

File No. 130329

Committee Item No. 4  
Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Rules

Date 4/18/13

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <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

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
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<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Linda Wong

Date 4/15/13

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

Date \_\_\_\_\_

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



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): seat 2

District:

Name: DEBORAH ANN WHITE

Home Address: family - McAllister St #203 petition of wrongful eviction Zip: 94115

Home Phone: (415) - Occupation: layoff 3.5 years as Senior

Work Phone: pay as go Employer: looking for work, need clear legal matter of evict

Business Address: Zip: 94115

Business E-Mail: -

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)

Wrongful Eviction, reduced injury to right elbow fracture  
Well rise in presentation as senior creative art designers in concept of call-  
ibration ideas. Managerial skill of photography team. Artist abilities of  
painting, sketching and poetry writing. Management of positive nature of  
Education: people crew 10 to 25 pr photography include & achieve of job.

A.S. from City College

B.S. from Golden Gate University

Business and/or professional experience:

Freelance Creative Senior Art Director for 10 years ending asking rate on market \$  
Macy's Senior Art Director at Sale Promotion 16 years ending salary \$98,000 pr year

Civic Activities:

San Francisco Public Library Commission meeting giving idea of improvement  
interacting with communication skill and mentoring on site students sharing  
ideas and visual work, ideas for improvement. Help also San Francisco Board of Education  
Ethnicity: (optional) African American Sex: (optional) ☐ M ☒ F with Dr. William  
Cobb's Elementary School

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: 10/29/2012 Applicant's Signature: (required) Deborah Ann White

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

FOR OFFICE USE ONLY:

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

Chief of Branches Office  
San Francisco Public Library  
190- Ninth Street  
San Francisco, CA 94102

September 18, 2012

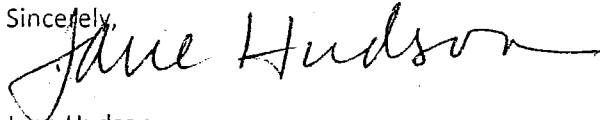
Deborah A. White  
1593 McAllister St. #203  
San Francisco, CA 94115

Dear Ms. White,

Thank you for your suggestions over the past several months for improving comfort and services at the Western Addition Branch Library. We appreciate your suggestions and will consider them as we begin a post-occupancy evaluation study of the renovated branch libraries.

The post-occupancy evaluation study for Western Addition Branch (date not yet set- may be next year) will include surveys of the public and community meetings to hear suggestions and ideas from the public. I do hope you will participate in those surveys and meetings when they do occur!

Sincerely,



Jane Hudson

NW District Manager  
Phone: 415 557-4353

Cc: Linda Suzuki /  
Western Addition Branch Manager



Board of Supervisors  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 244  
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2012 OCT 22 AM 9:11

Application for Boards, Commissions and Committees

Ak

Application for Appointment to:

Seat 2  
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable):

District:

Name: Heather Lynn Hotchkiss

Home Address:

Howard S.F. CA

DISABLED

Zip: 94103

Home Phone: 415

Occupation:

SOCIAL SECURITY/SSI

Work Phone:

(415) 216-6304

Employer:

Business Address:

Zip:

Business E-Mail:

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)

Education: 10th Grade

Business and/or professional experience:

Lived in shelters on + off 3 days  
Caring 8 years

Civic Activities:

Medical Center - Referred People to Center  
Shelter - Referred People to Center

Ethnicity: (optional) NA + C

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: 10/21/12 Applicant's Signature: (required) Heather Lynn Hotchkiss

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

FOR OFFICE USE ONLY:

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



**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 Oversight Committee  
 Name of Board, Commission, Committee, or Task Force

Seat # or Category (If Applicable): Seat 2

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: John Morton  
 Home Address: Homeless / General Delivery, SF, CA Zip: 94142  
 Home Phone: \_\_\_\_\_ Occupation: unemployed  
 Work Phone: \_\_\_\_\_ Employer: possibly temp Disability  
 Business Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-Mail Address: @gmail.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: Some College; Unit Coordinator Certificate SFCC

Business and/or professional experience: UCSF Admin Asst / Fine Dining Worker

Civic Activities: LGBT Cyber Center Volunteer / Glide Kitchen

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

Ethnicity: (optional) Other: white/mx 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: 8/13/2012 Applicant's Signature: (required) John Morton  
 Please Note: Your application will be retained for one year.

