



DRAFT MEETING MINUTES

*September 20, 2017 | 10:00 AM
City Hall, Room 408 | San Francisco, CA 94102*

Present:

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

Excused:

- Committee Member Gavin James*

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

*Meeting began at 10:02 AM
There was quorum*

- I. MINUTES** *ACTION*

- A. AUGUST 2017 MINUTES** **Chair Mukami** *5 min*
 The Committee reviewed the draft August 2017 Minutes.
Explanatory document- August 2017 Committee Minutes
No public comment
Proposed Action: Approve Minutes.
M/S/C: Kimura/Bilbro/Unanimous
August 2017 Minutes approved

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

- A. POLICY SUBCOMMITTEE** **Member Kimura** *10 min*
 Committee Member Kimura provided an update on the work of the Policy Subcommittee, including the recent discussions about changing the Committee’s client complaint process.

Public Comment: Charles Pitts stated that the Navigation Centers have the Standards of Care written into their contract. Mr. Pitts also stated that he disagreed with changing the complaint process to require clients to go to the shelter before allowing them to file a complaint with the Committee. Mr. Pitts also stated that the shelters lie and that investigations are not up to a quality standard.

III. NEW BUSINESS

A. SAR 092017-1: ANNUAL REPORT **Chair Mukami** 15 min

The Committee reviewed and made edits to the Annual Report Fiscal Year 2016-2017.

Member Comment: Vice Chair McCoy recommended adding Next Door's client capacity and operating hours to the report.

Member Comment: Member Kahn suggested replacing any graphics intended to represent frustrated clients.

Member Comment: Member Bilbro suggested adding any edits that can clarify the meaning of the report, such as explaining what the Top 6 infractions were.

Member Comment: Member Morimoto suggested changing the photo on the cover page because the report does not contain information about the Navigation Centers. Member Morimoto stated that if the intention was to address the Navigation Centers, it would make more sense to include that in the written report instead of just having a picture on the cover.

Member Comment: Member Irwin suggested including a second picture of a shelter that the Committee inspects on the cover.

Explanatory document: Draft of Annual Report Fiscal Year 2016-2017

Proposed Action: Approve Annual Report Fiscal Year 2016-2017 with edits

Public Comment: Charles Pitts stated that the Committee members who didn't provide photos looked like they were in the witness protection program.

M/S/C: Mukami/Gaines/Unanimous

Annual Report Fiscal Year 2016-2017 approved with edits

IV. REPORTS **DISCUSSION**

A. DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING **Emily Cohen** 15 min

Emily Cohen provided an update from the Department of Homelessness and Supportive Housing, which included information about the Department's new offices and an update on the response from Director Kositsky to the letter

submitted by the Committee asking for clarification on the Committee's role in monitoring the Navigation Centers.

Public comment: Charles Pitts stated that he was not confident that the Committee would receive a good response to their letter and asked if there were any plans to bring in additional resources to help with housing in San Francisco.

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

Member Ward presented the Department of Homelessness and Supportive Housing's (DHS) Report and gave an update on the implementation of the ONE system.

- 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: Ann Jones stated that there is a need for the Bethel AME shelter because it is an important resource for homeless women.

Public comment: Sheila Wittenberg (First Friendship) stated that there is a need for additional emergency family shelters in San Francisco and that she has seen many families return to First Friendship shelter after their initial reservation runs out.

Public comment: Charles Pitts stated that San Francisco has a housing first model and suggested the creation of a manual that would help homeless people find housing.

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

Committee staff reviewed the August 2017, Standard of Care Staff report, which included a recommendation that the Committee submit a memo to Director Kositsky (HSH) requesting that Committee staff be given access to security footage at shelters in order to investigate client complaints.

Proposed Action: *Send memo to Director Kositsky (HSH) requesting that Committee staff be given access to security footage at shelters.*

Public comment: Charles Pitts suggested sending the request to the Board of Supervisors at the same time that it is sent to Director Kositsky.

M/S/C: Kimura/Kahn/Unanimous

Memo to Director Kositsky requesting access to security footage approved

Vice Chair McCoy left the meeting at 10:55 AM

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: Charles Pitts stated that there should be hiring standards in place at shelters. He also stated that he asked the Chair of the Local Homeless Coordinating Board about what policies are in place to prevent sex offenders from being hired as family shelter staff and alleged that the Chair’s response was “Trust me.”

Public comment: Ann Jones asked if the City had any plans to Sunset homeless shelters.

Member Comment: Member Morimoto stated that there are many advisory boards and commissions, so there is a question of whether or not some of them have lost their purpose. He also stated that there are no services that are being Sunset.

ADJOURNMENT

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

Proposed Action: Approve adjournment

M/S/C: Kahn/Watson/Unanimous

Adjournment approved at 11:50 AM

September 20, 2017 Meeting Action Items

Notes and Action Item:	Assigned to:
Make all approved edits to Annual Report.	Chair Mukami, Committee Staff
Submit new photos for the Committee Membership page of the Annual Report.	Members Ward and Bilbro
Add recommendations for family shelters as an agenda item for the next Policy Subcommittee meeting.	Member Kimura
Member Ward will look into getting quarterly updates on the number of families from 3-6 month shelters that were placed into housing.	Member Ward
Policy Subcommittee will continue discussion of proposed changes to the Committee’s legislation in order to add flexibility to site visit requirements.	Member Kimura
Investigate complaints made against the Bethel AME employee and provide an update at the October meeting.	Committee Staff
Committee staff will write a memo for Director Kositsky requesting that Committee staff be given access to security camera footage at shelters in order to investigate client complaints. Chair Mukami will review the memo before it is sent out.	Committee Staff, Chair Mukami
Committee staff will request information on the security video systems at each shelter, such as policies related to their use and technical limitations for file storage.	Committee Staff

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Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
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San Francisco, CA 94102-4689
Phone 415.554.7724
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