



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

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

**October 28, 2015  
 4:00 – 5:00 PM  
 1380 Howard St.  
 4th Floor, Room 417  
 San Francisco, CA 94103**

**Roster:**

*Subcommittee Chair Mwangi Mukami  
 Subcommittee Member Jonathan Bonato (SMC Vice Chair)  
 Subcommittee Member Matthew Steen (SMC Secretary)  
 Shelter Monitoring Committee Member Terezie Bohrer*

**Excused:**

*Subcommittee Member Kendra Amick*

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

**I. MINUTES** *ACTION*  
**A. September 2015 Minutes** **Chair Mukami** *5 min*  
 The Committee reviewed the draft Sept, 2015 Minutes.  
*Explanatory document- September, 2015, Committee Minutes*  
**No public comment**  
**Proposed Action: Approve draft Sept 2015 Minutes.**  
**M/S/C: Bonato/Steen/Unanimous**  
**Sept 2015 Minutes Approved**

**II. NEW BUSINESS** *DISCUSSION*  
**A. Imminent Danger Policy** **Chair Mukami** *30 min*  
 The Committee discussed issues related to Imminent Danger policies.  
*Explanatory documents – Imminent Danger Policy, Imminent Danger DOS  
 Records*

Member Steen gave an overview of the Imminent Danger (ID) Denial of Service (DOS) records, including the fact that a large portion of the ID DOS cases came from Hamilton Family Shelter.

Subcommittee Chair Mukami gave his objectives for this meeting, which were to come up with a list of ID policy recommendations for the Subcommittee to build on.

Committee staff gave an update on the informal HSA ID policy, which has been revised to allow victims of domestic violence to stay at the shelter until morning if the incident took place after 6:00 PM. Victims are now allowed to stay until 7:00 AM the next morning, at which point they are then asked to leave. victims of domestic violence to stay at the shelter until morning if the incident took place after 6:00 PM. Victims are now allowed to stay until 7:00 AM the next morning, at which point they are then asked to leave. Committee staff are still working with family shelters to schedule visits where the Subcommittee can come in to community meetings to take surveys on client experiences with ID.

Subcommittee Chair Mukami stated that he would like to establish a some guidelines that can be presented to the Shelter Monitoring Committee and Sup. Katy Tang's office. Ideally, these guidelines would describe strengths, weaknesses, opportunities and threats of the current ID policy.

Member Bonato brought up concerns that HSA may not be able to revise their informal ID policy and force shelter providers to implement it.

Shelter Monitoring Committee Member Bohrer proposed that HSA could insert language into existing contracts that would require shelter providers to implement a new ID policy.

Member Steen stated his opinion that the Subcommittee should create a formal policy for HSA to adopt, discussed the changes that HSA has already made so far.

Member Bonato provided some background on how the change in HSA's ID policy came about from a group effort from the Domestic Violence Consortium, shelter providers and HSA. He stated that providers that attended that meeting did not support existing ID policy, which may have been why shelter providers implemented the changes HSA made to their ID policy even though they are informal guidelines and not official policy.

Shelter Monitoring Committee Member Bohrer asked the Subcommittee what the extent of Sup. Tang's involvement in the processes of changing the ID policy.

Member Steen explained that Sup. Tang was concerned that the policy is informal instead of formal and that she would like to see a standard policy created that all shelters will adopt.

Chair Mukami explained the work that has already been done so far to change the ID policy as well as describing what took place in the meetings with Sup. Tang's office, HSA, the Domestic Violence Consortium and shelter providers.

Shelter Monitoring Committee Member Bohrer asked the Subcommittee what the next steps would be if the Shelter Monitoring Committee came up with a list of recommendations and provided them to HSA.

Chair Mukami stated that it would be up to HSA to decide whether or not to implement the recommendations. He also stated that the Subcommittee should focus on creating a list of recommendations, explain that they are the product of extensive research and collaboration with different stakeholders and then submit the recommendations to HSA.

Member Steen stated that he believed part of the recommendation should include advocating for funding additional training for front line staff so they are more prepared to handle ID situations.