**FOR OFFICE USE ONLY:**

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



**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): 2 and 6

District: 11

Name: Deborah Mulse

Home Address: LaSalle Avenue, San Francisco, CA

Zip: 941424

Home Phone:

Occupation: Unemployed and volunteer

Work Phone: 415.684.6667

Employer:

Business Address:

Zip:

Business E-Mail:

Home E-Mail:

ihob.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)

**Please see attached forms**

Education:

Some college business classes

Business and/or professional experience:

Former Committee Members w/ 100% attendance record at site visits

Civic Activities:

**Please see attached forms**

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, become public record)

Date: Deborah Mulse Applicant's Signature: (required)

March 5/13

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

FOR OFFICE USE ONLY:

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

12/04/09



City and County of San Francisco  
**Shelter Monitoring Committee**

November 14, 2012

Megan Owens, Policy Analyst  
Local Homeless Coordinating Board  
PO Box 7988  
San Francisco, CA 94103

*Re: Letter of support for Debi Muisse*

Dear Ms. Owens:

Please allow this letter to serve as our recommendation for Committee Member Debi Muisse to be appointed by the Local Homeless Coordinating Board for the 2012-2014 term to the Shelter Monitoring Committee.

Ms. Muisse has been an instrumental part of the Committee since her appointment in 2011. She has a 98% attendance rate for site visits, one of the highest of any current or former Member. In addition, she has assisted staff in numerous investigations. We have all had the pleasure of working with Ms. Muisse and observed her during site inspections. The respect she has for staff and clients is evident in her interactions.

The three of us did not seek reappointment for the 2012-2014 term. With a loss of leadership and returning Members on the Committee, it is crucial that Members like Ms. Muisse return to help provide leadership and assistance to incoming Members.

Thank you.

Sincerely,

Handwritten signature of Elizabeth Ancker in cursive.

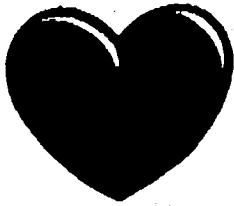
Elizabeth Ancker  
Chair

Handwritten signature of Matt Luton in cursive.

Matt Luton  
Co Chair

Handwritten signature of Ramon Lacayo III in cursive.

Ramon Lacayo III  
Secretary



## TUCHS

"Mother Brown's

Dining Room

Bayview Hope Homeless  
Resource Center

Hope House Project

Dr. Barbara J. Brown,  
Founder

Gwendolyn Westbrook,  
CEO

### EXECUTIVE BOARD OF DIRECTORS

Emma Stewart

President

Richard Wood

Secretary

Members At Large

Robert Foster

Marlene Curry-Lucky

Emma Stewart

Margle Stokes

## THE UNITED COUNCIL OF HUMAN SERVICES BAY VIEW HUNTERS POINT MULTI-SERVICE DROP-IN-CENTER

2111 Jennings Street  
San Francisco, CA 94124

November 26, 2012

This letter is a support letter for Deborah Muise and her appointment to the shelter monitoring Committee.

Ms. Muise, has volunteered with the United Council of Human Service for the over a year. During that time, I observed her interactions with clients. The respect and dignity of her interactions made clients feel at home at Mother Brown's. Ms. Muise understanding and compassion are based on her life experiences and through her continued mentoring in the community, other people see paths out of homelessness or even how to help others.

The United Council is supporting Ms. Muise for Seats 1, 2, 3&4.

If you have questions, please call me at 415-671-1107

Sincerely,

"ENDEAVORING WITH LOVE TO MEET YOUR NEEDS"  
Office: (415) 671-1100\* Fax (415) 671-1100 \* email: mbkitchen84@yahoo.com



Local Homeless Coordinating Board  
City and County of San Francisco  
ZB25 PO Box 7988  
San Francisco, CA 94103  
(415) 557-6007 FAX (415) 557-6033

**Application for Appointment to the San Francisco Shelter Monitoring Committee**  
**Application DEADLINE: 5:00 pm November 26<sup>th</sup>, 2012**

Please check which seat you are applying for (you may check all that apply). Please note the required documents for each seat, and please submit the required documents with your application.

☐ **Seat #1:** Member shall have experience providing direct service to the homeless through a community setting and be homeless or formerly homeless \*\*\*Please attach a letter from the provider you currently work with or have worked with in the past with your application verifying your experience.

