

File No. 161350

Committee Item No. 8

Board Item No. 14

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date January 26, 2017

Board of Supervisors Meeting

Date February 7, 2017

#### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Resolution                                   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ordinance                                    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Budget and Legislative 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"/>            | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

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

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Completed by: Derek Evans Date January 20, 2017

Completed by: Derek Evans Date February 2, 2017

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

1 [Administrative Code - Dignity Fund Oversight and Advisory Committee]

2  
3 Ordinance amending the Administrative Code to set the structure, functions, terms,  
4 and administrative support for the Dignity Fund Oversight and Advisory Committee, as  
5 required by Charter Section 16.128-11, adopted as part of Proposition I at the  
6 November 2016 general municipal election.

7 NOTE: Unchanged Code text and uncodified text are in plain Arial font.  
8 Additions to Codes are in *single-underline italics Times New Roman font*.  
9 Deletions to Codes are in *strikethrough italics Times New Roman font*.  
10 Board amendment additions are in double-underlined Arial font.  
11 Board amendment deletions are in ~~strikethrough Arial font~~.  
12 Asterisks (\* \* \* \*) indicate the omission of unchanged Code  
13 subsections or parts of tables.

14 Be it ordained by the People of the City and County of San Francisco:

15 Section 1. Chapter 5 of the Administrative Code is hereby amended by adding Article  
16 XXXIV, consisting of Sections 5.34-1 through 5.34-4, to read as follows:

17 **ARTICLE XXXIV: DIGNITY FUND OVERSIGHT AND ADVISORY COMMITTEE**

18 **SEC. 5.34-1. ESTABLISHMENT OF OVERSIGHT AND ADVISORY BODY.**

19 *Charter Section 16.128-11 establishes the Dignity Fund Oversight and Advisory Committee (the*  
20 *"Committee") to monitor and participate in the administration of the Dignity Fund (the "Fund") as*  
21 *provided in Charter Section 16.128-1 et seq. and to take steps to ensure that the Fund is administered*  
22 *in a manner accountable to the community. Section 16.128-11 provides, among other things, for the*  
23 *Committee's composition, Committee members' respective appointing authorities, timing of initial*  
24 *appointments, the minimum number of meetings the Committee must hold each year, and the*  
25 *Committee's creation of a Service Provider Working Group. Sections 16.128-6, 16.128-7, 16.128-8,*

1 and 16.128-11 establish the Committee's duties and responsibilities. Section 16.128-11 also authorizes  
2 the Board of Supervisors to provide by ordinance further details regarding the membership, structure,  
3 functions, appointment criteria, terms, and administrative and clerical support of the Committee. This  
4 Article XXXIV is established under the authority of Section 16.128-11(d).

5  
6 **SEC. 5.34-2. MEMBERSHIP.**

7 (a) Membership of the Committee is set forth in Charter Section 16.128-11(c). In making  
8 appointments to the Committee, the appointing authorities shall endeavor to ensure that the Committee  
9 is broadly representative of communities of interest, neighborhoods, and the demographic diversity of  
10 the City in terms of ethnicity, race, age, gender, sexual orientation, types of disabilities, and languages  
11 spoken. The appointing authorities shall also endeavor to ensure that the Committee includes members  
12 who are seniors, adults with disabilities, people with HIV/AIDS, and veterans.

13 (b) Initial terms of Committee members, which shall commence on the date of the first  
14 meeting of the Committee, shall terminate on January 31, 2019. Thereafter, terms of Committee  
15 members shall be two years, commencing on February 1 of odd-numbered years.

16 (c) Committee members shall serve at the pleasure of their respective appointing authorities  
17 and may be removed by their appointing authority at any time. Whenever a member appointed by  
18 the Aging and Adult Services Commission, the Advisory Council to the Department of Aging  
19 and Adult Services, or the Long Term Care Council vacates the member's seat on his or her  
20 appointing body, the member shall automatically vacate his or her seat on the Committee as  
21 well.

22 (d) Service on the Committee shall be voluntary and members shall receive no  
23 compensation from the City, except that the members who are City employees may receive their regular  
24 salaries for time spent on the Committee if they are serving in an official capacity as a City employee.

1 (e) Any Committee member who misses three regular meetings of the Committee within a  
2 six-month period without the express approval of the Committee at or before each missed meeting shall  
3 be deemed to have resigned from the Committee 10 days after the third unapproved absence. The  
4 Committee shall inform the member's appointing authority of each such resignation, and the  
5 appointing authority shall appoint a successor to that seat.

6  
7 **SEC. 5.34-3. ADMINISTRATIVE AND TECHNICAL SUPPORT.**

8 Consistent with Charter Section 16.128-4(h), the Department of Aging and Adult Services shall  
9 provide administrative and technical support to the Committee. The Department shall also provide  
10 administrative and technical support to the Service Provider Working Group required by Charter  
11 Section 16.128-11.

