Enriching Lives.

June 13, 2013

Supervisor Norman Yee
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, Ca 94102-4689

Dear Supervisor Yee:

Episcopal Community Services of San Francisco (ECS) is recommending Liz Pocock for the Shelter Monitoring Committee Board of Supervisor Seat 4.

About ECS

ECS, with thirty years of celebrated experience, is one of the City's largest nonprofit providers of essential services to homeless and very low-income San Franciscans. We operate nine permanent housing sites, two emergency shelters and the City's roving behavioral health team in shelters, a Senior Center, the City's Aging and Disabled Resource Centers, and an Education and Employment Department comprised of the CHEFS culinary employment training program and the Adult Education Center. In 2012, ECS served over 14,000 people, with the support of over 210 employees and 1,515 volunteers. We were named a Philanthropedia 2012 Top Nonprofit in the Bay Area. ECS's mission is to help "homeless and very low-income people every day and every night obtain the housing, jobs, shelter and essential services each person needs to prevent and end homelessness."

In our supportive housing, over 95% of formerly homeless tenants retain housing. Between 75%-85% of our CHEFS graduates secure jobs. Our programs for seniors and people with disabilities operate in 18 city neighborhoods and in 5 different languages. We are trusted as San Francisco's largest provider of emergency shelter and shelter behavioral health services.

About Ms. Pocock

Ms. Pocock is our Director of Housing Development and Asset Management. Prior to joining ECS in 2009, Ms. Pocock served for five years as Director of Property Management at Citizens Housing Corporation. In partnership with our Director of Housing Services and property management company subcontractors, Ms. Pocock works both to ensure: 1) the property management interface with services staff supports tenants to remain securely housed and live healthier lives; and 2) the appearance, physical integrity, and maintenance of our program sites provide an environment that is welcoming, attractive, sustainable, functional, safe, disaster-ready, appropriate for the surrounding community and supportive of the tenants' stability.

Ms. Pocock is uniquely qualified to serve on the Committee. Her extensive work with homeless and impoverished people, her particular job experience, and her position as a senior leader within an agency that provides shelter to over 500 residents daily provide her with the background and skills to help the Committee work towards its Mission of recognizing individual human rights and promoting a universal standard of care for shelters and resource centers in the City and County of San Francisco.

If you have additional questions, please feel free to call me at 415-487-3300, ext. 1201.

Sincerely,



Kenneth J. Reggio
Executive Director

cc: Supervisor London Breed
Supervisor Malia Cohen
Linda Wong, Clerk of the Board
Bernice Casey, staff, Shelter Monitoring Committee

Wong, Linda (BOS)

From: Bernice Casey [Bernice.Casey@sfdph.org]
Sent: Monday, June 17, 2013 4:53 PM
To: Yee, Norman (BOS); Breed, London; Cohen, Malia
Cc: Lee, Esther (BOS); Johnston, Conor; Hamilton, Megan; Wong, Linda (BOS); nkimura@chp-sf.org; keithrdennis@hotmail.com
Subject: Fw: Application for SMC - Seat 4 - Liz Pocock - ECS
Attachments: LizPocock-SMC-Appln-Seat4-June2013.pdf

Supervisors, please find the attached application for Ms. Pocock for the vacant Seat 4.

Thank you.

Bernice Casey, Policy Analyst
Shelter Monitoring Committee
1380 Howard Street, First Floor
San Francisco, CA 94103
www.sfgov.org/sheltermonitoring
415.255.3653 business line
415.570.1984 mobile
415.255.3629 fax line

----- Forwarded by Bernice Casey/DPH/SFGOV on 06/17/2013 04:46 PM -----

Application for SMC - Seat 4 - Liz Pocock - ECS

Karen Gruneisen

to:
'Bernice Casey'

06/14/2
013
05:10
PM

Cc:

"Liz Pocock"

Please respond to kgruneisen

Hi Bernice --

Attached is a pdf of the Application for SMC, Seat 4, as we submitted (faxed) it today on behalf of Liz Pocock to the BOS. Let me know if this email submittal to you is sufficient or if you are required to receive it by fax. : ')

Thanks!
Take care,
Karen
<<...>>

--
Karen Gruneisen
Associate Director
Episcopal Community Services of San Francisco
165 - 8th Street, 3rd Fl., San Francisco, CA 94103 PLEASE NOTE NEW NUMBER: T: 415-487-3300,
ext. 1202
F: 415-487-3303

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LizPocock-SMC-Appln-Seat4-June2013.pdf)



Board of Supervisors
 City and County of San Francisco
 1 Dr. Carlton B. Goodlett Place, Room 24
 (415) 554-5184 FAX (415) 554-7714

RECEIVED
 BOARD OF SUPERVISORS
 SAN FRANCISCO

Application for Boards, Commissions and Committees

Application for Appointment to: 2, 4, 5, 6 (Shelter Monitoring Committee) 2012 NOV -5 PM 1:32
Name of Board, Commission, Committee, or Task Force AK

Seat # or Category (If applicable): _____ District: _____

Name: Fiatoru Tony Faatau

Home Address: — middle point Zip: 94124

Home Phone: (415) — Occupation: N/A

Work Phone: _____ Employer: _____

Business Address: _____ Zip: _____

Business E-Mail: faatau@csd.org Home E-Mail: _____

Check All That Apply:

A citizen of the United States. Yes At least 18 years old on or before Election Day. Yes

Not in prison or on parole for a felony conviction Yes

A resident of San Francisco Yes No: (Place of Residence): _____

Please state your qualifications (attach supplemental sheet if necessary)

Education: High School

Business and/or professional experience:

Civic Activities:

Ethnicity: (optional) Pacific Islander 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: 11-5-12 Applicant's Signature: (required) [Signature]

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



Board of Directors

October 23, 2012

Ken Woods
President

To Whom It May Concern:

Ryan Darmody
Vice President

This letter is my formal recommendation of Tony Faataui to the Shelter Monitoring Committee.

Susan Malone
Secretary

Mr. Faataui has been a participant of our program for the last six months. While a resident with our program, Mr. Faataui has proved to be a very dependable, intelligent participant. He has complied with all of the various rules and procedures that dictate the proper functioning of our program.

Marsha Boyette
Treasurer

Mr. Faataui has been a role model to other residents, while a participant in our program, and his continued advocacy as a member of the Shelter Monitoring Committee would benefit those that have been in a similar situation.

Tiffany Gomez
Past President

Jane von Boitmer

If you have any questions about Mr. Faataui, please feel free to contact me at the information below.

Matt Edling

Thank you,

Marie Hurabiell


Ralph Payton
Program Director

Greg Maddox

Hamilton Family Residences and Emergency Center
415-292-9930 Ext. 312

Jason Mandell

Salvador Menjivar

Saudhi Nahir Pérez

Diane Luther
Executive Director

San Francisco
BOARD OF SUPERVISORS

Date Printed: September 10, 2013

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

San Francisco
BOARD OF SUPERVISORS

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.