

Commission Members:

Dr. Jonathan Butler (Chair)
Christin Evans (Vice-Chair)
Katie Albright
Dena Aslanian-Williams
Bevan Dufty
Joaquin Guerrero
Sharky Laguana

Mayor
London Breed

Shireen McSpadden, Executive Director
Department of Homelessness and Supportive Housing

Commission Secretary

Bridget Badasow

City & County of San Francisco Homelessness Oversight Commission (HOC) Meeting Minutes



Meeting Minutes

Homelessness Oversight Commission (HOC) Special Meeting
Meeting Date: Thursday, October 10, 2024

9:00 AM

1 Dr. Carlton B. Good Place
Room 416, City Hall

Members of the Homelessness Oversight Commission will attend this meeting in-person. Members of the public are invited to observe the meeting in-person or remotely online as described below. Members of the public attending the meeting in person will have an opportunity to provide public comment on every action or discussion item. In addition to in-person public comment, the Commission will hear up to 10 minutes of remote public comment on each action or discussion item.

The Commission will hear remote public comments on items in the order that commenters add themselves to the queue to comment on the item. Because of the 10-minute time limit, it is possible that not every person in the queue will have an opportunity to provide remote public comment. Remote public comment from people who have received an accommodation due to disability (as described below) will not count toward the 10-minute limit. Members of the public are encouraged to provide public comment via email. Send an email to the Commission Secretary bridget.badasow@sfgov.org by 5pm the day before the meeting to ensure your comment is received by the Commission in advance of the meeting.

Additionally, copies of today's agenda, minutes and "all" presented items can be found on the San Francisco Department of Homelessness and Supportive Housing (HSH) website. <https://hsh.sfgov.org/commission-and-committees/>

The HOC inaugural meeting can be seen in its entirety on SFGovTV
https://sanfrancisco.granicus.com/ViewPublisher.php?view_id=227

Homelessness Oversight Commission Members:

Dr. Jonathan Butler, Chair
Christin Evans, Vice Chair
Katie Albright
Dena Aslanian-Williams
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Joaquin Whit Guerrero
Sharky Laguana

Department of Homelessness and Supportive Housing (HSH) Executive Director

Shireen McSpadden

Commission Secretary

Bridget Badasow

ORDER OF BUSINESS:

1. **CALL TO ORDER**

Vice Chair Evans called the meeting to order at 9:05 am and read the Ramatush Oholone Land Acknowledgement.

2. **ROLL CALL**

Present: Vice Chair Christin Evans
Katie Albright
Dena Aslanian Williams
Joaquin Guerrero

Absent: Chair Jonathan Butler
Bevan Dufty
Sharky Laguana

Present: Executive Director Shireen McSpadden

3. **ANNOUNCEMENTS REGARDING SOUND PRODUCING DEVICES DURING THE MEETING**

The Commission Secretary made the prohibition of sound producing devices announcement.

4. **ANNOUNCEMENTS BY THE CHAIR**

Vice Chair Evans opened the meeting by sharing a story from a Street Outreach worker regarding a man in crisis who was approached by seven police officers and EMTs.

5. **COMMUNICATIONS**

No communication

PUBLIC COMMENT

No public comment

6. APPROVAL OF THE SEPTEMBER 5, 2024, MEETING MINUTES

PUBLIC COMMENT

No Public Comment

On motion to approve the September 5, 2024, HOC Meeting minutes.

AYES: Evans
Albright
Aslanian-Williams
Guerrero

Absent: Butler
Dufty
Laguana

Action: September 5, 2024, Minutes Adopted.

7. EMPLOYEE RECOGNITION

The Executive Director and HOC honored Brenda Meskan, an HSH Outreach Operations Coordinator, for her incredible compassion and commitment to her clients.

Because of room technicalities, the Vice Chair called the agenda items out of order.

11. CONSENT CALENDAR

No consent calendar items.

New Business Items 12A-12C are action items that require a vote by the Commission.

- 12A) Requesting review and approval to enter into a new contract agreement with Abode Property Management at the SOMA TAY PSH Site, for the period of November 1, 2024, to June 30, 2029, in the amount of \$14,177,264, which includes a 20% contingency.
- 12B) Requesting review and approval to enter into a new Support Services contract agreement with Five Keys Schools and Programs at 42 Otis Street for Permanent Supportive Housing (PSH) for Transitional Aged Youth, for the period of November 1, 2024 to June 30, 2029 in the amount of \$1,958,099, which includes a 20% contingency.

