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 made 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

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

B. HSH STRATEGIC FRAMEWORK
Committee Member Ward 20 min
Committee Member Ward presented the HSH Strategic Framework which guides the work of HSH and community partners in the next 5 years.
IV. **REPORTS**

**A. DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

Committee Member Ward 15 min

Emily Cohen will provide an update from the Department of Homelessness and Supportive Housing.

**B. SHELTER STATUS REPORTS**

Committee Member Ward 10 min

Department of Homelessness and Supportive Housing (DHSH) Report
- 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 will review the October 2017, Standard of Care Staff report.

**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.

**ADJOURNMENT**

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

*Proposed Action: Approve adjournment*

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Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
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