



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

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

**April 12, 2016  
 4:30 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 Kendra Amick  
 Subcommittee Member Matthew Steen (SMC Vice-Chair)  
 Subcommittee Member Gary McCoy*

**Excused:**

*Subcommittee Member Terezia Bohrer (SMC Secretary)*

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

**I. MINUTES** *ACTION*  
**A. March 2016 Minutes** **Chair Mukami** *5 min*  
*Tabled to May Policy Subcommittee meeting because the draft March 2016 minutes were not approved by Secretary Bohrer.*

**II. NEW BUSINESS** *DISCUSSION*  
**A. HSA’s Imminent Danger Policy** **Chair Mukami** *10 min*  
 The Subcommittee reviewed the progress made by HSA in the formulation of a policy to protect victims of domestic violence and in furtherance of the objects of the Board of Supervisor’s Resolution No. 508-15 urging HSA to do so.  
*Explanatory documents – Resolution No. 508-15*

Committee Comment: Chair Mukami stated his opinion that if the Subcommittee does not receive an update from HSA by the May Policy Subcommittee meeting that they should schedule a meeting with Sup. Katy Tang’s office.

Committee Comment: Member McCoy asked why the Subcommittee shouldn’t proceed with setting a meeting with Sup. Tang’s office immediately.

Committee Comment: Chair Mukami stated that because in an email response received on April 5<sup>th</sup>, HSA leadership informed him that they are still waiting on an Executive to approve the policy draft.

Committee Comment: Member Steen stated that Sup. Tang's office had emailed him asking for an update on the progress on the Imminent Danger policy draft from HSA and he informed them that there have been no new updates from HSA. He also stated his belief that the Subcommittee should attempt to schedule a meeting with Sup. Tang's office immediately after the April Shelter Monitoring Committee meeting if no update from HSA was provided.

Committee Comment: Member McCoy stated that he had met with Sup. Tang to discuss unrelated issues and that she had also asked him on an update on the HSA Imminent Danger policy draft.

Committee Comment: Chair Mukami stated that his support for waiting until after the April Shelter Monitoring Committee meeting before trying to set a meeting with Sup. Tang's office. He also stated that they could always contact the different Supervisors and let them know if the HSA draft does not implement the Subcommittee's recommendations.

***Proposed Action: Motion to set a meeting with Sup. Tang's office immediately following the adjournment of the April Shelter Monitoring Committee meeting to provide an update on the progress of the HSA Imminent Danger Policy***

**M/S/C: Steen/Amick/Unanimous**

**Motion passed**

Committee Comment: Chair Mukami and Members Amick and Steen discussed goals for the meeting with Sup. Tang's office, including to show that the Subcommittee has been waiting for the HSA draft of the Imminent Danger policy and to ask if Sup. Tang would be willing to take the lead on moving the process along.

Committee Comment: Member Amick asked if it would be possible to invite somebody from HSA to answer questions about the progress of the policy draft at the April Policy Subcommittee meeting.

Committee Comment: Chair Mukami stated that the Subcommittee should ask HSA to send someone to provide a status report.

**B. Utilization of Shelter Reservations Chair Mukami 20 min**

The Subcommittee continued the discussion on shelter utilization and shelter vacancies. *Explanatory documents – Draft Terms of Reference*

***Proposed Action: Approve the proposed Terms of Reference***

Committee Comment: Member McCoy provided report on his meeting with Sam Dodge's office and stated that nobody from the Mayor's Office was working on

shelter utilization, but the Committee could proceed if it is something they are interested in working on. He also stated that if the Subcommittee wants statistics from HSA, that they could request them from the Mayor's Office.

Committee Comment: Chair Mukami confirmed with Committee staff that an extension was given for the previous information request until April 29<sup>th</sup>.

Committee Comment: Member Steen provided an update on Pier 80 and the new Navigation Centers and presented his report on the Shelter Access Workgroup.