Elizabeth Hewson, manager of the Supportive Housing team, presented both Items 12A & B.

PUBLIC COMMENT

No public Comment

On motion to approve Items 12A & 12B.

AYES: Evans
Albright
Aslanian-Williams
Guerrero

Absent: Butler
Dufty
Laguana

Action: Items 12A & 12B are approved.

12C) Requesting review and approval to enter into a new contract with The Regents of the University of California, A Constitutional Corporation, on Behalf of its San Francisco Campus (“UCSF”) for Citywide Permanent Supportive Housing Support Services, for the period of November 1, 2024 to June 30, 2026, for a total Not To Exceed \$4,845,215, including \$807,536 in contingency. Elizabeth Hewson, HSH Manager of Supportive Housing Programs, will present the item. Elizabeth Hewson, manager of the Supportive Housing team, presented the item.

PUBLIC COMMENT

Lauren Hall-offered her support for this contract and reiterated DISH’s commitment to doing everything they can to keep people stably housed.

On motion to approve Items 12C.

AYES: Evans
Albright
Aslanian-Williams
Guerrero

Absent: Butler
Dufty
Laguana

Action: Item 12C is approved.

8. DIRECTOR’S REPORT

The Executive Director will include data and programmatic updates on HSH’s key areas of service as well as many of the topics requested by the Commissioners in the September 2024 HOC meeting.

Executive Director McSpadden took a few minutes to address the issues related to the San Francisco Municipal Transportation Agency (MTA) Board’s recently passed resolution restricting overnight parking of oversized vehicles. The Executive Director also emphasized HSH’s commitment to work with people with lived experience, providers, advocates, and elected officials while vehicle-based homelessness continues to be a challenge.

Moving on, the Executive Director was thrilled to announce that, after an extensive search for a new Deputy Director for Planning, Performance, and Strategy, HSH's own Sarah Locher will be promoted to this position beginning October 14, 2024. Sarah currently serves as HSH's Manager of Data & Performance.

Next, Executive Director McSpadden, provided updates on data related to each component of the Homelessness Response System and corresponding programmatic updates. In August, the San Francisco Homeless Outreach Team (SFHOT) conducted nearly 3,200 engagements, distributed nearly 7,800 engagement tools and resources including food, water and hygiene materials. SFHOT also made 259 shelter placements, 252 Coordinated, entry access point referrals, and 197 coordinated entry assessments were conducted in the field.

On September 11, 2024, Family, Youth, Adult, and Victim Service Provider Access Points came together to serve 115 households who came to Project Homeless Connect day of service. The Community Day of Service is a One Stop Shop expo-style event for supportive services. This year it hosted over 40 service providers under the same roof to provide services that would otherwise be difficult to access including DMV-California State ID cards, dental, medical, mental health, medical benefits, employment resources, etc. Executive Director McSpadden thanked the volunteers and providers who participated.

The number of Coordinated Entry assessments conducted in August was 1,113 which is on par with the number of assessments conducted by this time last year. 74% of these assessments were for adults, 15% for families and 11% for young adults.

On October 1, 2024, HSH, the Asian Women's Shelter, Safe House and St. Vincent de Paul's Riley Center launched the Coordinated Entry for Survivors Assessment program. This program includes a new assessment tool for survivors of violence seeking services and is designed to prioritize survivors of violence seeking services from the Homelessness Response System. HSH will also launch dedicated access points specializing in serving survivors of domestic violence. Survivors seeking Coordinated Entry services can call the Asian Women's Shelter or visit one of the new access points at Safe House and the Riley Center. Information regarding access to these services as well as a printable flier is available on the [HSH website](#).

In August, HSH and its partners provided homelessness prevention services for 254 households utilizing \$1.5M in financial assistance. This number has risen significantly from last August where just over 100 households were served. To date this fiscal year, 441 households have received homelessness preventions services.

