

Date: Feb. 23, 2010

Item No. 8 & 9  
File No. 10003

## SUNSHINE ORDINANCE TASK FORCE

### AGENDA PACKET CONTENTS LIST\*

- Nancy Cross against the ECS Sanctuary**
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Completed by: Chris Rustom

Date: Feb. 18, 2010

**\*This list reflects the explanatory documents provided**

~ Late Agenda Items (documents received too late for distribution to the Task Force Members)

\*\* The document this form replaces exceeds 25 pages and will therefore not be copied for the packet. The original document is in the file kept by the Administrator, and may be viewed in its entirety by the Task Force, or any member of the public upon request at City Hall, Room 244.



DENNIS J. HERRERA  
City Attorney

JERRY THREET  
Deputy City Attorney

DIRECT DIAL: (415) 554-3914  
E-MAIL: jerry.threet@sfgov.org

## MEMORANDUM

February 17, 2010:

*NANCY CROSS v. EPISCOPAL COMMUNITY SERVICES (10003)*

## COMPLAINT

### THE COMPLAINANT ALLEGES THE FOLLOWING:

Complainant Nancy Cross alleges that the meeting notices of the board of Episcopal Community Services ("ECS"), a non-profit organization providing services funded by the City, are not posted for public review and are not posted on the internet or in the public library.

### COMPLAINANT FILES COMPLAINT:

On January 28, 2010, Ms. Cross filed a Complaint against ECS for its alleged violations of the Sunshine Ordinance.

### JURISDICTION

San Francisco Administrative Code § 12-L.3(e) provides that a non-profit agency that receives more than \$250,000 per year in City provided funds may be subject to the requirements of that chapter. Section 12-L.4(a)(1) further provides that all City contracts with such non-profit agencies shall contain a provision requiring that the non-profit hold at least two public meetings of its Board of Directors each year.

Section 67.4(b) of the Sunshine Ordinance provides that a policy body shall include in any contract with an entity that operates or manages any property in which the City has an ownership interest, and on which the entity performs a government function related to the furtherance of health, safety or welfare, a requirement that any meeting of the "governing board" of the entity to address any matter relating to the property or its government related activities on the property, or performance under the contract or grant, be conducted as provided in subdivision (a) of this section.

ECS is a nonprofit that according to Controller records received more than \$250,000 in City funding for fiscal years 2008-09 and 2009-10. The majority of that funding is provided by the Human Services Agency. Given these facts, it appears that the Task Force has jurisdiction over this matter with regard to compliance with chapter 12-L. It is unclear whether it would have jurisdiction with regard to the Sunshine Ordinance, as it is not clear whether ECS operates or manages property of the City in connection with performing a government function.

**MEMORANDUM****APPLICABLE STATUTORY SECTION(S):**

Section 67 of the San Francisco Administrative Code:

Section 67.4 deals with situations where a nonprofit operating a government function on property owned by the city may be subject to certain public meeting and public records requirements.

Section 12-L of the San Francisco Administrative Code:

Section 12-L.3 deals with when a nonprofit may be subject to the requirements of Section 12-L.

Section 12-L.4 deals with requirements for public meetings of nonprofits subject to its requirements.

Section 12-L.5 deals with requirements for providing public access to certain documents for nonprofits subject to its requirements.

**APPLICABLE CASE LAW:**

None.

**ISSUES TO BE DETERMINED****1. FACTUAL ISSUES****A. Uncontested Facts:**

Ms. Cross alleges that meeting notices of ECS are not posted for public review and are not posted on the internet or in the public library. There was no response to the allegations at the time of this memorandum.

**B. Contested facts/ Facts in dispute:**

There was no response to Ms. Cross' allegations at the time of this memorandum.

**QUESTIONS THAT MAY ASSIST IN DETERMINING FACTS:**

- Does ECS administer a City program on City owned property?
- If so, does the City agency for which it administers the program have a contract with ECS that requires they comply with the requirements of Section 67.4?
- Does ECS post notice of at least two meetings of its board of directors each year?
- Did Ms. Cross contact the Human Services Commission regarding her complaint against ECS?
- If so, did the Commission respond to the request?

**MEMORANDUM**

**LEGAL ISSUES/LEGAL DETERMINATIONS:**

- Were sections of the Sunshine Ordinance, Admin. Code Section 12-L and/or California Constitution Article I, Section three violated?

**SUGGESTED ANALYSIS**

**Under Section 67.4 of the Ordinance:**

- Is ECS covered by this provision of the ordinance?
- If so, were any board meetings of ECS ones that would "address any matter relating to the property or its government related activities on the property, or performance under the contract or grant"?

**Under Section 12-L of the San Francisco Administrative Code:**

- Did ECS give public notice of at least two designated public meetings per year?
- Did Ms. Cross bring her complaint to the Commission once she was dissatisfied with the response of ECS?

**CONCLUSION**

THE TASK FORCE FINDS THE FOLLOWING FACTS TO BE TRUE:

THE TASK FORCE FINDS THE ALLEGED VIOLATIONS TO BE **TRUE OR NOT TRUE.**

**ATTACHED STATUTORY SECTION FROM CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE UNLESS OTHERWISE SPECIFIED**

Section 67.4 of the Administrative Code (Sunshine Ordinance) deals with passive meetings as follows:

a. All gatherings of passive meeting bodies shall be accessible to individuals upon inquiry and to the extent possible consistent with the facilities in which they occur.

....

b. To the extent not inconsistent with state or federal law, a policy body shall include in any contract with an entity that owns, operates or manages any property in which the City

**MEMORANDUM**

has or will have an ownership interest, including a mortgage, and on which the entity performs a government function related to the furtherance of health, safety or welfare, a requirement that any meeting of the governing board of the entity to address any matter relating to the property or its government related activities on the property, or performance under the contract or grant, be conducted as provided in subdivision 9a) of this section. Records made available to the governing board relating to such matters shall be likewise available to the public, at a cost not to exceed the actual cost up to 10 cents per page, or at a higher actual cost as demonstrated in writing to such governing board.

**ATTACHED STATUTORY SECTIONS FROM CHAPTER 12 OF THE SAN FRANCISCO ADMINISTRATIVE CODE UNLESS OTHERWISE SPECIFIED**

Section 12L.1 of the Administrative Code (The San Francisco Non-Profit Public Access Ordinance) provides:

**INTENT**

a.) The intent of this Chapter is to establish a policy wherein the City ensures that non-profit organizations with which the City chooses to do business operate with the greatest possible openness and maintain the closest possible ties to communities they intend to serve.

Section 12L.3(e) of the Administrative Code provides:

**DEFINITIONS**

e.) "Non-profit Organization" shall mean any corporation formed pursuant to California Corporations Code sections 500 et seq. for any public or charitable purpose, and/or any organization described with 26 USC section 501(c), which receives a cumulative total per year of at least \$250,000 in City-provided or City-administered funds.

Section 12L.4 of the Administrative Code (The San Francisco Non-Profit Public Access Ordinance) provides:

**PUBLIC ACCESS TO MEETINGS**

(a)(1) provides that each nonprofit organization shall designate and hold at least two designated public meetings per year. Issues addressed by the Board of Directors at designated public meetings shall be of approximately the same general nature and significance to the nonprofit organization as issues typically addressed by the Board of Directors at its other regular or special meetings.

**SEC. 12L.7. COMPLIANCE.**

In the event that a nonprofit organization materially fails to comply with any contract provision required by this Chapter, the City agency or department which is a party to such contract shall consider such failure a material breach of the contract. The City agency or department may, but is not required to, further consider such material breach as grounds for terminating the contract or not renewing the contract, partially or in its entirety.

**MEMORANDUM****THE CALIFORNIA CONSTITUTION AS AMENDED BY PROPOSITION 59 IN 2004 PROVIDES FOR OPENNESS IN GOVERNMENT.**

Article I Section 3 provides:

- a) The people have the right to instruct their representative, petition government for redress of grievances, and assemble freely to consult for the common good.
- b)(1) The people have the right of access to information concerning the conduct of the people's business, and therefore, the meetings of public bodies and the writings of public officials and agencies shall be open to public scrutiny.
  - 2) A statute, court rule, or other authority, including those in effect on the effective date of this subdivision that limits the right of access shall be adopted with findings demonstrating the interest protect by the limitation and the need for protecting that interest.
  - 3) Nothing in this subdivision supersedes or modifies the right of privacy guaranteed by Section 1 or affects the construction of any statute, court rule, or other authority to the extent that it protects that right to privacy, including any statutory procedures governing discovery or disclosure of information concerning the official performance or professional qualifications of a peace officer.
  - 4) Nothing in this subdivision supersedes or modifies any provision of this Constitution, including the guarantees that person may not be deprived of life, liberty, or property without due process of law, or denied equal protection of the laws, as provided by Section 7.
  - 5) This subdivision does not repeal or nullify, expressly or by implication, any constitutional or statutory exception to the right of access to public records or meetings or public bodies that is in effect on the effective date of this subdivision, including, but not limited to, any statute protecting the confidentiality of law enforcement and prosecution records.
  - 6) Nothing in this subdivision repeals, nullifies, supersedes, or modifies protections for the confidentiality of proceedings and records of the Legislature, the Members of the Legislature, and its employees, committee, and caucuses provided by Section 7 of Article IV, state law, or legislative rules adopted in furtherance of those provisions: nor does it affect the scope of permitted discovery in judicial or administrative proceedings regarding deliberations of the Legislature, the Members of the Legislature, and its employees, committees, and caucuses.



SUNSHINE ORDINANCE TASK FORCE  
 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102  
 Tel. (415) 554-7724; Fax (415) 554-7854  
 http://www.sfgov.org/sunshine

**SUNSHINE ORDINANCE COMPLAINT**

RECEIVED  
 BOARD OF SUPERVISORS  
 SAN FRANCISCO  
 2010 JAN 22 AM 11:11  
 BY *[Signature]*

Complaint against which Department or Commission ECS Sanctuary

Name of individual contacted at Department or Commission \_\_\_\_\_

- Alleged violation public records access
- Alleged violation of public meeting. Date of meeting including notice posting

Sunshine Ordinance Section \_\_\_\_\_  
 (If known, please cite specific provision(s) being violated)

Please describe alleged violation. Use additional paper if needed. Please attach any relevant documentation supporting your complaint.

*Next Door, and*  
 Do I have a right to attend ECS Sanctuary Board meetings, see agendas and minutes, financial records? Does ECS have to comply with city & county, anti-smoking laws & building occupancy & housing code and other ordinances including state law, <sup>and state civil rights, non-discrimination, disability code of law,</sup> substandard buildings, OSHA standard for employees, and people in danger or public health jobs?

Do you want a public hearing before the Sunshine Ordinance Task Force?  yes  no  
 Do you also want a pre-hearing conference before the Complaint Committee?  yes  no

(Optional)<sup>1</sup>  
 Name Nancy Cross 201 8th Street at Howard Street, San Francisco 94103 Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Date 1-20-10 Nancy Cross  
 Signature

I request confidentiality of my personal information.  yes  no

<sup>1</sup> NOTICE: PERSONAL INFORMATION THAT YOU PROVIDE MAY BE SUBJECT TO DISCLOSURE UNDER THE CALIFORNIA PUBLIC RECORDS ACT AND THE SUNSHINE ORDINANCE, EXCEPT WHEN CONFIDENTIALITY IS SPECIFICALLY REQUESTED. YOU MAY LIST YOUR BUSINESS/OFFICE ADDRESS, TELEPHONE NUMBER AND E-MAIL ADDRESS IN LIEU OF YOUR HOME ADDRESS OR OTHER PERSONAL CONTACT INFORMATION. Complainants can be anonymous as long as the complainant provides a reliable means of contact with the SOTF (Phone number, fax number, or e-mail address).  
 07/31/08

Report 1200a  
Data As Of:  
01/31/2010

**City and County of San Francisco**  
**Vendor Payment Summaries Website**  
**Search Results by Vendor and Department**

Page 1 of 1

Vendor Names	Non Profit	Departments	Payments				In Process	Remaining Balance
			FY 2007-08	FY 2008-09	FY 2009-10			
EPISCOPAL COMMUNITY SVC								
	x							
		CHILDREN, YOUTH & THEIR FA	\$101,749	\$107,181	\$59,217	\$0	\$48,212	
		HUMAN SERVICES	\$12,312,378	\$12,043,268	\$7,337,206	\$0	\$6,023,335	
		MAYOR	\$122,746	\$132,507	\$45,685	\$0	\$41,416	
		PUBLIC HEALTH	\$1,696,287	\$1,497,619	\$345,993	\$0	\$496,269	
<b>Totals:</b>			<b>\$14,235,160</b>	<b>\$13,780,575</b>	<b>\$7,788,303</b>	<b>\$0</b>	<b>\$6,609,232</b>	

[Return to Search Page](#)     [Get Help](#)     [Contact a Department](#)

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Sunshine Ordinance Task Force  
Richard Knee, Chair;  
Erica Craven-Green, Vice Chair,  
Sue Cauthen, Member,  
Allyson Washburn, Member, James Knoebber, Member, and  
Attention: Chris Rustom, Clerk – (415) 554-7724  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102

January 28, 2010

Dear Chair, Vice Chair, Members, and Mr. Rustom:

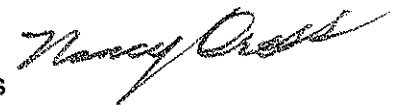
Is the Sunshine Ordinance Office applicable to ECS Sanctuary and San Francisco Law Library?

I asked this of Chris Rustom. He provided me with copies of a Complaint form which I completed and he received on January 22, 2010. On January 27, 2010, he informed me his **search for city funding to ECS Sanctuary** came up zero.

In the evening of that day I had opportunity to inquire of **an employee of the ECS Sanctuary--"joint venture" it turns out to be**, and was informed in no uncertain expression that federal, state and city funding for the **C&C shelters/senior services/ other services** with which ECS Sanctuary is involved, **stream to it through the C & C Health Department and Human Services Agency, Trent Rhorer, Scott Walton, and--I see from the Internet--Kenneth Reggio**, Executive Officer of Episcopal Church Services (aka "ECS") with a board headed by the Bishop, in succession, of the Episcopal Church Diocese. **Dates, times, and locations** of ECS board meetings or meetings of the **principals in the joint venture** do not appear—are not disclosed--on my search of the internet nor or in the San Francisco Main Library 5<sup>th</sup> floor desk counter volume for official Sunshine Ordinance postings.

The information foregoing may assist the Sunshine Task Force in developing data needed for determining its jurisdiction.. I will appreciate your keeping me informed and your diligence on my two filed papers.

Sincerely yours,  
Nancy Cross



201 8<sup>th</sup> Street at Howard Street,  
San Francisco, CA 94103.



"Karen Gruneisen"  
<kgruneisen@ecs-sf.org>

02/16/2010 04:35 PM

Please respond to  
<kgruneisen@ecs-sf.org>

To "SOTF" <sof@sfgov.org>

cc <kreggio@ecs-sf.org>, <vmartinez@ecs-sf.org>, "Trent Rhorer" <Trent.Rhorer@sfgov.org>, <Pamela.Tebo@sfgov.org>, <Louise.Rainey@sfgov.org>, bcc

Subject RE: Complaint #10003\_Nancy Cross v ECS Sanctuary - Email 2 of 3

Dear Chris -- Further to the email I sent a moment ago, I am forwarding Episcopal Community Service's Response to the complaint of Nancy Cross. Because the attachments apparently are too large for the City's email system, I have broken the first attachment into two sections. The second section and the second attachment will be sent with my next email.

