FINAL MEETING MINTUES
SHELTER MONITORING COMMITTEE
November 18, 2015
10:00 AM
City Hall, Room 408
San Francisco, CA 94102

Present:
Chair Nicholas Kimura
Vice Chair Jonathan Bonato
Secretary Matthew Steen
Committee Member Terezie Bohrer
Committee Member Michael Kirkland
Committee Member Charles Morimoto
Committee Member Darcel Jackson
Committee Member Moses Mukami

Excused:
Committee Member Anakh Sul Rama
Committee Member Cindy Ward
Committee Member Kendra Amick

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

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES ACTION
   A. October 2015 Minutes Chair Kimura 5 min
      The Committee reviewed and made edits to the draft October, 2015 Minutes.
      Explanatory document- October, 2015, Committee Minutes
      No public comment
      Proposed Action: Approve October 2015 Minutes with edits
      M/S/C: Steen/Bohrer/Unanimous
      October 2015 Minutes with edits approved

II. REPORTS DISCUSSION
    A. Mayor’s HOPE Office Sam Dodge 10 min
       Sam Dodge, Director of HOPE, Housing Opportunity, Partnerships and
       Engagement, provided an update from his office.

    B. Shelter Status Reports Chair Kimura 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

Chair Kimura provided an update from the HSA office. The Committee discussed the drop in Lark Inn’s occupancy rates, the average number of families that have been on the priority list for over five months and ongoing issues with occupancy rates and set-aside beds.

C. Standard of Care and Staff Report  
Committee Staff  
Committee staff reviewed the October 2015, Standards of Care and Staff report, which included an overview of the client complaints submitted to the Committee and the site visits conducted by Committee teams in the month of October.

Public comment: Cynthia Lee suggested that the Committee include information on the shelter grievance policy in the Client Complaint Flowchart.

D. Officer’s Report  
Chair Kimura  
Chair Kimura discussed his opinion on upcoming priorities for the Committee, including MUNI tokens, Language Link, shelter occupancy rates, set-aside beds and introduced Michelle Daniels as his successor at Shelter Client Advocates and invited her to speak before the Committee. Chair Kimura also formally appointed Member Terezie Bohrer to the Policy Subcommittee.

Michelle Daniels introduced herself to the Committee by sharing some of her background experience and expressed her interest in working closely with the Committee in the near future.

III. Public Comment  
Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

Public comment: Will Daley acknowledged the work of Chair Kimura and thanked him for being a tireless volunteer both at the Coalition on Homelessness and as the Chair of the Shelter Monitoring Committee.
Public comment: Cynthia Lee asked if it was appropriate for shelter management to ask her for a written note before granting her a late pass for attending church services.

Public comment: Jennifer Friedenbach thanked Chair Kimura for all of his hard work and praised him for his ability to identify systemic problems and solutions, for including the homeless community in the conversation when many others blame the homeless or use them for political gain.

Public comment: Miguel Carrera shared his personal experience working with Chair Kimura and emphasized that even though Chair Kimura is a young man, he is a young man with a big heart who is extremely committed to helping those in the homeless community.

IV. NEW BUSINESS

A. Policy Subcommittee

Sub-Committee Chair Mukami 15 min

The Committee reviewed the Policy Subcommittee’s recommendations for revising current Imminent Danger policies. Proposed edits to the recommendations included the removal of language referencing “separate recommendations”, the addition of “San Francisco Grievance Policy” to Item F and replaced the word “increases” with “increase” in Section 2.

Explanatory document: Draft of Policy Subcommittee recommendations

Proposed Action: Approve Policy Subcommittee’s Imminent Danger Policy recommendations with edits included:

1. HSA shall adopt a policy on victims of domestic violence. The policy must include the following:

   a. No client shall be denied services on the basis of being a victim of domestic violence.

   b. Self-disclosure of domestic violence cannot be used as grounds for denial of service.

   c. Use lethality assessments upon intake to assess all families for the risk of domestic violence.

   d. The creation of procedures where shelters contact law enforcement for the provision of emergency protective orders (EPO) in cases of domestic violence.

   e. Update the shelter training manual for shelter staff on how to handle domestic violence and other crisis situations.

   f. Domestic violence policy should be consistent with the San Francisco Shelter Grievance Policy.
2. To increase funding for additional trainings on domestic violence for all shelter staff.

3. To support additional funding for the expansion of the domestic violence support system.

Public comment: Will Daley congratulated the Committee on the progress that they have made on the Imminent Danger issue and thanked them for their efforts.

M/S/C: Kimura/Bohrer/Unanimous
Motion to approve the Policy Subcommittee’s Imminent Danger Policy recommendations with edits passed

V. INFORMATION REQUESTS DISCUSSION
A. Information Requests Chair Kimura 5 min
The Committee reviewed a past information request, which contained information on shelter beds that are set-aside for specific clients such as seniors or veterans.

VI. ANNOUNCEMENTS

Member Bonato formally accepted his nomination and election to serve as the Vice Chair for the Shelter Monitoring Committee.

Meeting adjourned due to lack of quorum with the departure of Members Mukami and Kirkland

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