



City and County of San Francisco
Shelter Monitoring Committee

MEETING MINUTES
SHELTER MONITORING COMMITTEE
December 21, 2016
10:00 AM
City Hall, Room 408
San Francisco, CA 94102

Present:

- Chair Mwangi Mukami
- Vice Chair Matthew Steen
- Secretary Terezie Bohrer
- Committee Member Gary McCoy
- Committee Member Cindy Ward
- Committee Member Gavin James
- Committee Member Patrina Hall
- Committee Member Charles Morimoto

Excused:

- Committee Member Anakh Sul Rama

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

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

- I. MINUTES *ACTION*
- A. November 2016 Minutes **Chair Mukami** 5 min
The Committee reviewed the draft November 2016 Minutes.
Explanatory document- November 2016 Committee Minutes
No public comment
Proposed Action: Approve November 2016 Minutes.
M/S/C: Bohrer/McCoy/Unanimous
November 2016 Minutes approved

All items tabled until after Emily Cohen’s (DHS) report

- IV. REPORTS *DISCUSSION*
- A. Department of Homelessness and Supportive Housing **Emily Cohen** 10 min
Emily Cohen provided an update from the Department of Homelessness and Supportive Housing. She stated that the Department had opened one Navigation Center and was preparing to open two additional Navigation Centers. She also stated that the Department had launched the encampment resolution team, which has resolved 4 encampments to date. She also discussed the Mayor’s

participation in the West Coast Mayor's Summit and gave an update on the department's strategic planning process.

Member Comment: Member McCoy asked when the two new Navigation Centers were scheduled to be opened.

Emily Cohen stated that they would both be open sometime in 2017.

Member Comment: Vice Chair Steen asked if there was a draft of the strategic planning process that the Committee could review. He also asked if there was a plan from the Mayor to backfill missing funds from Prop K and if the Department was planning to increase shelter capacity.

Emily Cohen responded by stating that she would send the strategic planning presentation slides to Committee staff to distribute to Committee members. She also stated that she would have to look into whether or not the Mayor had plans to fill missing funds from Prop K but emphasized that increased shelter capacity is a priority from the new department. She also stated that the opening of the Winter Interfaith Shelters would expand capacity during the winter months.

Vice Chair Steen and Emily Cohen had a discussion about the upcoming Point in Time Count, which will take place on January 26th, 2017. Emily Cohen emphasized the need for additional volunteers, especially volunteers with cars.

Vice Chair Steen and Member Morimoto discussed the Annual Interfaith Memorial Service.

II. OLD BUSINESS

DISCUSSION/ACTION

A. SUBCOMMITTEE'S REPORTS

Policy Subcommittee

Chair McCoy *10 min*

Policy Subcommittee Chair McCoy will give an update on the progress of the Policy Subcommittee. He stated that the Subcommittee would be reviewing shelter utilization, late pass policies and how clients can access set-aside beds. He also stated that the Subcommittee was currently reviewing a survey which would be used to evaluate the needs of seniors in the shelter system. Secretary Bohrer stated her support for the senior survey and spoke about her observations that there are more seniors and people with serious disabilities in the shelter system. She also stated her desire to see the Committee make the senior survey a priority for the next year and stated her willingness to come back and work with the Committee to write a white paper about the survey results if she is not reappointed.

III. NEW BUSINESS

A. SAR 122016-1: ANNUAL REPORT

Chair Mukami *15 min*

The Committee reviewed and made edits to the Annual Report Fiscal Year 2015-2016.

Member Comment: Vice Chair Steen suggested creating a cover letter that would be sent out to the Mayor’s office, Board of Supervisors and shelter providers along with the Annual Report which would explain that the full report is available on the Shelter Monitoring Committee website.

Member Comment: Member Morimoto suggested adding in an “Appendices” heading and deleting the phrase “This page left intentionally blank” from p. 46 of the full report.

Member Comment: Secretary Bohrer suggested creating a Powerpoint presentation when presenting the report to the Rules Committee.

Member Comment: Members Ward and Morimoto thanked Chair Mukami and Committee staff for their hard work in finishing the report.

Explanatory document: Draft of Annual Report Fiscal Year 2015-2016

Proposed Action: Approve Annual Report Fiscal Year 2015-2016 with edits

No public comment

M/S/C: Steen/Bohrer/Unanimous

Annual Report Fiscal Year 2015-2016 with edits approved

IV.	REPORTS	DISCUSSION
B.	Shelter Status Reports	Cindy Ward 10 min

Department of Homelessness and Supportive Housing (DHS) Report

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

Committee Member Ward gave an update from DHS. She stated that occupancy rates had largely remained the same when compared to previous months. Vice Chair Steen and Committee Member Ward discussed how the number of families that were turned away had increased and how those numbers included duplicates (ie. Situations where a family calls two days in a row and are turned away, they would be counted twice).

C.	Standard of Care and Staff Report	Committee Staff 10 min
-----------	--	-------------------------------

Committee staff reviewed the September 2016, Standard of Care and Staff report and handed out Certificates of Appreciation for Committee members.

Member Comment: Chair Mukami stated that he was proud of the work that the Committee was able to accomplish in recommending changes to the Imminent Danger/Domestic Violence policy and stated that the MUNI token policy, senior issues, recommendations for the shelter training manual and reviewing the Committee’s internal policies and procedures were topics that he wanted to address in the next fiscal year.

V. **PUBLIC COMMENT** *DISCUSSION* 3 min

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: A member of the public stated her opinion that staff at Next Door are not appropriately handling incidents of violence that take place inside the shelter. She stated that shelter management at Next Door have said that the site will be implementing restorative justice but questioned how the site would be able to do so. She also stated that she had received two concussions inside of one year and stated her belief that staff will give clients a heads up so they can leave the shelter before police arrive.

Public comment: A member of the public stated that he has seen clients who pretend to be gay just to get a bed at Jazzie's Place. He stated that even though Jazzie's Place was set up for the LGBT community, right now beds just go to any homeless people. He also stated that he had been attacked and had his privacy violated at the site in the past.

Adjournment

Proposed Action: Approve adjournment

M/S/C: Bohrer/Mukami/Unanimous

Meeting adjourned at 11:00 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.