



City and County of San Francisco  
SHELTER MONITORING COMMITTEE

AGENDA

Wednesday, **June 15, 2022** | 10:00 AM

<b>Roster:</b> Chair Jonathan Adler	Committee Member Cris Plunkett
Vice Chair Diana Almanza	Committee Member Lisa Rachowicz
Committee Member Steven Clark	Committee Member Kaleese Street
Committee Member Tomiko Eya	Committee Member Traci Watson
Committee Member Melanie Muasau	

All SMC meetings are public. Homeless and formerly homeless San Franciscans are encouraged to attend.  
**PUBLIC COMMENTS WILL BE TAKEN AFTER DISCUSSIONS & BEFORE VOTES/ACTION**

I. CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 3 min

A. INTRODUCTION OF NEW MEMBERS DISCUSSION  
CHAIR ADLER 5 min

Opportunity for two new Members—Muasau and Street—to (re)introduce themselves.  
*Explanatory document – [Bylaws](#)*

B. MINUTES DISCUSSION/ ACTION  
MAY 2022 MINUTES CHAIR ADLER 5 min

The Committee will review the Draft May 2022 minutes.  
*Explanatory document – Draft of May 2022 Committee Minutes.*  
Public Comment will be heard before proposed action.  
**Proposed Action: Approve May Meeting Minutes**

II. OLD BUSINESS DISCUSSION/ ACTION

A. TELECONFERENCING RESOLUTION ACTION  
CHAIR ADLER 3 min

To abide by protocols recommended by the City Attorney’s Office, a resolution allowing the Committee to continue holding meetings virtually will be voted upon.  
*Explanatory document – Draft Resolution*  
Public Comment will be heard before a vote on the proposed action.  
**Proposed Action: Approve Resolution**

B. SELECTION OF A COMMITTEE OFFICERS DISCUSSION  
CHAIR ADLER 10 min

The Policy Subcommittee Chair resigned effective June 1. The Secretary approves meeting minutes and committee correspondence prior to distribution, with the exception of any items presented to the full Committee for action. There is no incumbent for the current term, which runs through December of 2023. **Members will have the opportunity to nominate one or more of their colleagues for these positions.**  
Public Comment will be heard before proposed action.  
**Proposed Action: Record any nominations made. (Self-nomination is allowed.)**

C. RESOLUTION - THE PIT COUNT AND EQUITY *DISCUSSION/ ACTION*  
 MEMBER PLUNKETT 10 min  
 The Committee will vote on whether to approve the draft resolution calling for improving data methodologies to help ensure equity.  
*Explanatory document - Proposed Resolution*  
 Public Comment will be heard before proposed action.  
***Proposed Action: Approve Resolution***

III. NEW BUSINESS/REPORTS *DISCUSSION/ ACTION*

A. POLICY SUBCOMMITTEE *DISCUSSION*  
 SUBCOMMITTEE MEMBERS 5 min  
 A concise summary of the last subcommittee meeting will be shared and discussed.  
 Public Comment will be heard.

B. REPEAT COMPLAINTS/INFRACTIONS *SUBCOMMITTEE MEMBERS* 10 min  
 The Subcommittee discussed procedures for addressing issues that repeatedly come up in client complaints or during site visits. Staff notify the Committee and HSH of re-occurring infractions, but there is no formal policy to document patterns. The Policy Subcommittee approved a motion to ask the full Committee to vote to formalize a process to flag repeated infractions by the same shelter involving the same SOC.  
 Public Comment will be heard before any proposed action.  
***Proposed Action: Update Policies and Procedures to require Committee staff to notify SMC and HSH whenever a program receives the same SOC infraction three visits in a row.***

C. NAVIGATION CENTERS *STAFF, MEMBER RACHOWICZ* 15 min  
 To allow members to assess what the Committee is realistically able to do vis-à-vis monitoring Navigation Centers, the Policy Subcommittee is recommending at this time that the SMC Members undertake to participate in Navigation Center tours hosted by HSH. Necessary changes to SOCs and/or inspection forms will be discussed.  
 Public Comment will be heard before proposed action.  
***Proposed Action: Approve next steps***

D. DEPT OF HOMELESSNESS AND SUPPORTIVE HOUSING *DISCUSSION* 15 min  
 HSH  
 Update from the Department of Homelessness and Supportive Housing.  
*Explanatory documents – Vacancy Report*  
 Public Comment will be heard.

E. DEPARTMENT OF PUBLIC HEALTH *DISCUSSION/ ACTION* 10 min  
 DPH STAFF  
 Update on legislation. Proposal to change eligibility requirements, especially for Seat 1. Website move to Drupal 9. Annual report preparation. Review of May complaints.  
*Explanatory documents – SOC Report*  
 – 2018 annual report  
 Public Comment will be heard.  
***Proposed Action: Vote on whether to change any of the qualifications for Dais Seats.***

F. AGENDA SETTING FOR FUTURE MEETINGS

DISCUSSION  
MEMBERS

5 min

Members may suggest items for future discussion.  
Public Comment will be heard.

IV. GENERAL PUBLIC COMMENT

DISCUSSION

5 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. Those who comment may submit a written summary (up to 150 words) of their remarks to assist staff in the compilation of the meeting minutes.

ADJOURNMENT

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

***Proposed Action: Approve adjournment***

To obtain copies of the agenda, minutes, or any explanatory documents, please contact Robert Hill at robert.hill@sfdph.org.

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 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 THIS ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE:**

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](mailto: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](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](http://sfgov.org/ethics).

**Meeting Access Information** (June 15, 2022, at 10:00 AM)

**WebEx** → <https://sfdph.webex.com/sfdph/onstage/g.php?MTID=eed297117ad9ba30617b9869deac5f248>

Join by phone at **(415) 655-0003**

Meeting ID number/access code: **2459 636 1871**

Meeting password: **SMC22**