One of HSH's key prevention tools is the San Francisco Emergency Rental Assistance Program (SF ERAP) that is a partnership between HSH and the Mayor's Office of Housing and Community Development. Last month HSH provided rental assistance to 298 households. This month, HSH saw a 78% increase and were able to serve 518 households with an average assistance of \$5,165 per household.

In the first two months of FY 24-25, HSH helped 177 households end their homelessness with \$667,308 in financial assistance. Most of these cases involved adult households (77%), followed by families (17%) and young adults (6%).

Relocation assistance is managed by both the Human Services Agency (HSA) and the Department of Homelessness and Supportive Housing (HSH) through three programs: Journey Home (by HSH and HSA), CAAP Relocation Services (by HSA), and HSH's Problem Solving Relocation Assistance.

In FY 2023-24, these programs served a total of 422 clients, with HSH assisting 82% of them. The city spent \$180,882 on travel services, averaging \$429 per client.

This data was shared with the Board of Supervisors in a new annual report, which will include additional details starting next year based on new reporting requirements.

HSH funds over 13,400 housing units across its care system, including site-based and scattered-site supportive housing, rapid re-housing, and the housing ladder program. The full inventory is available on the HSH website. This housing capacity is essential to ending homelessness in San Francisco. Since 2018, HSH has expanded site-based supportive housing by 23%, scattered-site supportive housing by 306%, and rapid re-housing by 86%.

Last month, Commissioners requested details on the budget for permanent supportive housing (PSH) and why its operating costs can be higher than private market or affordable housing. Key cost drivers include:

1. Higher Staffing Levels: PSH requires more staff than typical private housing, including 24/7 front desk staff, full-time property managers, and support services staff who aid tenant stability and well-being—costs not found in private or affordable housing. Automated tools used in private housing, like work order systems, are often ineffective in PSH settings.
2. Higher Insurance Costs: PSH insurance is more expensive due to strict city requirements and increased damages. On average, insurance is \$200 more per unit than in affordable housing, with some PSH buildings seeing even higher increases.
3. Higher Maintenance Costs: PSH buildings face frequent and costly repairs due to wear and tenant-caused damages, like water damage and elevator outages. Since PSH often doesn't collect security deposits or only collects small amounts, turnover costs are built into maintenance budgets.
4. Furnishings and Supplies: PSH units are furnished and often include welcome kits with essential items, which add costs not typical in private market housing.
5. Low Tenant Rent Revenue: PSH serves very low-income tenants who pay only 30% of their income in rent, resulting in low revenue that doesn't fully cover operations. Additionally, nonpayment of rent can further reduce revenue.

These factors help explain why PSH operating costs are generally higher.

In August, HSH made a total of 201 housing placements. Of this total, 143 were adults, 40 were families with children; and 18 were young adults. So far, this fiscal year, 370 households have moved out of homelessness and into housing.

The Executive Director provided updates on the Continuum of Care (CoC) funding application including, the October 30, 2024 application deadline, funding competition among-450 Continuums of Care, the development of a priority rank list of projects, and the Local Homelessness Coordinating Board list approval on October 7, 2024.

As of September 2024, HSH has an 8.2% vacancy rate in site-based supportive housing.

Out of 711 vacant units:

- 249 are in the process of being filled,
- 350 are offline (mainly due to maintenance, janitorial holds, or recent vacancies),
- 112 are available for referrals.

Note: Some units appear "offline" in the system even if they're intentionally held for major construction.

Last month, the Commissioners asked for more information regarding the time that units are offline. Of the 350 units that are offline:

- 87 have been offline for less than 30 days
- 71 for 30-59 days
- 37 for 60-89 days
- 157 for 90 plus days – these are spread across over 30 sites and 14 providers, with sites varying in size and model (e.g. both SROs and newer sites).

In November, HSH staff will provide a more robust report on HSH strategies to further reduce the vacancy rate.

Across the shelter system on September 23, 2024, HSH had 3,755 units of shelter capacity and a 93% occupancy rate. This is the same occupancy rate as the previous two months. HSH continues to monitor the shelter occupancy rate closely. Since 2018, HSH has expanded shelter capacity across the city by 72%.

Executive Director McSpadden next provided updates on the Adult and Family Shelter Waiting lists as of September 23, 2024.