☐ **Seat #2:** Member shall have experience providing direct service to the homeless through a community setting and be formerly homeless \*\*\*Please attach a letter from the provider you currently work with or have worked with in the past with your application verifying your experience.

☐ **Seat #3:** Member shall be selected from a list of candidates that are nominated by community agencies that provide behavioral health, housing placement, or other services to homeless individuals. \*\*\*Please attach a letter from the provider you currently work with or have worked with in the past with your application verifying your experience

☐ **Seat #4:** 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. \*\*\*Please attach a letter from the provider you currently work with or have worked with in the past with your application verifying your experience.

Print Name: Deborah Muise

Address: La Salle Ave. San Francisco, Ca 94124

Phone: (415) \_\_\_\_\_

Occupation: Unemployed

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

Employer: \_\_\_\_\_

Email Address: @gaboo.com

Education: high school and some business classes

**Professional Experience:**

I have worked with the Homeless at Mother Brown's, MSC South where I was also a client, I have worked with as a monitor at a drug program and also a supervisor at a boys group home. I volunteer at \*\*\*Please attach a brief statement explaining why you are a qualified applicant for membership on the Shelter Monitoring Committee and list the skills and experience that make you qualified for the position. I have been on the SHC for this last term as a BHS seat. SPCA.  
Please list two personal references (such as current or former employer, volunteer supervisor, or friend)

(1) Name Bernice Casey

Phone # (415) 255-7521 (wk) (415) \_\_\_\_\_ (cell)

(2) Name Sister Stephanie Hughes

Phone # (415) 7 \_\_\_\_\_

I also feed the homeless with Sister Stephanie at 6<sup>th</sup>/Mission on Wed. nights



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

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Application for Boards, Commissions and Committees

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

Seat # or Category (If applicable):

District:

Name: Fiaton Tony Faatau

Home Address: middle Point

Zip: 94124

Home Phone: (415) Occupation: N/A

Work Phone: Employer:

Business Address:

Zip:

Business E-Mail: faatau@disd.org-mail 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]

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

OR OFFICE USE ONLY:

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



Board of Directors

Ken Woods  
*President*

Ryan Darmody  
*Vice President*

Susan Malone  
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Jane von Bothmer

Matt Edling

Marie Hurabiell

Greg Maddox

Jason Mandell

Salvador Menjivar

Saudhi Nahir Pérez

Diane Luther  
*Executive Director*

October 23, 2012

To Whom It May Concern:

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

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.

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.

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

Thank you,

  
Ralph Payton

Program Director

Hamilton Family Residences and Emergency Center

415-292-9930 Ext. 312



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

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BOARD OF SUPERVISORS  
SAN FRANCISCO

MAILED 8 AM 11-24

**Application for Boards, Commissions, Committees, & Task Forces** Ak

Name of Board, Commission, Committee, or Task Force: Shelter monitoring Commission

Seat # or Category (If applicable): 6 District: \_\_\_\_\_

Name: "Manai" William Buegin

Home Address: Polk St. Zip: \_\_\_\_\_

Home Phone: 415- — Occupation: Receptionist

Work Phone: 415-346-3740 Employer: Coalition on Homelessness

Business Address: 468 Turk St. Zip: \_\_\_\_\_

Business E-Mail: Minna5f@gmail.com Home E-Mail: — @Yahoo.com

Pursuant to Charter Section 4.101 (a)2, Boards and Commissions established by the Charter must consist of electors (registered voters) of the City and County of San Francisco. For certain other bodies, the Board of Supervisors can waive the residency requirement.

Check All That Apply:

Registered voter in San Francisco: Yes ☒ No ☐ If No, where registered: \_\_\_\_\_

Resident of San Francisco ☒ Yes ☐ No If No, place of residence: \_\_\_\_\_

Pursuant to Charter section 4.101 (a)1, please state how your qualifications represent the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, sex, sexual orientation, gender identity, types of disabilities, and any other relevant demographic qualities of the City and County of San Francisco:

SEE ATTACHED



February 6, 2013

Supervisor Norman Yee  
Chair, Rules Committee  
San Francisco Board of Supervisors  
1 Dr. Carlton Goodlett Place  
San Francisco, CA 94102

Attn: Clerk of the Rules Committee

Dear Supervisor Yee,

**Re: Shelter Monitoring Committee Applicant Reference**

I would like to recommend Manai Burgin for seat 6 of the Shelter Monitoring Committee. He is presently homeless and a shelter resident and has first-hand experience accessing services for homeless and low-income individuals, including food programs, shelters and drop-in centers, free clinics, public benefits, legal resources and work programs. Mr. Burgin is an African American Gay Male, and can represent the unique experiences his sub-population faces while experiencing homelessness.

