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 Sul Rama

Committee Members Excused:
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.

*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 review 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**

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)

To obtain copies of the agenda, minutes, or any explanatory documents, please contact Jeff Simbe at 415.255.3642 or jeff.simbe@sfdph.org 72 hours before the meeting.

To obtain a disability-related modification or accommodation, including auxiliary aids or services to participate in the meeting, please contact Jeff Simbe at 415.255.3642 or jeff.simbe@sfdph.org at least two business days before the meeting.
City Hall is accessible to persons using wheelchairs and others with disabilities. Assistive listening devices are available and meetings are open-captioned. Agendas are available in large print. Materials in alternative formats, American Sign Language interpreters, and other format accommodations will be made available upon request. Please make your request for alternative formats or other accommodations to the Shelter Monitoring Committee at 415.255.3642. Providing at least 72 hours notice prior to the meeting will help ensure availability.

The nearest BART station is Civic Center Plaza at the intersection of Market, Grove, and Hyde Streets. The MUNI Metro lines are the F, J, K, L, M, and N (Civic Center Station or Van Ness Avenue Station). MUNI bus lines serving the area are the 47 Van Ness, 9 San Bruno, and the 6, 7, 71 Haight/Noriega. Accessible curbside parking is available on Oak and Hickory Streets.

The ringing of and use of cell phones, pagers, and similar sound producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager or other similar sound-producing electronic devices. In order to assist the City’s efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based scented projects. Please help the City to accommodate these individuals.

Know Your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government’s duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people’s business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE THROUGH:

Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Phone 415.554.7724
Fax 415.554.7854
E-mail sotf@sfgov.org
Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library, and on the City’s website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code § 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; web site: sfgov.org/ethics.