Thanks,  
Karen

<<...>>

--

Karen Gruneisen  
Associate Director  
Episcopal Community Services of San Francisco  
165 - 8th Street, 3rd Fl., San Francisco, CA 94103  
T: 415-487-3735  
F: 415-487-3303

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**From:** Karen Gruneisen [<mailto:kgruneisen@ecs-sf.org>]

**Sent:** Tuesday, February 16, 2010 1:12 PM

**To:** 'SOTF'

**Cc:** 'kreggio@ecs-sf.org'; 'vmartinez@ecs-sf.org'; 'Trent Rhorer'; 'Pamela.Tebo@sfgov.org'; 'Louise.Rainey@sfgov.org'; 'Arlene.Laxamana@sfgov.org'

**Subject:** Complaint #10003\_Nancy Cross v ECS Sanctuary

To: Chris Rustom, Sunshine Ordinance Task Force

Episcopal Community Services of San Francisco acknowledges receipt of your email of February 2, 2010, forwarding Ms. Nancy Cross' Sunshine Ordinance Complaint. In response, we offer the following information:

A. Ms. Cross identifies the "Department or Commission" against whom the complaint is made as "ECS Sanctuary." Episcopal Community Services of San Francisco (ECS) is a nonprofit corporation that operates and holds the lease for the Sanctuary, one of the City's emergency shelters for people experiencing homelessness. ECS is subject to the Sunshine Ordinance as a recipient of City funds in

excess of \$250,000 per year. (These funds also support ECS's other emergency/seasonal shelter programs, permanent supportive housing programs; skills, educational and vocational programs; and senior center programs.)

B. Ms. Cross' complaint indicates an "alleged violation of public meeting, including notice posting." Two of ECS's Board of Directors meetings are designated as public each year. Notices of the meetings are sent by fax at least 30 days in advance to the Clerk of the Board of Supervisors, the San Francisco Public Library Government Information Center and to the Mayor's Office of Housing, Community Development Division (previously Community Investment and Community Development). Attached are:

- a) a list of the public Board meetings held in 2007-2009;
- b) the Notices of those meetings, fax cover sheets and fax report journals (verifying that the notices were transmitted successfully); and
- c) the minutes of the meetings.

*The first document is the list of meetings followed, in reverse chronological order, with each meeting's notice, fax cover sheets, fax report journal and minutes.*

C. Ms. Cross' complaint also indicates an "alleged violation of public records access." We have not received any request for public records under the Sunshine Ordinance from Ms. Cross but do note that she asks in her Sunshine Ordinance Complaint if she has a right to see agenda and minutes and financial records. We attach a copy of our Policies and Procedures regarding the Sunshine Ordinance that address the information which we will provide and process for securing the information.

D. Ms. Cross does not complain about Community Involvement on the Board. ECS notes that it designates a seat on its Board of Directors for a member of the community served by ECS to ensure this representation.

I will be present at the Task Force's meeting on February 23, 2010 as ECS's representative.

Respectfully submitted,  
Karen Gruneisen

---

Karen Gruneisen  
Associate Director  
Episcopal Community Services of San Francisco  
165 - 8th Street, 3rd Fl., San Francisco, CA 94103  
T: 415-487-3735  
F: 415-487-3303

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CrossvECS-Attachment1-Part1-Meetings-Notices-Faxes-Minutes.pdf

**Episcopal Community Services of San Francisco  
Public Board of Directors Meetings from 2007-2009**

Monday, March 26, 2007	5:30 pm	165 8th St., 2 <sup>nd</sup> Fl. San Francisco, CA
Monday, November 26, 2007	5:30 pm	165 8th St., 2 <sup>nd</sup> Fl. San Francisco, CA
Monday, March 24, 2008	5:30 pm	165 8th St., 2 <sup>nd</sup> Fl. San Francisco, CA
Monday, September 22, 2008	5:30 pm	165 8 <sup>th</sup> St., 2 <sup>nd</sup> Fl. San Francisco, CA
Monday, March 23, 2009	5:30 pm	165 8th St., 2 <sup>nd</sup> Fl. San Francisco, CA
Monday, November 23, 2009	5:30 pm	165 8th St., 2 <sup>nd</sup> Fl. San Francisco, CA

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## **EPISCOPAL COMMUNITY SERVICES**

### *Memorandum*

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DATE: October 20, 2009  
TO: Members of the Public  
FROM: Ken Reggio, Executive Director  
RE: Public Meeting of the Board of Directors

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### **BOARD OF DIRECTORS MEETING**

**WHEN:** November 23, 2009  
**TIME:** 5:30 PM  
**WHERE:** Canon Barcus Community House  
Conference Room, 2nd Floor  
165 Eighth Street  
San Francisco, California

The public is invited to attend this meeting of the Episcopal Community Services Board of Directors. A thirty-minute segment of the meeting will be designated on the agenda as the time during which members of the public may address comments to the Board of Directors. Speakers may have up to three minutes for their presentations.

The room capacity is limited to 50 people. Public access will be on a first-come basis. This meeting space is wheelchair accessible. Should you need other accommodations, please call (415) 487-3300 at least one week in advance of the meeting. We will make every effort to accommodate requests.

**Members of the Public are invited to propose themselves or other candidates for membership on the ECS Board of Directors. Nominations may also be sent to: The Governance Committee, Episcopal Community Services, 165 Eighth Street, San Francisco, CA 94103.**

# EPISCOPAL COMMUNITY SERVICES

Mailing Address

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

Office Location

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

FAX

(415) 252-1743

## FAX

To: Clerk, Board of Supervisors

From: Rhonda Gallo, Executive Assistant

Att: Angela Caldillo

---

Fax: (415) 554-5163

Phone: (415) 487-3300

---

Phone: (415) 554-5184

Date: 10/20/09

---

Re: Public Meeting Notification

Pages (including cover): 2

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**Comments:**

**Attached, please find a notice for our upcoming Board Meeting to which the public is invited. Please place this posting with the other notices in your office.**

Thank you.

**Confidentiality Notice:** This fax message, including any attachments, may contain confidential and privileged client or employee information. You are hereby notified that any unauthorized review, use, disclosure or distribution of such information is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail or fax and destroy the original transmission and any attachments without reading or saving in any manner.

# EPISCOPAL COMMUNITY SERVICES

Mailing Address

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

Office Location

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

FAX

(415) 252-1743

## FAX

To: Mayor's Office of Community Investment From: Rhonda Gallo, Executive Assistant

Att: Sandra James

---

Fax: (415) 701-5501

Phone: (415) 487-3300

---

Phone: (415) 701-5500

Date: 10/20/09

---

Re: Public Meeting Notification

Pages (including cover): 2

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**Comments:**

**Attached, please find a notice for our upcoming Board Meeting to which the public is invited. Please place this posting with the other notices in your office.**

**Thank you.**

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# EPISCOPAL COMMUNITY SERVICES

Mailing Address

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

Office Location

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

FAX

(415) 252-1743

## FAX

To: San Francisco Main Library  
Government Information Development

From: Rhonda Gallo, Executive Assistant

Att: Michael Sherrod

---

Fax: (415) 557-4475

Phone: (415) 487-3300

---

Phone: (415) 557-4471

Date: 10/20/09

---

Re: Public Meeting Notification

Pages (including cover): 2

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**Comments:**

Attached, please find a notice for our upcoming Board Meeting to which the public is invited. Please place this posting with the other notices in your office.

Thank you.

**Confidentiality Notice:** This fax message, including any attachments, may contain confidential and privileged client or employee information. You are hereby notified that any unauthorized review, use, disclosure or distribution of such information is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail or fax and destroy the original transmission and any attachments without reading or saving in any manner.

NO.	COMM.	PAGES	FILE	DURATION	X/R	IDENTIFICATION	DATE	TIME	DIAGNOSTIC
08	634	000/013	857	00:00:00	XMT	[REDACTED]	OCT-15	09:47	00000000000000
09	OK	012/012	853	00:02:57	XMT	[REDACTED]	OCT-15	14:34	0107A2000ADCC0
10	OK	006/006	854	00:01:59	XMT	[REDACTED]	OCT-15	14:45	0107A2000ADCC0
11	427	000	853	00:00:09	RCU	[REDACTED]	OCT-15	15:11	0400C000000000
12	OK	001	856	00:00:40	RCU	[REDACTED]	OCT-15	15:11	0407C0000A0700
13	OK	001	857	00:00:24	RCU	[REDACTED]	OCT-15	15:12	0507C0000ADD00
14	OK	001/001	850	00:00:23	XMT	[REDACTED]	OCT-15	15:28	0007A200010700
15	400	000/005	859	00:00:36	XMT	[REDACTED]	OCT-19	08:54	0000A200000000
16	OK	005/005	860	00:00:44	XMT	[REDACTED]	OCT-19	08:57	0107A2000ADCC0
17	OK	002	861	00:01:11	RCU	[REDACTED]	OCT-19	09:07	0507C000000070
18	OK	002/002	862	00:00:25	XMT	[REDACTED]	OCT-19	10:19	F107A2000ADCC0
19	OK	001	863	00:00:40	RCU	[REDACTED]	OCT-19	11:54	040FC000001070
20	OK	002	864	00:00:26	RCU	[REDACTED]	OCT-19	13:02	0507C00000ACB0
21	OK	002/002	865	00:00:19	XMT	[REDACTED]	OCT-19	13:56	2107A2000ADCC0
22	OK	003/003	866	00:00:32	XMT	[REDACTED]	OCT-19	14:23	0107A2000ADCC0
23	OK	003/003	869	00:00:31	XMT	[REDACTED]	OCT-19	14:25	F007A2000ADCC0
24	BUSY	000/003	867	00:00:00	XMT	[REDACTED]	OCT-19	14:41	00000000000000
25	BUSY	000/003	869	00:00:00	XMT	[REDACTED]	OCT-19	14:59	00000000000000
26	OK	002	870	00:00:34	RCU	[REDACTED]	OCT-19	15:16	0507C00000ACB0
27	634	000/003	871	00:00:00	XMT	[REDACTED]	OCT-19	15:24	00000000000000
28	OK	002	872	00:00:26	RCU	[REDACTED]	OCT-19	15:33	0507C00000ADCC
29	OK	011	873	00:02:40	RCU	[REDACTED]	OCT-19	16:23	0507C00000ADCC
30	OK	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	OCT-20	10:41	050FC000000070
31	OK	002/002	875	00:00:20	XMT	# 95545163	OCT-20	15:02	0107A2000ADCC0
32	OK	002/002	876	00:00:20	XMT	# 97015501	OCT-20	15:03	0107A2000ADCC0
01	OK	002/002	877	00:00:25	XMT	# 95574475	OCT-20	15:04	0107A2000ADCC0
02	OK	002/002	878	00:00:27	XMT	# 95574475	OCT-20	15:05	0107A2000ADCC0
03	OK	002/002	879	00:00:20	XMT	# 97015501	OCT-20	15:05	0107A2000ADCC0
04	OK	002/002	880	00:00:20	XMT	# 95545163	OCT-20	15:06	0107A2000ADCC0
05	OK	004	881	[REDACTED]	[REDACTED]	[REDACTED]	OCT-20	15:32	0507C00000ACB0
06	OK	002/002	081	[REDACTED]	[REDACTED]	[REDACTED]	OCT-20	15:45	0107A2000ADCC0
07	OK	002/002	883	00:00:26	XMT	# 95574475	OCT-20	15:46	0107A2000ADCC0

-EPISCOPAL COMMUNITY SUCS -

**Board members present:** Pablo Wong, President; Sedge Dienst, Vice President; Todd Clayter, Lisa Blakely, The Rev. Paul Burrows, Alan Fox, Bill Harris, Frederic Knapp, Fernan Lopez, Richard Springwater, Ken Reggio, Executive Director

**Board members absent or excused:** The Rt. Rev. Bishop Marc Handley Andrus, Chair; Ted Chambers, Secretary; Yvonne Tatsuno, Treasurer; Michael Coholan, Chris Hoberg, Martin Jones, Jenisel Jordan, Eric Wheatley

**Staff present:** Karen Gruneisen, Associate Director; Lynn Nawahine, Director of Development; Phil Clark, Director of Housing Development & Asset Management; Rhonda Gallo, Executive Assistant

**Guest present:** Kathy Grogan, Hood & Strong, LLP

**Welcome and introductions:** Pablo Wong called the meeting to order at 5:35 pm, and recognized that a quorum was present. He noted that this is the second of two public annual meetings of the ECS Board this year. There were no members of the public present.

**FY 2009 ECS consolidated audit presentation:** Kathy Grogan noted that the 2008-2009 Single Audit Report is a consolidation of financial statements of ECS and our housing affiliates, Canon Barcus Associates, Canon Kip Associates and 275 10<sup>th</sup> Street Associates, LP. She indicated that the audit went well with no audit adjustments. Financial reports that the Board receives throughout the year are accurate.

In comparing total assets of \$37,843,765 in FY 08 to \$55,346,747 in FY 09, Kathy explained that the primary reason for the increase was related to the 275 Tenth Street project and indicated that the total liabilities increase from \$30,077,823 in FY 08 to \$46,628,906 in FY 09 was also due to the 275 Tenth Street project.

Total recurring support and revenue ended at \$17,941,309 and operating expense totaled \$17,651,779, resulting in a \$289,530 change in net assets from operations. Of that change in net assets, \$105,910 was temporarily restricted.

Kathy referenced Note 6 which describes the specific agreement and financial obligations regarding Canon Kip, Inc. and Canon Kip Associates, L.P. At Canon Kip, the compliance period is ending and ECS is expected to be taking over as Limited Partner, replacing National Equity Fund, pending board approval.

- **Action request:** *To accept ECS's FY 2009 audited financial statements as presented:* Alan Fox moved for approval; Sedge Dienst seconded. Approved unanimously. [ECS June 30, 2009 Single Audit Report attached as part of these minutes.]
- **Action request:** *Acknowledgment of Melanie Johnson and her staff for their diligent work in preparation of the audit.* Alan Fox moved for approval; Sedge Dienst seconded. Approved unanimously.

**Approval of minutes of the September 28, 2009 Board meeting:** Frederic Knapp moved; Fernan Lopez seconded. All approved.

**Development Committee**

- Annual report: Frederic Knapp displayed the Annual Report which was mailed to donors and prospects and sent electronically to partner agencies and government offices.
- Board member pledges: Board member pledges so far are just under \$40K. There are three board members who have not yet made their pledges.
- Community expansion campaign: As of November 20, about \$88K has been raised. Frederic noted that we have fallen behind by about \$22K compared to last year and spoke of concern that donors may opt out of giving this fall if they gave in the spring but is hopeful that there will be more response as the end of the year approaches. There were about 900 letters that went out for the fall campaign.
- Parish outreach: ECS's first holiday drive will engage parishes to collect gifts for our clients. Items such as; gloves, toiletries, socks, caps, etc. will be collected in barrels at Church of the Advent, St. Francis, All Saints, St. Aidan's and Trinity. St. Ignatius is doing a holiday tree with gift requests from residents at Canon Kip and St. Gregory's is planning a monthly dinner program at Bishop Swing Community House beginning in January.
- Save the date: SummerTini, June 4, 2010: Fernan Lopez reported that next year's SummerTini has been moved up to June 4 and asked board members to save the date on their calendars. The event will take place at the Gift Center's Galleria. Fernan distributed a list of corporate sponsorship prospects to board members noting that committee and staff are working towards getting an early start on corporate sponsorship. He asked board members for their help in identifying a contact person of the list or to consider other corporate connections that they could engage.
- Other: Lynn Nawahine reported that ECS received two new gifts today – a \$20,000 grant from Hemphill Trust and a \$5,000 grant from Church of Christ Scientist.

**Executive Committee**

Pablo Wong noted that there is no news to report at this time.

**Finance Committee**

- October 2009 financial statements: In Yvonne Tatsuno's absence, Melanie Johnson highlighted October's finances. Private Revenue is about \$44K ahead of YTD budget, ending nearly at \$320K. Government Revenue is behind by about \$21K. Total Support and Revenue ended at \$5,827,843, \$28K ahead of YTD budget.

Total compensation is running about 4% higher than last year primarily due increases in benefits from February, 2009 and higher workers compensation costs.

