

**SUNSHINE ORDINANCE
TASK FORCE**



**City Hall
1 Dr. Carlton B. Goodlett Place Room 244
San Francisco CA 94102-4689
Tel. No. (415) 554-7724
Fax No. (415) 554-7854
TDD/TTY No. (415) 554-5227**

November 3, 2014

Charles Pitts
pakasaw@yahoo.com

Re: Advisory Opinion on Community Housing Partnership under Administrator Code Chapter 12L (File No. 13030 and 13076)

Dear Mr. Pitts,

You made requests for an Advisory Opinion regarding Community Housing Partnership (CHP) under San Francisco Administrative Code, Section 12L.5 (b) on May 17, 2013, and October 16, 2013, (SOTF File No. 13030 and 13076). CHP receives at least \$250,000 a year from the City and County of San Francisco and has a contract with the Human Services Agency (HSA) to provide supportive housing and other services. You had previously requested budget and financial information for CHP overall, the Arnette Watson Apartments (AWA) at 650 Eddy Street in particular and its Tenants Council. Following conversations and email among you, CHP, and HSA, CHP seems to have provided you with some of the budget and financial information you requested. HSA's recommended resolution was to provide you with some documents HSA had received from CHP. You were not satisfied with HSA's recommended resolution and sought this Advisory Opinion from the Sunshine Ordinance Task Force (Task Force).

The Task Force heard your requests on September 23, 2014. The Task Force first determined that it had jurisdiction to hear the matter, that the proper procedures had been followed, and that the matter was ripe for review following your dissatisfaction with HSA's recommended resolution. On the merits the Task Force heard from you, Monique Kennedy and Kelly Wilkinson of CHP, and Diana Christensen and David Curto of HSA.

The Opinion of the Task Force is as follows: CHP should provide you with a copy of the financial packet required under Administrative Code, Section 12L.5 (a) for this year and last year even if they have already done so. CHP should also provide you with copies of the Expense Statements for the AWA Tenants Council (account 850) for the past two years. CHP should document the process for allocating funds, approving expenses, and reporting disbursements of the AWA Tenants Council. The documentation should be clear and understandable, posted in a public location at AWA, included in the Tenants Council binder, and provided to you and to HSA. CHP should waive any copying charges to you for this information. HSA should review its grievance procedure for nonprofit organizations providing services under a contract and develop a procedure for complaints or requests under Administrative Code chapter 12L. Both of these procedures should be available from HSA on request and on HSA's website. HSA should

consider requesting or requiring contractors to post these procedures at their facilities for the benefit of the public. Finally, HSA and the Controller should note this opinion regarding CHP and ensure that it is addressed, along with any other complaints or requests, the next time CHP is reviewed for compliance. No follow-up to the Task Force is requested at this time.

Thank you for bringing your requests to the Task Force. This Advisory Opinion is being sent to you and CHP as well as HSA, the Controller, and the Board of Supervisors. You and/or CHP may seek review of this Advisory Opinion from the Board of Supervisors within 10 days. You may contact the Board of Supervisors for information about their review process if needed.

A motion to draft an advisory opinion letter on this matter was passed at a Special Meeting of the Sunshine Ordinance Task Force on September 23, 2014, by the following vote:
Ayes (7): Rumold, Wolf, Pilpel, David, Fischer, Hyland, Washburn
Noes (0):
Absent (3): Winston, Hepner, Oka

A motion to approve this advisory opinion letter was passed at a Special Meeting of the Sunshine Ordinance Task Force on October 28, 2014, by the following vote:
Ayes (7): Wolf, Pilpel, Hepner, David, Fischer, Hinze, Hyland
Noes (0):
Absent (3): Rumold, Winston, Washburn

Sincerely,



Chris Hyland
Vice-Chair, Sunshine Ordinance Task Force

- c: Sunshine Ordinance Task Force Members
- Nicholas Colla, Deputy City Attorney
- Monique Kennedy, Community Housing Partnership
- Kelly Wilkinson, Community Housing Partnership
- Gail Gilman, Community Housing Partnership
- Diana Christensen, Human Services Agency
- David Curto, Human Services Agency
- Trent Rhorer, Human Services Agency
- Peg Stevenson, Office of the Controller
- Ben Rosenfield, Office of the Controller
- Members, Board of Supervisors
- Angela Calvillo, Clerk of the Board, Board of Supervisors