Currently, Mr. Burgin reliably volunteers at the Coalition on Homelessness as an outreach worker, community organizer and peer supporter. He is an active member of the Coalition's Housing Justice Workgroup and Human Rights Workgroup. He also took part in the Shelter Access Workgroup. He has a vested interest in ending homelessness in San Francisco

Mr. Burgin has demonstrated a dedication to shelter residents and other homeless individuals by supporting them, referring them to appropriate resources, and through various advocacy work. The experience and his knowledge of the shelter system he has gained is vast.

For the foregoing reasons, I am recommending that Mr. Burgin be appointed to the Shelter Monitoring Committee. I am confident his viewpoints and experience will be a valuable addition to the Committee.

Sincerely,

  
Jennifer Friedenbach  
Executive Director

### **Communities**

I have been a homeless resident of San Francisco since June 24, 2012. I have been residing in City funded shelters since August 3, 2012. I am currently on General Assistance. I am a 34 year old queer African American male.

I have been volunteering @ the Coalition on Homelessness as a receptionist 5 days/week for over 4 months. In this role I encounter many homeless individuals on a daily basis. Since I am also a resident of the shelters for over 6 months, I feel I am extremely qualified to be a member of the Shelter Monitoring Committee.

### **Business & Professional**

Food Service Industry 10 years experience, Entertainment Industry, 15 years experience.

### **Civic Activities**

Volunteer, Coalition on Homelessness, San Francisco, CA

Volunteer @ AHOPE Day Center, Asheville, NC

Volunteer, Salvation Army, Asheville, NC

Volunteer, ABCCM, Asheville, NC

Volunteer, Carolina Rescue Mission, Asheville, NC

Volunteer @ United Way, Hot Springs, AR



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, Committees, & Task Forces**

Name of Board, Commission, Committee, or Task Force: Shelter Monitoring Committee

Seat # or Category (If applicable): Seat #6 District: \_\_\_\_\_

Name: RAIJA Freeman

Home Address: — C St Zip: 94590

Home Phone: (415) — Occupation: Program Manager

Work Phone: (415) 369-3041 Employer: HOSPITALITY HOUSE

Business Address: 290 TURK ST. Zip: 94102

Business E-Mail: raifreeman@hospitalityhouse.org Home E-Mail: — r@gmail.com

**Pursuant to Charter Section 4.101 (a)2, Boards and Commissions established by the Charter must consist of electors (registered voters) of the City and County of San Francisco. For certain other bodies, the Board of Supervisors can waive the residency requirement.**

Check All That Apply:

Registered voter in San Francisco: Yes ☒ No ☐ If No, where registered: \_\_\_\_\_

Resident of San Francisco ☐ Yes ☒ No If No, place of residence: Solano County

**Pursuant to Charter section 4.101 (a)1, please state how your qualifications represent the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, sex, sexual orientation, gender identity, types of disabilities, and any other relevant demographic qualities of the City and County of San Francisco:**

Please review attached resume displaying experience and qualifications.

**Business and/or professional experience:**

Please review attached resume.

**Civic Activities:**

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.)*

Date: 2-20-2013 Applicant's Signature: (required) \_\_\_\_\_

*P. R.*

**Please Note:** Your application will be retained for one year. Once Completed, this form, including all attachments, become public record.

**FOR OFFICE USE ONLY:**

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



## **Raija Freeman**

— Crescent Way #1210  
San Francisco, Ca 94134  
(415) — cell  
— jgman.com

---

### **SUMMARY**

- Energetic, hard working, and willing to learn
- Excellent reputation with clients as a competent, knowledgeable and helpful professional
- Demonstrated experience contributing to a team effort and creating a good work environment
- Reliable, detail oriented and productive
- 5150 certified / ability to administer documentation for initial 72 hr. hospital detainer (*not valid in current position*)
- Harm Reduction certification
- First Aid and CPR certification
- Bi-lingual

