



City and County of San Francisco  
SHELTER MONITORING COMMITTEE

## DRAFT MEETING MINUTES

*November 15, 2017 / 10:00 AM  
City Hall, Room 408 / San Francisco, CA 94102*

**Present:**

*Chair Mwangi Mukami  
Secretary Patrina Hall  
Committee Member Nicholas Kimura  
Committee Member Lauren Kahn  
Committee Member Loretta Gaines  
Committee Member Cindy Ward  
Committee Member Charlie Morimoto  
Committee Member Jonathan Adler  
Committee Member Stephen Irwin*

**Excused:**

*Vice Chair Gary McCoy  
Committee Member Traci Watson  
Committee Member Gavin James*

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

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

*2 min*

*Meeting began at 11:05 AM.*

*The Committee had a moment of silence for Will Daley. Chair Mukami announced that there would not be a Shelter Monitoring Committee meeting in December. Committee member Jonathan Adler was introduced as the newest member of the Committee.*

*Agenda Item II. A. "Policy Subcommittee update" set to take place after Item III. A. Quarterly Report.*

**I. MINUTES**

**ACTION**

**A. OCTOBER 2017 MINUTES**

**Chair Mukami**

*5 min*

*The Committee reviewed the draft October 2017 Minutes.*

*Explanatory document- October 2017 Committee Minutes*

**No public comment**

**Proposed Action: Approve Minutes.**

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

**III. NEW BUSINESS**

**A. QUARTERLY REPORT** **Chair Mukami** 15 min

The Committee reviewed and make edits to the 1<sup>st</sup> Quarter Report FY 2017 – 2018.

*Explanatory document: Draft of 1<sup>st</sup> Quarter Report FY 2017 - 2018*

***Proposed Action: Approve Quarterly Report***

**Public comment:** A member of the public stated that there weren't enough protections for clients staying in the shelter.

**Public comment:** A member of the public stated that many people are homeless because of economic reasons. She also suggested that it would be beneficial to increase diversity of shelter staff.

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

***1<sup>st</sup> Quarter Report FY 2017 - 2018 approved***

**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, including the recommended changes to the Committee's site visit requirements and an update on the Navigation Center Workgroup. The Committee had a discussion on which Standards they thought the Committee should monitor during visits to the Navigation Centers and decided to remove Standard 5 from the list of excluded Standards.

*Explanatory document: Navigation Center Standards of Care*

***Proposed Action: Approve Navigation Centers Standards of Care with edits***

**Public comment:** Charles Pitts stated that if the Committee will not monitor compliance with Standard 19 at the Navigation Centers, it should only apply in cases where clients are couples. He stated that that Standard 19 was put in because shelters were place mats right next to each other and were telling clients that they had to sleep together.

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

***Navigation Center Standards of Care approved with edits***

*Chair Mukami left the meeting at 10:40 AM. Member Kimura took over the duties of Chair.*

**III. NEW BUSINESS**

**A. HSH STRATEGIC FRAMEWORK** **Committee Member Ward** 20 min

Committee Member Ward presented the HSH Strategic Framework, including information on how the framework was developed with community input, that the goal of the framework to reduce homelessness and how much of the budget

is for housing subsidies and continued support for individuals who have made it through the systems.

**Public comment:** Charles Pitts shared his concerns about whether Navigation Centers would stick to their original program model, the ONE system and the availability of SROs and supportive housing in San Francisco.

**Public comment:** Elea Concha stated that she has had difficulty getting ADA accommodations and IHSS services through San Francisco's shelter system.

#### IV. REPORTS

#### DISCUSSION

##### A. SHELTER STATUS REPORTS Committee Member Ward 10 min

Committee Member Ward provided an update from the Department of Homelessness and Supportive Housing (DHS), which included reports about shelter occupancy. Committee Member Ward suggested that the Policy Subcommittee have a discussion on data that they would like to see in future reports.

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

*Member Kimura left the meeting at 11:14 AM. Member Kahn took over the duties of Chair.*

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

Committee staff reviewed the October 2017, Standard of Care Staff report. Committee Staffer Jeff Simbe stated that he was working with DHS and other stakeholders to set up a meeting of the Navigation Workgroup sometime in January. Mr. Simbe also stated that Committee members could tour the 16<sup>th</sup> and Mission Navigation Center on the 1<sup>st</sup> Friday of every month.

#### IV. PUBLIC COMMENT

#### DISCUSSION

3 min

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**Public comment:** Charles Pitts stated his concerns about the Navigation Centers not implementing the shelter grievance policy.

**Public comment:** Elea Concha asked if shelter employees were required to have ADA training.

**Public comment:** Nancy Cross stated that her concerns that the shelter grievance process does not include fair administrative hearings that allow for the presentation of oral evidence by clients.

## **ADJOURNMENT**

***Proposed Action: Approve adjournment***

**M/S/C: Irwin/Gaines/Unanimous**

***Meeting adjourned at 11:40 AM***

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