



City and County of San Francisco  
Shelter Monitoring Committee

**DRAFT MEETING MINUTES  
SHELTER MONITORING COMMITTEE  
September 21, 2016  
10:00 AM  
City Hall, Room 408  
San Francisco, CA 94102**

**Roster:**

- Chair Mwangi Mukami*
- Vice Chair Matthew Steen*
- Secretary Terezie Bohrer*
- Committee Member Cindy Ward*
- Committee Member Kendra Amick*
- Committee Member Gavin James*
- Committee Member Patrina Hall*
- Committee Member Charles Morimoto*
- Committee Member Gary McCoy*

**Excused:**

- Committee Member Darcel Jackson*
- Committee Member Anakh Sul Rama*

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

**Meeting began at 10:03 AM**

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

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

**III. REPORTS** *DISCUSSION*  
**A. Department of Homelessness and Supportive Housing** **Emily Cohen** *10 min*  
Emily Cohen provided an update from the Department of Homelessness and Supportive Housing. She invited Committee members to participate in the “Addressing Racism & Homelessness in San Francisco” event hosted by HSH on October 17, 2016. She also provided an update on the new Navigation Centers and the development of the department’s long-term strategic planning.  
**No public comment**

- I. MINUTES** *ACTION*  
**A. August 2016 Minutes** **Chair Mukami** *5 min*  
The Committee reviewed the draft August 2016 Minutes.  
*Explanatory document- August 2016, Committee Minutes*  
**No public comment**  
**Proposed Action: Approve Minutes.**  
**M/S/C: Bohrer/McCoy/Unanimous**

- II. OLD BUSINESS** *DISCUSSION/ACTION*  
**A. SMC 092016-1 DOMESTIC VIOLENCE IMMINENT DANGER POLICY** **Chair Mukami** *10 min*

Chair Mukami proposed a motion to adopt the final version of HSH's Domestic Violence Imminent Danger Policy. Member Ward gave an update on how the policy had changed since meeting with Supervisor Tang's office. Member Ward reported that an agreement was made between HSH and Supervisor Tang's office that any denials of service for domestic violence or imminent danger would be tracked by the department and those statistics would be reported to the Shelter Monitoring Committee. Member Amick thanked everyone for their participation on this issue and encouraged Committee members to create a flyer to educate shelter clients about the policy. Vice Chair Steen also thanked everyone who helped work on the new policy and pointed out that the language in Appendix A needed to be changed from HSA to HSH. Secretary Bohrer recommended that the Chair write a letter of thanks to Supervisor Tang's office.

*Explanatory document- HSH Domestic Violence Imminent Danger Policy Final Version*

**Proposed Action: Adopt the final version of HSH's Domestic Violence Imminent Danger Policy**

**Public comment:** Former Shelter Monitoring Committee Chair Nick Kimura thanked everyone for getting the Imminent Danger policy done. He also stated that the Shelter Client Advocates would be available to help educate the public regarding the new policy. He also stated that he had some concerns about the EPO and PPO language but that his opinion was that this was a living document that could be adjusted.

**Public comment:** Beverly Upton (SF Domestic Violence Consortium) thanked the Committee, Nick Kimura, Department on Status of Women and HSH for their help in getting this new policy created. She stated that she shared some of Nick Kimura's concerns about the policy, emphasized the need to build up the capacity of the community and cautioned that providers should not be overly reliant on the criminal justice system.

**M/S/C: Bohrer/Steen/Unanimous**  
**HSH's Domestic Violence imminent Danger Policy unanimously adopted by the Committee**

**B. POLICY SUBCOMMITTEE UPDATE Member McCoy 10 min**

Committee member McCoy provided an update on the work of the Policy Subcommittee. He reported that the Subcommittee would be moving forward to make recommendations to update or revise the Shelter Training Manual. He stated that these recommendations would come to the full Committee for approval before being sent to the new department. He also stated that Scott Walton (HSH) was invited to the Subcommittee's meeting yesterday but that he wasn't able to attend. He also reported that the Subcommittee would be taking a look at how to improve client access to transportation options. Member Amick announced that she would be resigning from the Shelter Monitoring Committee at the end of September. Secretary Bohrer stated that the Subcommittee also agreed to start taking a look at medical treatment for homeless seniors.

**III. NEW BUSINESS DISCUSSION/ACTION**

**A. MEMBERSHIP ORIENTATION AND ON-BOARDING**

**Chair Mukami 10 min**

Chair Mukami proposed a motion to require new Committee members, beginning next term 2016-2018, to submit 125-250 word biography and picture for the Shelter Monitoring Committee website in order to track who has served on the Committee for historical purposes. Vice-Chair Steen and Secretary Bohrer stated their support for the motion and stated that this is something most other city commissions and boards already do.

***Proposed Action: Vote to pass motion***

**No public comment**

**M/S/C: Mukami/James/Unanimous**

***Motion approved***

**B. DOWNTOWN STREETS TEAM Angelique Villegas Diaz 10 min**

Angelique Villegas Diaz, Senior Case Manager, gave an overview of the Downtown Streets Team. She made a presentation about how the Downtown Streets Team is made up of client volunteers who clean up city streets in exchange for case management, employment services, a basic needs stipend and other resources. She stated that the program has been very successful so far and had found full-time employment for 18 clients and have found housing for 3 clients. The Committee asked about how the Downtown Streets Team was funded, challenges faced by former participants that were found full-time employment while staying in shelters and when the program initially started.

**No public comment**

### III. REPORTS

### DISCUSSION

#### B. Shelter Status Reports Cindy Ward 10 min Department of Homelessness and Supportive Housing (DHS) Report

Member Ward presented the following reports to the Committee:

- Shelter Vacancy Report
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point
- Winter Shelter for Single Adults and Families

She also provided an update on the Path Hotel Rooms and the challenges that the department has faced in trying to find alternative placement for pregnant women on the Connecting Point wait list. She stated that the department was able to find some additional funding to fund additional rooms and that they were exploring the possibility of acquiring more rooms because the department did see a need. She also provided an update on how the department acronym is now HSH.

**No public comment**

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

Committee staff reviewed the August 2016, Standard of Care and Staff report. Chair Mukami asked for clarification on one of the investigations listed in the report and recommended that the findings of the investigation should be inconclusive. Vice-Chair Steen reminded the Committee that homeless or formerly homeless applicants for the Committee must have been homeless within the last 3 years. Member Morimoto stated that he wanted future reports to state if any sites had consistent Standard of Care infractions and that the Committee should focus on the sites with chronic issues and whether or not they are improving. Committee Staffer Simbe thanked Member Amick for her hard work and leadership on the Committee.

**No public comment**

### IV. PUBLIC COMMENT No public comment

### DISCUSSION

3 min

#### **Adjournment**

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

***Proposed Action: Approve adjournment***

**M/S/C: McCoy/Mukami/Unanimous**

***Meeting adjourned at 11:40 AM***

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