



# MEETING MINUTES

*October 18, 2017 | 10:00 AM  
City Hall, Room 408 | San Francisco, CA 94102*

**Present:**

- Vice Chair Gary McCoy*
- Secretary Patrina Hall*
- Committee Member Nicholas Kimura*
- Committee Member Lauren Kahn*
- Committee Member Stephen Irwin*
- Committee Member Loretta Gaines*
- Committee Member Charles Morimoto*
- Committee Member Gavin James*

**Excused:**

- Chair Mwangi Mukami*
- Committee Member Traci Watson*
- Committee Member Cindy Ward*

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

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

*MEETING BEGAN AT 10:05 AM. MEMBER KIMURA WAS NOT PRESENT. THERE WAS QUORUM.  
MEMBER KIMURA ARRIVED AT 10:10 AM.*

*AGENDA ADJUSTMENTS: DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING UPDATE MOVED  
TO SECOND AGENDA ITEM AFTER SEPTEMBER 2017 MINUTES.*

- I. MINUTES** *ACTION*
- A. SEPTEMBER 2017 MINUTES** **Vice Chair McCoy** *5 min*  
 The Committee reviewed the draft September 2017 Minutes.  
*Explanatory document- September 2017 Committee Minutes*  
**No public comment**  
**Proposed Action: Approve Minutes.**  
**M/S/C: Kahn/Morimoto/Unanimous**  
**Minutes Approved**

- 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 an announcement that the Interfaith Winter Shelter program would be launching in November and an update on last week's launch of Coordinated Entry for family shelters.

**II. OLD BUSINESS**

***DISCUSSION/ACTION***

**A. POLICY SUBCOMMITTEE**

**Member Kimura** 10 min

Committee Member Kimura gave an update on the work of the Policy Subcommittee, which included recommended changes for the Committee's site visit requirements. Member Kahn stated that the intention of changing the requirements was not just to reduce the Committee's workload, but also to ensure that the Committee's time is spent on sites where there may be more issues. Member Morimoto stated his concerns that it appeared that the Committee was trying to reduce the number of site visits and recommended that Committee staff write up a description of the criteria and the intention of changing the site visit requirements.

*Explanatory document: Recommended changes to site visit requirements*

**No public comment**

**III. NEW BUSINESS**

**A. HOSPITALITY HOUSE**

**Jose Bernal** 15 min

Jose Bernal, Shelter Program Manager provided an overview of the services at Central City Hospitality House and the history of the organization.

**No public comment**

**IV. REPORTS**

***DISCUSSION***

**B. SHELTER STATUS REPORTS**

**Member Kimura** 10 min

Member Kimura presented the Department of Homelessness and Supportive Housing (DHSH) Report and shared his concerns with the number of shelter vacancies. Member Kimura also suggested that the Committee consider counting the number of clients that were turned away.

- 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 reviewed the August 2017, Standard of Care Staff report.

**Public comment:** A member of the public stated that she was concerned about shelter staff at Next Door being dressed inappropriately while on duty.

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

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**Public comment:** Cynthia Lee stated that she has benefited from a grounding device and that it would be useful if dogs could be trained to detect bed bugs.

**ADJOURNMENT**

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

*Proposed Action: Approve adjournment*

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

*Meeting adjourned at 11:18 AM*

**October 18, 2017 Meeting Action Items**

<b>Notes and Action Item:</b>	<b>Assigned to:</b>	<b>To be completed:</b>
Prepare document which provides background information on the recommended changes to the Committee’s site visit requirements. This document should include the justification for changing the requirements, the difference between announced and unannounced site visits, a description of the size of the shelters and that the changes will keep with the original intention of the Committee’s legislation.	Howard, Lauren, Nick	11/15/17
Document will be reviewed by Policy Subcommittee before being presented to Shelter Monitoring Committee for approval.		

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