



City and County of San Francisco
Shelter Monitoring Committee

**DRAFT MEETING MINUTES
 SHELTER MONITORING COMMITTEE
 POLICY SUBCOMMITTEE MEETING**

**November 13, 2015
 4:00 – 5:00 PM
 1380 Howard St.
 4th Floor, Room 417
 San Francisco, CA 94103**

Roster:

- Subcommittee Chair Mwangi Mukami*
- Subcommittee Member Jonathan Bonato (SMC Vice Chair)*
- Subcommittee Member Matthew Steen (SMC Secretary)*
- Subcommittee Member Kendra Amick*
- Committee Chair Nick Kimura*

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

- I. MINUTES** *ACTION*
- A. October 2015 Minutes** **Chair Mukami** *5 min*
- The Committee reviewed and made edits to the draft October 2015 Minutes.
Explanatory document- October 2015 Committee Minutes
No public comment
Proposed Action: Approve draft October 2015 Minutes with edits.
M/S/C: Steen/Mukami/Unanimous
October 2015 Minutes Approved

- II. NEW BUSINESS** *DISCUSSION*
- A. Imminent Danger Policy** **Chair Mukami** *30 min*
- The Committee discussed and revised the policy recommendations and created the following:

1. HSA shall adopt a policy on victims of domestic violence. The policy must include the following:
 - a. No client shall be denied services on the basis of being a victim of domestic violence
 - b. Self-disclosure of domestic violence cannot be used as grounds for denial of service

- c. Use lethality assessments to assess all families for the risk of domestic violence upon intake
 - d. The creation of procedures where shelters contact law enforcement for the provision of emergency protective orders (EPO) in cases of domestic violence
 - e. Update the shelter training manual with a for front line shelter staff on how to handle dv and other crisis situations
 - f. Domestic violence policy should be consistent with the San Francisco Shelter Grievance policy
2. Separate recommendations
- a. To increase funding for additional trainings on domestic violence for all shelter staff
 - b. To support additional funding for the expansion of the domestic violence support system

No public comment

Proposed Action: Approve revised policy recommendations

M/S/C: Steen/Amick/Unanimous

Policy recommendations approved

B. SMC Legislation

The Committee will discuss recommendations for legislation issues.

Explanatory document: Shelter Monitoring Committee Legislation Issues with Recommendations

No public comment

Proposed Action: Approve Shelter Monitoring Committee Legislation Issues

M/S/C: Amick/Mukami/Unanimous

Approved Shelter Monitoring Committee Legislation Issues

III. INFORMATION REQUESTS

DISCUSSION

A. Information Requests

Chair Mukami

5 min

None

Adjournment

Proposed action: Adjourn the November Policy Subcommittee meeting

Public Comment will be heard before the proposed action.

M/S/C: Steen/Mukami/Unanimous

Adjournment of the November Policy Subcommittee meeting approved

To obtain copies of the agenda, minutes, or any explanatory documents, please contact Jeff Simbe at 415.255.3642 or jeff.simbe@sfdph.org 72 hours before the meeting.

To obtain a disability-related modification or accommodation, including auxiliary aids or services to participate in the meeting, please contact Jeff Simbe at 415.255.3642 or jeff.simbe@sfdph.org at least two business days before the meeting.

City Hall is accessible to persons using wheelchairs and others with disabilities. Assistive listening devices are available and meetings are open-captioned. Agendas are available in large print. Materials in alternative formats, American Sign Language interpreters, and other format accommodations will be made available upon request. Please make your request for alternative format or other accommodations to the Shelter Monitoring Committee at 415.255.3642. Providing at least 72 hours notice prior to the meeting will help ensure availability.

The nearest BART station is Civic Center Plaza at the intersection of Market, Grove, and Hyde Streets. The MUNI Metro lines are the F, J, K, L, M, and N (Civic Center Station or Van Ness Avenue Station). MUNI bus lines serving the area are the 47 Van Ness, 9 San Bruno, and the 6, 7, 71 Haight/Noriega. Accessible curbside parking is available on Oak and Hickory Streets.

The ringing of and use of cell phones, pagers, and similar sound producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager or other similar sound-producing electronic devices. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees maybe sensitive to various chemical based scented projects. Please help the City to accommodate these individuals.

Know Your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. **FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE THROUGH:**

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 sotf@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library, and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code § 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; web site: sfgov.org/ethics.