



City and County of San Francisco

Shelter Monitoring Committee

FINAL MEETING MINTUES SHELTER MONITORING COMMITTEE

November 18, 2015

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

Present:

Chair Nicholas Kimura

Vice Chair Jonathan Bonato

Secretary Matthew Steen

Committee Member Terezie Bohrer

Committee Member Michael Kirkland

Committee Member Charles Morimoto

Committee Member Darcel Jackson

Committee Member Moses Mukami

Excused:

Committee Member Anakh Sul Rama

Committee Member Cindy Ward

Committee Member Kendra Amick

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

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I. MINUTES

ACTION

A. October 2015 Minutes

Chair Kimura

5 min

The Committee reviewed and made edits to the draft October, 2015 Minutes.

Explanatory document- October, 2015, Committee Minutes

No public comment

Proposed Action: Approve October 2015 Minutes with edits

M/S/C: Steen/Bohrer/Unanimous

October 2015 Minutes with edits approved

II. REPORTS

DISCUSSION

A. Mayor's HOPE Office

Sam Dodge

10 min

Sam Dodge, Director of HOPE, Housing Opportunity, Partnerships and Engagement, provided an update from his office.

B. Shelter Status Reports

Chair Kimura

10 min

Human Service Agency (HSA) Report

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

Chair Kimura provided an update from the HSA office. The Committee discussed the drop in Lark Inn's occupancy rates, the average number of families that have been on the priority list for over five months and ongoing issues with occupancy rates and set-aside beds.

C. Standard of Care and Staff Report **Committee Staff** *10 min*

Committee staff reviewed the October 2015, Standards of Care and Staff report, which included an overview of the client complaints submitted to the Committee and the site visits conducted by Committee teams in the month of October.

Public comment: Cynthia Lee suggested that the Committee include information on the shelter grievance policy in the Client Complaint Flowchart.

D. Officer's Report **Chair Kimura** *5 min*

Chair Kimura discussed his opinion on upcoming priorities for the Committee, including MUNI tokens, Language Link, shelter occupancy rates, set-aside beds and introduced Michelle Daniels as his successor at Shelter Client Advocates and invited her to speak before the Committee. Chair Kimura also formally appointed Member Terezia Bohrer to the Policy Subcommittee.

Michelle Daniels introduced herself to the Committee by sharing some of her background experience and expressed her interest in working closely with the Committee in the near future.

III. 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: Will Daley acknowledged the work of Chair Kimura and thanked him for being a tireless volunteer both at the Coalition on Homelessness and as the Chair of the Shelter Monitoring Committee.

Public comment: Cynthia Lee asked if it was appropriate for shelter management to ask her for a written note before granting her a late pass for attending church services.

Public comment: Jennifer Friedenbach thanked Chair Kimura for all of his hard work and praised him for his ability to identify systemic problems and solutions, for including the homeless community in the conversation when many others blame the homeless or use them for political gain.

Public comment: Miguel Carrera shared his personal experience working with Chair Kimura and emphasized that even though Chair Kimura is a young man, he is a young man with a big heart who is extremely committed to helping those in the homeless community.

IV. NEW BUSINESS

DISCUSSION/ACTION

A. Policy Subcommittee Sub-Committee Chair Mukami 15 min

The Committee reviewed the Policy Subcommittee's recommendations for revising current Imminent Danger policies. Proposed edits to the recommendations included the removal of language referencing "separate recommendations", the addition of "San Francisco Grievance Policy" to Item F and replaced the word "increases" with "increase" in Section 2.

Explanatory document: Draft of Policy Subcommittee recommendations

Proposed Action: Approve Policy Subcommittee's Imminent Danger Policy recommendations with edits included:

1. HSA shall adopt a policy on victims of domestic violence. The policy must include the following:

a. No client shall be denied services on the basis of being a victim of domestic violence.

b. Self-disclosure of domestic violence cannot be used as grounds for denial of service.

c. Use lethality assessments upon intake to assess all families for the risk of domestic violence

d. The creation of procedures where shelters contact law enforcement for the provision of emergency protective orders (EPO) in cases of domestic violence.

e. Update the shelter training manual for shelter staff on how to handle domestic violence and other crisis situations.

f. Domestic violence policy should be consistent with the San Francisco Shelter Grievance Policy.

2. *To increase funding for additional trainings on domestic violence for all shelter staff.*
3. *To support additional funding for the expansion of the domestic violence support system.*

Public comment: Will Daley congratulated the Committee on the progress that they have made on the Imminent Danger issue and thanked them for their efforts.

M/S/C: Kimura/Bohrer/Unanimous
Motion to approve the Policy Subcommittee's Imminent Danger Policy recommendations with edits passed

- | | |
|--|----------------------------------|
| V. INFORMATION REQUESTS | <i>DISCUSSION</i> |
| A. Information Requests | Chair Kimura <i>5 min</i> |
| <p>The Committee reviewed a past information request, which contained information on shelter beds that are set-aside for specific clients such as seniors or veterans.</p> | |

VI. ANNOUNCEMENTS

Member Bonato formally accepted his nomination and election to serve as the Vice Chair for the Shelter Monitoring Committee.

Meeting adjourned due to lack of quorum with the departure of Members Mukami and Kirkland

To obtain copies of the agenda, minutes, or any explanatory documents, please contact Jeff Simbe at 415.255.3642 or jeff.simbe@sfdph.org 72 hours before the meeting.

To obtain a disability-related modification or accommodation, including auxiliary aids or services to participate in the meeting, please contact Jeff Simbe at 415.255.3642 or jeff.simbe@sfdph.org at least two business days before the meeting.

City Hall is accessible to persons using wheelchairs and others with disabilities. Assistive listening devices are available and meetings are open-captioned. Agendas are available in large print. Materials in alternative formats, American Sign Language interpreters, and other format accommodations will be made available upon request. Please make your request for alternative format or other accommodations to the Shelter Monitoring Committee at 415.255.3642. Providing at least 72 hours notice prior to the meeting will help ensure availability.

The nearest BART station is Civic Center Plaza at the intersection of Market, Grove, and Hyde Streets. The MUNI Metro lines are the F, J, K, L, M, and N (Civic Center Station or Van Ness Avenue Station). MUNI bus lines serving the area are the 47 Van Ness, 9 San Bruno, and the 6, 7, 71 Haight/Noriega. Accessible curbside parking is available on Oak and Hickory Streets.

The ringing of and use of cell phones, pagers, and similar sound producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager or other similar sound-producing electronic devices.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees maybe sensitive to various chemical based scented projects. Please help the City to accommodate these individuals.

Know Your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. **FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE THROUGH:**

Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Phone 415.554.7724
Fax 415.554.7854
E-mail sotf@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library, and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code § 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; web site: sfgov.org/ethics.