



City and County of San Francisco
Shelter Monitoring Committee

**MEETING MINUTES
 SHELTER MONITORING COMMITTEE
 POLICY SUBCOMMITTEE MEETING**

**February 9, 2016
 4:00 PM – 5:30 PM
 1380 Howard St.
 Room 515 (5th Floor)
 San Francisco, CA 94103**

Present:

- Subcommittee Chair Mwangi Mukami*
- Subcommittee Member Kendra Amick*
- Subcommittee Member Matthew Steen (SMC Vice-Chair)*
- Subcommittee Member Terezia Bohrer (SMC Secretary)*
- Subcommittee Member Gary McCoy*

Absent:

- Subcommittee Member Jonathan Bonato (SMC Chair)*

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

The Policy Subcommittee welcomed their newest member, Gary McCoy. Shelter Monitoring Committee Chair Jonathan Bonato officially resigned from the Policy Subcommittee.

I. MINUTES *ACTION*
A. November 2015 Minutes **Chair Mukami** *5 min*

The Committee reviewed the draft November 2015 Minutes.
Explanatory document- November 2015, Committee Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Draft November 2015 Minutes
M/S/C: Steen/Amick/Unanimous
Draft November 2015 Minutes Approved

II. NEW BUSINESS *DISCUSSION*
A. Imminent Danger Policy **Chair Mukami** *10 min*

The Committee reviewed the resolution amending the Human Services Agency’s Imminent Danger policy regarding victims of domestic violence.
Explanatory document – Resolution

Subcommittee Member Steen gave an update on the progress of the Imminent Danger resolution, which has now been assigned a file and resolution number. Supervisor Katy Tang has requested an update on the progress of the resolution but unfortunately not much more information is available at this time.

Subcommittee Member Amick stated that Bay Legal would be willing to offer their services on this project upon request since many of their clients are impacted by Imminent Danger. She clarified that this request would have to be formally submitted to Bay Legal as she was present at the meeting on her own time and not as a representative of Bay Legal.

Subcommittee Chair Mukami stated that there is a point of contention with HSA regarding the line “No client shall be denied services on the basis of being a victim of domestic violence” in the resolution. It is unclear if that line will make it into the final policy recommendation from HSA.

Public comment: Marlon Mendieta from Hamilton Family Services voiced his concerns that on page 2 of the resolution where it states that “Self Disclosure of Domestic Violence” doesn’t specify whether it refers specifically to the aggressor or the victim. He emphasized that the current language could provide protections to the aggressor simply because they disclosed the domestic violence.

Subcommittee Member McCoy stated that a new version of the resolution is available, with some changes made to the title of the resolution.

B. Shelter Vacancies **Chair Mukami** 20 min

The Committee explored the vacancy rate at single adult shelters.
Explanatory documents – Shelter Occupancy Reports, Shelter Reservation and Extension Policy, Late Pass Policy

Subcommittee Member Bohrer suggested the creation of a graph to illustrate how vacancy rates change over time. Subcommittee Member McCoy agreed to take the lead in the creation of the graph.

Subcommittee Chair Mukami outlined his intentions to frame the scope of research for shelter vacancies (Number of beds, number of clients that don’t have access to beds, work that previous city agencies and committees had completed). He also shared his belief that all background research should be completed prior to presenting any findings. He then asked for additional information about the Shelter Utilization Review Committee.

Subcommittee Member Steen provided a history of the Shelter Access Workgroup (SAW) and the Shelter Utilization Review Committee.

Subcommittee Chair Mukami asked Subcommittee Member Steen to gather additional information on SAW and the Shelter Utilization Review Committee. He asked Subcommittee Member McCoy to check if there were any updates

from the Mayor's office regarding these groups. He also mentioned his intention to examine reservations, tokens, late passes and Imminent Danger policies as potential factors affecting occupancy rates. He then explained how HSA policy regulates how CAAP reservations.

Subcommittee Member McCoy asked if these policies meant that CAAP clients can theoretically miss 4 nights, get their bed dropped, talk to their case manager and then get their bed back the next day.

Subcommittee Member Steen stated that he believes the Policy Subcommittee is on the same page, where CAAP beds may be the ones that are staying vacant and dropping occupancy rates.

Subcommittee Member Amick stated that tying cash/housing benefits to physically being in a shelter may also be a factor in occupancy rates. She also explained that there could be a number of other reasons why clients wouldn't be interested in coming in to a shelter.

Subcommittee Chair Mukami mentioned that currently available reports don't include Bethel AME, First Friendship and the family mats at Providence. He clarified that those sites track clients by counting mats and not through the CHANGES system.

Subcommittee Member Amick shared her view that the Policy Subcommittee needs to find out how clients are getting placed into housing.

C. Tokens **Chair Mukami** *15 min*
The Committee discussed issues related to tokens at the shelters.
Explanatory documents – Token Policy

Committee Staff Jeff Simbe provided an update on the results from the MUNI Token surveys: Most clients are unaware of the token program, so the Shelter Monitoring Committee developed a flyer in 5 languages and distributed them to all of the single-adult shelters.

Subcommittee Chair Mukami stated that the Subcommittee could ask HSA to create a policy where sites must include the MUNI token signs. He also discussed the existing problem where clients can get tokens for job interviews, but none are available once they are actually employed. He then asked Subcommittee Member Amick if she could provide information of how clients can appeal ticket citations for failing to pay MTA fees. He emphasized that the priorities for the Policy Subcommittee this Spring are going to be shelter utilization and access to transportation for the homeless.

Subcommittee Steen stated that transit is an issue that's been bubbling around for years. He clarified that the Committee has already done a lot of work on the issues that have been affecting clients for many years now.

Adjournment

No public comment

Proposed Action: Approve adjournment

M/S/C: Bohrer/Amick/Unanimous

Adjournment approved

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