Expenses and income continue to be closely monitored.

- Line of credit increase: Melanie expressed appreciation to the Episcopal Diocese which agreed to increase our line of credit to \$2M.
- **Action request:** *To acknowledge and approve public grants and contracts for FY 10 as presented: [List of ECS Government Contracts – FY10 attached as part of these minutes.]* Melanie pointed out

the list of Government Contracts included in the board packet and noted that certain contracts are on the calendar year and others are on our fiscal year. All are reflected in our budget. Todd Clayter moved for approval; Bill Harris seconded. Approved unanimously.

*Action request:* Regarding ECS's 403(b) Plan, effective October 19, 2009 and continuing through calendar year 2010, approval to discontinue Employer Matching Contribution and to set Employer Discretionary Contribution at 2% of each active participant's gross wages per pay period: [ECS Corporate Resolution – 2010 IRC 403(b) Employer Contributory Plan attached as part of these minutes.] Sedge Dienst moved for approval; Fernan Lopez seconded.

**Discussion:** Richard Springwater asked if this change is due to terms from union negotiations and costs of health care. Melanie noted that cost of health care and compensation has risen over the years and referred to the expenses in October's statement that reflected increases. The changes of the plan were also integrated into our budget, as approved by our board in September. Karen Gruneisen added that open enrollment starts at the beginning of 2010, and ECS would not have been able to maintain the prior plan unless there were further job cuts. Ken Reggio noted there was much examination and concern regarding the changes in the 403(b) and the Union reluctantly accepted it noting its expectation that the funding would be restored when budget allows. Approved unanimously.

#### Governance Committee

- Board Profile survey: In Michael Coholan's absence, Ken Reggio reported that board members were asked to complete an on-line survey for funding purposes. Ken acknowledged Jenisel Jordan for developing the survey.

Currently, there are 19 board members and the committee would like to increase membership to about 23 or 24 members. There is a desire for more diversity on the board. Women are needed, since there are presently only four serving on the board. Bankers, lawyers and restaurateurs are of particular interest. Ken asked board members to contact Michael if they have any prospects in mind.

#### Planning and Program Committee

- Strategic planning progress report: Sedge Dienst reported that the committee is currently in the process of evaluating each of our programs. So far, there have been presentations from lead staff of our shelters and the Canon Kip Senior Center. The Committee is also examining funding sources from the city and analyzing trends. Sedge noted that other board members will be asked to participate in roundtable discussions. Richard Springwater expressed concern that much of society is growing impatient with homelessness, and there are many funders who are now demanding nonprofits to provide quantifiable proof that their programs are accomplishing positive results.

**Canon Barcus, Inc.:** Richard Springwater reported that operations at Canon Barcus continue to do well, sustaining a high occupancy rate. New and more age appropriate playground equipment is being considered.

**Canon Kip, Inc.**

- Year 15 disposition: Richard noted that with the 15 year tax credit compliance period expiring on December 31, 2009, the Canon Kip, Inc. Board of Directors is recommending that ECS enter Canon Kip Associates, L.P. as the limited partner.
- Action request: *To authorize ECS to enter into Canon Kip Associates, a California Limited Partnership as presented:* [Full text of resolution attached as part of these minutes.] Richard Springwater moved for approval; Sedge Dienst seconded.

Discussion: Alan Fox asked if ECS would assume additional liability with the change. Ken indicated that, as limited partner, ECS's legal liability would remain limited. ECS's affiliate, Canon Kip, Inc., would continue as managing general partner. Approved unanimously.

**Director's report**

- Action request: *To approve application for and acceptance of FY 2011 Community Development Block Grant funding for the Skills Center as presented:* [Full text of resolution attached as part of these minutes.] Todd Clayter moved for approval; Alan Fox seconded. Approved unanimously.
- Action request: *To approve application for and acceptance of FY 2011 Emergency Shelter Grant funding for the Sanctuary as presented:* [Full text of resolution attached as part of these minutes.] Sedge Dienst moved for approval; Pablo Wong seconded. Approved unanimously.
- Action request: *To authorize application for and acceptance of funding from The San Francisco Foundation as presented:* [Full text of resolution attached as part of these minutes.] Alan Fox moved for approval; Frederic Knapp seconded. Approved unanimously.

Karen Gruneisen noted that Lisa Stringer, Director of the Skills Center, inquired if Board would give its approval for pro-bono consulting services from Harvard Business School Alumni Association of Northern California's Community Partners Program and Stanford Graduate School of Business's Alumni-Consulting Team. Approval would reflect that the Board is still interested in supporting the CHEFS Enterprise.

- Action request: *To approve application for and acceptance of Pro Bono Consulting Assistance From Harvard Business School Alumni Association of Northern California's Community Partners Program as presented:* Sedge Dienst moved for approval; Frederic Knapp seconded. Approved unanimously.
- Action request: *To approve application for and acceptance of Pro Bono Consulting Assistance from the Stanford Graduate School of Business's Alumni Consulting Team as presented:* Richard Springwater moved approval; Fernan Lopez seconded. Approved unanimously.

**Other business**

Ken acknowledged Phil Clark for his outstanding leadership as Director of Housing and Asset Management. Phil first served with ECS from 2000-2002 and rejoined ECS in 2005. There will be a farewell reception on December 16 at 4:00 pm at the Bishop Swing Community House and invitations will be sent out shortly.

**Adjournment:** Pablo adjourned the meeting at 7:40 pm.

**Next Meetings:** Monday, January 25, 2010, Canon Barcus Conference Room, 4:15 pm [Roundtable discussion focused on strategic planning.]

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## *EPISCOPAL COMMUNITY SERVICES*

### *Memorandum*

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DATE: February 23, 2009  
TO: Members of the Public  
FROM: Ken Reggio, Executive Director  
RE: Public Meeting of the Board of Directors

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### BOARD OF DIRECTORS MEETING

WHEN: March 23, 2009  
TIME: 5:30 PM  
WHERE: Canon Barcus Community House  
Conference Room, 2nd Floor  
165 Eighth Street  
San Francisco, California

The public is invited to attend this meeting of the Episcopal Community Services Board of Directors. A thirty-minute segment of the meeting will be designated on the agenda as the time during which members of the public may address comments to the Board of Directors. Speakers may have up to three minutes for their presentations.

The room capacity is limited to 50 people. Public access will be on a first-come basis. This meeting space is wheelchair accessible. Should you need other accommodations, please call (415) 487-3300 at least one week in advance of the meeting. We will make every effort to accommodate requests.

**Members of the Public are invited to propose themselves or other candidates for membership on the ECS Board of Directors. Nominations may also be sent to: The Governance Committee, Episcopal Community Services, 165 Eighth Street, San Francisco, CA 94103.**



# EPISCOPAL COMMUNITY SERVICES

Mailing Address

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

Office Location

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

FAX

(415) 252-1743

## FAX

To: Clerk, Board of Supervisors

From: Rhonda Gallo, Executive Assistant

Att: Angela Caldillo

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OC: (415) 554-5163

Phone: (415) 487-3300

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Phone: (415) 554-5184

Date: 2/23/09

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Re: Public Meeting Notification

Pages (including cover): 2

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**Comments:**

Attached, please find a notice for our upcoming Board Meeting to which the public is invited. Please place this posting with the other notices in your office.

Thank you.

**Confidentiality Notice:** This fax message, including any attachments, may contain confidential and privileged client or employee information. You are hereby notified that any unauthorized review, use, disclosure or distribution of such information is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail or fax and destroy the original transmission and any attachments without reading or saving in any manner.

# EPISCOPAL COMMUNITY SERVICES

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165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

Office Location  
165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

FAX  
(415) 252-1743

## FAX

To: Mayor's Office of Community Investment From: Rhonda Gallo, Executive Assistant

Att: Sandra James

---

Fax: (415) 701-5501

Phone: (415) 487-3300

---

Phone: (415) 701-5500

Date: 2/23/09

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Re: Public Meeting Notification

Pages (including cover): 2

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# EPISCOPAL COMMUNITY SERVICES

Mailing Address

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

Office Location

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

FAX

(415) 252-1743

## FAX

To: San Francisco Main Library

From: Rhonda Gallo, Executive Assistant

Government Information Development

Att: Michael Sherrod

---

Fax: (415) 557-4475

Phone: (415) 487-3300

---

Phone: (415) 557-4471

Date: 2/23/09

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Re: Public Meeting Notification

Pages (including cover): 2

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**Comments:**

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NO.	COMM.	PAGES	FILE	DURATION	X/R	IDENTIFICATION	DATE	TIME	DIAGNOSTIC
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01	OK	009/009	621	00:01:44	XMT	[REDACTED]	FEB-18	12:10	0107A2000ACD0
02	OK	009/009	622	00:01:38	XMT	[REDACTED]	FEB-18	12:15	0107A2000ACD0
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- PISCOPAL COMMUNITY SVCS -

**Board members present:** Pablo Wong, President; Yvonne Tatsuno, Vice-President/Treasurer; The Rev. Paul Burrows, Michael Coholan, Sedge Dienst, The Rev. Vanessa Glass, Jenisel Jordan, Chris Hoberg, Martin Jones, Frederic Knapp, Fernan Lopez, Richard Springwater, Eric Wheatley, Ken Reggio, Executive Director

**Board members absent or excused:** The Rt. Rev. Bishop Marc Handley Andrus, Chair; Ted Chambers, Vice-President/Secretary; Todd Clayter, Walt Conway, Alan Fox, Bill Harris

**Staff present:** Karen Gruneisen, Associate Director, Melanie Johnson, Chief Financial Officer; Lynn Nawahine, Director of Development; Rhonda Gallo, Executive Assistant

**Taproot consultants present:** Brad Byrum, Julie LeGrand, Jeff Lyons, Mark Matsuos

**Public members present:** Debra Benedict, Andre Lenard, Mari-Ellen Rowe, Kim J. Clark

**Welcome and introductions:** Pablo Wong called the meeting to order at 5:35 pm, noting that this is the first of two public meetings this year and recognized that a quorum was present. The Board, guests from Taproot and members of the public were welcomed and introductions were made.

**Approval of minutes of the January 26, 2009 Board meeting:** Yvonne Tatusuno moved; Michael Coholan seconded. All approved.

#### **Public Comment**

Debra Bendref noted that she is a recipient of The Sanctuary services and is interested in serving on ECS's board. She also spoke of the need to have the shelters provide wireless internet access for job searching. Ken responded that he will confer with ECS's IT technician, Troy Yochelson and ECS Shelters Director, Viviana Martinez to explore that possibility and will let her know the decision on it.

Andre Lenard noted that he has been staying at The Sanctuary for a while and would like to get housing but hasn't yet been able to do so.

Mary-Ellen Rowe, a representative of the Coalition on Homelessness and a service recipient at The Sanctuary and Canon Kip Senior Center thanked Board and staff for the work that they do for the homeless population. She spoke of the needs of seniors who are homeless and asked the agency to keep them in mind, adding that seniors are strong advocates of their own needs.

Kim Clark described herself as an activist for the homeless and also serves on the Shelter Monitoring Committee. She indicated that she is a Sanctuary resident.

Pablo thanked the public for their comments and their advocacy in helping the homeless community.

#### **Special agenda of Development Committee**

- Presentation and discussion of Taproot Foundation's Visual Identity and Branding Strategy recommendations: Frederic Knapp introduced Taproot consultants,

Brad Bynum, Julie LeGrand, Jeff Lyons and Mark Matsuos who are all marketing and graphic design professionals and volunteers with Taproot Foundation. The consultants conducted a thorough research of our agency, interviewing members of ECS's Board and staff, funders and "competitors" to determine their findings.

- Visual Identity and Branding Strategy recommendations: Brad and Jeff presented Taproot's four findings:
  - 1. ECS is Episcopal
    2. ECS is Community Services
    3. ECS is a San Francisco organization
    4. ECS strives to be a pioneer in service evolution

They recommended that we use our full title – Episcopal Community Services of San Francisco instead of the acronym ECS. It was noted that using our full title would identify us to our origin and reflect our core values which are consistent with the core values of the Episcopalian Church. They also suggested that our logo be enhanced to a more emotionally compelling and youthful image that will engage the public's interest and link our programs to the services we provide. There was some discussion regarding on whether "of San Francisco" would be limiting to potential donors. It was noted that there are several entities identified as ECS throughout the United States and that by keeping "of San Francisco" it will help to distinguish our agency and its services from others and broaden our appeal. After some discussion the Board was in agreement with Taproot's suggestions.

Michael Coholan asked about the next steps. Ken Reggio indicated that ECS representation on the project (Pablo Wong, Lana Dalberg, Lynn Nawahine, and himself) would sign off approval on the recommendations after which the Taproot team would develop sample logos and marketing taglines. When those are approved by ECS, Taproot will present their final products along with recommendation for usage.

Pablo Wong and the Board thanked the consultants for their work. Pablo also acknowledged Lana Dalberg for writing the proposal.

#### **Committees and related board reports**

- **Audit Committee**

In Alan Fox's absence, Melanie Johnson noted that the Audit Committee has not met recently and there is no report this month.

- **Development Committee**

- Private revenue report: Frederic Knapp reported that as of February 28, 2009, private revenue is at \$788,280, but that approximately \$140,000 of that is designated for future periods. He emphasized the importance of SummerTini and the need to raise \$300,000 between now and June 30 in order to achieve our FY09 goal of \$990,000.
- May 18 Annual Meeting and donor event: Frederic reminded board members that the "annual meeting" set for Monday, May 18 is an opportunity to honor our major

- donors. The event will take place at the Bishop Swing Community House. A brief meeting and reception will be held, followed by acknowledgements and tours of the building. 75-100 people have been invited to attend. Invitations will be sent to board members and donors during April.
- SummerTini update and Board participation: Fernan Lopez reported on the planning progress for SummerTini 2009, which will be on June 19<sup>th</sup> at the Yerba Buena Center. He asked board members to help identify major auction items and to help with soliciting restaurant gift certificates and other raffle items. Fernan also challenged board members to each bring 10 friends to this event. Each board member was given a SummerTini packet and asked to fill out the pledge form and return it to Lynn Nawahine by April 27.
  - Outreach activities, SF Deanery presentation: Lynn Nawahini noted that The Rev. Paul Burrows invited Lana Dalberg, Ken Reggio and herself to the SF Deanery meeting on March 14<sup>th</sup> to share Episcopal Community Services' story in order to help the parishes better know who we are and our role in the community. There were over 60 people who stayed for the presentation and Ken engaged them in an interactive dialogue about both our agency and the needs of homeless people in San Francisco. The next step will be to make presentations at the parishes in order to help them better understand who we are and what we do.
  - **Executive Committee**
    - Pablo Wong noted that a regular board meeting needs to be scheduled before the May 18<sup>th</sup> event so that other business matters can be addressed. He asked board members to calendar Monday, April 27<sup>th</sup>, 5:30 pm at Canon Barcus for the next board meeting.
  - **Finance Committee**
    - February 2009 financial statements: In summarizing our YTD support and revenue to our YTD budget, Yvonne Tatsuno noted that at the end of February private revenue totaled \$788,280 and was ahead of the YTD Budget by \$121,340; however, some of the private revenue is restricted for future use. Total government revenue was at \$9,675,507 and ahead of the YTD budget \$175,408. YTD expenses totaled \$11,980,009 and are \$66,807 less than YTD budget. YTD adjusted operating income of \$417,277 compared favorably to our YTD budget of \$104,783.

Melanie Johnson noted that the current positive position will draw closer to budget projections as we near the end of the fiscal year, particularly as contract funding of shelters is exhausted.
  - **Governance Committee**
    - Highlights of Board self-assessments: In Ted Chambers absence, Michael Coholan reviewed the responses of the Board self-assessments. He noted that there were four areas of the survey where some board members indicated a less than full confidence and a need for more clarity. These areas include:
      1. Ensuring that government contract obligations are fulfilled.

