



# MEETING MINUTES

*November 28, 2018 / 10:00 AM*  
*City Hall, Room 408 / San Francisco, CA 94102*

**Present:**

- Chair Mwangi Mukami*
- Committee Member Gavin James*
- Committee Member Lauren Kahn*
- Committee Member Loretta Gaines*
- Committee Member Jonathan Adler*
- Committee Member Traci Watson*
- Committee Member Stephen Irwin*

**Excused:**

- Committee Member Nicholas Kimura*

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

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

*The meeting was called to order at 10:30 AM. Quorum was established. The agenda was adjusted to have 2017-2018 Annual Report and 2018-2019 1<sup>st</sup> Quarter Report take place after approval of August and October 2018 meeting minutes. The Policy Subcommittee report was moved to take place after the October 2018 SOC Staff Report.*

**I. MINUTES** *ACTION*

**A. AUGUST AND OCTOBER 2018 MINUTES** **Chair Mukami** *5 min*

The Committee reviewed the draft August and October 2018 minutes.  
*Explanatory document- August 2018 and October 2018 Committee Minutes*

*Proposed Action: Approve August 2018 Minutes*

**No public comment**

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

*August 2018 Minutes approved*

*Proposed Action: Approve October 2018 Minutes*

**No public comment**

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

*October 2018 Minutes approved*

**III. NEW BUSINESS** *DISCUSSION/ACTION*

**A. 2017-2018 ANNUAL REPORT** **Chair Mukami** *10 min*

The Committee reviewed the Annual Report for fiscal year 2017-2018 and made necessary changes and edits.

*Explanatory document: Draft of Annual Report FY17-18*

Chair Mukami stated that the “Forward” section should be moved ahead of the Executive Summary. Member Kahn thanked Committee staff for putting together the report.

***Proposed Action: Approve Draft of Annual Report FY17-18 with edits***

**No public comment**

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

***Annual Report FY17-18 with edits approved***

**B. 2018-2019 1<sup>st</sup> QUARTER REPORT Chair Mukami 10 min**

The Committee reviewed the Quarterly Report for the 1<sup>st</sup> Quarter of fiscal year 2018-2019 and made necessary changes and edits.

*Explanatory document: Draft of 1<sup>st</sup> Quarter Report FY18-19*

Chair Mukami stated that one project the Committee was unable to complete before the end of the term was the establishment of a rating system for shelters that consistently performed well. He stated that last year’s report had a large impact on the sites.

Member James stated that he noticed that on page 6 of the report that the Committee received the most complaints about shelter staff. He stated that whenever he spoke to clients, he always heard about problems about staff from clients. He stated that he wanted to emphasize how important it was to have compassion for clients and to train staff.

Member Watson asked if it was possible for the Shelter Monitoring Committee to participate in the interview process for shelter staff.

Chair Mukami responded that there were potential legal issues due to labor laws and that sites have oversight of their staff. He also stated that what has worked has been tracking the names of shelter staff that come up frequently in shelter complaints. He stated that it will be important for the next Committee to continue putting pressure on the leadership and shelter sites to improve shelter performance and compassion.

***Proposed Action: Approve Draft of 1<sup>st</sup> Quarter Report FY18-19 with edits***

**No public comment**

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

***2018-2019 1<sup>st</sup> Quarter Report with edits approved***

**II. REPORTS DISCUSSION/ACTION**

**A. STANDARD OF CARE STAFF REPORT Committee Staff 10 min**

Committee staff reviewed the August 2018, September 2018 and October 2018 Standard of Care Staff reports.

*Explanatory document- August 2018 Standard of Care Staff Report, September 2018 Standard of Care Staff Report, October 2018 Standard of Care Staff Report*

**B. POLICY SUBCOMMITTEE** **Member Kahn** *10 min*

Member Kahn provided an update on the Policy Subcommittee, which included information on recent meetings with HSH to discussing site visits at the Navigation Centers. She stated that there were still some outstanding questions about which Standards of Care could be applied to the Navigation Centers. She also stated that the Policy Subcommittee approved a set of changes for the Committee's site visit procedures that were now awaiting approval but the full Committee.

*Explanatory document- Proposed Changes to Site Visit Procedures*

***Proposed Action: Approve Proposed Changes to Site Visit Procedures***

**No public comment**

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

***Proposed Changes to Site Visit Procedures approved***

Chair Mukami stated that he was proud of everything that the Committee has accomplished over the last term and that he hoped that the upcoming Committee would take on a few issues: long term denials of services at shelters, stabilization of the Committee's membership with the implementation of staggered member terms, ensuring that the ONE system serves all the clients who need shelter and for the Committee to continue representing those who do not have a voice.

*Member Watson left the meeting at 11:00 AM. The Committee lost quorum.*

**C. DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**  
**Kaki Marshall (HSH)** *10 min*

Kaki Marshall (HSH) provided an update from the Department of Homelessness and Supportive Housing, which included information on the Navigation Centers, the Interfaith Winter Shelters and plans to expand the adult shelter system by 24-100 mats when the city experiences extreme weather conditions.

**D. SHELTER STATUS REPORTS** *10 min*

The Committee reviewed the Department of Homelessness and Supportive Housing's (HSH) Shelter Vacancy Reports.

*Explanatory document- August 2018 Shelter Occupancy Report, August 2018 Providence Family Counts, August Bethel AME Count, September 2018 Shelter Occupancy Report, September 2018 Family Occupancy Report, September Bethel AME Count, October 2018 Shelter Occupancy Report, October 2018 Family Occupancy Report, October Bethel AME Count*

**IV. PUBLIC COMMENT**

**DISCUSSION**

*3 min*

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**No public comment**

*The Committee received Certificates of Appreciation in recognition of their hard work and dedication over the 2017-2018 Committee term.*

***Meeting adjourned at 10:33 AM***

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Administrator  
Sunshine Ordinance Task Force

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