


BOARD of SUPERVISORS



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MEMORANDUM

Date: October 10, 2018
To: The Honorable Members, Board of Supervisors
From:  Angela Calvillo, Clerk of the Board
Subject: Shelter Monitoring Committee

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. 171171 Administrative Code - Shelter Monitoring Committee -
Composition of Membership, Powers and Duties, and Sunset Date

The Shelter Monitoring Committee (Committee) is an existing advisory body that advises on the conditions in, and operations of, shelters and City policies that affect shelters and shelter clients. This Ordinance would change the qualifications for certain seats on the Committee, create staggered terms, and extend the sunset date for the Committee.

- Does a current body address the same or similar subject matter?

There are no other bodies that address the exact subject matter, but there is a Local Homeless Coordinating Board that may advise on the same demographic on broader concerns.

- Language requiring the body to meet at least once every four months

Section 20.307 requires the Committee to meet at least once every quarter.



- Language indicating members serve at the pleasure of the appointing authority

Section 20.305 specifies each appointing authority for each seat, and Section 20.306 indicates that all vacancies shall be filled by the specified appointing authorities.

- Language establishing attendance requirements

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.

- Number of seats and qualifications

There are 13 members, as follows:

Appointed by the Board of Supervisors:

- 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, and who has a disability;*
- Seat 3) Person with experience providing direct services to homeless people through a community setting;*
- Seat 4) Person nominated by one or more community agencies that provide behavioral health, housing placement, or other services to homeless people;*
- Seat 5) 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;*
- Seat 6) Person nominated by one or more nonprofit agencies that provide advocacy or organizing services for homeless people;*

Appointed by the Local Homeless Coordinating Board:

- Seat 7) Person nominated by one or more nonprofit agencies that provide advocacy or organizing services for homeless people;*
- Seat 8) Person who is homeless or formerly homeless, and who has experience providing direct services to homeless people through a community setting;*
- Seat 9) Person with experience providing direct services to homeless people through a community setting;*
- Seat 10) 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;*



Appointed by the Mayor:

- Seat 11) *Employee of the Department of Homelessness and Supportive Housing;*
- Seat 12) *Employee of the Department of Public Health; and*
- Seat 13) *Person who is homeless or formerly homeless, and who has experience providing direct services to homeless people through a community setting.*

- Term limits (i.e., commencement date? staggered terms?)

Section 20.306 staggers the terms of the members; even-numbered seats serve for one year beginning on January 1, 2019, and odd-numbered seats serve for two years beginning on January 1, 2019. After the transitional terms that begin on January 1, 2019, each member shall serve for two years.

- Administering department

The Department of Public Health shall provide clerical and administrative support and staffing for the Committee.

- Reporting requirements

The Committee reports quarterly to the Board of Supervisors.

- Sunset date

The Committee shall terminate on December 31, 2020, unless the Board of Supervisors extends their term.