



City and County of San Francisco
Shelter Monitoring Committee

**DRAFT MEETING MINUTES
SHELTER MONITORING COMMITTEE
August 17, 2016
10:00 AM
City Hall, Room 408
San Francisco, CA 94102**

Present:

*Chair Mwangi Mukami
Vice Chair Matthew Steen
Secretary Terezie Bohrer
Committee Member Cindy Ward
Committee Member Kendra Amick
Committee Member Gavin James
Committee Member Patrina Hall
Committee Member Charles Morimoto
Committee Member Anakh Sul Rama*

Excused:

*Committee Member Darcel Jackson
Committee Member Gary McCoy*

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

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

- I. MINUTES** *ACTION*
- A. July 2016 Minutes** **Chair Mukami** *5 min*
The Committee's review of the Draft July 2016 Minutes was tabled until after Emily Cohen's (HSH) presentation.
- III. REPORTS** *DISCUSSION*
- A. Mayor's HOPE Office** **Emily Cohen** *10 min*
Emily Cohen provided an update from the HOPE office and spoke about how DHHS has fully launched. She discussed the goals of the new department, invited the Committee to participate in the department's strategic planning process and described the work of the new homeless encampment team.
- I. MINUTES** *ACTION*
- A. August 2016 Minutes** **Chair Mukami** *5 min*
The Committee reviewed the draft July 2016 Minutes.
Explanatory document- July 2016, Committee Minutes
No public comment

Proposed Action: Approve Minutes.
M/S/C: Ward/Steen/Unanimous
July 2016 Minutes approved

II. OLD BUSINESS *DISCUSSION/ACTION*
A. SUBCOMMITTEE REPORT

Committee Member Steen *10 min*

Vice Chair Steen provided an update on the progress of the Policy Subcommittee and By-law Subcommittee. He stated that the Policy Subcommittee would be examining shelter utilization and shelter vacancies as well as updating the Shelter Training Manual. He also stated that the Bylaw Review Subcommittee had been formed and that himself, Chair Mukami and Secretary Bohrer had been appointed to serve on the Subcommittee.

No public comment

III. NEW BUSINESS *DISCUSSION/ACTION*
A. SQR 082016-1: QUARTERLY REPORT

Chair Mukami *10 min*

The Committee reviewed and made edits to the 4th Quarter Report FY2015-2016.

Explanatory documents: 4th Quarter Report FY 2015-2016

Proposed Action: Approve 4th Quarter Report FY 2015-2016 with edits

No public comment

M/S/C: Steen/Bohrer/Unanimous

4th Quarter Report FY 2015-2016 approved with edits

B. A WOMAN'S PLACE/A WOMAN'S PLACE DROP-IN

Felicia Houston *10 min*

Felicia Houston, Program Director provided an overview of the services at A Woman's Place and A Woman's Place Drop-in, including behavioral health, mental health and rehabilitation services. Committee member Amick discussed how she has seen staff struggling with knowledge of the Standards of Care and offered the Committee's support. Secretary Bohrer and Felicia Houston discussed how services at A Woman's Place and A Woman's Place Drop In are funded as well as the challenges the organization faces when trying to replace broken furniture and equipment. Vice Chair Steen asked if there was any truth to the rumors that the Drop-In would be closed at the end of the year, to which Felicia Houston replied that the Drop-In was not planning to shut down. Member Morimoto and Felicia Houston discussed the ethnic breakdown of A Woman's Place and the Drop-In's clients.

Member Amick left the meeting at 11:10 AM

Public comment: Cathy Perdue (HSH) recommended that Committee members provide the questions they intend to ask to shelter providers before they present to the Committee so providers can be better prepared.

Public comment: A member of the public stated that the way the Drop-In Center is organized confuses certain clients because it is difficult to tell if the Drop-In Center is occupied by single female clients or by families.

- III. REPORTS** *DISCUSSION*
- B. Shelter Status Reports** **Cindy Ward** *10 min*
- Cindy Ward presented the Department of Homelessness and Supportive Housing's (DHS) Reports:
- Shelter Vacancy Report
 - Shelter Turn Away Report-Family Shelter-Hamilton Emergency
 - Family Waiting List-Connecting Point
 - Winter Shelter for Single Adults and Families

No public comment

Member Ward left the meeting at 11:32 AM

- C. Standard of Care and Staff Report** **Committee Staff** *10 min*
- Committee staff reviewed the July 2016, Standard of Care and Staff report.

Public comment: Cynthia Lee requested follow-up on her complaint and stated her belief that shelter staff are not doing enough to help clients.

- 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 during an evacuation at Next Door, she discovered that one of the emergency exits was blocked and that the emergency exit door was jammed. She also stated that the alarm that was hooked up to the emergency door did not work.

Meeting adjourned at 11:46 AM due to lack of quorum.

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