2. A clear policy on the responsibilities of board members in fundraising.
3. The responsibilities of Board, staff and volunteers.
4. How the Board regularly assesses its own work.

Pablo indicated that the Board regularly assesses its own work through these surveys which are given once a year.

The Board focused discussion on volunteer work. Eric Wheatley spoke of ECS's Spring 2009 newsletter that features our volunteer program and describes some of the work that the volunteers are involved in. He urged board members to take a moment to look over our newsletters as it gives them an opportunity to be more familiar with our programs and the positive impact that it has on our clients and staff.

Pablo noted that some board members have indicated that their schedules may not always permit involvement in volunteer activities beyond attending board and committee meetings. He emphasized that, in itself, this is strong volunteer participation.

- Board committee assignments and leadership questionnaire: Michael asked the Board to fill out the Committee assignment preference and Board leadership questionnaire that was included in the board packet. The Committee assignment preference will give board members an opportunity to serve other committees and explore different areas of our work if they are interested. In the board leadership area, Michael urged Board to respond if they are interested in chairing a board committee or serving as a board officer. The questionnaire also asks for three recommendations of a board president since Pablo's term as president is expiring. Individual responses will remain confidential and will be reviewed by the Governance Committee. An action to approve a new board president will be requested at the next board meeting or at the Annual Meeting in May. Pablo encouraged board members to consider serving as board president, adding that the experience has been valuable.
- Update on renewals and new member outreach: This report will be tabled for the next board meeting.
- Approval of ECS Conflict of Interest Policy as presented: Michael commended Karen Gruneisen for her efforts in updating the policy originally presented at the November 24, 2008 board meeting. The Board was asked at its January meeting to highlight any change recommendation to the policy. None were noted. Accordingly, the Governance Committee recommends passage as presented.
  - Action request: Approval of ECS Conflict of Interest Policy as presented: Sedge Dienst moved for approval; Martin Jones seconded. Approved unanimously. [Attached, ECS's Conflict of Interest and Disclosure Statement.]
- **Planning and Program Committee**
  - Recap of February Board dinner and discussion of strategic directions: In



Todd Clayter's absence, Karen Gruneisen reported on the strategic direction conversation with the Board of Directors and staff directors that took place at the annual board retreat on February 23, 2009. The discussion focused on our funding sources, the change in the economic environment which is expected to impact homelessness and our programs, and possible strategic directions, including the consideration of congregate living for seniors, enhanced clinical and vocational staffing, and assumptions of property management at our housing sites.

- Next steps in strategic planning: Karen noted that the Planning and Program Committee will focus on future federal grant opportunities and their funding priorities at their next meeting.
- **Housing Committee**
  - BSCH construction progress: Richard Springwater reported that construction continues to go well and is expected to be completed by this June. He spoke about the concern of the State releasing \$7 million of our permanent financing loan in the time frame needed for the project. The loan is from the State of California Housing and Community Development (HCD), Multi-family Housing Program (MHP). The funds will remain frozen pending the sale of bonds needed to finance the loan and resolution of state budget woes. This will affect not just BSCH but all projects in development throughout the State that are financed through MHP. Ken Reggio will ask Phil Clark, Director of Housing Development & Asset Management to forward an e-mail detailing the finance update of the project. [Attached, Phil Clark's e-mail "Bishop Swing Community House finance update.]
  - Occupancy projection and services at Bishop Swing Community House: Seventeen units will be designated for Shelter + Care and 117 units for a local operating subsidy program. Caritas Property Management is expected to start hiring their staff in April and the screening process of potential tenants is anticipated to begin in May. Units are expected to start filling in the last week in June or beginning of July.

Sedge Dienst asked if reduced funding could affect how the building will be populated. Richard does not believe that the tenant criteria will be affected. ECS is expected to begin the hiring process for support services in May. Staffing will include a Support Services Manager and six case managers.

Ken noted that the Housing Committee will spend their next meeting, Tuesday, April 14<sup>th</sup>, 8:00 am, touring the site and invited board members to join them if they wish to see the site before the annual meeting in May.

- **Canon Barcus, Inc.**

Richard reported that there is nothing new to report with Canon Barcus, Inc. since there hasn't been a meeting since the last ECS Board meeting. Vacancies continue to remain low.

- **Canon Kip, Inc.**

Richard noted that Canon Kip, Inc. has also not met since his last report at the ECS Board meeting and so there is no news to report. The next meetings for Canon Kip, Inc. and Canon Barcus, Inc. are set for Wednesday, April 22.

- **Directors Report**

- **Stimulus package, Homeless Prevention:** Richard Springwater reported that the federal stimulus package includes \$8.7 in Homelessness Prevention funds for San Francisco. The Local Homeless Coordinating Board will be working with city representatives and stakeholders to determine how to allocate these funds.
- **SAMHSA funding opportunities:** Karen Gruneisen reported that ECS is pursuing two major Substance Abuse & Mental Health Services Administration (SAMSHA) grants to enhance treatment services for persons who are homeless and are challenged with mental and substance abuse disorders. This is an opportunity to link treatment services with housing programs and other services.
- **Update on City budget and possible financial impact:** Ken reported that, given the challenge of our economic climate, the level of funding for contracting agencies such as ours is still uncertain at this point. ECS continues to take every opportunity to pursue funding applications in response to Requests for Proposals (RFPs) that come our way.
- **Update on ECS responses to RFPs:** Ken reported that ECS is also bidding for a SF Department of Aging and Adult Services (DAAS) contract that would provide nearly \$500,000 for outreach, translation, and information and referral services for seniors and adults with disabilities.

Other RFPs include the behavioral health roving team which will provide services to homeless single adults residing in shelters sites operated under HSA.

ECS has also responded to HSA to operate emergency shelter sites and to provide services to homeless single adults and coordinate and manage the Winter Interfaith Shelter Program, Next Door and The Sanctuary.

**Adjournment:** Pablo adjourned the meeting at 7:45 pm.

**Next Meeting:** Monday, April 27, 2009, 5:30 pm Canon Barcus Conference Room.

---

## *EPISCOPAL COMMUNITY SERVICES*

### *Memorandum*

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DATE: August 21, 2008  
TO: Members of the Public  
FROM: Ken Reggio, Executive Director  
RE: Public Meeting of the Board of Directors

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### BOARD OF DIRECTORS MEETING

WHEN: September 22, 2008  
TIME: 5:30 PM  
WHERE: Canon Barcus Community House  
Conference Room, 2nd Floor  
165 Eighth Street  
San Francisco, California

The public is invited to attend this meeting of the Episcopal Community Services Board of Directors. A thirty-minute segment of the meeting will be designated on the agenda as the time during which members of the public may address comments to the Board of Directors. Speakers may have up to three minutes for their presentations.

The room capacity is limited to 50 people. Public access will be on a first-come basis. This meeting space is wheelchair accessible. Should you need other accommodations, please call (415) 487-3300 at least one week in advance of the meeting. We will make every effort to accommodate requests.

**Members of the Public are invited to propose themselves or other candidates for membership on the ECS Board of Directors. Nominations may also be sent to: The Governance Committee, Episcopal Community Services, 165 Eighth Street, San Francisco, CA 94103.**

# EPISCOPAL COMMUNITY SERVICES

Mailing Address

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

Office Location

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

FAX

(415) 252-1743

## FAX

To: Clerk, Board of Supervisors

From: Rhonda Gallo, Executive Assistant

Att: Angela Caldillo

---

Fax: (415) 554-5163

Phone: (415) 487-3300

---

Phone: (415) 554-5184

Date: 8/21/08

---

Re: Public Meeting Notification

Pages (including cover): 2

---

**Comments:**

**Attached, please find a notice for our upcoming Board Meeting to which the public is invited. Please place this posting with the other notices in your office.**

**Thank you.**

**Confidentiality Notice:** This fax message, including any attachments, may contain confidential and privileged client or employee information. You are hereby notified that any unauthorized review, use, disclosure or distribution of such information is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail or fax and destroy the original transmission and any attachments without reading or saving in any manner.

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San Francisco, CA 94103

Office Location

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

FAX

(415) 252-1743

## FAX

To: Mayor's Office of Community

From: Rhonda Gallo, Executive Assistant

Development

Att: Sandra James

---

Fax: (415) 701-5501

Phone: (415) 487-3300

---

Phone: (415) 701-5500

Date: 8/21/08

---

Re: Public Meeting Notification

Pages (including cover): 2

**Comments:**

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San Francisco, CA 94103

Office Location

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

FAX

(415) 252-1743

## FAX

To: San Francisco Main Library From: Rhonda Gallo, Executive Assistant

Government Information Development

Att: Michael Sherrod

---

Fax: (415) 557-4475

Phone: (415) 487-3300

---

Phone: (415) 557-4471

Date: 8/21/08

---

Re: Public Meeting Notification

Pages (including cover): 2

---

**Comments:**

Attached, please find a notice for our upcoming Board Meeting to which the public is invited. Please place this posting with the other notices in your office.

Thank you.

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Q.	COMM.	PAGES	FILE	DURATION	X/R	IDENTIFICATION	DATE	TIME	DIAGNOSTIC
21	OK	002	723	00:01:42	RCV		AUG-18	10:37	0407C00008030
22	OK	001	724	00:00:33	RCV		AUG-18	12:14	0501C00001070
23	BUSY	000/001	725	00:00:00	XMT		AUG-18	14:34	0000000000000
24	420	000	726	00:00:37	RCV		AUG-18	15:03	0000C00000000
25	OK	002	727	00:00:32	RCV		AUG-18	16:02	050FC0000A0B0
26	OK	001/001	728	00:00:23	XMT		AUG-18	16:10	0107A2000A070
27	OK	005/005	729	00:01:32	XMT		AUG-18	19:04	0107A2000ACB0
28	OK	006	730	00:02:42	RCV		AUG-19	05:49	0507C0000A070
29	OK	001	731	00:00:28	RCV		AUG-19	10:53	0507C0000AC00
30	OK	001	732	00:00:40	RCV		AUG-19	12:29	0507C0000A070
31	OK	002	733	00:00:32	RCV		AUG-19	13:59	0507C0000AC00
32	OK	003/003	734	00:01:10	XMT		AUG-19	16:35	0107A20001070
01	OK	001	735	00:00:34	RCV		AUG-19	22:22	0507C0000ACB0
02	OK	002	736	00:01:44	RCV		AUG-20	10:12	0407C00008030
03	OK	002/002	737	00:00:26	XMT		AUG-20	10:25	0007A20009A070
04	OK	001	738	00:00:31	RCV		AUG-20	11:09	0507C0000A070
05	420	000	739	00:00:37	RCV		AUG-20	11:52	0000C00000000
06	OK	005	740	00:01:38	RCV		AUG-20	12:58	050FC0000A070
07	OK	001	741	00:00:30	RCV		AUG-20	14:31	0501C00001070
08	OK	001	742	00:00:27	RCV		AUG-20	22:24	0507C0000ACB0
09	OK	001	743	00:00:33	RCV		AUG-21	07:22	0507C0000A070
10	OK	002/002	744	00:00:35	XMT		AUG-21	08:54	0107A2000A070
11	634	000/004	745	00:00:00	XMT		AUG-21	12:11	0000000000000
12	634	000/004	746	00:00:00	XMT		AUG-21	14:39	0000000000000
3	634	000/004	747	00:00:00	XMT		AUG-21	14:46	0000000000000
4	OK	002/002	748	00:00:19	XMT		AUG-21	14:49	0107A2000AD80
15	OK	001	749	00:00:31	RCV		AUG-21	15:05	0507C00009070
16	OK	005/006	750	00:01:11	XMT		AUG-21	15:18	0107A2000A070
17	OK	002/002	752	00:00:23	XMT	95574475	AUG-21	15:48	0107A2000AD00
18	OK	002/002	753	00:00:20	XMT	95545163	AUG-21	15:49	0107A2000AD00
19	OK	002/002	754	00:00:20	XMT	97015501	AUG-21	15:53	0107A2000AD00
20	BUSY	000/002	751	00:00:00	XMT		AUG-21	16:06	0000000000000

-EPISCOPAL COMMUNITY SVCS -

**Board members present:** Pablo Wong, President; Ted Chambers, Vice-President/Secretary; Yvonne Tatsuno, Vice-President/Treasurer, Rev. Paul Burrows, Todd Clayter, Michael Coholan (phone), Walt Conway, Vanessa Glass, Chris Hoberg, Bill Harris, Jenisel Jordan, Frederic Knapp, Fernan Lopez, Richard Springwater, Eric Wheatley, Ken Reggio, Executive Director

**Board members absent or excused:** The Rt. Rev. Bishop Marc Handley Andrus, Chair; Tracy Dearman, Sedge Dienst, Alan Fox, Martin Jones

**Staff present:** Lana Dalberg, Interim Development Director; Rhonda Gallo, Executive Assistant; Melanie Johnson, Chief Financial Officer; Lolita Kintanar, Director of Canon Kip Senior Center; Viviana Martinez, Director of Shelters; Megan Peck, Development Associate

**Guests present:** Canon Kip Senior Center clients Doy Galitia, Cecilia Dulosan and Florencio Cortez

**Welcome and introduction** Pablo Wong called the meeting to order at 5:35 pm and recognized that a quorum was present. He noted that this is the second of two public annual meetings of the ECS Board this year. He welcomed Canon Kip Senior Center guests, noting that there were no other members of the public present. Introductions were made.

**Approval of minutes of the June 30, 2008 Board meeting**

Walt Conway moved for approval of June 30, 2008 Board minutes. Yvonne Tatsuno seconded. Approved unanimously.

**Introduction of Viviana Martinez, Director of Shelters:** In presenting Viviana Martinez, Director of Shelters, Ken Reggio noted that Viviana, who joined the agency about three months ago, has gained respect among her staff and clients and is an effective and inspirational leader. Viviana spoke of her position as rewarding as well as challenging and described her past experience in working with homeless families as Program Director at Compass Family Center and Homeless Prenatal Services in San Francisco.

**Special Agenda**

**Canon Kip Senior Center program report:** In presenting Lolita Kintanar, Pablo Wong recognized her for her dedication and service to seniors. Lolita described several support groups at the senior center, such as the Green Group which meets twice a month and is proactive in environmental issues, the Young Group, composed of seniors in their 80s and 90s and the Breakfast Group.

A book describing the life stories of many of the Canon Kip seniors was recently published and as a result, Lolita has been invited to do a presentation this Fall at SFSU, Department of Gerontology. The Binstleiff Theater of SOMA has expressed interest in producing a play of the life stories. Lolita noted that the stories can be found on our website, [www.ecs-sf.org](http://www.ecs-sf.org).

Doy Galitia, Celia Dulosan and Flor Cortez all read excerpts of their own life stories in the book. Doy also played his guitar and sang "It's Now or Never" and received a standing ovation from the Board. The three guests expressed much gratitude to ECS Board and to Lolita and her staff. Ken Reggio acknowledged Lolita for being a wonderful leader and well respected among colleagues, clients and city officials. The Board thanked Lolita and the



guests for their presentation. The CKSC group was excused from the remainder of the meeting.

#### Development Committee

- Progress on development director hiring: Frederic Knapp reported that a candidate for the position of director of development will be meeting with an ECS panel next Wednesday. Ken Reggio, who initially interviewed the candidate, noted that she is well experienced in fund raising for nonprofits.

Ken has enlisted Lana Dalberg's help as Interim Director of Development until the position has been filled. He noted that Lana, who has been with ECS for three years is excellent in her grant writing skills and in strategizing with staff the best funding approaches. Ken also spoke highly of development staff, Development Associate Megan Peck and Database Coordinator Joan Curry noting that the team is keeping the department afloat and focusing on our private fund development goal of \$950K for FY 09.

