



City and County of San Francisco  
SHELTER MONITORING COMMITTEE

## MEETING MINUTES

*April 18, 2018 / 10:00 AM*  
*City Hall, Room 408 / San Francisco, CA 94102*

**Present:**

*Vice Chair Gary McCoy*  
*Committee Member Gavin James*  
*Committee Member Nicholas Kimura*  
*Committee Member Lauren Kahn*  
*Committee Member Loretta Gaines*  
*Committee Member Jonathan Adler*  
*Committee Member Stephen Irwin*

**Excused:**

*Chair Mwangi Mukami*  
*Committee Member Charlie Morimoto*  
*Committee Member Traci Watson*

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

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

*Meeting began at 10:06 AM.*

- I. MINUTES** *ACTION*
- A. MARCH 2018 MINUTES** **Vice Chair McCoy** *5 min*  
The Committee reviewed the draft March 2018 minutes.  
*Explanatory document- March 2018 Committee Minutes*  
**No public comment**  
***Proposed Action: Approve Minutes.***  
**M/S/C: Kimura/James/Unanimous**  
***March 2018 Minutes approved***
- II. OLD BUSINESS** *DISCUSSION/ACTION*
- A. POLICY SUBCOMMITTEE** **Member Kimura** *10 min*  
Member Kimura gave an update on the work of the Policy Subcommittee, which included information on the proposed changes to the Imminent Danger policy and other potential policy areas that the Committee to focus on. Member Kahn provided an update on the meetings with the Department of Homelessness and Supportive Housing (HSH) to clarify which Standards of Care could be applied

to the Navigation Centers. Member James asked if the Policy Subcommittee could send a list of the recommended changes to Imminent Danger policy before the May Committee meeting.

**III. REPORTS**

*DISCUSSION*

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

Committee staff reviewed the March 2018 Standard of Care Staff Report, which included information on the vacant seats on the Committee and an update on the Rules Committee presentation. Vice Chair McCoy stated that Supervisor Safai's office had reached out to him and let him know that there is nothing in the current legislation that requires that the Committee present to the Rules Committee. Vice Chair McCoy suggested amending the Committee's legislation to require an annual report be provided to the Rules Committee. He also encouraged the Policy Subcommittee to work on other changes to the legislation.

**Public comment:** Joseph Kenan stated that he had applied for the Committee seat #2 and shared a little bit about his experiences with the San Francisco shelter system.

*Proposed action: Approve recommendation to change the Committee's legislation to require an annual presentation to the Rules Committee*

**No public comment**

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

**Motion approved**

**B. DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

*10 min*

Charles Minor (HSH) provided a presentation from the Department of Homelessness and Supportive Housing, which included information on the 1000 Person Project, the Strategic Framework and the Coordinated Entry Subcommittee meetings.

**Member comment:** Member Kimura asked if information was available on where the clients who were placed in Navigation Centers by the Encampment Resolution Team were going after their stay. Charles Minor stated that the current data system isn't able to pull that information.

**C. SHELTER STATUS REPORTS**

*10 min*

The Committee reviewed Department of Homelessness and Supportive Housing (DHS) Reports, which included:

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

**Member comment:** Member Kimura pointed out that Next Door had 25 vacancies a day in March. Member Kimura also suggested that the Committee submit an

information request for the last 20 bed rosters completed for the Navigation Centers so the Committee could get a sense of how many vacancies there are.

**No public comment**

***Proposed Action: Approve Information Request for last 20 completed Navigation Center bed rosters***

**M/S/C: Kimura/James/Unanimous**  
***Information request approved***

**IV. PUBLIC COMMENT *DISCUSSION* *3 min***

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**Public comment:** Marlon Mendieta (ECS) stated that there are actually several other shelters that are above what Next Door is showing as vacancies. He also stated that ECS has investigated the vacancies and has made some staffing changes. He also suggested that the Committee should focus on vacancies as a whole instead of singling out individual shelters.

**Member comment:** Member Kimura stated that there are many factors can impact vacancies and that the point isn't to call out shelters, but to help resolve the high amount of vacancies.

**ADJOURNMENT**

***Proposed Action: Approve adjournment***  
**Kahn/Gaines/Unanimous**  
***Adjournment approved***

*Meeting adjourned at 11:01 AM*

Action Item	Assigned To
Send a copy of the Imminent Danger with the Policy Subcommittee's edits to the full Committee before the next SMC meeting.	Member Kimura
Send approved information request to HSH for last 20 completed bed rosters at each Navigation Center before the next SMC meeting.	Committee Staff

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Administrator  
Sunshine Ordinance Task Force  
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