



City and County of San Francisco
Shelter Monitoring Committee

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

**July 27, 2017
 4:00 PM – 5:00 PM
 1380 Howard Street
 Room 417 (4th Floor)
 San Francisco, CA 94103**

Roster:

*Subcommittee Member Patrina Hall
 Subcommittee Member Lauren Kahn
 Subcommittee Member Loretta Gaines*

Excused:

*Subcommittee Chair Nick Kimura
 Subcommittee Member Leslie Bilbro*

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

Meeting began at 4:21 PM

- I. MINUTES** *ACTION*
- A. June 28, 2017 Minutes** **Subcommittee Chair Kimura** *5 min*
 The Subcommittee reviewed the draft June 28, 2017 Minutes.
Explanatory document- June 1, 2017 Draft Minutes
No public comment
Proposed Action: Approve Minutes.
M/S/C: Kahn/Gaines/Unanimous

- II. NEW BUSINESS** *DISCUSSION/ACTION*
- A. LEGISLATION REVIEW** **Subcommittee Chair Kimura** *15 min*
 The Subcommittee reviewed the legislation guiding the Committee’s site visit requirements and the number of complaints and infractions that each shelter received over the last two years.
Explanatory document – Complaint/Infraction Numbers
Proposed Action: Table Legislation Review until next meeting
M/S/C: Kahn/Gaines/Unanimous

Legislation Review tabled

B. INVESTIGATION SURVEYS

Subcommittee Chair Kimura 15 min

The Subcommittee discussed investigation surveys and if it made sense to continue using surveys for complaints alleging violations of Standard 1 of the Standards of Care. Members Kahn and Hall stated that they did not think surveys were useful for Standard 1 investigations unless a large number of clients in the same demographic group all reported having the same problems with shelter staff. Member Hall stated that she would like to see surveys include questions about clients' civil rights, constitutional rights and potential Title VI violations. The Subcommittee agreed to review existing site visit surveys and to come to the next Subcommittee meeting with ideas for a new survey format and survey questions.

Explanatory document – Surveys

Public comment: Charles Pitts asked if the Committee knew the position of security cameras inside San Francisco shelters and shared his thoughts on how to improve investigations into client complaints.

C. STANDARDS OF CARE VIOLATIONS

Subcommittee Chair Kimura 15 min

Item was tabled due to the adjournment of the meeting.

Explanatory document – SOC Reports

Adjournment

M/S/C: Kahn/Gaines/Unanimous

No public comment

Proposed Action: Approve adjournment

Meeting adjourned at 5:15 PM

To obtain copies of the agenda, minutes, or any explanatory documents, please contact Jeff Simbe at 415.255.3647 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 415.255.3647 or jeff.simbe@sfdph.org at least two business days before the meeting.

To access 1380 Howard, enter on Howard Street and sign in at Navigation Desk. Take the elevator to 5th floor and proceed to the Reception Desk area who will assist you to Room 515. 1380 Howard 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 415.255.3647. 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 14 Mission.

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

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.

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.