



City and County of San Francisco  
Shelter Monitoring Committee

Meeting Minutes  
SHELTER MONITORING COMMITTEE  
February 17, 2016  
10:00 AM  
City Hall, Room 408  
San Francisco, CA 94102

**Present:**

- Chair Jonathan Bonato
- Vice Chair Matthew Steen
- Secretary Terezia Bohrer
- Committee Member Kendra Amick
- Committee Member Gary McCoy
- Committee Member Charles Morimoto
- Committee Member Darcel Jackson
- Committee Member Moses Mukami

**Excused:**

- Committee Member Cindy Ward
- Committee Member Michael Kirkland
- Committee Member Anakh Sul Rama

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

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

- I. MINUTES** *ACTION*
- A. January 2015 Minutes** **Chair Bonato** *5 min*  
The Committee reviewed the draft January 2015 Minutes.  
*Explanatory document- January 2016, Committee Minutes*  
**No public comment**  
*Proposed Action: Approve Draft January 2016 Minutes*  
**M/S/C: Bohrer/Steen/Unanimous**  
*January 2016 Minutes Approved*

**II. NEW BUSINESS** *DISCUSSION/ACTION*

- A. Policy Subcommittee** **Subcommittee Chair Mukami** *5 min*

Committee Member Mukami provided an update on the work of the Policy Subcommittee and future policy areas of focus including shelter vacancy rates, access to transportation, special set-aside beds and the HSA reservation policy.

### III. REPORTS

### DISCUSSION

#### A. Shelter Status Reports

#### Subcommittee Chair Mukami

*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

Subcommittee Chair Mukami provided an overview of the HSA Report.

**Public comment:** Cynthia Lee shared her observation that there had been a bed that was vacant for a week at Next Door which was not given out to clients needing one night stays.

Vice Chair Steen shared his observations about how the emergency winter shelter mats may be skewing the vacancy rate statistics from Providence. He also discussed historical issues that clients have with transportation to Providence.

Committee Member Mukami discussed shelter policies regarding dropping beds and his observation that vacancy rates typically increase during certain times of the month and around holidays.

Committee Member Morimoto and Vice Chair Steen discussed how providers were invited to be presenters to the Committee in the past and how it would be beneficial to start inviting speakers to attend meetings again.

**Public comment:** Chris Herring, PhD candidate from UC Berkley shared his observation that transportation is the biggest obstacle in getting clients to Providence. He also stated that there are many clients that tell 311 that they would prefer to have a reservation at any site other than Providence.

**Public comment:** Shucrita Jones from the Providence Foundation discussed how vacancy rates increase at the first of the month when clients with jobs are paid and are able to stay elsewhere. She also explained the different transportation services available at Providence, including bus tokens and a van service.

**Public comment:** Jay West shared his observation that many clients prefer to stay at sites other than Providence because other sites offer more services for clients and are located closer to the city center.

**B. Standard of Care and Staff Report** **Committee Staff** *10 min*  
Committee staff reviewed the January 2015, Standard of Care and Staff report.

**Public comment:** Jay West shared his dissatisfaction that shelter staff were given an extension on their deadline to respond to his complaint. He also discussed his fears of being retaliated against as a result of his name being included on his complaint.

**Public comment:** Diana Almanza from Next Door thanked the Committee for their investigation as it gave shelter management the opportunity to formalize informal policies into formal written policies.

**Public comment:** Cynthia Lee shared her dissatisfaction with the results of the two investigations that Committee staff completed for her. She also shared her opinion that clients in the shelters may be aggressive as a result of prescribed medications.

**IV. PUBLIC COMMENT** **DISCUSSION** *3 min*

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**No public comment**

**V. INFORMATION REQUESTS** **DISCUSSION**  
**A. Information Requests** **Chair Bonato** *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

Vice Chair Steen asked for an update on the previous Information Request submitted to HSA regarding special set-aside beds.

Chair Bonato explained that the information request was denied by HSA due to vacancy rates and set-aside beds being outside of the Standards of Care, and therefore outside of the Shelter Monitoring Committee's jurisdiction.

Vice Chair Steen shared his belief that the Committee should re-submit the Information Request as vacancy rates and set-aside beds are within the jurisdiction of the Shelter Monitoring Committee.

**No public comment**

**Adjournment**

***Proposed Action: Approve adjournment***

**M/S/C: Bohrer/Bonato/Unanimous**

***Meeting adjourned***

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Administrator  
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