



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

**Draft Meeting Minutes**  
**SHELTER MONITORING COMMITTEE**  
**June 17, 2015**  
**10:00 AM**  
**City Hall, Room 408**  
**San Francisco, CA 94102**

**Committee Members Present:**

- Chair Nicholas Kimura*
- Committee Member Cindy Ward*
- Committee Member Terezia Bohrer*
- Committee Member Kendra Amick*
- Committee Member Michael Kirkland*
- Committee Member Charles Morimoto*
- Committee Member Darcel Jackson*
- Committee Member Jonathan Bonato*
- Committee Member Matthew Steen*
- Committee Member Mico Williams*
- Committee Member Anakh Sul Rama*

**Committee Members Absent:**

- Committee Member Moses Mukami*

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

	<b>CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS</b>		<i>2 min</i>
<b>I.</b>	<b>MINUTES</b>	<i>ACTION</i>	
<b>A.</b>	<b>May 2015 Minutes</b>	<b>Chair Kimura</b>	<i>5 min</i>
	The Committee reviewed the draft May, 2015, Minutes.		
	M/S/C (Steen/Jackson/Unanimous)		
	<i>April 2015 minutes approved</i>		
	<i>No public comment</i>		
<b>II.</b>	<b>REPORTS</b>	<i>DISCUSSION</i>	
<b>A.</b>	<b>Mayor’s HOPE Office</b>	<b>Bevan Dufty</b>	<i>10 min</i>
	<i>Cancelled due to opening ceremony at Jazzie’s Place LGBT Shelter.</i>		
<b>B.</b>	<b>Shelter Status Reports</b>	<b>Cindy Ward</b>	<i>10 min</i>
	<b>Human Service Agency (HSA) Report</b>		

Committee Member Ward reported on the following documents, as well as leading a discussion on different homeless services that will receive additional funding in the FY 2015-2016 budget.

- Shelter Vacancy Report
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point
- Winter Shelter for Single Adults and Families

*No public comment*

**C. Standard of Care and Staff Report** **Committee Staff** 10 min

Committee Staff presented the new combined format of the Standard of Care and Staff Report to the Committee, as well as taking feedback from Committee Members regarding future changes to the report and leading a discussion on what materials would be presented to the Rules Committee.

*No public comment*

**III. PUBLIC COMMENT** **DISCUSSION** 3 min

*Public Comment: Ann Jones spoke about incidents of staff mistreating clients that she has witnessed at the Bethel AME shelter.*

*Public Comment: Kathy Treggiari spoke about how shelter providers are interested in replicating the staff capacity, resources and success of the Navigation Center. She also spoke about how many of the Standards of Care are legislated but unfunded and urged the Shelter Monitoring Committee to continue advocating for additional funding for shelter services.*

**IV. NEW BUSINESS** **DISCUSSION/ACTION**

**A. Token Survey** **Chair Kimura** 5 min

The Committee will discussed how to analyze the data from the token distribution logs, the number of additional surveys needed before concluding the study and the possibility of creating a flyer to spread awareness of the token program inside shelters.

*Explanatory documents: Token Survey Results*

*[Note: This topic switched orders with Bedbug and Pest Control]*

**B. Policy Subcommittee** **Chair Kimura** 10 min

The Committee was provided updates on the work of the Sub-Committee, including a meeting with Supervisor Tang, MUNI Token information requests and costing out the expenses of establishing Language Link in all shelters.

*Explanatory documents: MUNI Token Distribution Log*

*Public Comment: Kathy Treggiari commented on having an open discussion format for Policy Sub Committee meetings would encourage shelter providers to attend and provide their perspective on the issues being discussed.*

**C. Budget Letter** **Chair Kimura** 10 min

The Committee reviewed, made edits to and approved the Draft Budget Letter.

*Explanatory document: Draft Budget Letter, The Roadmap*

M/S/C (Bonato/Jackson/Unanimous)

Committee Members Ward and Morimoto recused from voting

M/S/C (Kimura/Steen/Unanimous)

***Draft Budget Letter Approved***

*No public comment.*

**D. Shelter Bed Vacancies** **Chair Kimura** 10 min

The Committee will reviewed vacancy rates in shelters, including the average of 55 unused beds across the shelter system per night. Other issues that were discussed include senior/GA/other types of set aside beds that are not released when clients don't check in, the possible effects of the CHANGES system periodic failures and family shelter turnaways

*Public Comment: Kathy Treggiari commented on the difficulty shelter providers have in verifying whether or not a client is actually gone for the night, which is a prerequisite before beds can be given away for the night.*

*Public Comment: Ann Jones commented on the fact that many clients would rather stay at a drop-in center than be provided a bed at a shelter with abusive staff.*

**E. Bedbug and Pest Control** **Anakh Sul Rama** 10 min

The Committee discussed the prevalence of bedbugs and other pests in shelter facilities, possible information requests that could help develop new policies to decrease the prevalence of bedbugs and other pests and a need to determine how much training is provided to shelter staff on pest prevention.

*Public Comment: Kathy Treggiari commented on pest prevention protocols that are in place at ECS shelter sites.*

*[Note: This topic switched orders with Token Survey]*

**V. INFORMATION REQUESTS** **DISCUSSION**

**A. Information Requests** **Chair Kimura** 5 min

The Committee 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

*No public comment.*

**Adjournment**

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

*No public comment.*

M/S/C (Bonato, Bohrer, Unanimous)

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Sunshine Ordinance Task Force  
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San Francisco, CA 94102-4689  
Phone 415.554.7724  
Fax 415.554.7854  
E-mail [sotf@sfgov.org](mailto:sotf@sfgov.org)

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