12  
13 **SEC. 5.34-4. MEETINGS AND PROCEDURES.**

14 (a) There shall be at least 10 days' notice prior to the Committee's inaugural meeting.

15 (b) The Committee shall elect its officers and may establish bylaws and rules for its  
16 organization and procedures.

17  
18 Section 2. Effective Date; Retroactivity. This ordinance shall become effective 30 days  
19 after enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns  
20 the ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the

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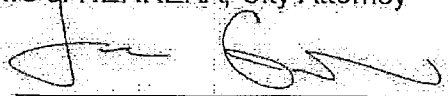
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1 Board of Supervisors overrides the Mayor's veto of the ordinance. This ordinance shall be  
2 retroactive to January 1, 2017.

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APPROVED AS TO FORM:  
DENNIS J. HERRERA, City Attorney

By:   
JON GIVNER  
Deputy City Attorney

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**LEGISLATIVE DIGEST**

[Administrative Code - Dignity Fund Oversight and Advisory Committee]

**Ordinance amending the Administrative Code to set the structure, functions, terms, and administrative support for the Dignity Fund Oversight and Advisory Committee, as required by Charter, Section 16.128-11, adopted as part of Proposition I at the November 8, 2016, general municipal election.**

**Existing Law**

At the November 2016 general municipal election, the voters approved Proposition I, a Charter amendment creating the Dignity Fund, a mandatory budget set-aside to fund programs and services for seniors and adults with disabilities. Services and programs funded by the Dignity Fund will include home- and community-based long-term care and support, food and nutrition, consumer and caregiver education and support, seniors/disabled community and service centers, legal services, health and wellness, and targeted outreach. The ballot measure created an 11-member Oversight and Advisory Committee to monitor and participate in the administration of the Dignity Fund. The ballot measure specified the Committee's duties, its members' respective appointing authorities, timing of initial appointments, and the minimum number of meetings the Committee must hold each year. Section 16.128-11 of the measure also authorized the Board of Supervisors to provide by ordinance further details regarding the membership, structure, functions, appointment criteria, terms, and administrative and clerical support of the Committee.

**Amendments to Current Law**

The proposed ordinance would provide additional details regarding the terms, structure, and support for the Committee. The Charter provides that initial terms of Committee members will start on the date of the first meeting of the Committee. The proposed ordinance would provide that those first terms will terminate on January 31, 2019, and that future terms of Committee members will be two years, starting on February 1 of odd-numbered years. The ordinance would also clarify that a Committee member's appointing authority may remove the Committee member at any time, with or without cause.

The proposed ordinance would also require the Department of Aging and Adult Services to provide administrative and technical support to the Committee and to the Service Provider Working Group that the Committee will create, as required by Charter Section 16.128-11. And the ordinance would provide other details regarding the operation of the Committee.

Print Form

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED  
 2019 OCT 15 PM 3:27  
 Time stamp  
 or meeting date

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

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation- File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Question(s) submitted for Mayoral Appearance before the BOS on [ ]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

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

Sponsor(s):

Cohen

Subject:

Administrative Code.- Dignity Fund Oversight and Advisory Committee

The text is listed below or attached:

Attached

Signature of Sponsoring Supervisor:

For Clerk's Use Only:

**Jalipa, Brent (BOS)**

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**From:** Jon.Givner@sfgov.org  
**Sent:** Tuesday, December 13, 2016 12:38 PM  
**To:** Choy, Jarlene (BOS)  
**Cc:** BOS Legislation, (BOS); Chan, Yoyo (BOS)  
**Subject:** Re: Co-sponsoring Administrative Code-Dignity Fund Oversight and Advisory Committee  
  
**Categories:** 161350

No problem. I added Sup. Yee's name to the ordinance.

Jon Givner, Deputy City Attorney  
Office of San Francisco City Attorney Dennis J. Herrera  
1 Dr. Carlton B. Goodlett Place, Suite 234  
San Francisco, CA 94102  
phone: (415) 554-4694  
fax: (415) 554-4745

**From:** "Choy, Jarlene (BOS)" <jarlene.choy@sfgov.org>  
**To:** "Chan, Yoyo (BOS)" <yoyo.chan@sfgov.org>,  
**Cc:** "BOS Legislation, (BOS)" <bos.legislation@sfgov.org>, "Givner, Jon (CAT)" <jon.givner@sfgov.org>  
**Date:** 12/13/2016 12:29 PM  
**Subject:** Co-sponsoring Administrative Code-Dignity Fund Oversight and Advisory Committee

---

Hi Yoyo,

Supervisor Yee would like to co-sponsor the Administrative Code-Dignity Fund Oversight and Advisory Committee legislation.

Thank you!

**Jarlene Choy**  
Legislative Aide  
Supervisor Norman Yee | District 7  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102  
P | [415.554.6519](tel:415.554.6519) F | [415.554.6546](tel:415.554.6546)

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