Committee Comment: Member McCoy asked if the Subcommittee should discuss what the objectives for the Policy Subcommittee are at the next meeting with Sam Dodge's office.

Committee Comment: Chair Mukami stated that they should discuss how the Subcommittee is interested in streamlining how clients access the shelter system, including how clients get tokens, how clients get to the shelters and how the beds are actually organized inside of the shelter. He also asked if the Subcommittee could request a meeting with Sam Dodge's office and HSA to discuss how the beds are managed and how vacancy rates are calculated.

Committee Comment: Member Steen stated that one of the information requests that was discussed last month was related to set-aside beds and how they were distributed.

Committee Comment: Chair Mukami stated that he wanted to ask HSA and Sam Dodge's office about what their approach was for distributing set aside beds, while information requests can be used for data.

Committee Comment: Member McCoy asked if they should get the information request answered before or after meeting with Sam Dodge and HSA.

Committee Comment: Member Steen stated that the information request could be submitted at the same time as having the discussion.

Committee Comment: Chair Mukami stated that he believed that a dual approach would be confrontational and that his strategy would be for the Subcommittee to have a meeting first and submit an information request afterwards. He stated that he could not stay on as Chair if the Subcommittee wants to pursue a strategy where the information request and meetings are done at the same time.

Committee Comment: Member Steen stated that it would have to be the full Committee that submits an information request, not just the Subcommittee.

Committee Comment: Member Amick stated that she would be open to moving forward with the meetings.

Member Comment: Member McCoy suggested having the Subcommittee meet with Sam Dodge first to discuss their goals with HSA and figure out the right approach.

***Proposed Action: Motion to have Committee staff schedule a meeting between Sam Dodge and the Policy Subcommittee to discuss SAW/How CAPP beds are set, Shelter Utilization and the overall streamlining of the shelter system***

**M/S/C: Mukami/McCoy/Unanimous**

***Motion to have Committee staff schedule a meeting between Sam Dodge and the Policy Subcommittee approved***

***Proposed Action: Approve the Terms of Reference with Member Steen's edits***

**M/S/C: Mukami/Steen/Unanimous**

***Terms of Reference with Member Steen's edits approved***

**C. Survey on Utilization of Shelter Beds    Chair Mukami                          10 min**

The Subcommittee reviewed the proposed survey that is intended to be distributed to shelter clients on utilization of shelter beds.

*Explanatory documents – draft Survey for Residents at HSA Funded Shelters*

***Proposed Action: Approve Survey***

Committee Comment: Member Amick discussed her goals of keeping the survey anonymous, brief and introducing language at the beginning explaining what the purpose of the survey is.

Committee Comment: Member Steen suggested simplifying the language in the survey.

Committee Comment: Chair Mukami suggested re-ordering the questions.

Committee Comment: Member Steen suggested using a list of set-aside beds instead of asking clients to fill in how they got their shelter bed reservation.

Committee Comment: Member Amick asked if somebody who was familiar with all of the set-aside bed categories could just fill them in.

Committee Comment: Member Steen, Amick and Chair Mukami discussed how many surveys they would need to complete at each site.

Staff Comment: Jeff Simbe stated that in the past, the Committee has tried to get 15% of the clients at each site surveyed.

Committee Comment: Member Steen suggested that the Subcommittee make individual edits using a round-robin system.

Committee Comment: Chair Mukami suggested setting up a box at the sites where clients could fill out surveys and submit them at their own time.

Committee Comment: Member Amick stated that she wanted to receive all final edits by Thursday night so she could consolidate them and send them to Committee staff by Friday.

Committee Comment: Member Steen stated that while he was working on a supporting resolution for the State and City declarations of a state of emergency of homelessness, that SMC Chair Bonato asked him to include language referencing the latest police shooting in the Mission District.

### **Adjournment**

***Proposed Action: Approve adjournment***

***M/S/C: Steen/Amick/Unanimous***

***Meeting adjourned***

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Sunshine Ordinance Task Force  
City Hall, Room 244

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