



## DRAFT MEETING MINUTES

*March 21, 2018 | 10:00 AM*

*Room 300, 101 Grove Street | San Francisco, CA 94102*

**Present:**

- Chair Mwangi Mukami*
- Committee Member Gavin James*
- Committee Member Nicholas Kimura*
- Committee Member Lauren Kahn*
- Committee Member Traci Watson*
- Committee Member Cindy Ward*
- Committee Member Charlie Morimoto*
- Committee Member Jonathan Adler*
- Committee Member Stephen Irwin*

**Excused:**

- Vice Chair Gary McCoy*
- Committee Member Loretta Gaines*

*The meeting began at 10:27 AM. Committee members Kimura and Morimoto were not present at Roll Call. There was quorum.*

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

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

**I. MINUTES** *ACTION*

- A. JANUARY 2018 MINUTES** **Chair Mukami** *5 min*  
 The Committee reviewed the draft January 2018 minutes.  
*Explanatory document- January 2018 Committee Minutes*  
**No public comment**  
*Proposed Action: Approve Minutes.*

**II. OLD BUSINESS** *DISCUSSION/ACTION*

- A. POLICY SUBCOMMITTEE** **Member Kahn** *10 min*  
 Committee Member Kahn gave an update on the work of the Policy Subcommittee, which included discussing recommended changes to the Imminent Danger policy and meeting with HSH to discuss which Standards of Care will apply to the Navigation Centers.  
*Explanatory documents: Proposed changes for SMC site visit requirements*  
**Proposed Action: Approve Proposed changes for SMC site visit requirements**

*Item was tabled until Member Kimura entered the meeting*

**III. NEW BUSINESS**

- A. QUARTERLY REPORT** **Chair Mukami** *10 min*  
The Committee reviewed the 2<sup>nd</sup> Quarter Report FY 2017-2018.  
*Explanatory document: Draft of 2<sup>nd</sup> Quarter Report FY 2017-2018*  
***Proposed Action: Approve Quarterly Report***  
**No public comment**  
***M/S/C: Kahn/Watson/Unanimous***  
**Quarterly Report approved**

*Committee Member Kimura joined the meeting at 10:42 AM*

- B. POLICY SUBCOMMITTEE** **Member Kimura** *10 min*  
Committee Member Kimura presented the proposed changes for the Shelter Monitoring Committee's site visit requirements. He reported that the purpose of the changes was to allow the Committee to focus their time on sites that historically have had more complaints and site visit infractions. He also stated that the required amount of site visits at the resource centers were kept at 6 per year due to the fact that they are open 24 hours a day, 7 days a week.  
*Explanatory documents: Proposed changes for SMC site visit requirements*  
***Proposed Action: Approve proposed changes for SMC site visit requirements***  
***M/S/C: Gavin/Ward/Unanimous***  
***Proposed Changes for SMC site visit requirements approved***

**IV. REPORTS** **DISCUSSION**

- A. DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**  
**Committee Member Ward** *10 min*

Committee Member Ward provided an update from the Department of Homelessness and Supportive Housing, which included information on the 150 shelter beds that were added as part of the Cold Weather protocol and the three upcoming Navigation Centers that are a part of the 1000 Person Project. Committee Member Ward also presented information on the new ordinance passed by the Board of Supervisors which declared a shelter emergency and allows the City to contract directly with a qualified pool of providers.

- B. SHELTER STATUS REPORTS** **Committee Member Ward** *10 min*

Committee Member Ward presented the Department of Homelessness and Supportive Housing (DHS) Report.

- Shelter Vacancy Report
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Winter Shelter for Single Adults and Families

Committee Member Ward also announced that she would be leaving her position at HSH and the Shelter Monitoring Committee in order to pursue other opportunities. The Committee presented Committee Member Ward with a Certificate of Appreciation to recognize her service to the Committee.

*Committee Member Adler left the meeting at 10:57 AM. Committee Member Morimoto joined the meeting at 10:58 AM*

**C. STANDARD OF CARE STAFF REPORT      Committee Staff      10 min**

Committee staff reviewed the January and February 2018 Standard of Care Staff reports. The Committee discussed two incidents that took place at the First Friendship shelter and spoke with the site manager about what steps had been taken to address safety concerns at the site.

**Public comment:** A member of the public stated that she informed staff at Bethel AME about some safety concerns that she had about another client and that shelter staff instructed her to get a restraining order and placed the other client in the same row as her.

**Public comment:** Shucrita Jones (Providence Foundation) stated that there is friction between Bethel AME clients while they wait at the park to be let into the shelter and that arguments take place between clients before they enter the shelter. Ms. Jones also stated that they started separating clients when they enter the shelter in order to address the conflicts. Ms. Jones also stated that the member of the public never reported the safety issues to staff, that they informed the member of the public that she could be transferred to another shelter and that if the site ever runs out of tokens they just ask for more.

**Member comment:** Member Kahn suggested having clients sign the MUNI log every time they receive tokens.

**Public comment:** Shucrita Jones (Providence Foundation) stated that clients are currently signing the MUNI log.

**Public comment:** A member of the public stated that the MUNI token log was only used a few times. She stated that she had received tokens but that she was not asked to sign the log every time she received some.

**Member comment:** Member Watson asked Ms. Jones if she could provide the MUNI token logs for the next Shelter Monitoring Committee meeting. Ms. Jones stated that she would provide the logs.

**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:** Vixen Yvonne stated that she had applied for the open seat on the Committee. Ms. Yvonne stated that she was concerned about staff and how the shelter system is run in a punitive way.

**Public comment:** Marlon Mendieta (ECS) stated that Next Door has made some recent changes to address shelter vacancies and concerns about the level of customer service offered by staff.

## **ADJOURNMENT**

***Proposed Action: Approve adjournment***

**M/S/C: Kahn/Ward/Unanimous**

***Adjournment approved***

*Meeting adjourned at 11:32 AM*

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**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](mailto:sotf@sfgov.org)

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