

BOARD of SUPERVISORS



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## MEMORANDUM

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Date: December 5, 2019

To: The Honorable Members, Board of Supervisors

From:  Angela Calvillo, Clerk of the Board

Subject: Administrative Code – Adult Residential Facility Working Group

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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. 191102 - Health, Administrative Codes – City-Operated Adult Residential Facility

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

*No. There is no other body charged with addressing the same subject matter.*

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

*Yes, Page 6, Lines 10-13, Section 5.42-3, entitled "Meetings" states "The Working Group shall hold its inaugural meeting not more than 30 days after at least seven members have been appointed. Following the inaugural meeting, the Working Group shall meet at least monthly."*

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

*No. Suggest adding the following language "Members of the Working Group shall serve at the pleasure of their respective appointing authorities and may be removed by the member's appointing authority at any time."*



- Language establishing attendance requirements

*No. Suggest adding the following language "Any voting member who misses three regular meetings of the Working Group within a six-month period without the express approval of the Working Group by majority vote at or before each missed meeting shall be deemed to have resigned from the Committee 10 days after the third unapproved absence."*

- Number of seats and qualifications

*There are a total of 11 seats:*

- *Seats 1, 2, 3, 4, 5, and 6 shall be held by management-level employees of DPH, at least two of whom shall work at the BHC, appointed by the Director of Health.*
- *Seats 7, 8, 9, and 10 shall be held by ARF staff representatives from the Service Employees International Union 1021 ("SEIU 1021"), appointed by SEIU 1021*
- *Seats 11 and 12 shall be held by BHC staff representatives from the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO ("Local 21"), appointed by Local 21.*

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

*No. The Working Group will sunset upon completion of their report and it is assumed that the appointed members will serve for the duration of the Working Group.*

- Administering department

*The Department of Public Health shall provide administrative support to the Working Group.*

- Reporting requirements

*The Working Group shall prepare a report every six months on matters within the scope of Section 5.42-1, and shall submit each report to the Mayor and the Board of Supervisors. The first report shall be submitted no later than March 1, 2020, and the final report shall be submitted no later than December 31, 2021.*



- Sunset date

*The Ordinance does not specify a sunset date. However, it does state that the Working Group shall submit its final report no later than December 31, 2021.*