



DRAFT MEETING MINUTES

*March 20, 2019 | 10:00 AM
City Hall, Room 408 | San Francisco, CA 94102*

Present:

*Committee Member Jonathan Adler
Committee Member Diana Almanza
Committee Member Gabriela Avalos
Committee Member Stephen Irwin
Committee Member Joseph Kenan
Committee Member Nastassia Serina
Committee Member Scott Walton
Committee Member Vixen Yvonne
Committee Member Craig Murdock*

Excused:

Committee Member Traci Watson

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

The meeting began at 10:01 AM. Member Serina was not present. There was quorum. Member Serina arrived at 10:10 AM.

Proposed Action: Allow Committee staff to chair the meeting.

No public comment

M/S/C: Kenan/Almanza/Unanimous

Proposed Action: Adjust agenda to have officer elections take place at next month's meeting instead of this month.

No public comment

M/S/C: Almanza/Kenan/Unanimous

I. MINUTES *ACTION*

A. NOVEMBER 2018 MINUTES **Committee Staff** *5 min*

The Committee reviewed the draft November 2018 minutes.

Explanatory document- November 2018 Committee Minutes

Proposed Action: Approve November 2018 Minutes.

No public comment

M/S/C: Kenan/Avalos/Unanimous

November 2018 Meeting Minutes approved

Each Committee member then provided a brief introduction, which included information on their backgrounds and the Committee seat they were appointed to.

- II. NEW BUSINESS** *DISCUSSION/ACTION*
A. OFFICER NOMINATIONS **Committee Staff** 10 min
The Committee nominated candidates for the vacant Chair, Vice-Chair and Secretary positions.

Explanatory document: Officer Descriptions

Proposed Action: Nominate candidates for Chair, Vice-Chair and Secretary positions

- Member Kenan nominated himself as a candidate for Chair
- Member Almanza nominated herself as a candidate for Vice-Chair. Member Irwin seconded the nomination.
- Member Adler nominated Member Irwin as a candidate for Secretary. Member Kenan seconded the nomination.

- III. REPORTS** *DISCUSSION/ACTION*
A. QUARTERLY REPORT **Committee Staff** 10 min

The Committee reviewed, edited and voted on whether to approve the Shelter Monitoring Committee's Draft 2nd Quarter Report for FY18-19.

Explanatory document- Draft Shelter Monitoring Committee Quarterly Report – 2nd Quarter FY18-19

Member Comment: Member Walton suggested adding percentages next to the complaint categories on page 2 so that it would be easier to read if the report was printed in black and white.

Member Comment: Member Irwin suggested adding Committee member initials to the site visit narratives so it would be clear which members conducted which site visits.

Proposed Action: Approve Quarterly Report - 2nd Quarter FY18-19 with edits

Public comment: Debra Jones stated that it was important for clients to know who is responsible for each site visit.

M/S/C: Kenan/Almanza/Unanimous
Quarterly Report - 2nd Quarter FY18-19 with edits approved

- B. DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**
Scott Walton (HSH) 10 min
The Committee received an update from the Department of Homelessness and Supportive Housing, which included information on the expansion of the shelter

system, the Navigation Centers and the addition of an exam to the shelter grievance training for shelter staff.

Member Comment: Member Almanza asked where the 212 recently added shelter beds were located. Member Walton stated that they were added to the Bayshore and Bryant Navigation Centers.

C. SHELTER STATUS REPORTS **Scott Walton (HSH) 10 min**

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

Explanatory document- February 2019 Shelter Occupancy Report, February 2019 Bethel AME Count, February 2019 Family Shelter Occupancy Count

Member comment: Member Yvonne asked if there was any way to make it easier for clients to get a shelter bed after their reservation ended. Member Walton stated that the 3-1-1 waiting list was implemented to address some of those issues. He stated that the process does take longer if clients are selective about which shelter they are willing to stay at because some shelters are small and may have as few as 11 beds.

Member comment: Member Kenan stated that he was curious about how in his experience, about half of the beds would be empty in the shelters on a given night but the report indicates that the majority of beds are full. Member Walton stated that he wasn't sure about what specifically Member Kenan was referring to, but that there are many possible explanations including clients who have late passes and clients who check in and then leave for the night. Member Walton also stated that the Navigation Centers allow clients to stay out of the facility for 72 hours, although the shelters have more stringent rules.

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

Committee staff reviewed the March 2019 Standard of Care Staff reports.

Explanatory document- March 2019 SOC Staff Report

Member comment: Member Kenan stated that the number of complaints submitted to the Committee looked low and that he was wondering if the community was adequately informed about the role and availability of the Shelter Monitoring Committee.

Proposed Action: *Add edits to the Shelter Monitoring Committee flyer to the agenda for the April Committee meeting*

No public comment

M/S/C: Kenan/Yvonne/Unanimous

IV. 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: Debra Jones stated that she is a former attorney who is currently experiencing homelessness and staying at the Next Door shelter. She stated that she thought that nobody should be denied a 90-day bed unless they've been denied services. She also stated that the practice of putting women out in the middle of the night is putting people in danger. She also stated that the Drop In Centers are insufficient for those without shelter reservations because she had to go to the doctor after spending the night in a Drop In Center chair. Ms. Jones suggested setting up a shelter for people to lay down for the night.

ADJOURNMENT

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

Proposed Action: Approve adjournment

No public comment

M/S/C: Irwin/Kenan/Unanimous

Meeting adjourned at 11:08 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/Noreiga. 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 may be 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.