DRAFT MEETING MINUTES
SHELTER MONITORING COMMITTEE
October 21, 2015
10:00 AM
City Hall, Room 408
San Francisco, CA 94102

Present:
Chair Nicholas Kimura
Committee Member Cindy Ward
Committee Member Terezie Bohrer
Committee Member Kendra Amick
Committee Member Charles Morimoto
Committee Member Darcel Jackson
Committee Member Matthew Steen
Committee Member Moses Mukami
Committee Member Anakh Sul Rama

Excused:
Committee Member Jonathan Bonato
Committee Member Michael Kirkland

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

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES ACTION
A. September 2015 Minutes Chair Kimura 5 min
The Committee reviewed the Draft September, 2015 Minutes.
Explanatory document- September, 2015, Committee Minutes
No public comment
Proposed Action: Approve Draft September 2015 Minutes
M/S/C: Bohrer/Mukami/Unanimous
Draft September 2015 Minutes Approved

II. REPORTS DISCUSSION
A. Shelter Status Reports Cindy Ward 10 min
Human Service Agency (HSA) Report
- Shelter Vacancy Report
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point
- Winter Shelter for Single Adults and Families
Committee Member Ward provided an update from HSA including a description of preparations being made for emergency shelter protocols in case of El Nino weather patterns this upcoming winter.

No public comment

B. Mayor’s HOPE Office  Bevan Dufty  10 min
Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, provided an update from his office on the status of the Navigation Center and plans to establish second Navigation Center and additional supportive housing options in hotels.

C. Standard of Care and Staff Report  Committee Staff  10 min
Committee staff reviewed the September 2015, Standard of Care and Staff report.

No public comment

III. Public Comment  Discussion  3 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.

IV. New Business  Discussion/Action
A. Election of Officers  Chair Kimura  5 min
The Committee will ask all Committee members who wish to serve in the position of Vice Chair to announce their desire to fill the position and to briefly explain why they feel qualified to serve. For a member to be elected as an Officer, there must be seven votes by the Committee. Members are not allowed to vote more than one time for each vote.

Explanatory documents: Officer Descriptions and Office Duty Memo

Public Comment will be heard before the proposed action.

Proposed Action: Approve Vice Chair

V. Information Requests  Discussion
A. Information Requests  Chair Kimura  5 min
The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will also review the response from past Information Requests
Adjournment
This item requires a motion, a second, and to be carried.
Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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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.

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