FILE NO. 171171

ORDINANCE NO. 249-18

[Administrative Code - Shelter Monitoring Committee - Composition of Membership, Powers and Duties, and Sunset Date]

Ordinance amending the Administrative Code to change the qualifications for members of the Shelter Monitoring Committee, create staggered terms for members, establish a sunset date for the Committee, and to allow shelters that contract with the City to provide clients with clean blankets if clean sheets are unavailable.

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

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

Section 1. The Administrative Code is hereby amended by revising Sections 20.305, 20.306, 20.307, 20.308, and 20.210, and deleting Section 20.311, to read as follows:

SEC. 20.305. MEMBERSHIP AND ORGANIZATION.

(a) The membership of the Committee shall reflect the diversity of the homeless people that access shelter in the City. The Committee shall consist of 13 members, appointed as follows:

Seat 1 shall be held by a 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, appointed by the Board of Supervisors.
Seat 2 shall be held by a person who is homeless or has been homeless within the three years prior to being appointed to the Committee, and who has a disability, appointed by the Board of Supervisors.

Seat 3 shall be held by a person with experience providing direct services to homeless people through a community setting, appointed by the Board of Supervisors.

Seat 4 shall be held by a person nominated by one or more community agencies that provide behavioral health, housing placement, or other services to homeless people, appointed by the Board of Supervisors.

Seat 5 shall be held by a 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, appointed by the Board of Supervisors.

Seat 6 shall be held by a person nominated by one or more nonprofit agencies that provide advocacy or organizing services for homeless people, appointed by the Board of Supervisors.

Seat 7 shall be held by a 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 8 shall be held by a person who is homeless or formerly homeless, and who has experience providing direct services to homeless people through a community setting, appointed by the Local Homeless Coordinating Board.

Seat 9 shall be held by a person with experience providing direct services to homeless people through a community setting, appointed by the Local Homeless Coordinating Board.

Seat 10 shall be held by a 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 Local Homeless Coordinating Board.
Seat 11 shall be held by an employee of the Department of Homelessness and Supportive Housing, appointed by the Mayor.

Seat 12 shall be held by an employee of the Department of Public Health, appointed by the Mayor.

Seat 13 shall be held by a person who is homeless or formerly homeless, and who has experience providing direct services to homeless people through a community setting, appointed by the Mayor.

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 Homelessness and Supportive Housing, 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 individuals; one member who has experience 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.

(b) The Committee shall elect its own officers and may establish rules for its own organization and procedures, consistent with this Article XII. Officers. At the first calendared meeting and thereafter at the beginning of each even-numbered calendar year, the members of the Shelter Monitoring Committee shall elect members to serve as chair, vice-chair, and secretary of the Committee. The chair, or vice-chair, in the absence of the chair, shall be responsible for developing agendas and conducting meetings. The secretary shall be responsible for approving meeting minutes and committee correspondence prior to distribution.

(c) Limitations on site visits.

(1) Committee members who work at a resource center or shelter shall not conduct site visits at that site or any other site that is part of that agency. If they are former employees of a site, they must wait at least six months after leaving employment before conducting a site visit.

(2) Committee members who currently reside at a shelter shall not conduct site visits at that site or any other site that is part of that the agency responsible for the shelter. Committee members who used to reside formerly resided at a shelter must wait at least six months after leaving the shelter before conducting a site visit at that site or any other site that is part of that the agency responsible for the shelter.

(3) Committee members from the Department of Homelessness and Supportive Housing and the Department of Public Health shall not conduct official site visits on behalf of the Shelter Monitoring Committee at a site where their respective agency holds a contract with said site or agency.
SEC. 20.306. TERMS OF OFFICE.

(a) The terms of members of the Committee in office on the effective date of the ordinance in Board of Supervisors File No. shall expire on December 31, 2018. The appointing authorities shall appoint members to new terms, which shall commence on January 1, 2019. For Committee members in even-numbered seats, the term beginning January 1, 2019 shall be one year, and for Committee members in odd-numbered seats, the term beginning January 1, 2019 shall be two years. After the transitional terms that begin January 1, 2019, the term of office of each Committee member shall be two years.

(b) In the event that a vacancy occurs during the term of office of any Committee member, a successor shall be appointed by the member’s appointing authority 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.

SEC. 20.307. MEETINGS; ADMINISTRATIVE SUPPORT.

(a) 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.

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

SEC. 20.308. ATTENDANCE REQUIREMENT.

The Committee shall monitor the attendance of Committee members. In the event that any Committee member misses three regularly scheduled Committee meetings in a six-month period without prior notice to the express approval of the Committee at or before the missed meetings, the Committee shall certify in writing to the Committee 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 10 days after the third unapproved absence. The Committee shall notify the appointing authority accordingly and request the appointment of a new member. The vacant seat shall be filled within two months or an alternate appointing body shall fill the vacant seat. The alternate appointing body shall rotate per appointment as follows: the Local Homeless Coordinating Board, the Board of Supervisors, and the Mayor.

SEC. 20.310. SUNSET - SEVERABILITY.

Unless extended by ordinance, this Article XII shall expire by operation of law, and the Committee shall terminate on December 31, 2020. After the expiration of the Committee, the City Attorney shall cause this Article to be removed from the Administrative Code.

If any section, subsection, clause, phrase or portion of this Article is for any reason held invalid or unconstitutional by any court or federal or state agency of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof:

SEC. 20.311. INITIAL COMMITTEE REPORT.

Once initially constituted, the Committee shall, within sixty days, report to the Rules Committee of the Board of Supervisors (or its successor committee) regarding its planned course of action:

Section 2. The Administrative Code is hereby amended by revising Section 20.404, to read as follows:

SEC. 20.404. CONTRACT REQUIREMENTS.

(a) All contracts between the City and shelter operators shall include provisions that require shelter operators to:
* * * * 

(12) provide shelter clients with one clean blanket; two clean sheets or, if clean sheets are unavailable, two clean blankets; and one pillow enclosed in a plastic or vinyl sleeve with a clean pillowcase; sheets shall be cleaned and to clean all sheets at least once per week and upon client turnover; 

* * * * 

Section 3. Effective Date. This ordinance shall become effective 30 days after enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board of Supervisors overrides the Mayor’s veto of the ordinance.

Section 4. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors intends to amend only those words, phrases, paragraphs, subsections, sections, articles, numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal Code that are explicitly shown in this ordinance as additions, deletions, Board amendment additions, and Board amendment deletions in accordance with the “Note” that appears under the official title of the ordinance.

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

By: [Signature]
JON GIVNER
Deputy City Attorney

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October 03, 2018 Rules Committee - RECOMMENDED

October 16, 2018 Board of Supervisors - PASSED ON FIRST READING
Ayes: 10 - Brown, Cohen, Fewer, Mandelman, Peskin, Ronen, Safai, Stefani, Tang and Yee
Absent: 1 - Kim

October 23, 2018 Board of Supervisors - FINALLY PASSED
Ayes: 11 - Brown, Cohen, Fewer, Kim, Mandelman, Peskin, Ronen, Safai, Stefani, Tang and Yee

I hereby certify that the foregoing Ordinance was FINALLY PASSED on 10/23/2018 by the Board of Supervisors of the City and County of San Francisco.

London N. Breed
Mayor

Angela Calvillo
Clerk of the Board

Date Approved: 11/2/2018