



City and County of San Francisco  
**Shelter Monitoring Committee**

**DRAFT MEETING MINUTES  
SHELTER MONITORING COMMITTEE  
February 15, 2017  
10:00 AM  
City Hall, Room 408  
San Francisco, CA 94102**

**Present:**

*Chair Mwangi Mukami  
Committee Member Patrina Hall  
Committee Member Loretta Gaines  
Committee Member Lauren Kahn  
Committee Member Leslie Bilbro  
Committee Member Traci Watson  
Committee Member Gavin James  
Committee Member Stephen Irwin  
Committee Member Gary McCoy  
Committee Member Charles Morimoto*

**Excused:**

*Committee Member Cindy Ward  
Committee Member Nicholas Kimura  
Committee Member Jonathan Lisan*

**PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.**

**CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS** *2 min*

*Chair Mukami called the meeting to order at 10:12 AM. Committee Member Bilbro was not present during roll call. There was quorum.*

*Committee Member Bilbro was noted as present at 10:24 AM.*

*Agenda Adjustments: Approval of December 2016 Minutes (Item I.) tabled until after Public Comment (Item IV.) Report from Department of Homelessness and Supportive Housing (Item III. A) adjusted to take place after Communication from Chair (Item II. A).*

**II. NEW BUSINESS**

**A. COMMUNICATION FROM THE CHAIR** **Chair Mukami** *5min*

Chair Mukami welcomed the new appointed members to the Shelter Monitoring Committee and explained that the Committee passed a resolution during the 2015-2016 term that would

require members to submit a photograph and a biography for the Shelter Monitoring Committee website.

**III. REPORTS**

*DISCUSSION*

**A. DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**Emily Cohen** 10 min

Emily Cohen provide an update from the Department of Homelessness and Supportive Housing, which included an introduction to the DSHS, an update on the San Francisco Point in Time Homeless Count and changes to Social Security Administration (SSA) programs that affect people voluntarily participating in money management programs.

**Member Comment:** Member James stated that there are people that participate in voluntary money management programs but are required to have it to qualify for housing programs.

**No public comment**

**II. NEW BUSINESS**

*DISCUSSION*

**B. POLICY SUB-COMMITTEE UPDATE**

**Policy Sub-Committee Chair McCoy** 5min

Policy Subcommittee Chair provided an update from the Policy Subcommittee and summarized the Subcommittee's accomplishments from the previous term.

**No public comment**

**C. INDUCTION OF NEW COMMITTEE MEMBERS**

**Chair Mukami** 15 min

Chair Mukami provided an overview of the Committee's accomplishments from the 2015-2016 term. All Committee members introduced themselves and described their goals for the 2017-2018 term.

**III. REPORTS**

*DISCUSSION*

**B. SHELTER STATUS REPORTS**

**Chair Mukami** 10 min

Department of Homelessness and Supportive Housing (**HS**H) Report

- Shelter Vacancy Report
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point
- Winter Shelter for Single Adults and Families

Chair Mukami provided an overview of the monthly reports that are provided by HSH and asked Cathy Perdue to provide additional information.

**Public Comment:** Cathy Perdue (HSH) provided additional information on the vacancy rates listed in HSH reports and discussed ideas that were being considered to increase occupancy at Providence Emergency Shelter, such as the installation of showers or providing clients with a brown bag breakfast.

**Member Comment:** Member Bilbro asked about why clients would choose to not stay at Providence. Cathy Perdue explained that in the past, clients have stated that a lack of transit options, showers and breakfast are reasons why they may prefer to stay at other shelters.

**No public comment**

**C. Standard of Care Staff Report                      Committee Staff                      10 min**

Committee staff reviewed the December 2016 and January 2017 Standard of Care Staff report and explained that it is a monthly report that describes the client complaints and site visit results from the previous month. Members Bilbro and Morimoto discussed potential changes to the report, such as adding in the client capacity of each site.

**Public Comment:** Cathy Perdue asked if the forms from January’s site visits were sent out. Committee staff confirmed that they had not been sent out to the shelters yet.

**Public Comment:** Cynthia Lee shared her concerns that shelter staff at Next Door are not taking sufficient steps to address incidents of intimidation and violence. She also stated that many clients do not submit complaints due to fear of retaliation.

**Public Comment:** Lynne Butcher stated that she was attacked while she was staying at Next Door. She also stated that there are racial tensions at the site and that sometimes staff have to work two shifts in a row if their replacements call out.

**Public Comment:** Ann Jones stated that clients are afraid to come to the Committee due to a fear of retaliation.

**IV. PUBLIC COMMENT    DISCUSSION    3 min**

Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by **Proposed Action** after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

**No public comment**

**I. MINUTES    ACTION**  
**A. December 2016 Minutes    Chair Mukami    5 min**

The Committee reviewed and voted to approve the draft December 2016 Minutes.

*Explanatory document- December 2016 Committee Minutes*

**No public comment**

***Proposed Action: Approve Minutes.***

**M/S/C: McCoy/James/Unanimous**

***Proposed Action: December 2016 Committee Minutes Approved***

**Member Comment:** Chair Mukami stated that Committee Staff would follow up on all comments, but explained that the Committee was limited to making recommendations as they cannot dictate policy.

### **Adjournment**

This item requires a motion, a second, and to be carried.

***Proposed Action: Approve adjournment***

**M/S/C: James/Mukami/Unanimous**

***Adjournment approved***

*Meeting adjourned at 11:35 AM*

To obtain copies of the agenda, minutes, or any explanatory documents, please contact Jeff Simbe at 415.255.3642 or jeff.simbe@sfdph.org 72 hours before the meeting.

To obtain a disability-related modification or accommodation, including auxiliary aids or services to participate in the meeting, please contact Jeff Simbe at 415.255.3642 or jeff.simbe@sfdph.org at least two business days before the meeting.

City Hall is accessible to persons using wheelchairs and others with disabilities. Assistive listening devices are available and meetings are open-captioned. Agendas are available in large print. Materials in alternative formats, American Sign Language interpreters, and other format accommodations will be made available upon request. Please make your request for alternative format or other accommodations to the Shelter Monitoring Committee at 415.255.3642. Providing at least 72 hours notice prior to the meeting will help ensure availability.

The nearest BART station is Civic Center Plaza at the intersection of Market, Grove, and Hyde Streets. The MUNI Metro lines are the F, J, K, L, M, and N (Civic Center Station or Van Ness Avenue Station). MUNI bus lines serving the area are the 47 Van Ness, 9 San Bruno, and the 6, 7, 71 Haight/Noreiga. Accessible curbside parking is available on Oak and Hickory Streets.

The ringing of and use of cell phones, pagers, and similar sound producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager or other similar sound-producing electronic devices. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees maybe sensitive to various chemical based scented projects. Please help the City to accommodate these individuals.

**Know Your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**  
Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. **FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE, OR TO REPORT**

**A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE THROUGH:**

Administrator  
Sunshine Ordinance Task Force  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689  
Phone 415.554.7724  
Fax 415.554.7854  
E-mail [sotf@sfgov.org](mailto:sotf@sfgov.org)

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library, and on the City's website at [www.sfgov.org](http://www.sfgov.org).

**Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code § 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; web site: [sfgov.org/ethics](http://sfgov.org/ethics).