Families:

- As of September 23rd, 533 families are on the shelter waiting list.
- Of these, 74 families are staying in HSH-supported emergency shelters or hotels while awaiting individual family shelter placements.
- In August, 14 families were moved from the waiting list to non-congregate family shelters.
- On average, families spend 42 days on the waiting list before being placed, for those who accept shelter offers.
- This is the first time this data is being reported and will be updated monthly. The number of families on the list is expected to decrease as new housing subsidies from the Mayor's Safer Families initiative are rolled out.

Adults:

- As of September 23rd:
 1. 152 people are on the waiting list (unchanged from last month).
 2. 629 people joined the list in August 2024.
 3. The average wait time for those accepting placement is 11 days (consistent with August, down from 12 days in June).
 4. 155 people were placed in shelters through the reservation system in August

Despite the significant demand on the shelter system there are still people who decline offers at various times for various reasons. Last month the Commissioners asked HSH to include information about why someone may decline an offer of shelter from the outreach teams.

In fiscal year 23-24 the Homeless Outreach Team recorded the following reasons why a client turned down shelter offered:

- 35% of shelter turned downs are because the person already had another shelter placement.
- 25% of shelter declines are because the person preferred non-congregate shelter, but none was available.

The Executive Director stated that HSH continues to expand non-congregate shelter options including the 60 cabins opened recently at Mission Cabins, extending booking agreements for non-congregate shelter hotels and cabins that will open at Jerrold Commons in early 2025.

There are many other reasons why clients turn down a placement including the shelter’s location and their prior negative experiences living in shelters, but these cases represent a smaller fraction of instances.

In July 2023, San Francisco released the Home by the Bay plan, a five-year plan to cut unsheltered homelessness in half. That plan included goals for shelter, housing, and prevention centered on data. At the time the model showed that San Francisco needed 1,075 new shelter beds by 2028. When coupled with the required housing and prevention, this additional capacity will lead to significant reduction in unsheltered homelessness. With the beds already added under the plan and with current pipeline projects, the city will meet that 2028 goal by May 2025. Once the planned pipeline projects are completed, the city will have 4,560 beds, an increase of 1,060 above the 3,500 beds the city had when the plan launched, an increase of nearly 90% since 2018. This success is driven by the Safer Families Plan which funded nearly 400 emergency shelter beds which will double its original goal.

Executive Director McSpadden provided legislative updates beginning with local legislation. In September the Board of Supervisors (BOS) approved the ground lease for 42 Otis Street Transitional Aged Youth Permanent Supportive Housing. In October, several items will be introduced and discussed such as the application for the 2024 CoC grant, and amendments to grants for the MSC South Shelter, the Family Urgent Accommodation Program, and 5th and Harrison Transitional Housing. Upcoming legislation in October includes:

- Accept and expend funds for the Round 3 Homekey Grant for interim housing at 685 Ellis Street.
- A joint use agreement with SFUSD for the Buena Vista Horace Mann family stayover program, extending it through June 2025 (to be reviewed by the Board of Education).
- Ground lease and property management agreement for 1174 Folsom TAY PSH, expected to be reviewed by the BOS before year-end.

HSH launched a media campaign to support San Francisco's non-profits and their role getting our community housed. In this effort HSH will partner with 107 nonprofits to share this digital campaign which includes social media post content as well as stakeholder engagement resources. The Executive Director thanked HSH Deputy Director of Communications and Legislative Affairs, Emily Cohen along with her team and HSH’s nonprofit providers for their collaboration with the media campaign and recognized that nonprofits are indispensable and needed to provide the services that HSH provides.

The Sexual Orientation and Gender Identity (SOGI) report assess the unique challenges faced by LGBTQ+ individuals experiencing homelessness in San Francisco. The report highlights gaps in the current service provision, such as insufficient LGBTQ+-affirming housing options, barriers to accessing mental health and substance use services, and the need for inclusive practices across shelters and supportive housing programs and offers recommendations.

The Language Access Ordinance (LAO) report examines how language barriers impact the ability of non-English-speaking or limited-English-proficient (LEP) individuals to access Homelessness and Supportive Housing services. The report analyzes the department's compliance with the LAO, which mandates that city agencies provide

interpretation services, translate key documents, and ensure meaningful language access for all residents. The report also offers recommendations for improving language accessibility.

