

BOARD of SUPERVISORS



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## MEMORANDUM

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Date: November 14, 2024  
To: The Honorable Members, Board of Supervisors  
From: *ACC* Angela Calvillo, Clerk of the Board  
Subject: Shelter Monitoring Committee (File No. 240871)

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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. 240871 Administrative Code – Shelter Monitoring Committee*

- Does a current body address the same or similar subject matter? (*Board Rule 2.21*)

*Yes, there is currently also the Homelessness Oversight Commission, Local Homeless Coordinating Board, and Shelter Grievance Advisory Committee that addresses similar subject matters. However, the Shelter Monitoring Committee duties are specific to the oversight and operations of shelters.*

- Is an administering department identified? (*Board Rule 2.21*)

*Yes, Section 20.307 states "The Department of Homelessness and Supportive Housing shall provide clerical and administrative support and staffing for the Committee."*

- Does the enabling legislation contain language requiring the body to meet at least once every four months? (*Board Rule 2.21*)

*Yes, Section 20.307 states that the that the Committee shall meet at least once every quarter.*



- Does the enabling legislation include the number of seats, a description of the seat qualifications, the appointment commencement date and the term length? (*Board Rule 2.21*)

*Yes, the membership of the Committee shall consist of 12 members, appointed by the Homelessness Oversight Commission as follows:*

- *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.*
  - *Seats 3 and 4 - Persons with experience providing direct services to homeless people through a community setting.*
  - *Seat 5 - Person nominated by one or more community agencies that provide behavioral health, housing placement, or other services to homeless people.*
  - *Seat 6 - 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.*
  - *Seats 7 and 8 - Persons nominated by one or more nonprofit agencies that provide advocacy or organizing services for homeless people.*
  - *Seats 9 and 10 - Persons who are homeless or formerly homeless and who have experience providing direct services to homeless people through a community setting.*
  - *Seat 11 - 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.*
  - *Seat 12 - Employee of the Department of Public Health.*
- Is language included that establishes term limits (i.e., commencement date? staggered terms?) (*Board Rule 2.21*)

*Yes, Section 20.306, entitled 'Terms of Office,' states "Continuing Membership on the Committee. Members of the Committee seated as of the effective date of the ordinance in Board File No. 240871 shall by operation of law remain members of the Committee for one year from the effective date of said ordinance. New terms for members of the Committee shall commence on that date, and the Commission shall make appointments to the Committee for those terms in accordance with Section 20.305. Members of the Committee seated as of that date shall be eligible for reappointment to the Committee by the Commission... To provide for staggered terms, the members appointed to Seats, 2, 4, 6, 8, 10, and 12 shall serve for an initial term of one year; thereafter the term for Seats, 2, 4, 6, 8, 10, and 12 shall be a two-year*



*term. The members appointed to Seats 1, 3, 5, 7, 9, 11, and 13 shall serve for an initial term of two years."*

- Is a Sunset date included, not to exceed three years? (*Board Rule 2.21*)

*Yes, Section 20.310, entitled 'Sunset' states "Unless extended by ordinance, this Article XII shall expire by operation of law, and the Committee shall terminate, on July 1, 2027. After the expiration of the Committee, the City Attorney shall cause this Article to be removed from the Administrative Code."*

- Is language included establishing attendance requirements?

*(Past practices have shown the need to detail and codify the reporting requirements of a body.)*

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

- Are the reporting requirements identified?

*(Past practices have shown the need to detail and codify the reporting requirements of a body.)*

*Yes, Section 20.304, entitled 'Powers and Duties' states that the Committee shall provide quarterly reports.*

- Does the enabling legislation indicate members serve at the pleasure of the appointing authority?

*(Past practices have shown the need to ensure the appointing authority may remove an appointee at any time.)*

*No, there is no language regarding members serving at the pleasure of the appointing authority. As suggested for other similar bodies, language should be added to Section 20.305, entitled 'Membership and Organization', indicating that members of the Committee shall serve at the pleasure of the Board of Supervisors and maybe removed by the Board at any time.*