



City and County of San Francisco
Shelter Monitoring Committee

**DRAFT MINUTES
SHELTER MONITORING COMMITTEE**

June 18, 2014

10:00 AM

**City Hall, Room 408
San Francisco, CA 94102**

Committee Members Present:

Committee Member Kendra Amick
Committee Member Julia D'Antonio
Chair Nick Kimura
Committee Member Silah Medellin
Committee Member Charles Morimoto
Committee Member Liz Pocock
Committee Member Amanda Reichmuth
Committee Member Matthew Steen
Committee Member Cindy Ward

Committee Members Excused:

Committee Member Debi Muise

Committee Members Absent:

Committee Member Michael Kirkland

I. MINUTES

A. May 2013 Minutes

The Committee reviewed the draft May 2013 Minutes.
m/s/c (Medellin/Reichmuth/Unanimous)
No public comment

II. REPORTS

A. Mayor's HOPE Office

Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, provided an update from his office.

B. Shelter Status Report

Human Service Agency (HSA) Report

Committee Member Cindy Ward provided an overview of the May Shelter Vacancy Reports, for both single adult and family shelters.

C. Standard of Care Report

Committee staff reviewed the SOC report and the status of clients' complaints & investigations.

Public Comment

Kathy Treggiari, from Episcopal Community Services, asked the Committee to reconsider how it presents information. The report, which is a public document, made statements that had been investigated by the Human Services Agency and the shelters' human resources department and found to be without merit.

Committee Member Charlie Morimoto acknowledged the comments and said that he was working with shelter staff on changes to the Standard of Care methodology. Committee Member Morimoto discussed current agreements with the Human Services Agency to streamline the investigations and complaints, in general.

Chair Kimura said he had some ideas on formatting and would work with Committee staff as well.

D. Shelter Program

Margi English, the Executive Director of St. Vincent de Paul, Lessy Benedith, Program Director at MSC South, and Wayne Garrett, Operations Director at MSC South provided an overview of the services provided at MSC South. The shelter has been providing services to San Francisco since 1991 and was just awarded a new five-year contract. The site provides shelter to 340 guests each night and its drop-in has a capacity of 70. For guests of the shelter, there are two meals a day, laundry services, showering facilities and access to case management through SF START. It is the largest shelter in Northern California. There are clinics on site. St. Vincent de Paul also has a domestic violence shelter, transitional housing programs and a recovery services.

III. PUBLIC COMMENT

Marlon Mendieta from Dolores Street Community Services said he thought he would be unable to stay for the policy discussion. He discussed the costs of training and said that the manual that is currently being used by the shelter system is out of date.

IV. NEW BUSINESS

A. Treatment Access Program

Lou Prochilo, Assistant Coordinator for the Treatment Access Program (TAP), provided a brief overview of services TAP offers. TAP staff sees an average of 30-35 clients a day. Clients who are seeking outpatient treatment can usually be seen within a week. For clients seeking a social detox program, they may need to wait 1-3 days and for a medical detox program, 1-7 days. For male clients seeking residential treatment, they may need to wait up to two weeks. For female clients seeking residential treatment, they may need to wait up to four weeks. TAP staff provides support to clients who are awaiting placement.

B. Confidentiality Overview

Deputy City Attorney Sherri Kaiser provided the Committee an overview of federal, state and local confidentiality laws and how they relate to the work of the Committee. After the presentation, the Committee Members present signed an acknowledgement that they had received the information on confidentiality.

C. Election of Officers

The Committee asked all Committee Members who wish to serve in the position of Chair, Vice Chair or Secretary, to announce their desire to fill the position and to briefly explain why they feel they are qualified to serve.

Chair Kimura reviewed his qualifications and asked that he be elected as Chair to the Committee.

m/s/c (Medellin/D'Antonio/Unanimous)

Matthew Steen reviewed his qualifications and asked that he be elected as Vice Chair to the Committee.

m/s (Reichmuth/Pocock/Amick/Steen)

Opposed (Ward/Kimura/D'Antonio/Medellin)

Item does not pass.

Chair Kimura asked that the election item be placed back on the agenda in the next fiscal year.

V. OLD BUSINESS

A. Policy Subcommittee

The Committee reviewed the recommendations and findings of the Policy Subcommittee.

VI. INFORMATION REQUESTS

A. Information Requests

There were no information requests.

B. Staff Report

Committee staff reviewed the June 2014 staff report.

Adjournment

m/s/c (Steen/Reichmuth/Unanimous)

To obtain copies of the agenda, minutes, or any explanatory documents, please contact Bernice Casey at 415.255.3653 or Bernice.casey@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 Bernice Casey at 415.255.3642 or Bernice.casey@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 format 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/Noreiga. 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 maybe 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.