DRAFT MEETING MINUTES
SHELTER MONITORING COMMITTEE
August 19, 2015
10:00 AM
City Hall, Room 408
San Francisco, CA 94102

Roster:
Chair Nicholas Kimura
Committee Member Cindy Ward
Committee Member Terezie Bohrer
Committee Member Michael Kirkland
Committee Member Charles Morimoto
Committee Member Jonathan Bonato
Committee Member Matthew Steen
Committee Member Moses Mukami
Committee Member Anakh Sul Rama

Excused:
Committee Member Kendra Amick

Absent:
Committee Member Darcel Jackson

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

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES ACTION
A. July 2015 Minutes Chair Kimura 5 min
The Committee reviewed the Draft July, 2015, Minutes.
Explanatory document- July, 2015, Committee Minutes
No public comment
M/S/C (Bohrer/Ward/Unanimous)
July 2015 Minutes Approved

II. REPORTS DISCUSSION
A. Shelter Status Reports Cindy Ward 10 min
Human Service Agency (HSA) Report
Committee Member Ward provided an update from the HSA office covering the following reports as well as providing information on new rental subsidy programs,
vacancy rates and a new request for Providence to conduct surveys at First Friendship about clients’ histories in the San Francisco Homeless Shelter system.

- 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

B. Standard of Care and Staff Report  
Committee Staff  
10 min
Committee staff reviewed the July Standard of Care and Staff report.

Public Comment: Carol Henry provided her perspective on how many of the night staff at A Woman’s Place shelter aren’t prepared to deal with the medical and mental health issues of the clients.

III. 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.

No public comment

IV. New Business  
Discussion/Action
A. Confidentiality Overview  
Adrianne Tong  
20 min
Deputy City Adrianne Tong provided the Committee with an overview of confidentiality laws and how they relate to the work of the Committee.

No public comment

B. Policy Subcommittee  
Sub-Committee Chair Mukami  
10 min
The Committee provided updates on the work of the Sub-Committee and discussed ongoing policy matters.

Explanatory documents: Token Survey Results

No public comment

C. 3rd & 4th Quarter Report FY14-15  
Chair Kimura  
10 min
The Committee reviewed the 3rd and 4th Quarter Report for fiscal year 2014-2015 and made necessary changes and edits.

M/S/C (Steen/Sul Rama/Unanimous)
3rd and 4th Quarter Report approved
D. **Coalition on Homelessness Roadmap** Chair Kimura 10 min

Jennifer Friedenbach and Miguel Carrera presented on The Roadmap – Five Year Plan to End the Crisis of Family Homelessness in San Francisco.

*Explanatory document: The Roadmap*

*M/S/C (Bohrer/Sul Rama/Unanimous) – Committee members Ward and Morimoto recused from the vote*

No public comment

V. **INFORMATION REQUESTS**

A. **Information Requests** Chair Kimura 5 min

The Committee discussed the possibility of filing an information request for the professional background and training records of front-line shelter staff and managers.

No public comment

**Adjournment**

No public comment

*M/S/C (Bohrer/Mukami/Unanimous)*

*M/S/C approved*

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 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.