---

### **WORK EXPERIENCE**

#### **CENTRAL CITY HOSPITALITY HOUSE, San Francisco, CA**

9/12-Present

##### **6<sup>th</sup> St. Self Help Center Program Manager**

Provide oversight of the 6<sup>th</sup> Street Self Help Center and the provision of services that are consistent with the agency's mission, philosophical principles, and ethical standards. Responsible for supervision and training to four Peer Advocates, two Case Managers, and several Substitute Staff; oversees adherence to policies and procedures; coordinates facility upkeep and maintenance; is responsible for reporting to funders regarding program performance; interacts directly with participants regarding program issues; and represents the agency in community forums

##### **Shelter Program Manager**

12/10-Present

Responsible for retention, training and supervision for a core staff of 4, in addition to substitute staff. Responsible for the preparation of monthly and quarterly reports to the Dept of Human Services for program performance and Standards of Care. Facilitate program trainings consistent with the upholding the agencies mission, philosophical principals and ethical standards. Familiar with the progressive disciplinary modal. Develop vision for continued program growth. Oversight of services, personnel management, program budget management, resident relations and compliant with regulating agencies. Collaborate with inner agency programs for continued flow of services.

#### **DEPARTMENT OF PUBLIC HEALTH, San Francisco, CA**

3/08 – 12/10

##### **Health Worker III / Consultant (Comprehensive Child Crisis)**

Provide direct clinical services to clients of the program as part of a multidisciplinary team and within a culturally sensitive and appropriate manner. Services include crisis intervention, crisis case management, telephone crisis triage and 5150 assessment. Patient population includes newborns and infants, infant-toddler, preschool children, school age and adolescents. Essential duties include providing a broad range of clinical and case management services to develop and provide services to high risk youth who may be suicidal, homicidal and or using substances. Provide case management, urgent care, crisis intervention and crisis outreach to clients as needed on and off site, conduct 5150 evaluations, develop appropriate plan of care and maintain charts and documentation.

#### **ALA COSTA CENTER, Oakland, CA**

4/05 – 12/10

##### **Program Manager**

Responsible for intake and assessment of new students. Consult with parents, extended families and other service providers for supervision of students. Complete written reports and child assessments. Monitor book keeping. Submit all required reports and billing to various fundraising sources. Manage and process payroll. Maintain personnel files and required paperwork. Maintain client files in compliance with all requirements and regulations of external auditing agencies and personnel. Coordinate transportation for students. Supervise kitchen staff and receptionist. Perform clerical and light phone duties as required. Assist in classroom development. Maintain all contract and fiscal reports and ensure fiscal audit deadlines successfully. Oversee facilities upkeep. Facilitate staff and teacher meetings. Development and upkeep of program database.

**COMMUNITY WORKS / SF SHERIFFS DEPARTMENT, San Francisco, Ca**

02/07 - 9/07

***Case Manager / Re-Entry Specialist***

Address issues of substance abuse, mental health, criminal behavior and violence. Facilitate process and psycho-educational groups. Work as part of a team which includes deputized and civilian staff. Assess and transition individuals into rehabilitative programs including residential treatment and other re-entry programs following release. Generate facilities movement / housing of in custody inmates. Conduct intake interviews, provide clinical interventions and behavioral modifications; manage crisis intervention.

**SAN FRANCISCO PRETRIAL DIVERSION PROJECT, INC., San Francisco, Ca**

1/05 - 8/07

***Criminal Investigator / Administrator***

Interview inmates for pretrial release, assess inmates for program placement, process Project 20 referrals for community service placement, maintain program database, track client program status, responsible for the preparation of daily court reports, investigate and summarize criminal histories for judge and attorneys, prepare and present probable cause / rebooking for daily county arrest and release.

**PROGRESS FOUNDATION, San Francisco, CA**

3/97-11/04

***Assistant Director***

Responsible for recruitment, retention, training and supervision for a staff from 5 -15. Responsible for the preparation of monthly, quarterly and annual reports to HUD, Medi-cal and the Dept of Human Services for program revenue and expenditures. Developed and facilitated all staff trainings for inner and collaborative agencies on key strategies and best practices. Develop vision for continued program growth and integration of program. Assessment, diagnosis and placement of adults coping with substance abuse, homelessness, major psychiatric disorders and HIV. Oversight of services, personnel management, financial management, community relations and compliant with regulating agencies. Conduct intake interviews, provide clinical interventions and behavioral modifications; managed crisis including assessment. Experienced in both management and administrative aspects.