- Board giving: Frederic extended appreciation to the Board for turning in their pledges for FY09. Almost 100% of board members have pledged, totaling \$58,300 to date.
- Community Expansion Campaign: This year's CEC (Community Expansion Campaign) packets have been mailed to board members. Frederic noted that the CEC goal for 2008 is \$210K. In 2007 the CEC totaled \$178,886 with 94 donors and in 2006, the total was \$145,128 with 83 donors.
- Grants to date: In addition to the grants listed in the current board packet's cover letter, the Morris Stulsaft Foundation has approved \$10K for infant and childcare services at Canon Barcus.

#### Audit Committee

In Alan Fox's absence, Walt Conway reported that the committee met with Hood & Strong August 13 and is expecting a draft of the audit by November 6. He commended Melanie Johnson and her staff for their work in preparation for the audit.

#### Finance Committee

- Report on June 2008 financial statements: In her review of June's finances, Yvonne Tatsuno noted that \$1.4M in private revenue YTD unaudited includes about \$650K in restricted grants. Melanie Johnson added that even with the restricted funds and coming out about \$85K short in private revenue for FY08 operations, we are still ahead since we made up for it in other areas such as rental and program expense and in interest income. The June financial statements show operating income for the year of \$126,992. Melanie indicated management's intention to fund the operating reserve at \$70,000 as planned in the 07-08 budget and to allocate \$50,000 to a capital reserve.
- Report on August 2008 financial statements: Yvonne briefly reviewed the August 2008 financial statements, reporting a current loss from operations of \$195,918. She noted that this was expected because of the timing of private revenue receipts.

- Approval of the 2008-2009 final budget as presented: Yvonne Tatsuno moved; Bill Harris seconded. Yvonne presented the final draft of the 2008-2009 budget, which had been reviewed carefully and recommended by the Finance Committee. Yvonne noted and discussion highlighted the following:
- Income and expense projections are slightly lower than in FY08 budget.
  - Private income projection in this budget is \$990,000.
  - This budget is limited by public contracts, which generally have held steady rather than increased in FY09.
  - This budget assumes an increase of approximately \$115,000 in funding from the City for shelter operations. The funding request is in negotiation currently.
  - This budget includes no across the board increases in compensation.
  - Deficit adjusted for depreciation and temporarily restricted grants will result in operating income of \$125,000.
  - Management intention is to apply \$70,000 of the gain to an operating reserve and to make \$50,000 available for capital needs.
  - Management is conducting a capital needs assessment. Needs will outstrip funding availability substantially.
  - Richard Springwater noted that some programs receive a greater share of private funding than others. It was suggested that this be highlighted and taken up at the Board's retreat.

Action: Approval of the 2008-2009 budget as presented. Approved unanimously. [2008-2009 budget is attached as part of these minutes.]

#### Governance Committee

- Board dinner and mini-retreat: Ted Chambers noted that it's time to set the annual board dinner/retreat. In describing the event to board newcomers, he noted that it was an opportunity to socialize and meet senior staff and to focus on a compelling topic related to our agency. The retreat has been held at Walt Conway's home in the past and Walt has graciously agreed to host it again this year. Ted will be in touch with Walt and once the logistics are set, he will e-mail the board to give them details.

#### Planning and Program Committee

- Strategic planning, 2009-2012: Todd Clayter reported that Karen Gruneisen and Phil Clark are leading the effort of the strategic planning process for 2009-2012 through the Program and Planning Committee. The process will involve several sessions with participation from Board, clients and staff. Once a date has been determined, the board will be notified and Todd encourages all to participate.
- Planning for CHEFS Enterprise: The committee continues to examine the possibility of a CHEFS enterprise. Todd spoke about the need for a market analysis and getting a consultant who would help determine what actually can be accomplished and how to go about it. He asked board to consider names or ideas for a consultant. Michael Coholan suggested that Tom Costello, Associate Professor and Director of the Hospitality Industry Management Program at USF, and/or his associates might be a good source to give counsel. Michael added that the program focuses on community service and he will e-mail Ken Reggio with details.

Ken added that Lisa Stringer, Director of The Skills Center, is providing leadership to the project and consulting with Karen Gruneisen. Ken noted that, ultimately, it will be the Board's decision whether or not to proceed with the endeavor.

#### Housing Committee

- Construction progress, Bishop Swing Community House: Richard Springwater reported that the Housing Committee recently toured the site and stated that Cahill Construction is doing a great job. The roof structure is being completed. Richard also commended Phil Clark and staff at Bernal Heights Neighborhood Center for managing the project with great efficiency.

**Canon Barcus, Inc.** Richard reported that the City Loan Committee has approved the Sustainability Plan for Canon Barcus and currently the related loan amendment is under review by city attorneys. Richard credited Phil Clark for putting the plan together. Richard explained that the plan had to be created as a result of HUD's 2005 ruling of rent reductions for Section 8 developments and under-budgeting for Canon Barcus operations.

**Canon Kip, Inc.** Richard reported that the CKI board's main focus is on operations of the building and overall budget issues. The CKI board is also having discussions of possibly refinancing and/or acquisition of the building since CKI's tax credit compliance period will soon be ending.

#### Director's report

- The Elm incident: Ken Reggio reported on an incident at the Elm Hotel last Friday. The property manager (from John Stewart Company) was assaulted by a resident around noon. The property manager suffered a minor stab wound and was treated and released from SF General and he is expected to return back to work on Wednesday. Ken praised staff at the Elm for their immediate response to protect and aid the victim and to ensure the safety of the other residents and each other. The Elm staff along with our Crisis Team worked with the residents to de-escalate the situation and provide counsel. The assailant fled from the scene and so far has not been found.
- Update on *Velasquez v. ECS and City and County of San Francisco*: Ken reported that the lawsuit involving the stabbing of a client by another client at Next Door in January 2007 is still in process and that our insurance company, Nonprofit Insurance Alliance Corporation (NIAC) is defending the case. Bill Harris asked if our liability coverage is sufficient. Ken indicated that it appears sufficient but that we are revisiting liability coverage limits.

#### New or continuing business

- Senior lunches: Ken reported that a volunteer coordinator is coming aboard next week and noted that ECS will be taking a different approach in regard to meals at the Canon Kip Senior Center. Ken will be enlisting the volunteer coordinator to ask board members as well as congregations and other groups to volunteer one Sunday a year to provide and deliver bag lunches for about 65 people to the Senior Center.
- Grace Cathedral event: The Rt. Rev. Marc Handley Andrus is hosting a photography exhibit, Faces of the Homeless and a reception at the gallery of Grace Cathedral on October 2. Details of the event can be viewed and reservations made at [www.gallery1055@diocel.org](http://www.gallery1055@diocel.org).

- Bishop Andrus will host Evensong and a reception October 5 for people who have named the Diocese or Diocesan Institution (including ECS) in their estate plans.
- ECS Program Statistics: Ken distributed copies of the FY 08 program statistics:

Meeting adjourned at 7:35 pm.



"Karen Gruneisen"  
<kgruneisen@ecs-sf.org>

02/16/2010 04:38 PM

Please respond to  
<kgruneisen@ecs-sf.org>

To "SOTF" <sotf@sfgov.org>

cc <kreggio@ecs-sf.org>, <vmartinez@ecs-sf.org>, "Trent Rhorer" <Trent.Rhorer@sfgov.org>, <Pamela.Tebo@sfgov.org>, <Louise.Rainey@sfgov.org>, bcc

Subject RE: Complaint #10003\_Nancy Cross v ECS Sanctuary - Email 3 of 3

History: This message has been replied to.

Chris --

Finally, transmitted with this email are:

1. Attachment 1, Part 2; and
2. the second Attachment - ECS's policies and procedures regarding the Sunshine Ordinance.

Thanks,

Karen

<<...>> <<...>>

--

Karen Gruneisen  
Associate Director  
Episcopal Community Services of San Francisco  
165 - 8th Street, 3rd Fl., San Francisco, CA 94103  
T: 415-487-3735  
F: 415-487-3303

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---

**From:** Karen Gruneisen [mailto:kgruneisen@ecs-sf.org]

**Sent:** Tuesday, February 16, 2010 4:34 PM

**To:** 'SOTF'

**Cc:** 'kreggio@ecs-sf.org'; 'vmartinez@ecs-sf.org'; 'Trent Rhorer'; 'Pamela.Tebo@sfgov.org'; 'Louise.Rainey@sfgov.org'; 'Arlene.Laxamana@sfgov.org'

**Subject:** RE: Complaint #10003\_Nancy Cross v ECS Sanctuary - Email 2 of 3

Dear Chris -- Further to the email I sent a moment ago, I am forwarding Episcopal Community Service's Response to the complaint of Nancy Cross. Because the attachments apparently are too large for the City's email system, I have broken the first attachment into two sections. The second section and the second attachment will be sent with my next email.

Thanks,

Karen

<< File: CrossvECS-Attachment1-Part1-Meetings-Notices-Faxes-Minutes.pdf >>

—  
Karen Gruneisen  
Associate Director  
Episcopal Community Services of San Francisco  
165 - 8th Street, 3rd Fl., San Francisco, CA 94103  
T: 415-487-3735  
F: 415-487-3303

—  
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---

**From:** Karen Gruneisen [mailto:kgruneisen@ecs-sf.org]

**Sent:** Tuesday, February 16, 2010 1:12 PM

**To:** 'SOTF'

**Cc:** 'kreggio@ecs-sf.org'; 'vmartinez@ecs-sf.org'; 'Trent Rhorer'; 'Pamela.Tebo@sfgov.org'; 'Louise.Rainey@sfgov.org'; 'Arlene.Laxamana@sfgov.org'

**Subject:** Complaint #10003\_Nancy Cross v ECS Sanctuary

To: Chris Rustom, Sunshine Ordinance Task Force

Episcopal Community Services of San Francisco acknowledges receipt of your email of February 2, 2010, forwarding Ms. Nancy Cross' Sunshine Ordinance Complaint. In response, we offer the following information:

A. Ms. Cross identifies the "Department or Commission" against whom the complaint is made as "ECS Sanctuary." Episcopal Community Services of San Francisco (ECS) is a nonprofit corporation that operates and holds the lease for the Sanctuary, one of the City's emergency shelters for people experiencing homelessness. ECS is subject to the Sunshine Ordinance as a recipient of City funds in excess of \$250,000 per year. (These funds also support ECS's other emergency/seasonal shelter programs, permanent supportive housing programs; skills, educational and vocational programs; and senior center programs.)

B. Ms. Cross' complaint indicates an "alleged violation of public meeting, including notice posting." Two of ECS's Board of Directors meetings are designated as public each year. Notices of the meetings are sent by fax at least 30 days in advance to the Clerk of the Board of Supervisors, the San Francisco Public Library Government Information Center and to the Mayor's Office of Housing, Community Development Division (previously Community Investment and Community Development). Attached are:

a) a list of the public Board meetings held in 2007-2009;  
b) the Notices of those meetings, fax cover sheets and fax report journals (verifying that the notices were transmitted successfully); and

c) the minutes of the meetings.

*The first document is the list of meetings followed, in reverse chronological order, with each meeting's notice, fax cover sheets, fax report journal and minutes.*

C. Ms. Cross' complaint also indicates an "alleged violation of public records access." We have not received any request for public records under the Sunshine Ordinance from Ms. Cross but do note that she asks in her Sunshine Ordinance Complaint if she has a right to see agenda and minutes and financial records. We attach a copy of our Policies and Procedures regarding the Sunshine Ordinance that address the information which we will provide and process for securing the information.

D. Ms. Cross does not complain about Community Involvement on the Board. ECS notes that it designates a seat on its Board of Directors for a member of the community served by ECS to ensure this representation.

I will be present at the Task Force's meeting on February 23, 2010 as ECS's representative.

Respectfully submitted,  
Karen Gruneisen

--

Karen Gruneisen  
Associate Director  
Episcopal Community Services of San Francisco  
165 - 8th Street, 3rd Fl., San Francisco, CA 94103  
T: 415-487-3735  
F: 415-487-3303

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transmission and any attachments without reading or saving in any manner. CrossvECSSunshinePolicy.pdf



CrossvECS-Attachment1-Part2-Notices-Faxes-Minutes.pdf

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## ***EPISCOPAL COMMUNITY SERVICES***

### ***Memorandum***

---

DATE: February 15, 2008  
TO: Members of the Public  
FROM: Ken Reggio, Executive Director  
RE: Public Meeting of the Board of Directors

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### **BOARD OF DIRECTORS MEETING**

WHEN: March 24, 2008  
TIME: 5:30 PM  
WHERE: Canon Barcus Community House  
Conference Room, 2nd Floor  
165 Eighth Street  
San Francisco, California

The public is invited to attend this meeting of the Episcopal Community Services Board of Directors. A thirty-minute segment of the meeting will be designated on the agenda as the time during which members of the public may address comments to the Board of Directors. Speakers may have up to three minutes for their presentations.

The room capacity is limited to 50 people. Public access will be on a first-come basis. This meeting space is wheelchair accessible. Should you need other accommodations, please call (415) 487-3300 at least one week in advance of the meeting. We will make every effort to accommodate requests.

**Members of the Public are invited to propose themselves or other candidates for membership on the ECS Board of Directors. Nominations may also be sent to: The Governance Committee, Episcopal Community Services, 165 Eighth Street, San Francisco, CA 94103.**



# EPISCOPAL COMMUNITY SERVICES

Mailing Address

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

Office Location

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

FAX

(415) 252-1743

## FAX

To: Clerk, Board of Supervisors

From: Rhonda Gallo, Executive Assistant

Att: Angela Caldillo

---

Fax: (415) 554-5163

Phone: (415) 487-3300

---

Phone: (415) 554-5184

Date: 2/15/08

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Re: Public Meeting Notification

Pages (including cover): 2

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**Comments:**

**Attached, please find a notice for our upcoming Board Meeting to which the public is invited. Please place this posting with the other notices in your office.**

**Thank you.**

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# EPISCOPAL COMMUNITY SERVICES

Mailing Address

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

Office Location

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

FAX

(415) 252-1743

## FAX

To: Mayor's Office of Community

From: Rhonda Gallo, Executive Assistant

Development

Att: Sandra James

---

Fax: (415) 701-5501

Phone: (415) 487-3300

---

Phone: (415) 701-5500

Date: 2/15/08

---

Re: Public Meeting Notification

Pages (including cover): 2

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San Francisco, CA 94103

FAX

(415) 252-1743

## FAX

To: San Francisco Main Library  
Government Information Development  
Att: Michael Sherrod

From: Rhonda Gallo, Executive Assistant

---

x: (415) 557-4475

Phone: (415) 487-3300

---

Phone: (415) 557-4471

Date: 2/15/08

---

Re: Public Meeting Notification

Pages (including cover): 2

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NO.	COMM.	PAGES	FILE	DURATION	X/R	IDENTIFICATION	DATE	TIME	DIAGNOSTIC
16	OK	001	393	00:00:20	RCU	[REDACTED]	FEB-08	08:06	050FC0000ADC0
17	OK	005	394	00:01:56	RCU	[REDACTED]	FEB-08	10:20	0407C0000B030
18	OK	001	395	00:00:31	RCU	[REDACTED]	FEB-08	12:47	0507C0000A070
19	OK	004	396	00:00:59	RCU	[REDACTED]	FEB-08	14:59	0407C0000ACD0
20	OK	009/009	397	00:01:17	XMT	[REDACTED]	FEB-08	15:03	2107A2000ADC0
21	OK	007/007	398	00:01:25	XMT	[REDACTED]	FEB-08	18:12	0107A2000ADE0
22	420	000	399	00:00:37	RCU	[REDACTED]	FEB-09	09:16	0000C00000000
23	420	000	400	00:00:37	RCU	[REDACTED]	FEB-09	14:16	0000C00000000
24	OK	001	401	00:00:35	RCU	[REDACTED]	FEB-10	09:51	0507C0000ADD0
25	OK	023	402	00:03:04	RCU	[REDACTED]	FEB-11	13:27	0507C0000ACB0
26	OK	002/002	403	00:00:35	XMT	[REDACTED]	FEB-12	09:32	0107A2000ACD0
27	OK	003	404	00:01:40	RCU	[REDACTED]	FEB-12	11:45	0507C0000B030
28	OK	001/001	405	00:00:13	XMT	[REDACTED]	FEB-12	14:01	0107A2000ADB0
29	OK	001	406	00:00:36	RCU	[REDACTED]	FEB-13	07:46	0507C0000A070
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31	420	000	408	00:00:38	RCU	[REDACTED]	FEB-13	09:37	0000C00000000
32	420	000	409	00:00:37	RCU	[REDACTED]	FEB-13	11:17	0000C00000000
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09	OK	002	418	00:00:31	RCU	[REDACTED]	FEB-15	11:04	0507C0000ACB0
10	420	000	419	00:00:37	RCU	[REDACTED]	FEB-15	13:29	0000C00000000
11	OK	002/002	421	00:00:27	XMT	95574475	FEB-15	13:53	0107A2000ADB0
12	OK	002/002	422	00:01:09	XMT	97015501	FEB-15	13:54	0107A20001030
13	BUSY	000/002	420	00:00:00	XMT	5545163	FEB-15	14:09	0000000000000
14	OK	001	423	00:00:53	RCU	[REDACTED]	FEB-15	14:13	0407C0000A070
15	OK	002/002	424	00:00:20	XMT	95545163	FEB-15	15:18	0107A2000ADB0

