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

1380 Howard Street, First Floor
San Francisco, CA 94103 (415) 255,3642 (phone)
www.sfgov.org/sheltermonitoring (415) 255-3629 (fax)
shelter.monitoring@sfgov.org
A. QUARTERLY REPORT  
Chair Mukami  15 min
The Committee reviewed and make edits to the 1st Quarter Report FY 2017 – 2018.

Explanatory document: Draft of 1st 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
1st 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

#### A. SHELTER STATUS REPORTS

Committee Member Ward provided an update from the Department of Homelessness and Supportive Housing (DHSH), 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 reviewed the October 2017, Standard of Care Staff report. Committee Staffer Jeff Simbe stated that he was working with DHSH 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 16th and Mission Navigation Center on the 1st Friday of every month.

### IV. PUBLIC COMMENT

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 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

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.