



City and County of San Francisco
SHELTER MONITORING COMMITTEE

DRAFT MEETING MINUTES

August 16, 2017 / 10:00 AM
City Hall, Room 408 / San Francisco, CA 94102

Present:

- Chair Mwangi Mukami*
- Vice Chair Gary McCoy*
- Secretary Patrina Hall*
- Committee Member Nicholas Kimura*
- Committee Member Lauren Kahn*
- Committee Member Leslie Bilbro*
- Committee Member Gavin James*
- Committee Member Stephen Irwin*
- Committee Member Cindy Ward*
- Committee Member Charles Morimoto*

Excused:

- Committee Member Loretta Gaines*
- Committee Member Traci Watson*

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

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

The meeting began at 10:01 AM. Member Kimura and Member Bilbro were not present at the start of the meeting. There was quorum.

Member Bilbro arrived at 10:10 AM. Member Kimura arrived at 10:12 AM.

The Committee had a moment of silence in recognition of the woman who died during the Charleston protests and others who have died to ensure that America continues to remain America.

- I. MINUTES** **ACTION**
- A. JULY 2017 MINUTES** **Chair Mukami** 5 min
 The Committee reviewed the draft July 2017 Minutes.
Explanatory document- July 2017 Committee Minutes
Proposed Action: Approve Minutes.
No public comment
M/S/C: James/Ward/Unanimous
- II. OLD BUSINESS** **DISCUSSION/ACTION**

A. COMMUNICATION FROM THE CHAIR

Chair Mukami 10 min

Chair Mukami presented the Committee Staff Memorandum to the Committee, which contained information from the City Attorney’s office explaining the circumstances when Committee members employed by the Department of Homelessness and Supportive Housing (HSH) can abstain from voting on agenda items.

Explanatory documents – Committee Staff memorandum

No public comment

B. POLICY SUBCOMMITTEE

Chair Kimura 10 min

Committee Member Kimura gave an update on the work of the Policy Subcommittee and explained that the last meeting was cancelled due to lack of quorum.

C. LETTER TO HSH

Chair Mukami 10 min

The Committee edited and voted on a proposed letter to Jeff Kositsky, Director of the Department of Homelessness and Supportive Housing, regarding Navigation Centers.

Explanatory documents – Letter to HSH

Proposed Action: Approve Letter to HSH with edits

Member Comment: Member Kahn suggested changing the words “outside agency” to “independent agency”.

Member Comment: Member Ward suggested changing the words “outside agency” to “Shelter Monitoring Committee.”

No public comment

Roll Call Vote:

- Member Morimoto – Yea
- Member Kahn – Yea
- Member Ward – Yea
- Member Irvin – Yea
- Chair Mukami – Yea
- Vice Chair McCoy – Yea
- Member James – Yea
- Secretary Hall – Yea
- Member Kimura – Yea
- Member Bilbro – Yea

Letter to HSH with edits approved

III. NEW BUSINESS

A. COMPLAINT POLICY & PROCEDURE

Chair Mukami 10 min

Chair Mukami introduced a draft copy of the proposed SMC Complaint Policy & Procedures and stated that he wanted to send the policy to the Policy Subcommittee for review. Chair Mukami, Vice Chair McCoy and Member Bilbro discussed how Committee members who weren't on the Subcommittee and Committee staff could submit input on the draft. Member Morimoto stated his concerns about how long it would take clients to go through a shelter provider's complaint process, then the HSH grievance process and the Shelter Monitoring Committee complaint process.

Explanatory document – draft of Complaint Policy & Procedures

Proposed action: Send draft SMC Complaint Policy & Procedures to the Policy Subcommittee

No public comment

M/S/C: Kahn/James/Unanimous

B. LARK INN **Graham Thomas** 10 min

Graham Thomas, Program Director of Lark Inn provided an overview of the services available at Lark Inn Youth Shelter, including the shelter program, case management and the free lunch program. Secretary Hall and Graham Thomas discussed how youth from the foster system or correctional facilities could access services at Lark Inn.

IV. REPORTS **DISCUSSION**

A. DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
Emily Cohen 15 min

Emily Cohen provided an update from the Department of Homelessness and Supportive Housing, which included a presentation on the Department's accomplishments in its first year. Emily Cohen and Member Kimura had a discussion about the new HSH office and resource space. Emily Cohen and Member Hall discussed health services available inside Navigation Centers and how the public can provide input on proposed Navigation Center policies.

B. SHELTER STATUS REPORTS **Member Ward** 10 min

Member Ward presented the Department of Homelessness and Supportive Housing (DHS) Report, which included:

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

C. STANDARD OF CARE STAFF REPORT **Committee Staff** 10 min

Committee staff reviewed the June 2017, Standard of Care Staff report. Committee staff Jeff Simbe presented on a pending investigation into the lights being left on at Bethel AME at night. Chair Mukami suggested documenting the situation and sending it to the HSH Contract Monitor. Member Bilbro thanked Committee staff for going out to the site late at night to investigate the allegations. Committee staff Howard Chen presented on the investigations that were completed in June. Members Bilbro and James

requested that allegations that cannot be confirmed with evidence be inconclusive instead of in or out of compliance.

Public comment: Cynthia Lee stated that she has seen health and safety violations take place at Next Door shelter. Cynthia Lee also stated that she requested that the shelter review security footage of the incident but had that request denied.

Public comment: Ann Jones asked if the Committee was going to do anything about the lights at Bethel AME besides sending the investigation findings to the HSH Contract Monitor.

Member comment: Chair Mukami stated that it wasn't OK for the site to leave lights on at night, but because the church is contracted with the City to provide services that it is up to the City to hold the church accountable to their contract.

Member comment: Member Ward stated that the City does not have a contract with Bethel AME church, it is the shelter provider that has a contract with the church.

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.

Member comment: Cynthia Lee suggested that Bethel AME implement a system where clients could sign up for a bed over a longer period of time or through a lottery system.

ADJOURNMENT

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

Proposed Action: *Approve adjournment*

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

Adjournment approved

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Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
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San Francisco, CA 94102-4689
Phone 415.554.7724
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