-EPISCOPAL COMMUNITY SUCS -

\*\*\*\*\* -FINANCE

- \*\*\*\*\* -

1, 415 487 3303- \*\*\*\*\*

**Board Present:** Pablo Wong, President; Yvonne Tatsuno, Vice-President/Treasurer  
Todd Clayter, Walt Conway, Sedge Dienst, Alan Fox, Chris Hoberg, Soo-Ah Landa,  
Bill Harris, Frederic Knapp, Richard Springwater, Ken Reggio, Executive Director

**Board Absent or Excused:** Bishop Marc Andrus, Chair; Ted Chambers, Vice-  
President/Secretary; David Chin, Michael Coholan, Tracy Dearman, Vanessa Glass,  
James Hickman, Martin Jones, Jenisel Jordan, Delbert Scott

**Staff Present:** Melanie Johnson, Chief Financial Officer; Director; Suzanne Palmer, Director  
of Development; Kelly Wilkinson, Associate Director; Rhonda Gallo, Executive Assistant

**Welcome:** Pablo Wong called the meeting to order at 5:35 pm and recognized that a quorum  
was present. He welcomed all and indicated that this was the first of two public annual  
meetings of the ECS Board this year. There were no members of the public present.

Pablo presented Ken Reggio with a certificate acknowledging Ken's six years of serving ECS  
with excellent leadership.

#### **Approval of January 28, 2008 Minutes**

Pablo called for a motion to approve the Board minutes of January 28, 2008: Soo-Ah Landa  
moved; Chris Hoberg seconded. Approved unanimously.

#### **Audit Committee**

Alan Fox noted that the committee will meet with Kathy Grogan of Hood and Strong shortly  
for commission of 2008 audit, and Alan will follow-up at the next board meeting.

#### **Development Committee**

- **Report on private fund development, year-to-date:** Frederic Knapp reported that  
Development and Finance's analysis of private revenue returns year-to-date projects a  
possible shortfall of \$185K on our \$950 goal. At the end of February, private revenue was  
at \$637K, 67% of our FY annual budget of \$950K. Suzanne Palmer noted that there will  
be an additional \$46K in private revenue for the month of March, \$43K of which is the  
first installment of the \$288K grant from the vitamin settlement fund. Suzanne is  
optimistic that the gap will eventually narrow significantly with the help of Board's  
participation in the upcoming Summertini event.
- **Summertini update and Board participation:** Frederic Knapp discussed the Summertini  
packet that Suzanne Palmer distributed to the Board. He pointed out the Summertini  
board pledge form that displayed the following three ways that board members can  
support the fundraiser:
  1. Purchase and/or sell tickets for the event and bring guests
  2. Solicit donations for auction items
  3. Become a corporate, individual or sponsor underwriter

Suzanne displayed the meeting schedule that is included in the packet. Throughout the  
month of April, Suzanne will be available on Tuesdays and Thursdays to meet with board  
members for either breakfast or lunch to discuss how they can team with Development and  
help bridge the gap of private revenue. She will send the form electronically to the board

members so that they can check their schedules and send back the dates that they can meet with her.

Frederic and Suzanne emphasized that ECS depends greatly on board participation for a successful event and encouraged all to participate, noting that the event is a wonderful opportunity to outreach to colleagues and friends.

#### **Finance Committee:**

- February 2008 financial statements: As discussed in the Development Committee report, Yvonne Tatsuno reiterated the potential shortfall of \$185K in Private Revenue versus our FY2008 budget. To help alleviate the shortfall, some discretionary spending has been limited, including the delay of hiring for certain positions. Development staff and committee continue to work on increasing revenue, with Board's help.

Melanie Johnson reported that the good news is that ECS received two significant grants in February – the CPMC grant of \$63K for Canon Barcus and the three-year Vitamin settlement grant of \$288K. Most of these funds will be carried over to future years as temporary restricted revenue.

The Board expressed concern on possible cutbacks in government contracts, given the City's financial position, and the potential shortfall of private revenue. Melanie reported that Total Support and Revenue is \$1.4M favorable compared to February 2007 and ahead of our 2008 budget by about \$383K, noting also that the favorable variance will diminish as we approach the end of the fiscal year.

#### **Governance Committee**

- Update on renewals and new member outreach in preparation for May 2008 Annual Meeting: Soo-Ah Landa reported that a number of board members are up for renewal in May. She encourages board members to outreach to individuals who might be interested in becoming board members and to let her know. She noted that she recently met with two promising candidates and the Government Committee will present their credential for election to the Board in May.
- Annual conflict of interest statements outstanding: There are several board members who have not yet turned in their signed Annual Conflict of Interest statement. It was pointed out that the statements are included in the board packet. Many board members signed and turned in the statements at the meeting. [Rhonda Gallo will send out another e-mail reminder to any who may still have outstanding statements.]

#### **Planning and Program Committee**

- March 11 visit to Mission Neighborhood Resource Center: Todd Clayter reported that he and other committee members along with Ken Reggio recently met at the Mission Neighborhood Resource Center to learn how individuals get screened and placed in San Francisco's shelters. Laura Guzman, Director of the Mission Neighborhood Resource Center, Scott Walton of the Department of Human Services (DHS) and Briana Moore of Human Services Agency (HSA) facilitated the discussion. Todd remarked that it is a complex process since assigning beds are determined by the various slots that are designated for CAAP, respite, VA, women, men, etc. at each of the city's shelters. Sedge

Dienst displayed the San Francisco Shelter System Access Map that outlined the access portals for shelters and the shelter providers.

- Update on status of shelter contracts and City's "shelter redesign": Ken Reggio reported that last week representatives from the Local Homeless Coordinating Board, the Shelter Monitoring Committee and the Ten Year Implementation Council, along with representatives from City's shelters met to discuss the Mayor's proposal on restructuring the City's two largest shelters – Next Door and Multi Service Center South. Discussion focused on accessing shelter beds, medical enhancement and an overall improvement on services at shelters and resource centers. ECS is well-represented in the process.

#### Housing Committee

- BSCH construction progress: Richard Springwater reported that construction is moving forward with the schedule. Construction financing bond, tax credit, state and city funding sources are in place. Kelly Wilkinson noted that the concrete for the foundation is nearly complete and encouraged board members to drive by the site to see the progress. Pablo Wong reminded Board that the Housing Committee meets the second Tuesday of every month and all are welcome to attend, as he had at the last meeting.
- Action request: Pablo Wong called for approval of the appointment of Housing Committee members Todd Clayter, Walt Conway, David Cooke, Scott Hagan, Barbara Solomon and Richard Springwater to additional 2-year terms: Soo Ah Landa moved, Alan Fox seconded. Approved unanimously.

#### Director's Report:

- Shelter management update: Ken Reggio indicated that the hiring process for the Director of Shelters has been resumed. He anticipates that a new director will be in place before Linzie Coleman leaves in mid-summer.
- Linzie Coleman's farewell: Linzie's farewell party is set for Friday, March 28 at the Eastern Park Apartments from 5:00-7:00. Ken encouraged all to attend, noting that it would be a good opportunity to extend appreciation to Linzie and to meet many of the shelters' staff.
- Associate director hiring: Ken reported that Kelly Wilkinson will be with ECS through mid-June. A farewell party is set for Wednesday afternoon, June 18 (Kelly's last day of employment at ECS) at Canon Kip Community House, 4:00 pm. Ken has invited Karen Gruneisen to attend the next board meeting. She will be joining ECS officially as the new Associate Director in early fall.
- EC to future Board meeting: ECS board members met with the Episcopal Charities Board last week to discuss a new approach in funding. Ken will invite representatives from Episcopal Charities to a future ECS board meeting.

## • Other:

- Night of Light fundraiser: Ken reminded board members that the Night of Light fundraiser is April 5 and encouraged board members to attend. Pablo Wong and Suzanne Palmer along with their spouses will be joining Ken at the event.
- Velasquez v. ECS and City and County of San Francisco update: Ken reported that the suit is in the process of deposition and ECS is represented by counsel for our insurance company. Board members inquired regarding insurance coverage and Ken noted that ECS's coverage includes General Liability, Directors and Officers Liability, and Umbrella Liability. He noted that Heffernan Insurance group attended a 2007 Board meeting to present our insurance plan. Kelly Wilkinson and Melanie Johnson will meet with Heffernan in June to finalize our 2008-2009 package and will invite finance committee members and other interested board members to join them in the meeting.
- PBI photographs: Suzanne Palmer pointed out ECS's newsletter that features PBI tenants and their photography work. The group has offered its work as auction items for Summertini.
- Executive Director's employment agreement: Pablo Wong indicated that he is finalizing the agreement with assistance of Barbara Creed and will present the agreement either to the Executive Committee or the full Board at the next meeting for approval.
- Executive Session: Ken Reggio and Melanie Johnson remained with the Board for brief discussion of Director of Shelters' Linzie Coleman's and Associate Director Kelly Wilkinson's pending departures from ECS.

**Meeting Adjourned:** Pablo Wong adjourned the meeting at 7:30 pm

**Next Meetings:** Monday, May 19, 2008, 5:30-7:30 pm, Canon Barcus Conference Room  
(Annual Meeting)  
\*Monday, June 30, 2008, Canon Barcus Conference Room  
\*Note change from date of June 23, 2008



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## ***EPISCOPAL COMMUNITY SERVICES***

### ***Memorandum***

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DATE: October 25, 2007  
TO: Members of the Public  
FROM: Ken Reggio, Executive Director  
RE: Public Meeting of the Board of Directors

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### **BOARD OF DIRECTORS MEETING**

WHEN: November 26, 2007  
TIME: 5:30 PM  
WHERE: Canon Barcus Community House  
Conference Room, 2nd Floor  
165 Eighth Street  
San Francisco, California

The public is invited to attend this meeting of the Episcopal Community Services Board of Directors. A thirty-minute segment of the meeting will be designated on the agenda as the time during which members of the public may address comments to the Board of Directors. Speakers may have up to three minutes for their presentations.

The room capacity is limited to 50 people. Public access will be on a first-come basis. This meeting space is wheelchair accessible. Should you need other accommodations, please call (415) 487-3300 at least one week in advance of the meeting. We will make every effort to accommodate requests.

**Members of the Public are invited to propose themselves or other candidates for membership on the ECS Board of Directors. Nominations may also be sent to: The Governance Committee, Episcopal Community Services, 165 Eighth Street, San Francisco, CA 94103.**

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San Francisco, CA 94103

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San Francisco, CA 94103

FAX

(415) 252-1743

## FAX

To: Clerk, Board of Supervisors

From: Rhonda Gallo, Executive Assistant

Att: Barbara Reilly

---

Fax: (415) 554-5163

Phone: (415) 487-3300

---

Phone: (415) 554-5184

Date: 10/25/07

---

Re: Public Meeting Notification

Pages (including cover): 2

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Att: Sandra James

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## FAX

To: San Francisco Main Library From: Rhonda Gallo, Executive Assistant

Government Information Development

Att: Michael Sherrod

---

Fax: (415) 557-4475 Phone: (415) 487-3300

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Phone: (415) 557-4471 Date: 10-25-07

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Re: Public Meeting Notification Pages (including cover): 2

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26	OK	001	667	00:00:36	RCV	[REDACTED]	OCT-22	13:46	0507C0000AC00
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15	OK	001	688	00:00:34	RCV	[REDACTED]	OCT-24	14:55	0507C00001070
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25	OK	002	698	00:00:59	RCV	[REDACTED]	OCT-25	11:25	050FC0000A070

-EPISCOPAL COMMUNITY SVCS -

March 26, 2007

**Board Present:** Bishop Marc Andrus, Chair; Walt Conway, President; Ted Chambers, Vice-President/Secretary; Yvonne Tatsuno, Vice-President/Treasurer; Todd Clayter, Barbara Creed, Tracy Dearman, Vanessa Glass, Martin Jones, Frederic Knapp, Soo-Ah Landa, Bruce MacLeod, Richard Springwater, Pablo Wong, Ken Reggio, Executive Director

**Board Absent or Excused:** David Chin, Michael Coholan, Alan Fox, James Hickman, Delbert Scott

**Canon Barcus Board/Canon Kip Board Member Present:** Michael Franklin

**Staff Present:** Regan Murphy, Director of Development; Kelly Wilkinson, Associate Director; Rhonda Gallo, Executive Assistant

#### **Welcome and Introductions**

Walt Conway called the meeting to order, noting that a quorum was present. He welcomed all and indicated that this was the first of two public annual meetings of the ECS Board this year. There were no members of the public present. Introductions were made.

#### **Gathering and Appreciation of Retiring Board Members**

- **Bruce MacLeod:** Richard Springwater recognized retiring Board member, Bruce MacLeod, who has served on the Board since 1990. Richard commended Bruce for his long service of participation and for the outpouring charity and volunteerism that he and his family have so generously given to ECS over the years. Bruce's daughter, Casey MacLeod has volunteered at The Canon Kip Senior Center. Richard and Ken Reggio complimented Bruce and his wife Deb for good parenting and passing on their values of the importance of serving the community to their daughter. Bruce remarked that he stands in awe of the dedication and leadership of the Board, its predecessors, and its staff, and that he looks forward to continue his support of ECS.
- **Barbara Creed:** In acknowledging Barbara Creed, Ted Chambers noted that Barbara has been actively involved with the Board since 1995. Barbara served as President from 1999 to 2002 and has served on several ECS committees. Ted praised Barbara's outstanding leadership, dedication and generosity, noting that Barbara led the Board through the development of ECS's mission. Barbara has also advised ECS on its Bylaws over the years and chaired the Governance Committee as well as recruiting several members of the Board. In turn, Barbara commended ECS and the Board, remarking that the strength of the organization is the people, who do very difficult work under very difficult conditions. Barbara will continue serving on the Audit Committee and advising ECS on its By Laws.

Plaques with an excerpt of our Mission statement were presented to both Bruce and Barbara and the Board extended much appreciation to them for their service.

- **Walt Conway:** Ken Reggio acknowledged the resignation of Walt Conway as President of the Board. Walt was appointed Board President in 2002. Ken commended Walt for his leadership, intelligence and sustaining support of staff efforts. Walt will continue his service on the Board, as well as on the Finance, Audit and Housing Committees. Ken

March 26, 2007

presented Walt with a book, "Life is Meals" for his good work as President and for his high interest in and support of the CHEFS program.

**Approval of January 29, 2007 Minutes**

Walt Conway called for a motion to approve the minutes of January 29, 2007.

Pablo Wong moved; Yvonne Tatsuno seconded. Approved unanimously.

