DRAFT MEETING MINUTES
SHELTER MONITORING COMMITTEE
POLICY SUBCOMMITTEE MEETING
September 29, 2015
1:00 PM – 2:00 PM
101 Grove Street
3rd Floor, Room 302
San Francisco, CA 94102

Present:
Chair Mwangi Mukami
Committee Member Jonathan Bonato
Committee Member Matthew Steen

Excused:
Committee Member Kendra Amick

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS  2 min

I. MINUTES ACTION
A. July 2015 Minutes Chair Mukami  5 min
The Committee reviewed the draft July, 2015 Minutes.
Explanatory document- July, 2015, Committee Minutes
No public comment
M/S/C: Steen/Mukami/Unanimous
July 2015 Minutes Approved

II. NEW BUSINESS DISCUSSION
A. Imminent Danger Policy Chair Mukami  20 min
The Committee discussed issues related to Imminent Danger policies.
Explanatory documents – Imminent Danger Policy, Imminent Danger DOS Records

Member Steen shared his preliminary observations about the Imminent Danger DOS Records, including the fact that they contained the documents from the original DOS, DOS appeals and arbitration. Member Steen also described how case managers signed off on the DOS’s, the vast majority of cases were not contested or upheld during appeals and that the original list of DOS cases provided by HSA only contained 10 Imminent Danger DOS cases while these documents show that there have been many more that have not yet been accounted for.
Chair Mukami shared his belief that the importance of the Imminent Danger DOS Records comes from the statistics that we would be able to pull from the documentation, such as the number of DOS cases, appeals, and arbitration hearings. Chair Mukami also discussed the importance of coming up with solutions for the problems that are caused by Imminent Danger and his belief that the Policy Subcommittee should start to turn its’ focus away from collecting data to creating concrete policy recommendations. Chair Mukami then brought up the idea of having a meeting where clients would be invited to give their perspective on changing the Imminent Danger policy.

Member Bonato gave a summary of the meeting the Shelter Monitoring Committee held with HSA, family shelters and organizations working to prevent domestic violence, including the fact that the consensus from the meeting was that Imminent Danger was a flawed policy that needed to be changed. Member Bonato also brought up the fact that there had been some previous discussion on getting client perspectives on Imminent Danger and how it was important to get buy-in from domestic violence prevention organizations to any recommendations made by the Policy Subcommittee because these groups have not been allowed to give much input or feedback in the past.

Member Steen brought up two potential policy recommendations that he would personally like to see the Policy Subcommittee adopt:

- For HSA to develop a formal Imminent Danger policy so that there can be one uniform policy applied at all of the shelters.
- To change the language in Imminent Danger policies to provide alternatives for victims besides immediate DOS.

The Policy Subcommittee discussed whether a survey or inviting clients to speak at an announced meeting would be most effective in gathering client perspectives on Imminent Danger.

**Proposed Action:** For Policy Subcommittee members to attend community meetings held at family shelters to administer surveys regarding client experiences/perspectives on Imminent Danger policies.

*Motion to attend community meetings to administer surveys Approved*

### B. MUNI Token Survey

The Committee will discuss results of the ongoing MUNI Token Survey.

*Explanatory document – MUNI Token Survey Summary*

Member Steen discussed how the topic of HSA and other city departments paying the MTA full price for MUNI tokens came up during the last Shelter Monitoring Committee meeting.

Member Bonato shared his experience with certain medical providers getting frustrated with the token system and how they have adopted a policy of helping disabled clients
acquire MUNI pass. Member Bonato discussed the MUNI program where riders that are older than 65 years old or medically disabled will qualify for free MUNI rides and discounted BART rides, which may be able to alleviate some of the problem with clients being unable to access transportation.

Chair Mukami brought up the idea of attempting to meet with MTA to see if they are open to altering the existing policy of selling MUNI tokens at full price to city departments.

**Proposed Action:** For the Policy Subcommittee members to write a letter to MTA requesting a meeting to discuss changing the existing policy of selling MUNI Tokens to city departments at full price.

M/S/C: Bonato/Steen/Unanimous

Motion to write a letter to MTA Approved

C. **Future Meetings**

Chair Mukami brought up the idea of pushing future Policy Subcommittee meetings start times to 4 PM and informed the Subcommittee that he would be extending a formal invitation to Shelter Monitoring Committee Member Bohrer to join the Policy Subcommittee.

**Adjournment**

No public comment

**Proposed Action:** Approve adjournment

M/S/C: Mukami/Bonato/Unanimous

Adjournment 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.