



City and County of San Francisco

# Shelter Monitoring Committee

## 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 Terezia 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 4<sup>th</sup> Quarter Report FY2015-2016.

*Explanatory documents: 4<sup>th</sup> Quarter Report FY 2015-2016*

***Proposed Action: Approve 4<sup>th</sup> Quarter Report FY 2015-2016 with edits***

**No public comment**

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

***4<sup>th</sup> 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

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**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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