



City and County of San Francisco  
SHELTER MONITORING COMMITTEE

## AGENDA

August 16, 2017 / 10:00 AM  
City Hall, Room 408 / San Francisco, CA 94102

### Roster:

<i>Chair Mwangi Mukami</i>	<i>Committee Member Traci Watson</i>
<i>Vice Chair Gary McCoy</i>	<i>Committee Member Gavin James</i>
<i>Secretary Patrina Hall</i>	<i>Committee Member Stephen Irwin</i>
<i>Committee Member Nicholas Kimura</i>	<i>Committee Member Loretta Gaines</i>
<i>Committee Member Lauren Kahn</i>	<i>Committee Member Cindy Ward</i>
<i>Committee Member Leslie Bilbro</i>	<i>Committee Member Charles Morimoto</i>

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

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

**I. MINUTES** *ACTION*

- A. JULY 2017 MINUTES** **Chair Mukami** 5 min  
The Committee will review the draft July 2017 Minutes.  
*Explanatory document- July 2017 Committee Minutes*  
**Public Comment will be heard before the proposed action.**  
***Proposed Action: Approve Minutes.***

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

- A. COMMUNICATION FROM THE CHAIR** **Chair Mukami** 10 min

The Chair will communicate the circumstances that allow members to abstain from voting.

*Explanatory documents – Committee Staff memorandum*

- B. POLICY SUBCOMMITTEE** **Chair Kimura** 10 min

Committee Member Kimura will give an update on the work of the policy subcommittee.

- C. LETTER TO HSH** **Chair Mukami** 10 min

The Committee will vote on the proposed letter to Jeff Kositsky, Director of the Department of Homelessness and Supportive Housing, regarding navigation centers.

*Explanatory documents – Letter to HSH*

***Proposed Action: Approve letter to HSH***

**III. NEW BUSINESS**

- A. COMPLAINT POLICY & PROCEDURE**      **Chair Mukami**      *10 min*  
Chair Mukami will introduce a draft copy of the proposed SMC Complaint Policy & Procedures.

*Explanatory document – draft of Complaint Policy & Procedures*

- B. LARK INN**      **Graham Thomas**      *10 min*  
Graham Thomas, Program Director will provide an overview of the services at Lark Inn Youth Shelter.

**IV. 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.

- B. SHELTER STATUS REPORTS**      **Member Ward**      *10 min*  
Department of Homelessness and Supportive Housing (**DHSH**) **Report**
- Shelter Vacancy Report
  - Shelter Turn Away Report-Family Shelter-Hamilton Emergency
  - Family Waiting List-Connecting Point
  - Winter Shelter for Single Adults and Families

- C. STANDARD OF CARE STAFF REPORT**      **Committee Staff**      *10 min*  
Committee staff will review the June 2017, Standard of Care Staff report.

- 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.

**ADJOURNMENT**

This item requires a motion, a second, and to be carried.

*Proposed Action: Approve adjournment*

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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 [sof@sfgov.org](mailto:sof@sfgov.org)

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