DRAFT MEETING MINUTES
SHELTER MONITORING COMMITTEE
September 16, 2015
10:00 AM
City Hall, Room 408
San Francisco, CA 94102

Present:
Chair Nicholas Kimura
Committee Member Kendra Amick
Committee Member Charles Morimoto
Committee Member Jonathan Bonato
Committee Member Matthew Steen
Committee Member Moses Mukami
Committee Member Anakh Sul Rama

Excused:
Committee Member Cindy Ward
Committee Member Terezie Bohrer
Committee Member Michael Kirkland

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. August 2015 Minutes Chair Kimura 5 min

   The Committee reviewed the Draft July, 2015, Minutes.
   Explanatory document- July, 2015, Committee Minutes
   No public comment
   Motion to vote to approve August 2015 Minutes
   M/S/C (Bohrer/Ward/Unanimous)
   August 2015 Minutes Approved
   No public comment

II. REPORTS
   DISCUSSION
   A. Shelter Status Reports Chair Kimura 10 min

   Human Service Agency (HSA) Report
Chair Kimura provided an update from the HSA office (due to Member Ward’s absence) covering reports on shelter vacancies, turn aways and waiting lists.

- 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

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

Committee staff reviewed the August 2015, Standard of Care and Staff report.

**Committee comment:** Member Mukami brought up the idea of requesting training records for front-line shelter staff and shelter managers. Member Mukami also brought up the idea of working with the Human Rights Commission and HOPE in cases where clients allege that staff are violating Standard 1.

**Committee comment:** Member Morimoto discussed difficulties the Committee has had in the past of investigating violations of Standard 1 and the flaws in the previous system of surveying all clients after receiving a complaint about staff. Member Morimoto also discussed how the Committee is now tracking the names of shelter staff that are frequently named in complaints in order to identify specific employees that have a history of disrespectful or abusive behavior.

**Committee comment:** Member Sul Rama brought up the point that the Shelter Training Manual has not been updated since 2004.

**Committee comment:** Member Steen discussed the possibility of seeing if the Human Rights Commission has any cases that they are overseeing that have also been reported to the Shelter Monitoring Committee.

No public comment

III. **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:** Will Daley suggested that the Shelter Monitoring Committee make advocating for the provision of additional MUNI tokens to shelters a policy priority.
Public comment: Angel Mason stated that in her experience, there are some shelter staff that give preferential treatment to clients that they are familiar with and sometimes act inappropriately during working hours.

Public comment: Cynthia Lee gave her opinion that shelter staff do not take it seriously when clients are threatening other clients with physical violence.

IV. NEW BUSINESS
A. Policy Subcommittee  Subcommittee Chair Mukami 5 min
The Committee provided updates on the work of the Sub-Committee and discussed ongoing policy matters related to Imminent Danger policies and related denial of service cases.
Explanatory documents: Token Survey Results

B. Election of Officers  Chair Kimura 5 min
Explanatory documents: Officer Descriptions and Office Duty Memo
Member Steen nominated himself to serve as Secretary and spoke about the experience he has gained as a member of the Shelter Monitoring Committee attending meetings, conducting site visits and serving as a member of the Policy Subcommittee.
No public comment
Motion to vote to elect Member Steen as Secretary
M/S/C: Kimura/Bonato/Unanimous
Member Steen elected as Secretary

C. Adjournment
No public comment
Meeting adjourned at 10:45 due to lack of quorum

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 forms 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 sof@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](http://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.