Chair Mukami asked the Subcommittee if they wanted ID policy to remain informal or if the recommendation should be that HSA adopts a formal policy. Chair Mukami stated that his opinion is that a formal policy would be ideal, but since there are questions about whether or not HSA has the authority to do so they may not be possible.

Member Bonato asked the Subcommittee if it was possible for the Board of Supervisors to change the Standards of Care to include changes to the ID policy when they make changes to the Shelter Monitoring Committee legislation. Shelter Monitoring Committee Member Bohrer supported this as a possible solution.

Chair Mukami stated that in his opinion, having HSA adopt the Subcommittee's recommendations would be best because it would make it easier for future improvement.

Shelter Monitoring Committee Member Bohrer asked the Subcommittee if there were examples of how other cities handled incidents of ID.

Member Steen explained that he did research for 2014 and did not find references to ID besides an administrative law case and some similar policies in the military. Member Steen also reminded the Subcommittee that there is a tentative meeting with Sup. Tang's office planned in November and it would be ideal if the Subcommittee could have some recommendations to present.

Member Bonato voiced his concerns of the revisions to the HSA informal ID policy, specifically that once it is 7:00 AM the victims still don't have a place to go. Member Bonato stated that the Subcommittee could advocate for additional domestic violence shelter beds, but that it would be a long-term process. He stated that in his role as a housing provider, they are not allowed to evict a resident because they are a victim of domestic violence. He stated that housing providers have to do everything they can to transfer victims of domestic violence to another location but that they cannot kick them out of their unit.

Chair Mukami brought up that there are some shelters that have two different DOS categories in their ID policies:

- Domestic Violence DOS: Where the entire family (victims and perpetrators included) is DOSd
- Other DOS: Where one person is thrown out and not the entire family

Shelter Monitoring Committee Member Bohrer asked if there were two mothers from two different families that were fighting, would they both be DOS'd?

Chair Mukami explained that they would be DOS'd from the shelter that they were fighting at but they would not be prevented from accessing services at other shelters. He also stated that denials that are based on domestic violence should be focused on the best interests of children. He stated that the biggest problem in the existing ID policy is that the family can be moved to another location, but then the child's life is uprooted because they may be placed in a location that is outside of the child's school district/social support system.

Member Steen emphasized the need for a distinction between domestic violence denials and non-domestic violence denials. Member Steen stated that there are many differences in the ID policies adopted by different shelters and it will be necessary to create a written document to track these nuances.

Member Bonato shared Beverly Upton of the Domestic Violence Consortium's opinion that there needs to be increased funding for domestic violence shelter beds in San Francisco.

Shelter Monitoring Committee Member Bohrer stated that she would still like to meet with the Domestic Violence Consortium and shelter providers after the list of recommendations was created to get their approval and support before presenting to the Board of Supervisors.

***Proposed Action: For the Policy Subcommittee to formally adopt the following recommendations:***

- ***HSA should adopt a formal Imminent Danger policy***
- ***Victims of domestic violence cannot be denied services from a shelter***
- ***Self-disclosure of domestic violence cannot be used as grounds for denial of service***
- ***Establish the differences between domestic violence denials of service and other forms of Imminent Danger denials of service***
- ***The creation of lethality assessments for all family shelters to use upon client intake to assess risks of domestic violence***
- ***The creation of procedures where shelters contact law enforcement for the provision of emergency protective orders (EPO) in cases of domestic violence***

- *To increase funding for additional trainings and the creation of a new shelter training manual for front-line shelter staff on how to handle domestic violence and other crisis situations*
- *To support additional funding for the expansion of the domestic violence support system*

**No public comment**

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

***Motion to adopt formal Imminent Danger policy recommendations approved***

**III. INFORMATION REQUESTS**

***DISCUSSION***

**A. Information Requests**

**Chair Mukami**

*5 min*

None

**Adjournment**

**Meeting adjourned at 5:30 PM.**

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Administrator  
 Sunshine Ordinance Task Force  
 City Hall, Room 244

1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689  
Phone 415.554.7724  
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E-mail [sotf@sfgov.org](mailto:sotf@sfgov.org)

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