



City and County of San Francisco  
**Shelter Monitoring Committee**

**DRAFT MEETING MINUTES  
 SHELTER MONITORING COMMITTEE  
 POLICY SUBCOMMITTEE MEETING**

**March 15, 2016  
 4:00 PM – 5:30 PM  
 1380 Howard St.  
 Room 515 (5<sup>th</sup> Floor)  
 San Francisco, CA 94103**

**Present:**

*Subcommittee Chair Mwangi Mukami  
 Subcommittee Member Matthew Steen (SMC Vice-Chair)  
 Subcommittee Member Terezia Bohrer (SMC Secretary)*

**Excused:**

*Subcommittee Member Kendra Amick  
 Subcommittee Member Gary McCoy*

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

**I. MINUTES** *ACTION*  
**A. February 2016 Minutes** **Chair Mukami** *5 min*  
 The Committee reviewed the draft February 2016 Minutes.  
*Explanatory document- Draft February 2016 Policy Subcommittee Minutes*  
**No public comment.**  
**Proposed Action: Approve Draft February 2016 Minutes**  
**M/S/C: Steen/Bohrer/Unanimous**  
**Draft February 2016 Minutes Approved**

**II. NEW BUSINESS** *DISCUSSION*  
**A. Shelter Vacancies** **Chair Mukami** *10 min*  
 The Committee discussed issues related to vacancy rates at City shelters.

Subcommittee Member Steen gave an update on his research into the current status of the Shelter Utilization Review Committee that was developed through the Shelter Access Workgroup (SAW). He stated that since related documents are only posted on the Shelter Monitoring Committee website and are not currently posted anywhere else (Board of Supervisors, Mayor’s Office website), it implies that the Shelter Monitoring Committee has some oversight over this project. He stated Gary McCoy reported back that Sam Dodge’s office was not aware of these issues or the Shelter Utilization Review Committee. He concluded by saying if this is something that the Committee wishes to

pursue it will be up to the Committee to take initiative because nobody else is currently working on these issues.

Subcommittee Chair Mukami stated Subcommittee Member Amick had prepared a draft client survey regarding utilization but it was submitted too late for it to be discussed at the current meeting. He also stated his desire to meet with the Mayor's office and HSA in order to have a discussion on what potential programs or legislation may be coming up because he had read about a focus on shelter utilization in the newspapers. He requested staff create a document which explains the focus of the Subcommittee (shelter utilization) as well as our plan and intentions. He stated this document will be used as a reference for everyone that the Subcommittee will be working with on shelter utilization.

**Subcommittee Member Steen to create an initial draft of the Terms of Reference (TOR), which will be submitted to staff for review and expansion. Due by the April Policy Subcommittee meeting.**

**Subcommittee Chair Mukami also asked staff to see if Subcommittee Member McCoy's report was ready.** He also provided an overview of the issues he wanted to explore with the Providence shelter, which included establishing a resource center at the site, property storage, transportation options and issues related to the physical location of the site.

Subcommittee Member Steen stated his belief that the 6 AM checkout time for clients at Providence may also have something to do with the high vacancy rates at the site.

Subcommittee Member Bohrer expressed her concern that a bill has come before the Board of Supervisors stating the city is in a state of emergency for homelessness. She stated her belief that as a Policy Subcommittee they should be on top of any legislation or resolution that goes before the Supervisors.

Subcommittee Member Steen stated there was originally an agenda item for the Shelter Monitoring Committee to consider writing a letter of support for the resolution but that the resolution was not originally included on the Board of Supervisor minutes; thus, the Shelter Monitoring Committee removed that agenda item. He explained the Board of Supervisors added the resolution into their minutes afterwards. He further explained that Sup. Campos had introduced the resolution and there were six co-sponsors but that the Mayor could still veto it.

Subcommittee Member Bohrer asked if the resolution had any ramifications for the Shelter Monitoring Committee.

Subcommittee Member Steen stated that the Committee can write a letter stating support for the resolution but that it will have to wait until the April meeting.

**Committee staff were requested to look up and send out resolution numbers for both the City and State resolutions declaring a State of Emergency for homelessness.**

Subcommittee Members Steen and Bohrer discussed the next steps for the Board of Supervisors resolution, which included going through the Land Use Committee. They also discussed issues related to funding opportunities from the State and City resolutions.

Subcommittee Chair Mukami stated his action plan, which would hold off on submitted Information Requests until the Terms of Reference are completed, developing a strong policy framework and for the Policy Subcommittee to do even better work on shelter vacancies than they did on Imminent Danger. He also stated his desire to reach out to Sup. Katy Tang's office to thank her for her leadership on Imminent Danger policies and to discuss status and upcoming goals.

**Staff to submit Policy Subcommittee meeting information and agendas to Committee members Ward and Morimoto.**

**III. INFORMATION REQUESTS**

*DISCUSSION*

**A. Information Requests**

**Chair Mukami**

*10 min*

The Committee discussed issues related to vacancy rates at City shelters.

Subcommittee Chair Mukami and Members Bohrer and Steen then discussed the advantages and disadvantages to sending in information requests in separate batches or all at once. They also discussed the possibility of requesting the information from Committee Member Ward and issuing emergency reports, which departments must respond to in 30 days.

Subcommittee Member Steen stated he was planning on introducing some Information Requests at the next Shelter Monitoring Committee meeting.

Subcommittee Chair Mukami, Steen and Bohrer discussed which Information Requests they thought should be introduced to the full Shelter Monitoring Committee and possible alternative ways of obtaining information such as asking Joyce Crum to present to the Committee. They reached consensus on submitting one Information Request regarding data on clients that have been served by Inter-faith Winter shelters and pop-up shelters.

Subcommittee Chair Mukami stated his goals for the next Policy Subcommittee meeting, which included setting up membership guidelines, establishing new procedures where voting items from the Shelter Monitoring Committee go through the Policy Subcommittee, revamping Shelter Monitoring Committee bylaws, giving staff additional powers/duties, and preparing for photos and a biography that will be posted on the Subcommittee's website.

**Adjournment**

**No public comment**  
***Proposed Action: Approve adjournment***  
**M/S/C: Steen/Bohrer/Unanimous**  
***Adjournment approved***

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Sunshine Ordinance Task Force  
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