



City and County of San Francisco  
Shelter Monitoring Committee

FINAL MEETING MINUTES  
SHELTER MONITORING COMMITTEE  
June 21, 2017  
10:00 AM  
City Hall, Room 408  
San Francisco, CA 94102

**Roster:**

- Chair Mwangi Mukami*
- Vice Chair Gary McCoy*
- Secretary Patrina Hall*
- Committee Member Nicholas Kimura*
- Committee Member Lauren Kahn*
- Committee Member Leslie Bilbro*
- Committee Member Gavin James*
- Committee Member Stephen Irwin*
- Committee Member Loretta Gaines*
- Committee Member Cindy Ward*
- Committee Member Charles 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*

*Chair Mukami called the meeting to order at 10:02 AM. Committee Members Kimura and Morimoto were not present during roll call. There was quorum.*

*Agenda adjustments: Report from Department of Homelessness and Supportive Housing (Item III. A) adjusted to take place after Approval of Meeting Minutes (Item I. A.)*

*Committee Member Kimura was noted as present at 10:30 AM.  
Committee Member Morimoto was noted as present at 10:50 AM.*

**I. MINUTES** *ACTION*

**A. MAY 2017 MINUTES** **Chair Mukami** *5 min*

*The Committee reviewed the draft May 2017 Minutes.*

*Explanatory document- May 2017 Committee Minutes*

**No public comment**

***Proposed Action: Approve Minutes.***

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

***May 2017 Minutes Approved***

**III. REPORTS**

*DISCUSSION*

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

**Emily Cohen** 15 min

Emily Cohen will provide an update from the Department of Homelessness and Supportive Housing, which included information on the Point in Time Homeless Count, Community Engagement Surveys and focus groups. The Committee discussed the Point in Time Homeless Count results, the methodology behind the surveys and focus groups and how an increase funding for certain programs appeared to have reduced homelessness among certain demographics.

**Public comment:** Charles Pitts shared his concerns about how people of color are treated in the shelter system and asked if the Point in Time count reached every area of San Francisco.

**Public comment:** Emily Cohen stated that all 47 miles of San Francisco were covered during the Point in Time Count, including all parks, beaches and roads.

**Member comment:** Member Ward thanked Emily Cohen for all her hard work and stated that it was clear that she was incorporating suggestions she had received.

**II. OLD BUSINESS**

*DISCUSSION/ACTION*

**A. POLICY SUBCOMMITTEE**

**Chair Kimura** 15min

Subcommittee Chair Kimura will give an update on the progress on items currently assigned to the Policy Subcommittee, including the Hospitalization Policy and Coordinated Entry for Families. The Committee also discussed a proposed letter to HSH stating that the Committee wanted to include the Navigation Centers under their purview and whether or not the Committee should get a formal response from HSH explaining the Department's position before sending the letter.

*Explanatory documents – Letter to HSH*

**Proposed Action:** *Send Letter to HSH back to Policy Subcommittee for edits before the Committee votes to approve the letter*

**M/S: James/Kahn**

*Members Ward, Bilbro, Watson and Morimoto abstained from the vote due to a conflict of interest*

**Public comment:** Charles Pitts stated that he believed that the letter also needed to go to the City Attorney's office in addition to HSH.

**Yea votes:** *Hall, Irwin, Kahn, Gaines, Mukami, James*

**Nay votes:** *McCoy, Kimura*

**Motion not approved**

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

Member Ward provided an overview of the Department of Homelessness and Supportive Housing (DHS) Reports. Members Ward and Kimura discussed the family shelter waiting list.

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

**Public comment:** Charles Pitts asked who gets placed on the family shelter waiting list.

**Member comment:** Member Ward explained that people who are unhoused, in abusive situations or with medical conditions would be prioritized.

*Member Watson left the meeting at 11:55 AM*

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

Committee staff provided an overview of the May 2017 Standard of Care Staff report. Members Ward, McCoy and Committee Staffer Jeff Simbe discussed changing site visit requirements and the reasons to have 3 person teams instead of 2 person teams. The Committee also discussed the Committee seat that was vacated with the resignation of Member Lisan.

**Public comment:** Charles Pitts asked if it would be possible to compile data about the number of complaints that were substantiated vs. unsubstantiated.

*Member Ward left the meeting at 12:00 PM*

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

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**Public comment:** Cathy Perdue (HSH) stated that the Department is currently working on changing the hospitalization policy to allow shelters to restore reservations for clients with documented hospitalizations. Cathy Perdue also stated that the Department is looking to implement the grievance policy at Navigation Centers.

**Public comment:** Charles Pitts stated his belief that the shelter system should track next of kin for shelter clients so families could claim the bodies of the deceased. Charles Pitts also proposed several changes for the grievance policy.

## **ADJOURNMENT**

***Proposed Action: Approve adjournment***

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

*Meeting adjourned at 12:08 AM*

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