HSH equity officer, Anjali Rimi has been a leader of the Affirming Trans Access to Housing training symposium which aimed to build capacity of community-based service providers in the homelessness response system. The symposium culminated in a report that highlights the first nine months of the symposium and includes information to guide providers in offering affirming, responsive care to TGNCI+ clients as part of the City's broader initiative to end trans homelessness.

RFP #149 is the HSH Capacity Building Notice of Funding Availability (NOFA) and is intended to help underserved and/or underfunded Community-Based Organizations that have demonstrated a commitment to uplifting and serving disparately impacted communities in the Homelessness Response System (HRS). The NOFA was issued on August 7, 2024, for \$1.2M, and now 24 applicants will be under review by the evaluation panel on October 16, 2024.

The Executive Director provided updates on the HOC advisory bodies beginning with the Local Homeless Coordinating Board (LHCB). All seats on the LHCB are now filled and the next meeting will take place on Monday, October 9, 2024, at 11 am at City Hall room 416. The Shelter Monitoring Committee (SMC) has one vacancy, and their next meeting is due to commence on October 16, 2024, 10 am at City Hall in room 408. The SMC will discuss recommended updates to the Shelter Training Manual. The Shelter Grievance Advisory Committee has five vacancies, and their next meeting will take place on Tuesday, December 10, 2024, at 2:30 pm at City Hall, room 305.

As always, HSH is hiring please refer any interested candidates to the citywide DRH website.

PUBLIC COMMENT

Charlotte-Asked for studio rent rate clarity from Commissioner Guerrero.

Charles Pitts questioned what protection the homeless or ex-homeless has from retaliation from property management. Charles believes that case managers are escalating and provoking situations and would like assistance from HSH staff.

COMMISSIONER'S COMMENTS ON THE DIRECTOR'S REPORT/Commissioner Albright thanked HSH for its work on the San Francisco Nonprofit Campaign and partnering with providers to highlight and elevate the important work that they do in our community.

Commissioner Aslanian-Williams-searched Craigs List and reviewed advertisements for studio and one-bedroom apartments where the rent is under \$3K per month. The Commissioner thanked the Executive Director for her report and commented on homes that won't sell because they cannot be insured. The Commissioner stated that San Francisco might want to begin thinking about a San Francisco insurance plan much like the California insurance plan.

Commissioner Guerrero-thanked the Executive Director for her super in depth report. The Commissioner would like to see the term "service resistance" changed and asked if the Department would consider changing the language. The Commissioner also asked staff to explain the language on page 26 of the Director's Report, *client's denial of shelter by stating that they already have shelter*. The Commissioner also agreed that many clients do not want congregate shelter and appreciated that the department is slowly moving in the direction of PSH. Commissioner Guerrero stated from his experience that the 5% safety concern number is underrepresented and

questioned if the right people were counted.

Vice Chair Evans-is looking forward to the PSH vacancies and reduction strategies presentation in November. The Vice Chair also acknowledged the HSH staff email follow-up regarding September's meeting case management ratio conversation and understands that new job descriptions were posted with the correct ratio. The Vice Chair is looking forward to hearing updates regarding the amount of applicants that are received and how quickly those positions are filled. Vice Chair Evans responded to the denial of services slide in the Director's Report and stated that there were inconsistencies and questioned if the data came from two different data sets. The Vice Chair asked what percentage of people are not responding to a shelter offer within three days. Vice Chair Evans responded to Commissioner Guerrero's question regarding a client having shelter placement and being in an encampment when an encampment resolution team approaches them. Oftentimes, a shelter does not meet the client's needs in one way or another, but the client maintains their connection to the shelter by returning for bathroom access, food, case management, and other services. The Vice Chair would like to see more opportunities for shelter transfers and look at other ways to address client needs that are out on the street but connected to shelter. Vice Chair Evans spoke extensively on the SFMTA resolution restricting overnight parking of oversized vehicles and asked the Executive Director to clarify recreational vehicles and HSH's ability to service them for the record.

13. TO DISCUSS AND ADOPT A RESOLUTION REGARDING HOMELESS VITAL RECORDS AND PROPERTY LOSS/Vice Chair Evans and Commissioner Laguana

The Commissioners discussed the language used for the resolution and decided to come back to this matter for more discussion and possible action towards the end of the agenda.

