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

Roster:
Subcommittee Chair Mwangi Mukami
Subcommittee Member Jonathan Bonato
Subcommittee Member Matthew Steen

Excused:
Subcommittee Member Kendra Amick

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

I. MINUTES
A. July 2015 Minutes
Chair Mukami

The Policy Subcommittee 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
A. Imminent Danger Policy
Chair Mukami

The Committee discussed issues related to Imminent Danger policies.

Explanatory documents – Imminent Danger Policy, Imminent Danger DOS Records

Member Comment: Member Steen reviewed the Imminent Danger DOS paperwork and presented his initial findings to the Policy Subcommittee. Member Steen reported that denials were all based on Imminent Danger (observed or self-reported), victims and attackers were both DOS’d, 90% of the cases were not contested or upheld upon appeal and that the HSA list of Imminent Danger instances only contained 10 cases, where the documents show there were a lot more than 10 cases.
**Member Comment:** Subcommittee Chair Mukami emphasized the need to focus on the raw data when going through the Imminent Danger DOS records (such as number of cases). In addition, Chair Mukami urged the Policy Subcommittee to start taking action to craft policy recommendations to address the problems with Imminent Danger.

**Member Comment:** Member Bonato asked if there were any updates to the discussion with HSA to alter the Imminent Danger policy. Member Bonato also stated that there was some discussion of getting client perspectives before making any recommendations and emphasized that it would be beneficial to get buy-in from the Domestic Violence Consortium before submitting any recommendations to the Board of Supervisors.

**Member Comment:** Member Steen proposed two recommendations for the Subcommittee to review. The first proposal was for HSA to adopt a formal standard Imminent Danger policy so individual shelters cannot create their own individual policies. The second proposal was for the language in Imminent Danger policies to be changed around penalties for victims.

**Proposed action:** For the Policy Subcommittee to attend community meetings at family shelters and ask clients to take surveys on their experiences with Imminent Danger policies. Committee staff will contact shelters to arrange attendance at community meetings and to create the survey.

M/S/C: Bonato/Mukami/Unanimous

Motion for Subcommittee members to attend community meetings to distribute Imminent Danger surveys approved

---

**B. MUNI Token Survey**

Chair Mukami 10 min

The Committee discussed results of the ongoing MUNI Token Survey.

Explanatory document – MUNI Token Survey Summary

**Member Comment:** Member Steen brought up the discussion at the last Shelter Monitoring Committee meeting about how strange it was that MTA charges HSA for MUNI tokens even though both are City agencies.

**Member Comment:** Member Bonato described existing programs where riders over the age of 65 or those with medical disabilities can qualify for free MUNI rides and discounted BART rides.

**Staff Comment:** Committee staff explained that HSA had definitely received the translated MUNI token signs created by the Shelter Monitoring Committee but were unsure whether or not the signs had actually been distributed to and posted inside the shelters.

**Proposed action:** For the Policy Subcommittee to write a letter to MTA asking for a meeting and to discuss the possibility of changing the existing MUNI token policy.

M/S/C: Bonato/Steen/Unanimous
Motion for the Policy Subcommittee to write a letter to MTA asking for a meeting to discuss changes to the MUNI token policy approved

III. INFORMATION REQUESTS

A. Information Requests

The Committee reviewed the response from past Information Requests.

Member comment: Subcommittee Chair Mukami announced that he will be sending an official invitation to Shelter Monitoring Committee member Terezie Bohrer to join the Policy Subcommittee.

Adjournment

No public comment

Proposed Action: Approve adjournment

M/S/C: Mukami/Bonato/Unanimous

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 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
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.