**Bishop Andrus' Remarks and Discussions**

Walt Conway presented Bishop Marc Andrus, ECS's Board Chair. Bishop Marc began his discussion by reading from the New Testament, Luke 9:58, as follows: "Foxes have holes and birds have nests but the Son of Man has nowhere to lay his head." He emphasized the importance of reconciliation, understanding of poverty and homelessness and described his recent trip to South Africa, where he attended a TEAM conference (Towards Effective Anglican Mission) of Anglican Churches worldwide. Among many of the social concerns that the conference addressed were poverty, social development, HIV/AIDS, and genocide. The bishop believes that the understanding of poverty and homelessness will change and asked those present to keep their minds open, adding that each individual can contribute to a loving society.

**Governance Committee**

- Action request: Soo-Ah Landa moved to re-elect Board members Tracy Dearman, Jim Hickman, Frederic Knapp and Richard Springwater to three-year terms, expiring in 2010. Todd Clayter seconded. Approved unanimously.
- Action request: Soo-Ah Landa moved to elect new Board members Sedge Dienst, Bill Harris and Jenisel Jordan to three-year terms, expiring in 2010. Pablo Wong seconded. Approved unanimously.
- Action request: Soo-ah Landa moved to elect Pablo Wong as President; Ted Chambers as Vice-President/Secretary; and Yvonne Tatsuno as Vice-President/Treasurer to one year terms, expiring 2008. Martin Jones seconded. Walt Conway invited nominations from the floor. There being none, the resolution was approved unanimously.

The Board extended congratulations to Pablo Wong, now President of ECS Board. Pablo responded that he looks forward to continue the work of our mission and will count on the Board for guidance and support. He extended gratitude to Walt Conway, Barbara Creed and Bruce MacLeod for their leadership and service at ECS and thanked the Bishop for joining the meeting.

**Audit Committee**

CFO Melanie Johnson reported that ECS is preparing for a coordinated fiscal and administrative review by its City funding partners March 28.

**Development Committee**

- **Summertini:** Regan Murphy distributed Summertini Save-the-Date cards. The event is set for Friday, June 22 at Yerba Buena Center for the Arts from 6:00-8:00 pm. Regan indicated that there is an impressive line-up of restaurants that will be contributing at the event and

March 26, 2007

invitations will be sent out shortly. She encourages board members to mark their calendars and invite family and friends.

#### Executive Committee

Walt Conway noted that the principal function of the Executive Committee is to set the agenda for the Board meeting and to approve resolutions when necessary. There have been no interim resolutions since the January Board meeting.

#### Finance Committee

- February 28, 2007 Financial Statements: Yvonne Tatusuno referred the Board to Melanie Johnson's report for a review of financial highlights of February, 2007. Yvonne pointed out on the Statement of Activities that Year-To-Date Support and Revenue was \$10.3 M, \$29K below the YTD budget projection and \$2.5M more favorable compared to 2/28/06 YTD of \$7.8M.

Yvonne noted that YTD Expenses of \$10M are \$309K less than YTD budget and agency YTD Income of \$261K is \$205K greater than YTD income 2/28/06.

Yvonne called the Board's attention to the CFO's February Highlights included in the Board packet.

Melanie Johnson indicated that certain Restricted Grants will most likely be carried over to FY '08. Melanie noted that there have been discussions with the Human Services Agency (HSA) to ask them for additional funding both for this year's operations and for 2007-2008.

- Approval of 2007 Government Contracts: Ken Reggio referred the Board to the list of Government Contracts included in the Board packet. Ken noted that once a year, a list of public contracts will be submitted to the Board for approval.
  - Action request: Yvonne Tatusuno moved to approve ECS Government Contracts for FY 2007 as presented; Walt Conway seconded, approved unanimously. [The Contracts List as approved by the Board is attached to these minutes.]

#### Planning and Program Committee

Todd Clayter reported that the Planning and Program Committee met a few weeks ago at The Coast. The Committee tours various ECS sites and the invitation is always open to the Board to join them. Todd expressed concern about the diet of the housing clients, noting that under the Care Not Cash program, tenants receive a monthly stipend; however the bulk of it goes toward their housing leaving only about \$60 a month for other use. Kelly Wilkinson indicated that staff from the kitchen at Next Door delivers food to tenants at some of our SROs (Single Room Occupancy) and that some residents receive a Food Stamp Supplement for use at both groceries and restaurants. Todd is hoping that CHEFS will be able to eventually provide service to our housing sites. Martin Jones suggested getting leftover food from culinary schools and other establishments. Ken noted that priorities for 2007-2008 in ECS's Strategic Plan Review reflect further coordination of distribution of food agency-wide and to increase the nutritional value, quality and quantity available to ECS's clients.



March 26, 2007

Todd noted that the committee will meet at Next Door May 9, 5:30 pm to view the renovation of the Respite area and to discuss safety concerns.

#### Housing Committee

Richard Springwater reported that permitting for construction of Bishop Swing Community House is moving slowly through the City's Department of Building Inspections. He anticipates that ground-breaking will take place in the late summer or early fall.

#### Canon Barcus, Inc.

Ken Reggio reported that ECS is still negotiating with the Mayor's Office of Housing (MOH) for forgiveness of loan principal and interest annually in an amount equal to the year's operational losses during the period of 2006-2016. Ken indicated that this will add up to about \$2.3 million in forgiveness. The negotiations are a result of HUD's 2005 ruling on the reduction of Section 8 subsidies and under-projection of operational expenses.

#### Canon Kip, Inc.

Richard Springwater reported that Caritas Property Management continues to do a good job with rental occupancy, maintenance and financial reporting. Todd Clayter added that the lobby and community room have been upgraded and recommended that Board members visit the site.

#### Director's Report

- Planning for enhanced program safety: Ken Reggio pointed out the draft memorandum from HomeBase included in the Board packet. The memo emphasizes steps to ensure a safe environment and to respond to crisis. At the January Board meeting, Ken reported on the 1/5 incident at Next Door that resulted in a client being attacked and seriously injured by another client. Both Ken and Kelly have been consulting with HomeBase consultants to enhance safety procedures at our sites and meeting with shelter staff to focus on crisis intervention and response. They have incorporated additional staffing in the evenings at both Next Door and The Sanctuary.

Frederic Knapp inquired why there aren't metal detectors at the shelters. Kelly indicated that there has been some opposition from the community regarding installation of metal detectors at shelters. That climate seems to be lessening and Ken expects that the City will proceed with installing the metal detectors.

- Volunteer Coordinator: Ken announced that ECS is seeking a Volunteer Coordinator. This has been a much needed position, noting that ECS has gone without a Volunteer Coordinator throughout the agency's 25 years of existence.
- Ken acknowledged that ECS recently received a planned gift from Betty Murphy's estate. Ken extended appreciation to Regan and her family for the generous contribution. Mrs. Murphy, Regan's mother, passed away last summer.

Meeting adjourned at 7:45 pm.

Next Meeting: May 21, 2007, 5:30 pm, Canon Barcus Community House.

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## ***EPISCOPAL COMMUNITY SERVICES***

### ***Memorandum***

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DATE: February 22, 2007  
TO: Members of the Public  
FROM: Ken Reggio, Executive Director  
RE: Public Meeting of the Board of Directors

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### **BOARD OF DIRECTORS MEETING**

WHEN: MONDAY March 26, 2007  
TIME: 5:30 PM  
WHERE: Canon Barcus Community House  
Conference Room, 2nd Floor  
165 Eighth Street  
San Francisco, California

The public is invited to attend this meeting of the Episcopal Community Services Board of Directors. A thirty-minute segment of the meeting will be designated on the agenda as the time during which members of the public may address comments to the Board of Directors. Speakers may have up to three minutes for their presentations.

The room capacity is limited to 50 people. Public access will be on a first-come basis. This meeting space is wheelchair accessible. Should you need other accommodations, please call (415) 487-3300 at least one week in advance of the meeting. We will make every effort to accommodate requests.

# EPISCOPAL COMMUNITY SERVICES

Mailing Address

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

Office Location

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

FAX

(415) 252-1743

## FAX

*Ward  
FD*

To: Clerk, Board of Supervisors

From: Rhonda Gallo, Executive Assistant

Att: Barbara Reilly

---

Fax: (415) 554-5163

Phone: (415) 487-3300

---

Phone: (415) 554-5184

Date: 2/22/07

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Re: Public Meeting Notification

Pages (including cover): 2

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**Comments:**

Attached, please find a notice for our upcoming Board Meeting to which the public is invited. Please place this posting with the other notices in your office.

Thank you.

**Confidentiality Notice:** This fax message, including any attachments, may contain confidential and privileged client or employee information. You are hereby notified that any unauthorized review, use, disclosure or distribution of such information is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail or fax and destroy the original transmission and any attachments without reading or saving in any manner.

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San Francisco, CA 94103

Office Location

165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

FAX

(415) 252-1743

## FAX

*2/22/07  
RS*

To: Mayor's Office of Community Development  
From: Rhonda Gallo, Executive Assistant  
Att: Sandra James

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Fax: (415) 701-5501 Phone: (415) 487-3300

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Phone: (415) 701-5500 Date: 2/22/07

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Re: Public Meeting Notification Pages (including cover): 2

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**Comments:**

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Thank you.

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San Francisco, CA 94103

Office Location  
165 Eighth Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

FAX  
(415) 252-1743

*2/22/07  
RJR*

## FAX

To: San Francisco Main Library  
Government Information Development  
From: Rhonda Gallo, Executive Assistant  
Att: Michael Sherrod

---

AX: (415) 557-4475 Phone: (415) 487-3300

---

Phone: (415) 557-4471 Date: 2-22-07

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Re: Public Meeting Notification Pages (including cover): 2

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**Comments:**

Attached, please find a notice for our upcoming Board Meeting to which the public is invited. Please place this posting with the other notices in your office.

Thank you.

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NO.	COMM.	PAGES	FILE	DURATION	X/R	IDENTIFICATION	DATE	TIME	DIAGNOSTIC
01	OK	001	944	00:00:44	RCV		FEB-18	22:22	040FC0000A070
02	OK	001	945	00:00:16	RCV		FEB-19	19:24	0507C0000ACB0
03	OK	004/004	946	00:00:42	XMT		FEB-20	09:59	0107A2000ADD0
04	OK	001	947	00:00:30	RCV		FEB-20	10:15	0507C0000A070
05	OK	001	948	00:00:28	RCV		FEB-20	12:32	0507C0000A070
06	OK	001/001	949	00:00:47	XMT		FEB-20	13:55	610FA2000A070
07	OK	001/001	950	00:00:13	XMT		FEB-20	13:57	0107A2000ADD0
08	OK	001	951	00:00:22	RCV		FEB-20	13:58	0507C0000ACCB
09	OK	002/002	953	00:00:37	XMT		FEB-20	14:03	0107A20001030
10	OK	001/001	952	00:00:13	XMT		FEB-20	14:04	0107A2000ADD0
11	OK	002/002	954	00:00:27	XMT		FEB-20	14:14	0107A2000ADB0
12	OK	001	955	00:00:22	RCV		FEB-20	15:22	0507C0000ACCB
13	OK	002	956	00:00:24	RCV		FEB-20	15:59	0507C0000ACCB
14	OK	001	957	00:00:28	RCV		FEB-20	16:10	C507C0000SACD0
15	OK	002	958	00:01:08	RCV		FEB-20	17:04	050FC0000A070
16	420	000	959	00:00:37	RCV		FEB-21	08:46	0000C00000000
17	OK	001	960	00:00:21	RCV		FEB-21	10:34	050FC0000ADC0
18	OK	003	961	00:00:56	RCV		FEB-21	10:52	0507C0000A070
19	OK	003	962	00:01:30	RCV		FEB-21	11:11	0507C00008030
20	OK	002/002	963	00:00:56	XMT		FEB-21	11:16	0107A20000070
21	420	000	964	00:00:37	RCV		FEB-21	11:22	0000C00000000
22	OK	003	965	00:00:40	RCV		FEB-21	11:27	0507C0000AAB0
23	OK	002	966	00:00:29	RCV		FEB-21	13:54	0507C0000ACB0
24	OK	002	967	00:00:23	RCV		FEB-21	17:10	0507C0000ACCB
25	OK	002/002	968	00:00:19	XMT	95545163	FEB-22	08:58	0107A2000ADC0
26	OK	002/002	969	00:00:27	XMT	95574475	FEB-22	08:59	0107A2000ADB0
27	OK	002/002	970	00:00:19	XMT	97015501	FEB-22	08:59	0107A2000ADC0
28	OK	001	971	00:00:30	RCV		FEB-22	09:56	0507C0000A070
29	OK	001	972	00:00:21	RCV		FEB-22	10:00	0507C0000ACCB
30	OK	001	973	00:00:34	RCV		FEB-22	11:02	0507C0000A070
31	OK	001	974	00:00:23	RCV		FEB-22	12:21	0507C0000ACCB
32	OK	002	975	00:00:24	RCV		FEB-22	12:25	0507C0000ADD0

-EPISCOPAL COMMUNITY SVCS -

## ECS Board Meeting Minutes

Canon Barcus Conference Room

November 26, 2007

**Present:** Pablo Wong, President; Ted Chambers, Vice President/Secretary; Yvonne Tatsuno, Vice President/Treasurer; Tracy Dearman, Sedge Dienst, Alan Fox, Vanessa Glass, Chris Hoberg, Martin Jones, Jenisel Jordan, Frederic Knapp, Soo-Ah Landa (phone), Richard Springwater

**Excused:** David Chin, Todd Clayter, Michael Coholan, Walt Conway, William Harris, James Hickman, Delbert Scott

**Staff Present:** Melanie Johnson, CFO; Suzanne Palmer, Director of Development; Shirley Tong, Accounting Manager; Kelly Wilkinson, Associate Director; Rhonda Gallo, Executive Assistant

**Guests:** Kathy Grogan, Hood & Strong, LLP; Eric Wheatley, ECS Board Candidate

**Welcome and Introductions:** Pablo Wong convened the meeting at 5:30 pm and noted that this is the second board meeting opened to the public this year. A quorum was present and introductions were made.

Soo-Ah Landa introduced ECS board candidate, Eric Wheatley, who attended also as a member of "the public". Eric is a former ECS client, who now holds a position with TRI/Coldwell Banker.

### **Special Agenda: 2006-2007 ECS Consolidated Audit Presentation**

In presenting the 2006-2007 Single Audit Report, Kathy Grogan noted that this is the first audit of ECS that consolidates financial statements of our housing affiliates, Canon Barcus Associates, Canon Kip Associates and 275 10<sup>th</sup> Street Associates, LP, with the ECS financial statements.

Kathy reviewed changes in the Schedule of Financial Position and Schedule of Activities and Changes in Net Assets. She indicated that there were no findings of material weaknesses and no disagreements between the auditors and ECS management

Alan Fox noted that the Audit Committee (Alan Fox, Walt Conway, Barbara Creed, and Jim Hickman) had reviewed the document and found the report to be strong and favorable to ECS. He thanked Melanie Johnson and her staff for their efforts in facilitating the audit and for leadership in ECS's financial development.

➤ **Action request:** Approval of 2006-2007 audited financial statements as presented. Jenisel Jordan moved for approval; Tracy Dearman seconded. All Approved.

### **Staff Appreciation**

Yvonne Tatsuno expressed gratitude to Melanie Johnson and Shirley Tong, noting that they've proven to perform their jobs with excellence and consistency. She also commended Shirley for being a large part of ECS's growth; improving efficiency and productivity of her staff and handling the demands of the expansion of the agency.

Ken Reggio also expressed appreciation to Shirley and Melanie. He noted that Melanie has been with ECS for three years and found her to be a hard worker, dedicated and generous in support of ECS.

**Approval of Minutes, September 24, 2007 meeting:** Ted Chambers moved for approval; Jenisel Jordan seconded. Approved unanimously.

