



City and County of San Francisco

Shelter Monitoring Committee

DRAFT Meeting Minutes
SHELTER MONITORING COMMITTEE
July 20, 2016
10:00 AM – 11:30 AM
City Hall, Room 408
San Francisco, CA 94102

Roster:

Chair Mwangi Mukami
Vice Chair Matthew Steen
Committee Member Cindy Ward
Committee Member Kendra Amick
Committee Member Gavin James
Committee Member Patrina Hall
Committee Member Charles Morimoto
Committee Member Darcel Jackson
Committee Member Anakh Sul Rama
Committee Member Gary McCoy

Excused:

Secretary Terezie Bohrer

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

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

WELCOME NEW COMMITTEE MEMBER GAVIN JAMES!

- I. MINUTES** *ACTION*
- A. June 2016 Minutes** **Chair Mukami** *5 min*
- The Committee will review the draft May 2016 Minutes.
Explanatory document- June 2016, Committee Minutes
Proposed Action: Allow Committee members to abstain from voting on items
No public comment
M/S/C: Ward/Steen/Unanimous
- Proposed Action: Approve June 2016 Minutes with edits.***
No public comment
M/S/C: Steen/McCoy/Unanimous

- II. OLD BUSINESS** *DISCUSSION/ACTION*
- A. SMC 072016-1: ADOPTION OF THE POLICY SUBCOMMITTEE**

RECOMMENDATIONS ON HSA DOMESTIC VIOLENCE/IMMINENT DANGER POLICY

Subcommittee Chair McCoy 15 min

The Committee considered approval of the recommendations of the Policy Subcommittee on HSA Domestic Violence/Imminent Danger Policy as the recommendations of the Committee and to forward them to relevant parties.

Explanatory documents: Draft HSA Domestic Violence/Imminent Danger Policy, Recommendations from Subcommittee document

Chair Mukami recognized the contributions of Member Ward, the Domestic Violence Consortium and shelter providers in helping to formulate the Policy Subcommittee's recommendations.

Chair Mukami, Policy Subcommittee Chair McCoy and Vice Chair Steen provided a brief history of the recommendations and how they were formed.

Member Ward stated that even though most of the recommendations involved minor language edits, she would not be the one to make the final decision of which of the recommendations would be implemented in the final policy. She stated that there were concerns that the recommendations remove the 15 day denial of service provision, that they contain language which could put the responsibility on shelter staff to determine if imminent danger is present and could lead to situations where an attacker will be allowed to stay in the shelter if staff don't decide the attacker poses an imminent threat. She also read a statement from Hamilton which stated their belief that all incidents of physical violence should result in an immediate DOS to protect the other residents and the victim.

Chair Mukami, Vice Chair Steen, Members Ward, Jackson and Sul Rama discussed the scenarios outlined in the draft policy that where a victim of domestic violence may be denied services as a result of being in imminent danger of an attack.

Proposed Action: Approve the recommendations of the Policy Subcommittee on HSA Domestic Violence/Imminent Danger Policy and send them to the Department of Homelessness and Supportive Housing, Supervisor Katy Tang's office and her

Public Comment: Beverly Upton from the Domestic Violence Consortium thanked the Committee, Human Services Agency, the domestic violence community and Supervisor Katy Tang's office for their help in formulating these recommendations and stated her belief that the policy is on its way to being one of the nation's best.

Public Comment: Dyanna Quizon from Supervisor Katy Tang's office thanked the Committee for bringing the issue to their attention. She stated that the recommendations were the result of process that took over a year. She thanked all of the participants for their expertise and stated that Supervisor Tang's office was ready to work with HSA and the successor agency on how to help victims in their most vulnerable moments.

Public Comment: Marlon Mendieta from Hamilton Family and Emergency Shelters thanked the Committee for taking the time to craft the policy recommendations. He stated that while he supported the direction of the policy, he was concerned that if client's are not willing to take steps to secure protective orders that it would put shelter staff and residents in danger. He stated

that many of his staff that would be expected to de-escalate these situations are elderly or have disabilities that may put an unfair burden on them.

M/S: Steen/Amick

Roll Call Vote:

Chair Mukami – Yes

Vice Chair Steen – Yes

Member Ward – No

Member Amick – Yes

Member James – Abstain

Member McCoy – Yes

Member Hall – Yes

Member Morimoto – Yes

Member Jackson – Yes

Member Sul Rama – Yes

Motion passes with 7 votes in favor, 1 vote against and 1 abstaining

III. NEW BUSINESS

DISCUSSION/ACTION

**A. SMC 072016-2: REVISION TO SHELTER TRAINING MANUAL FOR
SAN FRANCISCO SINGLE-ADULT SHELTERS**

Committee Member Rama

5 min

The Committee considered Member Sul Rama's proposal to review and recommend revisions to the Shelter Training Manual for Single-Adult Shelters in San Francisco. Member Sul Rama stated that the Manual was created in 2004 and that it had been over 10 years since it was last updated. Chair Mukami, Vice Chair Steen and Members McCoy, Amick and Sul Rama discussed whether it would be more appropriate to assign review of the manual to the Policy Subcommittee or a separate sub-Committee.

