AGENDA
SHELTER MONITORING COMMITTEE
POLICY SUBCOMMITTEE MEETING
April 12, 2016
4:30 PM – 5:30 PM
1380 Howard St.
Room 515 (5th Floor)
San Francisco, CA 94103

Roster:
Subcommittee Chair Mwangi Mukami
Subcommittee Member Kendra Amick
Subcommittee Member Matthew Steen (SMC Vice-Chair)
Subcommittee Member Terezie Bohrer (SMC Secretary)
Subcommittee Member Gary McCoy

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES ACTION
A. March 2016 Minutes Chair Mukami 5 min
The Subcommittee will review the draft March 2016 Minutes.
Explanatory document- March 2016, Committee Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Minutes.

II. NEW BUSINESS DISCUSSION
A. HSA’s Imminent Danger Policy Chair Mukami 10 min
The Subcommittee will review the progress made by HSA in the formulation of a policy to protect victims of domestic violence and in furtherance of the objects of the Board of Supervisor’s Resolution No. 508-15 urging HSA to do so.
Explanatory documents – Resolution No. 508-15

B. Utilization of Shelter Reservations Chair Mukami 20 min
The Subcommittee will continue the discussion on shelter utilization and shelter vacancies. Officer Steen and Committee Member McCoy will provide any updates. The Subcommittee will make necessary edits to the draft Terms of Reference document.
Explanatory documents – Draft Terms of Reference
Proposed Action: Approve the proposed Terms of Reference
C. **Survey on Utilization of Shelter Beds**  
*Chair Mukami*  
10 min  
The Subcommittee will review the proposed survey that is intended to be distributed to shelter clients on utilization of shelter beds.  
*Explanatory documents – draft Survey for Residents at HSA Funded Shelters*  
*Proposed Action: Approve Survey*

III. **INFORMATION REQUESTS**  
A. **Information Requests**  
*Chair Mukami*  
5 min  
The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will also review the response from past Information Requests

**Adjournment**  
This item requires a motion, a second, and to be carried.  
*Public Comment will be heard before the proposed action.*  
*Proposed Action: Approve adjournment*

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 formats 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
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.