I. MINUTES
A. July 2016 Minutes
   Chair Mukami 5 min
   The Committee’s review of the Draft July 2016 Minutes was tabled until after Emily Cohen’s (HSH) presentation.

III. REPORTS
A. Mayor’s HOPE Office
   Emily Cohen 10 min
   Emily Cohen provided an update from the HOPE office and spoke about how DHHS has fully launched. She discussed the goals of the new department, invited the Committee to participate in the department’s strategic planning process and described the work of the new homeless encampment team.

I. MINUTES
A. August 2016 Minutes
   Chair Mukami 5 min
   The Committee reviewed the draft July 2016 Minutes.

Explanatory document- July 2016, Committee Minutes

No public comment
Proposed Action: Approve Minutes.  
M/S/C: Ward/Steen/Unanimous  
July 2016 Minutes approved

II. OLD BUSINESS  
A. SUBCOMMITTEE REPORT  
   Committee Member Steen 10 min  
Vice Chair Steen provided an update on the progress of the Policy Subcommittee and By-law Subcommittee. He stated that the Policy Subcommittee would be examining shelter utilization and shelter vacancies as well as updating the Shelter Training Manual. He also stated that the Bylaw Review Subcommittee had been formed and that himself, Chair Mukami and Secretary Bohrer had been appointed to serve on the Subcommittee.

No public comment

III. NEW BUSINESS  
A. SQR 082016-1: QUARTERLY REPORT  
   Chair Mukami 10 min  
The Committee reviewed and made edits to the 4th Quarter Report FY2015-2016.  
Explanatory documents: 4th Quarter Report FY 2015-2016  
Proposed Action: Approve 4th Quarter Report FY 2015-2016 with edits  
No public comment  
M/S/C: Steen/Bohrer/Unanimous  
4th Quarter Report FY 2015-2016 approved with edits

B. A WOMAN’S PLACE/A WOMAN’S PLACE DROP-IN  
   Felicia Houston 10 min  
Felicia Houston, Program Director provided an overview of the services at A Woman’s Place and A Woman’s Place Drop-in, including behavioral health, mental health and rehabilitation services. Committee member Amick discussed how she has seen staff struggling with knowledge of the Standards of Care and offered the Committee’s support. Secretary Bohrer and Felicia Houston discussed how services at A Woman’s Place and A Woman’s Place Drop In are funded as well as the challenges the organization faces when trying to replace broken furniture and equipment. Vice Chair Steen asked if there was any truth to the rumors that the Drop-In would be closed at the end of the year, to which Felicia Houston replied that the Drop-In was not planning to shut down. Member Morimoto and Felicia Houston discussed the ethnic breakdown of A Woman’s Place and the Drop-In’s clients.

Member Amick left the meeting at 11:10 AM
Public comment: Cathy Perdue (HSH) recommended that Committee members provide the questions they intend to ask to shelter providers before they present to the Committee so providers can be better prepared.

Public comment: A member of the public stated that the way the Drop-In Center is organized confuses certain clients because it is difficult to tell if the Drop-In Center is occupied by single female clients or by families.

III. REPORTS

B. Shelter Status Reports

Cindy Ward presented the Department of Homelessness and Supportive Housing’s (DHSH) Reports:
- Shelter Vacancy Report
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point
- Winter Shelter for Single Adults and Families

No public comment
Member Ward left the meeting at 11:32 AM

C. Standard of Care and Staff Report

Committee staff reviewed the July 2016, Standard of Care and Staff report.

Public comment: Cynthia Lee requested follow-up on her complaint and stated her belief that shelter staff are not doing enough to help clients.

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.

Public comment: A member of the public stated that during an evacuation at Next Door, she discovered that one of the emergency exits was blocked and that the emergency exit door was jammed. She also stated that the alarm that was hooked up to the emergency door did not work.

Meeting adjourned at 11:46 AM due to lack of quorum.
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Administrator
Sunshine Ordinance Task Force
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Phone 415.554.7724
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E-mail sotf@sfgov.org

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