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)*

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Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
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San Francisco, CA 94102-4689
Phone 415.554.7724
Fax 415.554.7854
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