Explanatory documents: none

Proposed Action: Assign review of the Shelter Training Manual to Policy Subcommittee

Public Comment: Cynthia Lee stated her hope that the Committee would be open to having feedback from shelter clients.

M/S: Steen/McCoy

Roll Call Vote:

Chair Mukami – Yes

Vice Chair Steen – Yes

Member Ward – Yes

Member Amick – Yes

Member Hall – Yes

Member Morimoto – Yes

Member Jackson – Yes

Member Sul Rama – Yes

Member James – Abstain

Motion passes with 8 votes in favor and 1 vote abstaining

B. SMC 072016-3: REVISION OF SITE INSPECTIONS, PROCEDURES AND REPORTS

Committee Member Hall 5 min

The Committee reviewed Member Hall's motion for a revision to site inspection forms to include members' narrative input on the condition and ambience of single-adult, Drop-in centers and family emergency shelter sites. Member Hall stated that she would like to revise the inspection forms to include a narrative report from Committee members.

Explanatory documents: Committee Member Hall's Motion

Vice Chair Steen stated his support for the idea because Committee reports that go to the Rules Committee only contains statistics without a narrative.

Chair Mukami and Member McCoy shared their concerns with adding a narrative to reports, including the fact that narratives may include observations that are not related to the Standards of Care and may involve protected traits.

Member Amick stated her belief that it would be helpful to have a synopsis of site visits.

Proposed Action: Allow Policy Subcommittee to examine inserting a narrative component into site visit forms and procedures

Public Comment: None

M/S/C: McCoy/Steen/Unanimous

Motion approved

C. SMC 072016-4: ESTABLISHMENT OF BYLAW REVIEW SUBCOMMITTEE

Chair Mukami 5 min

Chair Mukami established the Bylaw Review Subcommittee and appointed Vice Chair Steen to Chair the Subcommittee.

D. SMC 072016-5: BAY AREA REPORTER

Chair Mukami 5 min

The Committee discussed an interview request from the Bay Area Reporter. Member McCoy and Vice Chair Steen shared their opinion that the motion should be approved, but that there should only be one representative chosen by the Committee to speak to the reporter. Member Jackson shared his view that the reporter should get his information from the Committee's public documents and attend the Committee's meetings. Member Sul Rama shared his view that at least two members should speak to the reporter. Member Morimoto stated that Committee staff and Dept. of Public Health employees have their own protocols that they must follow regarding who can speak to the media.

Explanatory documents: none

Proposed Action: Majority vote to allow Chair Mukami or his designee to be interviewed by Bay Area Reporter regarding the work of the Shelter Monitoring Committee

M/S: Steen/Sul Rama

Public Comment: Cynthia Lee shared her opinion that the interview should be open to everyone.

Roll Call Vote:

Chair Mukami – Yes

Vice Chair Steen – Yes

Member Ward – Yes

Member Amick – Yes

Member McCoy – No

Member Hall - Yes

Member Morimoto – Yes

Member Jackson – No

Member Sul Rama – Yes

Member James – Abstain

Motion passes with 7 votes in favor, 2 votes against and 1 abstaining

Member Amick left the meeting at 11:32 AM

E. SMC 072016-6: DOLORES STREET COMMUNITY SERVICES

Yesenia Lacayo 10 min

Yesenia Lacayo, Mayra Medel Sanchez provide an overview of the services provided at Dolores Street Community Services (Santa Ana, Santa Martha/Santa Maria, Jazzie's Place shelters).

Vice Chair Steen asked how long clients could stay in resource center beds at the Dolores Street shelter sites.

Mayra Sanchez responded by stating that clients could stay in resource center beds for 90 days with a possibility of a 30 day extension once the initial 90 day reservation ends.

Public Comment: Cynthia Lee shared her view that it was impressive that the Dolores Street sites have outlets next to each bed for clients.

III. REPORTS

DISCUSSION

A. Shelter Status Reports

Cindy Ward 10 min

Department of Homelessness and Supportive Housing Report (Formerly HSA Report)

Member Ward presented the following reports from the Department of Homelessness and Supportive Housing. Member Steen stated that occupancy rates in the majority of single adult shelters are very similar to the rates that he had seen in previous months.

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

B. Standard of Care and Staff Report

Committee Staff 10 min

Committee staff reviewed the April 2016, Standard of Care and Staff report.

Public Comment: Cynthia Lee requested an appointment with Committee staff.

Member Jackson left the meeting at 11:48 AM

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.

Public Comment: A member of the public stated that there were several emergency exits that were locked or blocked off during an evacuation at Next Door in June. The member of the public also stated that staff were seen loading clients in wheelchairs into the elevator, which is prohibited.

Adjournment

Proposed Action: Approve adjournment

M/S/C: Ward/McCoy/Unanimous

Meeting adjourned at 12:00 Noon

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Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
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Phone 415.554.7724
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