



City and County of San Francisco
Shelter Monitoring Committee

**DRAFT MEETING MINUTES
 SHELTER MONITORING COMMITTEE
 POLICY SUBCOMMITTEE MEETING**

**June 9, 2016
 4:30 PM – 5:30 PM
 101 Grove St.
 Room 302 (3rd Floor)
 San Francisco, CA 94102**

Present:

*Subcommittee Chair Mwangi Mukami
 Subcommittee Member Kendra Amick
 Subcommittee Member Matthew Steen (SMC Vice-Chair)*

Excused:

Subcommittee Member Terezie Bohrer (SMC Secretary)

Absent:

Subcommittee Member Gary McCoy

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

I. MINUTES *ACTION*
A. March/April/May 2016 Minutes **Chair Mukami** *5 min*
No public comment
 Approval of minutes tabled till next month’s meeting so they can be reviewed by Shelter Monitoring Committee Secretary Bohrer.

II. NEW BUSINESS *DISCUSSION*
A. HSA Domestic Violence/Imminent Danger Policy **Chair Mukami** *30 min*
 The Subcommittee continued to review the draft HSA Domestic Violence/Imminent Danger Policy.
Explanatory documents – draft HSA Domestic Violence/Imminent Danger Policy, Imminent Danger Resolution 508-15

Member Comment: Chair Mukami reviewed some concerns that the Policy Subcommittee had about the Draft Imminent Danger Policy. He stated that the language that is used in the procedures to contact law enforcement imply that shelters have to create a new report when domestic violence takes place. He stated that in reality, shelter staff need to create a Critical Incident Report which

is a pre-existing procedure and recommended changing the language to indicate that it is not an extra report.

Member Comment: Member Amick stated her concerns that mandatory contact of the police may actually escalate the violence in a domestic violence situation. She also stated that while law enforcement is supposed to be contacted by shelter staff whenever violence takes place in a shelter that this is not always the case.

Shelter Monitoring Committee Member Ward stated that this was two separate issues and that if shelter staff weren't reporting all incidents of violence then that would be a separate issue they would have to take a look at.

Member Comment: Member Steen stated that while there are concerns about the mandatory contact of law enforcement when clients self-report domestic violence, contacting law enforcement can also bring in resources such as EPOs.

Member Comment: Member Amick stated her concern that if reporting to the police becomes necessary then victims may not self-disclose incidents of domestic violence. She stated her recommendation that in cases of self-disclosure, it should be up to the client to decide whether or not to contact law enforcement.

Member Comment: Chair Mukami stated that his understanding is that law enforcement will only be called if shelter staff actually see domestic violence taking place inside the shelter.

Shelter Monitoring Committee Member Ward confirmed that domestic violence will be treated as a critical incident and that police must be contacted in all cases of observed violence.

Member Comment: Member Steen stated that the "Protocols" section of Page 1 states that the shelter "may or may not decide to move forward" and his belief that the language was vague.

Shelter Monitoring Committee Member Ward stated that it is difficult to take into account every situation that can happen. She also stated her belief that if staff see violence taking place, then they have to call law enforcement to take into account the safety of everyone at the shelter. She also stated that the policy also includes increasing training with La Casa, who can provide subject matter expertise.

Member Comment: Member Amick stated that mandatory contact with a domestic violence advocate/specialist in cases where victims self-disclose a domestic violence incident may be a better outcome than requiring that law enforcement be contacted.

Member Comment: Chair Mukami stated that he believed they had cleared up the confusion regarding that section of the draft and that the Policy Subcommittee recommended inserting language where it is only mandatory to call law enforcement when staff witness domestic violence taking place themselves.

Shelter Monitoring Committee Member Ward stated that language regarding the 15 day denial of service still needed to be included in the draft.

Member Comment: Member Amick stated that she still did not think that there needed to be a period where victims are denied services.

Shelter Monitoring Committee Member Ward stated that under the new policy there are conditions where if the victim is willing to get an EPO/civil restraining order they won't get denied services.

Member Comment: Chair Mukami stated that he like how the policy includes information on the grievance process so that clients know that they have the right to appeal the DOS.

Shelter Monitoring Committee Member Ward stated that she knew there were some concerns about the lethality assessment at the last meeting where information from the assessment might be used at DOS/grievance hearings. She stated that the information from the assessments should and will remain confidential and won't be used in hearings.

Member Comment: Member Steen stated that he wanted to make sure that the information from the assessment would travel with the client so that staff could be aware of any red flags.

Shelter Monitoring Committee Member Ward asked for clarification about comments made by Beverly Upton regarding a "Know Your Rights" card at the last Policy Subcommittee meeting.

Member Comment: Member Amick stated that that there are a variety of "Know Your Rights" cards at Bay Legal.

Shelter Monitoring Committee Member Ward stated that they could work on something that gives information to clients that informs them about what their options are and what shelter staff will do in incidents of domestic violence. She stated that there are already existing protocols in place about how to deal with ICE/immigration law enforcement.

Member Comment: Chair Mukami asked if there was an orientation provided at family shelters like there was at single-adult shelters.

Shelter Monitoring Committee Member Ward stated that there is a very thorough orientation provided at family shelters. She stated that she would get an updated draft to the Committee but it might not be ready by the next Policy Subcommittee meeting. She also stated that the draft says Human Services Agency (HSA) but that the draft wouldn't be finalized until the new department. She stated that Joyce Crum would still be managing things on a part time basis but it was possible that the process may need to be started again.

Member Comment: Member Steen stated that he believed the new director of the Department on Homelessness and Supportive Housing should be aware of domestic violence issues inside family shelters.

Shelter Monitoring Committee Member Ward stated that she would highlight the changes that were discussed and provide a new draft to share with the full Shelter Monitoring Committee meeting. She also stated her interest in creating a Know your Rights packet/card with the Policy Subcommittee and that she would be advocating that the new department move forward with the draft policy.

Member Comment: Chair Mukami stated that the draft would be placed on the agenda for the July Policy Subcommittee meeting and asked Member Steen to work on rewording some of the language once they were given the final draft of the policy.

Member Comment: Member Amick stated that the final draft must be posted 72 hours before the July meeting, so the draft must be received before June 20th. She also asked if the edits would be large or small.

Member Comment: Member Steen confirmed that he would only be making grammatical edits so the document would be easier to read.

No public comment

III. INFORMATION REQUESTS

DISCUSSION

A. Information Requests

Chair Mukami 15 min

The Committee reviewed the responses to the information request made to HSA regarding shelter use data and the information request made to HOPE Office regarding tracking CAAP and HOT bed vacancies.

Member Comment: Member Steen gave some background information regarding the information request from HSA regarding utilization at specific shelters. He stated that he requested the information in case the Committee receives any questions about shelter utilization. He expressed his intent to introduce new information requests for data on unduplicated counts for single adult, youth and family shelters on an annual basis. He stated that the monthly numbers provided by HSA are useful but it is also helpful to see the numbers framed in an annual perspective. He also emphasized the need to get applications

in for the Shelter Monitoring Committee seats nominated by the Local Homeless Coordinating Board.

No public comment

Adjournment

No public comment

Proposed Action: Approve adjournment

M/S/C: Steen/Amick/Unanimous

Adjournment approved

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