## ECS Board Meeting Minutes

Canon Barcus Conference Room

November 26, 2007

### Development Committee

- Community Expansion Campaign (CEC): Frederic Knapp reported that 229 letters still need signatures from four board members. He thanked board members for their outreach, with particular appreciation to those board members who brought their personal and professional contacts.

ECS is increasing its efforts to outreach to the community. Frederic indicated that it will start with Episcopal parishes. Development has scheduled to meet with two parishes between Christmas and Easter.

- Board Giving Campaign: Frederic noted that board giving is running lower than expected and asked that board members turn in their pledges if they haven't yet done so.

Ken Reggio indicated that last year, 95% of board members fulfilled their pledges and he is confident that 100% of board members will give to ECS this year. He reminded Board that payments on pledges can be made as late as June 30, '08 to make our private revenue goal for this fiscal year, but that board members should not delay pledging their support.

- Organizational Mission and Overview, 2007-2008: Suzanne described the contents of the CEC packets that she distributed to board. She pointed out the "elevator speech", a new item in the packet and welcomed feedback regarding the blurb. Also included in the packet are lists of prospects assigned to each of the board member. She is interested in hearing about the board members' comfort level with the people on their list.

Suzanne indicated that presently there are 39 members of the Sanctuary Society. Development continues to consult with the Rev. Richard Schrapper on Planned Giving. Chris Hoberg asked if there was a minimum amount required for membership. Suzanne responded that determination was the type of gift rather than amount.

### Executive Committee

- Notes from Board retreat, October 22, 2007: Ken Reggio pointed out that the draft notes from the October 22 board retreat are included in the board packet. Pablo Wong extended gratitude for Walt Conway and Meredith Tennent's hospitality. He also thanked Richard Springwater and Kelly Wilkinson for facilitating the discussion on homelessness.

Ken called the Board's attention to the following corporate authorizing resolutions recently passed by the Executive Committee on Board's behalf.

- To apply for and accept funding from the Crescent Porter Hale Foundation, October 5, 2007
- To advance development of Bishop Swing Community House, October 29, 2007.
  - Sponsorship, loan guaranty, loan assignment and indemnification agreement
  - Withdrawal as limited partner and sponsorship.
- To obtain credit, grant security, guarantee or subordinate on BSCH transactions (Union Bank authorization), November 1, 2007.

[Full text of the executed resolutions is attached to these minutes.]



## ECS Board Meeting Minutes

Canon Barcus Conference Room

November 26, 2007

### Finance Committee

- September 2007 financial statements: Yvonne Tatsuno reported that finances are on track. Total Support & Revenue YTD at 9/30/07 of \$4.2M is \$836K greater than last year at this time, slightly under (\$19K) of this year's YTD budget.

Yvonne also noted that operating income at 9/30/07 YTD is \$108K and \$142K greater than last year at this time.

### Governance Committee

Soo-Ah Landa reported that the committee continues to reach out to one of our board members who has not actively participated with ECS for some time:

### Planning and Program Committee

In Todd Clayter's absence, Ken Reggio reported that the next Planning and Program Committee meeting is scheduled for Monday, December 3, 5:30 pm at Canon Barcus. The Committee will serve as a focus group focusing on the future of the CHEFS program. Lisa Stringer, Director of the Skills Center, and a consultant will facilitate the discussion. There will be a series of future focus group meetings to explore the possibility of expanding the CHEFS program (e.g., catering business, café, food distribution, support of ECS food operations, etc.). Todd and Ken are encouraging all board members to participate in the Planning and Program Committee meeting.

### Housing Committee

- Close of escrow on construction financing: Richard Springwater reported that escrow should close on its Bond/Construction financing this week. [As of Wednesday, November 28, it closed – see Phil Clark's email.] Demolition is expected to start December 3.
- Project schedule: Richard indicated that all permits are in line and construction will proceed according to schedule.
- Formal groundbreaking: Phil Clark, Suzanne and Ken are working on the details and will alert board of the groundbreaking date once it has been determined.

### Canon Barcus, Inc.

- Sustainability plan: Richard reported that the MOH and Merritt Capital, Canon Barcus' tax credit partner, have accepted the restructuring and deferment of Canon Barcus' active debt service (\$460K annually). This has been a two year effort as a result of HUD's 2005 ruling on the reduction of Section 8 subsidies and under projection of operational expenses. Richard and Ken credited Phil Clark for his work in this effort.
- Capital improvements: Richard indicated that there is new and improved flooring at Canon Kip.

### Director's report

- ECS Program Statistics, 2006-2007: Ken Reggio reviewed the program statistics of 2006-2007. The statistics show race, age, income and other categories of the clients who access our programs.

## ECS Board Meeting Minutes

Canon Barcus Conference Room

November 26, 2007

- Meeting schedule, 2008: Also included in the board packet is a draft of ECS's board meetings schedule. Ken asked that board review it and alert Rhonda Gallo of any conflicting dates. Rhonda will send out an update that will include committee dates, once she gets that information.
- Collective Bargaining Agreement approval, November 2007: This year, the Collective Bargain Agreement was up for renewal, as it is every three years. Ken reported that negotiations went smoothly between the union and ECS management and acknowledged Kelly Wilkinson's leadership in that regard. With the ratification of the CBA, ECS employees will be receiving a 3% increase beginning in January.
- Action request: To approve application for and acceptance of 2008-2009 Emergency Shelter Grant funding, and to acknowledge awareness of responsibilities and limitations for The ECS Sanctuary Shelter. Frederic Knapp moved for approval; Chris Hoberg seconded. Approved unanimously. [Full text of resolution attached to these minutes.]
- Action request: To approve application for and acceptance of 2008-2009 Community Development Block Grant funding, and to acknowledge awareness of responsibilities and limitations for The ECS Skills Center. Martin Jones moved for approval; Alan Fox seconded. Approved unanimously. [Full text of resolution attached to these minutes.]
- Action request: To approve application for and acceptance of 2008-2009 Community Development Block Grant funding, and to acknowledge awareness of responsibilities and limitations for Supportive Housing Program, including Eviction Prevention subcontract. Martin Jones moved for approval; Alan Fox seconded.

Discussion: Sedge Dienst inquired about the involvement of the Mental Health Association for residents at our supportive housing sites. Kelly responded ECS, along with other nonprofit entities, provides training for staff to help their clients with mental issues. Kelly cited example as hoarding and cluttering, a problem among some of the residents and potentially the cause for evictions since it can create fire and safety hazards, odor and insect infestation. Ken noted that specialists from the MHA provide support groups for tenants as well as staff in dealing with this issue and other problems.

Richard Springwater asked what is done to prevent evictions. Kelly Wilkinson replied that along with the provision of education and support groups for tenants, case managers offer linkage and referrals to other resources. She noted that Lolita Kintanar, Director of The Senior Center has a special fund set up to help clients with rental income. Chris Hoberg asked if this would create a conflict of interest for ECS. Melanie Johnson noted that this fund, like all outgoing and incoming money is carefully monitored, with detail reporting. Rent assistance checks are sent directly to the landlords. In the overall scheme, relatively little is spent for ECS affiliate tenants.

The board approved the resolution unanimously. [Full text of resolution attached to these minutes.]

- Action request: To approve application for and acceptance of 2008 Emergency Housing Assistance Program (EHAP) funding, and to agree to use funds for eligible activities in the ECS Shelters. Martin Jones moved for approval; Yvonne Tatsuno seconded. Approved unanimously.

## ECS Board Meeting Minutes

Canon Barcus Conference Room

November 26, 2007

- Action request: To authorize application for and acceptance of funding from The San Francisco Foundation. Sedge Dienst moved for approval; Chris Hoberg seconded. Approved unanimously.

### Other business

- **Caroling at The Sanctuary:** Ken announced that a group from the Church of Advent will gather at The Sanctuary on Wednesday evening, December 19 to sing Christmas carols. He welcomes board and their spouses and friends to attend but cautioned that this is not a family event since the shelter environment is not an appropriate setting for young children. The Church of Advent is the same group that does liturgy at The Sanctuary on Sundays.
- **Lawsuits:** Ken noted that the victim of the stabbing incident at Next Door in January is suing ECS and the City and County of San Francisco. Our insurance company, Nonprofit Insurance Alliance Corporation (NIAC) is defending the case. The suit was disclosed to our auditors, Union Bank (construction lender at 275 10<sup>th</sup> Street), and other appropriate business affiliates.

The second lawsuit was filed in September from a former Canon Kip Community House tenant who is suing Caritas Management, ECS and Ken. Ken believes that the tenant's case is weak. This case is also being defended by NIAC.

- **Civil Grand Jury:** Ken will meet with authorities to discuss how HUD's funds are used. Ken noted that our 2006-2007 single audit report references the HUD funding. Jury members have met previously with San Francisco Human Service Agency and with the Local Homeless Coordinating Board.
- **Catholic Charities Luncheon:** Pablo Wong, Ken Reggio and Suzanne Palmer attended a Catholic Charities luncheon to honor its 100 years of service and to honor its service partners.
- **National Philanthropy Day:** The Association of Fundraising Professionals held an annual gala luncheon in Oakland on November 15 to recognize outstanding community leaders in philanthropy. ECS paid tribute to Barbara Creed, who was among the nine awardees, for her outstanding work with ECS. Todd Clayter and Tracy Dearman represented the Board at the event.
- **CHEFS Graduation:** CHEFS will be holding its graduation ceremony and dinner this Thursday, November 29, from 5:00-7:00 pm at Canon Kip Community House dining room. Pablo Wong encouraged board members to attend.

**Meeting adjourned:** Pablo Wong adjourned the meeting at 7:30 pm.

**Next Meeting:** Monday, January 28, 2008, 5:30 pm, Canon Barcus Conference Room

# **Episcopal Community Services**

## **Policies and Procedures**

### **Regarding**

### **Sunshine Ordinance**

## **Episcopal Community Services**

### **Policy and Procedure Regarding the San Francisco Sunshine Ordinance**

#### **Policy**

Episcopal Community Services (ECS) shall comply with the provisions of The Sunshine Ordinance, #198-98, Chapter L, Sections 1-10 of Part 1 of the San Francisco Municipal Code.

#### **Purpose**

As a not-for-profit agency conducting business with the City of San Francisco, and as a recipient of funds in excess of \$250,000 per year funded through the City of San Francisco, ECS is required by law to comply with the Sunshine Ordinance, as well as other applicable ordinances. This document addresses ECS' responsibility to comply, and the procedures which will be undertaken to meet the requirements enumerated in the ordinance.

ECS understands that if it materially breaches its obligations under the ordinance, the contracting City department is authorized, but not required, to terminate or decline to renew a contract between the City and ECS.

ECS is proud of its position as a major provider of services to the citizens of San Francisco and welcomes the opportunity to participate in the spirit of openness in the community.

#### **Procedure**

##### **A. Public Access to Records and Information**

###### **1. The Information Packet**

The Chief Financial Officer shall compile and maintain a packet of information that shall contain:

- a. Financial data that will include two years of audited results and the budget for the current year on an agency and program level.
- b. The most recent federal tax return, IRS Form 990, and the most recent state tax returns, California Form 199, and the California Attorney General Form CT-2 except to the extent that these forms, or specific information contained on these forms, are privileged, such as the names of donors or the amount and nature of any donation.
- c. Performance evaluations performed by or for the City for the past two years, for the program requested, to the extent that ECS possesses these documents and that such documents may be publicly disclosed under the terms of the contract.
- d. An informational packet describing services provided by ECS.

## 2. The Request and Follow-up

- a. A member of the public may request to view the information in the "Sunshine Ordinance Information Packet". The individual shall make his/her request in writing via United States Mail, in e-mail, through facsimile or at one of ECS' program sites. The request shall be routed to the Associate Director, and shall include the information requested, the name, address, and telephone number, affiliation of requestor, and the contract/program for which the request is being made. The request and information contained therein shall be entered into the Sunshine Ordinance log, maintained in the office of the Associate Director, along with the date and time of receipt of request, and the follow-up action and name of person answering the request.
- b. The Chief Financial Officer, within ten days of the date of the request being made, shall make the packet available for viewing, by appointment, during the hours of 9:00 am to 4:00 pm at 165 Eighth Street, 3<sup>rd</sup> Floor, San Francisco, CA 94103. Two alternatives include provision of a packet that may be given to the requestor in exchange for the cost of duplication and postage.
- c. The requestor may request financial information in addition to the packet described above. ECS may provide the information on a voluntary basis, should it so agree. ECS is not required to provide such additional information.

## **B. Public Access to Meetings**

### 1. Meetings Open to the Public

ECS has designated the March and September meetings of the Board of Directors to be "public meetings". Issues addressed at these meetings shall be similar in nature to issues typically addressed by the Board at its other regular or special meetings.

### 2. Closed Meetings

The Board may close a portion of the public meeting when discussing matters which would reveal the identity of Agency clients or donors; when discussing matters pertaining to litigation, real estate negotiations, labor negotiations, client-attorney privileged information, or information which constitutes a trade secret; when discussing an employment issue including the employment/performance/termination of an employee of the Agency including hearing charges or complaints against an employee; under circumstances prohibited by law; under circumstances where the San Francisco Board of Supervisors has approved closing a portion of the meeting.

3. Public Comment

At each of the two designated "public meetings", the agenda shall allow for thirty minutes of public comment, in order for the public to have an opportunity to address the Board of Directors on items of interest relating to the operations or services provided by ECS.

- a. Each speaker will be allowed three minutes to address the Board.
- b. Each speaker will be asked to complete a "Public Speaker Comment Card" for the purposes of correct spelling for minutes of the meeting. Information requested will include: name, address, telephone number, affiliation, and topic to be addressed.
- c. The comments will be recorded as part of the minutes.
- d. Any documentation provided by the speaker will be attached to the speaker card.
- e. No significant outbursts, applause, or other disruptions will be allowed.
- f. The meeting agenda will designate the time set aside for public comment.

4. Notice of the Meeting

At least thirty days prior to the public meetings, the Executive Assistant shall send notices of the meeting to: Clerk of the Board of Supervisors, City Hall, One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102; San Francisco Main Library, Government Information Center, Civic Center, San Francisco, CA 94102 and the Mayor's Office of Community Development, One South Van Ness Avenue, 5<sup>th</sup> Floor, San Francisco, CA 94103. From time to time other agencies of the City may request a copy of such notice.

- a. The meeting notice shall include the date, time and location.
- b. The meeting notice shall include language addressing accessibility needs.

**C. Community Representation**

1. ECS shall make a good faith effort to promote membership on the Board of Directors of at least one person who is a recipient of the services of ECS, or a recipient of similar services provided by another non-profit organization and who are members of the class of person who are intended to be benefited by the programs of ECS or similar agencies. The process to be considered for nomination is attached to this policy.

- a. Applications to be considered for nomination to the Board of Directors may be submitted to ECS at any time. The application shall be handled in accordance with the Board nomination procedures.

**D. Complaints and Dispute Resolution**

1. In the event a member of the public is not satisfied with the answer to his/her request for additional information, or has a complaint concerning the compliance /non-compliance with this ordinance, he/she may submit the request or complaint to the City agency or department which is party to and/or administers the contract in question. The City agency or department shall consider the request or complaint and shall recommend a resolution. Should there continue to be a disagreement following such recommendation or consideration, the requestor or ECS may seek an opinion from the Sunshine Ordinance Task Force. Additionally, a request may be made to the Board of Supervisors to review the issue.
2. Procedures for handling disputes.
  - a. The Associate Director shall be the contact person for any disputes.
  - b. Disputes will be recorded in the Sunshine Ordinance Log Book.
  - c. Any disputes or complaints filed with the City regarding this ordinance, over a two-year period, shall be available in the Log Book.
  - d. The Log Book shall include the disposition of such complaints.
  - e. The City's contract manager for the contract/program at issue shall be the point of contact for communication and correspondence, unless otherwise directed by that office.