10. HOME BY THE BAY YEAR 1 PROGRESS REPORT/HSH PLANNING MANAGER, JOCELYN PRESENTED THE ITEM.

Jocelyn Everroad provided a very comprehensive and detailed report.

PUBLIC COMMENT

Lauren Hall-offered her deep gratitude to Jocelyn for keeping providers engaged, providing resources and her support with the Home by the Bay implementation.

Charles Pitts-would like to see more information. Charles said that the homeless population is not a mono community and people have different needs and would like to see HSH create different situations to meet individual needs.

Charlotte-thanked Jocelyn for her presentation. Charlotte stated that shelters do everything for their clients and that keeps the clients helpless and prevents them from being who they are.

13. TO DISCUSS AND ADOPT A RESOLUTION REGARDING HOMELESS VITAL RECORDS AND PROPERTY LOSS/Vice Chair Evans and Commissioner Laguana

PUBLIC COMMENT

No public comment

On motion to adopt the Homeless Vital Records and Property Loss resolution with edits

AYES: Evans
Albright
Aslanian-Williams

Guerrero

Absent: Butler
Duffy
Laguana

Action: resolution 24-082 adopted.

14. GENERAL PUBLIC COMMENT

Charles Pitts-stated that Navigation Centers offer a poor quality of life. Charles said that the SMC needs to regularly monitor and do site visits in Navigation Centers and that many of them have abusive staff.

15. NOMINATION COMMITTEE MEETING REPORT/ADVISORY BODY CANDIDATE(S) RECOMMENDATION/ Vice Chair

Christin Evans

Vice Chair Evans reported that in September the Nomination Committee was cancelled due to no interested applicants. The LHCB has no vacancies, the Shelter Monitoring Committee has one vacancy, and the Shelter Grievance Advisory Committee has five vacancies. The Vice Chair encouraged the community to refer any interested candidates to apply.

PUBLIC COMMENT

Charles Pitts-suggested a change to some of the committee seat requirements

Charlotte-would like to see the HOC investigate the shelters themselves and ask the clients how they feel about the shelters.

16. Data Officer Report/Commissioner Laguana

Commissioner Laguana will present the Data Report in November.

17. General Public Comment Continued (if needed)

Not required.

18. Commission Matters

No future agenda item suggestions.

PUBLIC COMMENT

Charles Pitts-would like to see future conversations regarding accountability measures regarding service providers and the HOC investigating situations.

ADJOURN

The Vice Chair adjourned the meeting at 1:00 PM

Respectfully submitted,

Bridget Badasow
Commission Secretary

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Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Administrator, by mail to Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415.554.7724; by fax at 415.554.7854; or by email at sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at <https://sfgov.org/sunshine/>

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LANGUAGE ASSISTANCE 415.646.4470: For free interpretation services, please submit your request 48 hours in advance of meeting./Para sa libreng serbisyo sa interpretasyon, kailangan mag-request 48 oras bago ang

miting./Para servicios de interpretación gratuitos, por favor haga su petición 48 horas antes de la reunión./ 如果需要免費口語翻譯, 請於會議之前 48 小時提出要求。Đối với dịch vụ thông dịch miễn phí, vui lòng gửi yêu cầu của bạn 48 giờ trước cuộc họp./ Для бесплатных услуг устного перевода просьба представить ваш запрос за 48 часов до начала собрания./ Pour les services d'interprétation gratuits, veuillez soumettre votre demande 48 heures avant la réunion./ 무료 통역 서비스를 원하시면 회의 48 시간 전에 귀하의 요청을 제출하십시오./ 無料通訳サービスをご希望の場合は、会議の 48時間前までにリクエストを提出してください。 /บริการให้ความช่วยเหลือในหลายภาษา ด้านภาษาฟรี ณ ที่ประชุม

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PROHIBITION OF SOUND PRODUCING DEVICES

Sound-Producing Devices Prohibited: The ringing of and use of mobile phones and other sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal of any person(s) responsible for the ringing or use of a mobile phone, pager, or other similar sound-producing electronic devices (67A.1 Sunshine Ordinance: Prohibits the use of cell phones, pagers and similar sound-producing electronic devices at and during public meetings).