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 Terezie 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 Sal Rama

Committee Members Absent:
Committee Member Moses Mukami

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

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES ACTION
   A. May 2015 Minutes Chair Kimura 5 min
      The Committee reviewed the draft May, 2015, Minutes.
      M/S/C (Steen/Jackson/Unanimous)
      April 2015 minutes approved
      No public comment

II. REPORTS DISCUSSION
   A. Mayor’s HOPE Office Bevan Dufty 10 min
      Cancelled due to opening ceremony at Jazzie’s Place LGBT Shelter.
   B. Shelter Status Reports Cindy Ward 10 min
      Human Service Agency (HSA) Report
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.

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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Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
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San Francisco, CA 94102-4689
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