***Outreach Specialist***

Provide on-site case management and assessment at Next Door, MSC South, Episcopal Sanctuary and Hospitality House. Services provided include assessments, counseling and case managing dual and triple diagnosis clients. Assist clients with placement in residential treatment programs, initiate linkages to clinics and outpatient services. Provide intensive assessments for psychiatric care. Develop outreach strategies for diverse populations (including but not limited to the LGBTQ population) and group facilitation. Developed and facilitated staff trainings. Develop and maintained program data base, prepare fiscal reports for county funding and expense reimbursement. Also prepare detailed logistical presentations via power point.

***Residential Counselor***

Provided individual case management to adults diagnosed with acute life threatening illness/substance abuse/mental illness. Knowledgeable about psychiatric diagnoses, substance abuse and addiction dynamics, including HIV related issues. Knowledge of HIV/AIDS medication and treatment. Linked clients to appropriate community resources; client medication chart review, conducted intake interviews, provided clinical interventions and behavioral modification including assessment for 5150 hospitalization. Supervised family visits.

**SAINT VINCENT DE PAUL, San Francisco, CA**

1/02- 8/02

***Multi Service Center South Mental Health Case Manager (Part-time)***

Provide case management to those individuals who are currently residing in homeless shelters and also provide linkage to outside providers such as Primary Care, Therapist, Housing Opportunities and other services. Facilitate groups within the shelter and provide a focus for the female population. Administer monthly billing statements for the Community Mental Health System.

**BAKER PLACES INC., San Francisco, CA**

1/99 - 12/02

***Residential/Day Treatment Counselor/Per-diem***

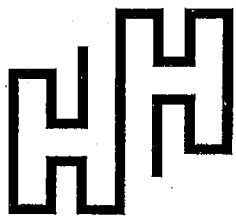
Provided intake assessments for incoming clients to the residential programs. Provided Art therapy as well as Medication management groups. Individually case managed clients. Created a treatment plan with clients and implemented them. Assisted clients with family reunification.

**SAN FRANCISCO ADULT PROBATION, San Francisco, CA**

3/97-12/00

***Case Manager / Probation Officer Trainee***

Worked with female clients on probation to obtain residential and outpatient services. Administer arrest warrants. Children and family reunification. Interviewed incarcerated women on the verge of release. Treatment/release planning.



## Hospitality House

February 28, 2013

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

Dear Supervisor Yee:

This is a letter of reference for Raija Freeman, Program Manager at Hospitality House and an applicant for the Shelter Monitoring Committee. As you are aware, Hospitality House is a progressive, community-based organization located in San Francisco's Tenderloin neighborhood that provides opportunities and resources for personal growth and self-determination to homeless people and neighborhood residents. Our mission is to build community strength by advocating policies and rendering services which foster self-sufficiency and cultural enrichment. We use a peer-based approach and encourage involvement from our participants on various levels of decision-making and service-delivery.

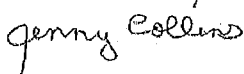
Hospitality House has five programs. The Tenderloin Self-Help Center and Sixth Street Self-Help Center are community centers that provide a range of emergency and support services using a low-threshold, peer-based, self-help model. In addition to housing, case management, harm reduction, and mental health support, the Centers have an extensive Employment Services component. The Shelter Program is a small men's dormitory that provides basic emergency shelter as well as one-on-one case management and counseling to assist people in moving into permanent housing and addressing other issues creating barriers to stability and self-sufficiency. The Community Arts Program is a unique space where individuals can create, house and sell artwork, offering open studio hours, workshops, a creative writing class, and an opportunity for artists to exhibit and sell their work. The Community Building Program encompasses employment services, volunteer opportunities, and the Healing, Organizing and Leadership Development Program, which trains interns in examining trauma and engaging in community organizing. All programs work together to provide a range of support, resources, and opportunities for people to achieve stability and self-sufficiency.

Ms. Freeman came to Hospitality House in December 2010, when she was hired as the Program Manager of the Shelter Program. Her role in this position was to provide supervisory support to staff, direct programmatic activities, maintain upkeep of facilities, and be accountable to the provision of resident-centered quality services consistent with the agency's philosophy and standards. Additionally, this position provided peer counseling, case management, and advocacy in the Shelter to support residents and motivate them to improve their overall physical, emotional, and economic health. After nearly two years in this position, in September 2012 Ms. Freeman became Program Manager at the agency's Sixth Street Self-Help Center, giving her experience in a community drop-in setting.

