



City and County of San Francisco
Shelter Monitoring Committee

MEMO

To City Attorney
City & County of San Francisco

August 16, 2023

The Shelter Monitoring Committee (SMC) needs advice and guidance. **This is a follow up to earlier communications with your office.**

Updates to SMC bylaws are necessitated by the changes to the Administrative Code that followed the establishment of the Homelessness Oversight Commission. We are working on some of these, but are hoping for assistance with the section that covers "conflicts of interest," which if edited without changing the effect would read as follows:

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 before conducting a site visit. 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 agency. Committee Members who used to reside at a shelter must wait at least six months before conducting a site visit at that site or any other site that is part of that agency.

Committee Members **employed by the** ~~from the Human Services Agency~~ **the Department of Homelessness and Supportive Housing** ~~and~~ **or** the Department of Public Health shall not conduct site visits at a site where their ~~respective agency~~ **employer** holds a contract with said site or agency.

Would it be appropriate to specify that employment within a contracting department is not assumed to create the appearance of conflict if the employee's duties and those of their supervisor do not involve contract management? Members also ask you to consider the same question vis-à-vis staff.

Your advice and assistance are greatly appreciated.

Diana Almanza, SMC Chair

Date