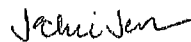
Prior to coming to Hospitality House, Ms. Freeman had extensive case management and program management experience in a diverse variety of social service settings. Her broad familiarity and understanding of Bay Area services, as well as her knowledge as a Shelter provider, combine to make her an excellent asset for the Shelter Monitoring Committee. Ms. Freeman is well-versed in the rules and regulations governing the shelter system, and has supported residents in negotiating the system. Responsible for the program's compliance with Standard of Care legislation, she is intimately familiar with the requirements and in how to face the challenges of implementation given limited resources. In addition, she has attended Shelter Monitoring Committee meetings for the past two years, and is familiar with the work of the committee.

Hospitality House believes strongly in the work of the Shelter Monitoring Committee, and participated in the effort to bring about the Standard of Care legislation. With this background, we enthusiastically nominate and recommend Ms. Freeman as an excellent candidate for the Shelter Monitoring Committee. Please contact us if you need additional information.

Respectfully,



Jenny Collins,  
Program Director



Jackie Jenks,  
Executive Director

February 20, 2013

Attn: Board of Supervisors

From: Raija Freeman

Re: Board of Supervisors Shelter Monitoring Committee Seating

My name is Raija Freeman and I am currently the Sixth Street Drop-In / Shelter Program Manager with Hospitality House. I have managed the shelter program for the past two years and have enjoyed working with the residents at this particular shelter because it allows for the residents to have an opportunity to both be housed for a period of time, but also learn basic living skills and have a sense of community being a small and intimate community.

As displayed in my resume I have worked in vast settings ranging from forensics, mental health, homeless and education. For over 15 years I have worked in these fields in order to provide the best assistance to individuals seeking change, going through hardships or not having the ability to advocate or navigate through systems independently. I have enjoyed the work and plan to continue within this field. Currently, I am transitioning from the shelter program to manage one of Hospitality Houses Drop-In Centers.

I am interested in the Shelter Monitoring Committee at this time due to my transition from the shelter. I have had the opportunity to be on the receiving end of the SMC monitoring of the standard of care for shelters and personally know and understand the difficulty in compliance for the mandated standards for care. As it is a great benefit to have all shelters provide compliance and humane treatment of individuals utilizing the shelter system, I also understand the difficulty in managing these types of programs under the pressure of minimal budgets and still put forth the efforts to not allow the clients to suffer from our system hardships.

I am interested in participating in the SMC at this time due to my transition. I think it would be a great benefit to the committee to have an individual serve on the board who has personal and direct experience working under the standards of care and understanding the importance of compliance. If selected, I look forward to providing that balance to shelters whom I know have worked under the same standards and have had the same difficulties with compliance.

Thank you for the opportunity to submit my application and I look forward to the opportunity.

Respectfully,  
Raija Freeman

**Wong, Linda (BOS)**

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**From:** Lee, Esther (BOS)  
**Sent:** Tuesday, March 05, 2013 1:35 PM  
**To:** Wong, Linda (BOS)  
**Subject:** FW: Shelter Monitoring Committee  
**Attachments:** MX-M363N\_20130304\_104841.pdf

Hi Linda,

Letter of reference for nominee, Raija Freeman for Shelter Monitoring Committee - April 4th Rules Committee.

Esther

-----Original Message-----

**From:** Yee, Norman (BOS)  
**Sent:** Tuesday, March 05, 2013 1:33 PM  
**To:** Lee, Esther (BOS)  
**Subject:** FW: Shelter Monitoring Committee

Norman Yee  
Board of Supervisors, District 7  
415-554-6516  
1 Dr. Carlton B. Goodlett Place, Room 260 San Francisco, CA 94102

-----Original Message-----

**From:** Sanda Urban [<mailto:surban@hospitalityhouse.org>]  
**Sent:** Monday, March 04, 2013 9:58 AM  
**To:** Yee, Norman (BOS)  
**Subject:** Shelter Monitoring Committee

Dear Supervisor Yee,  
Please see attached a letter of reference for an applicant for the Shelter Monitoring Committee.  
Best,

Sanda Urban  
Program Associate  
Central City Hospitality House  
290 Turk St.  
San Francisco, CA 94102

San Francisco  
BOARD OF SUPERVISORS

Date Printed: April 9, 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](mailto: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

"R Board Description" (Screen Print)

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.