



City and County of San Francisco  
SHELTER MONITORING COMMITTEE

MEETING MINUTES [DRAFT]

Wednesday, April 20, 2022 | 10:00 AM  
Via WebEx

**Present:** Chair Jonathan Adler  
Committee Member Tomiko Eya  
Committee Member Lisa Rachowicz  
Committee Member Traci Watson  
Committee Member Cris Plunkett  
Vice Chair Diana Almanza

**Excused:** Committee Member Steven Clark  
Committee Member Gabriela Avalos

All SMC meetings are public. Homeless and formerly homeless San Franciscans are encouraged to attend.  
**PUBLIC COMMENTS WILL BE TAKEN AFTER DISCUSSIONS & BEFORE VOTES/ACTIONS**

**CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS** 5 min  
*Meeting began at 10:16 AM. There was no quorum.*

I. MINUTES

A. *DISCUSSION/ ACTION*  
**MARCH 2022 MINUTES** **MEMBERS & STAFF** 5 min  
The Committee reviewed the March 2022 Minutes  
*Explanatory document – Draft March 2022 SMC Minutes*  
**No public comment**  
**Proposed Action:** Approve Minutes  
M/S/C: This item was tabled due to lack of a quorum

II. NEW BUSINESS/REPORTS *DISCUSSION/ ACTION*

A. **PROPOSED RESOLUTION – TELECONFERENCED MEETINGS** **ACTION**  
**CHAIR ADLER** 5 min  
The Committee took up the monthly approval to hold meetings online during the pandemic.  
*Explanatory document – Resolution*  
**No public comment**  
**Proposed Action:** Approve resolution  
M/S/C: This item was tabled due to lack of a quorum

**B. SELECTION OF A COMMITTEE SECRETARY**

*DISCUSSION*

**CHAIR ADLER** 10 min

The Committee discussed what the protocol would be to elect a Secretary and other officers. Per the bylaws, this should be done every year in December. However, when there is a vacancy, more immediate action is appropriate. Member Plunkett expressed a tentative interest in this role.

**Member Comment:** Member

**C. POLICY SUBCOMMITTEE REPORT**

*DISCUSSION*

5 min

**SUBCOMMITTEE CHAIR AVALOS**

Subcommittee Members shared what transpired at the March 9 meeting. There was a discussion of ways to impact the performance of shelter staff. Contracts call for a minimum training regimen. The SMC cannot take direct action, e.g., increase wages, but more inspections and training (e.g., on conflict resolution) are realistic options. Two additional items (following) were approved for the consideration of the full Committee.

**Member Comment:** Chair Adler asked about mental health. Member Eya stated that the focus is on whether staff behaves properly or not.

**D. NAVIGATION CENTERS**

*DISCUSSION/ ACTION*

10 min

**SUBCOMMITTEE CHAIR AVALOS**

SMC's membership roll needs to have a more complete to take on the extra work of monitoring of Navigation Centers. To assess what the Committee can do in the short term, the Subcommittee recommends that the full Committee endorse having Members participate in (1) tours hosted by HSH; (2) an Adult Shelter Provider meeting (via Microsoft Teams), to explain site inspections, complaint handling, and how the SMC work will be expanded to cover the Navigation Center system; and (3) a pilot inspection at a Navigation Center.

**Public comment:** Juaquin Remora spoke in favor of including Nav Centers in the shelter set monitored by the SMC. Care needs to be trauma-informed. Staff turnover is a concern. Better wages are called for. LaOshia Tillman wondered how things would change if/when the SMC begins monitoring Navigation Centers.

*Explanatory documents – List of shelters, Previous implementation plan, SMC Bylaws*

**Proposed Action:** Approve plan

**M/S/C:** This item was tabled due to lack of a quorum.

**E. EQUITY RESOLUTION**

*DISCUSSION/ ACTION*

5 min

**COMMITTEE MEMBER PLUNKETT**

The Policy Subcommittee also approved a motion to ask the full Committee to approve the draft, which has the support of leaders of the Coalition on Homelessness, the LHCB, and the Homeless Emergency Services Providers Association.

*Explanatory document – Draft Resolution*

**Member Comment:** Member Rachowicz wanted all to be aware that HSH does provide data on race. HSH is working to improve reporting. Member Eya offered to provide edits to make the document more readable.

**Public comment:** Several positive comments were received, including from Ben Baczkowski of the Shelter Client Advocates, who encouraged the Committee to approve the resolution.

**Proposed Action:** Approve resolution

**M/S/C:** This item was tabled due to lack of a quorum.

F. DEPT OF HOMELESSNESS AND SUPPORTIVE HOUSING *DISCUSSION* 15 min  
HSH

Member Rachowicz reports that additional beds have been added to congregate sites, in accord with DPH guidance. Lark added ten beds. Former SIP sites are being used to maintain capacity and provide a place for referrals from the Tenderloin Center. Dolores/Jazzie’s Place should reopen in May.

*Explanatory documents – Vacancy Report*

**Public comment:** None

G. DEPARTMENT OF PUBLIC HEALTH *DISCUSSION* 10 min  
DPH STAFF

Staff reviewed the SOC report. There was one complaint in March. A client alleged that MSC-South violated Standards 1 and 24, stating he was transferred to another shelter under the false claim that he wanted to be transferred out of concern for his safety. This prevented him from objecting to what was in essence a denial-of-service that bypassed the grievance process. When the complainant arrived at Central Waterfront Navigation Center, they were unaware of any transfer arrangements, and he was not allowed into the facility. This led to his having to sleep on the street that night, where temperatures were in the 40s.

Member Bryce Dennis had to submit his resignation. He is moving out of the area. The Committee now has five vacancies (Seats 1, 5, 9, 10, and 14). Staff is working with some good candidates. The next SMC meeting is scheduled for May 18.

*Explanatory documents – March 2022 SOC Report*

**No public comment**

H. AGENDA SETTING FOR FUTURE MEETINGS *DISCUSSION* 15 min

Members did not have suggestions at this time beyond items already pending.

**No public comment**

III. PUBLIC COMMENT *DISCUSSION* 5 min

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. Those who comment may submit a written summary (up to 150 words) of their remarks to assist in the compilation of the meeting minutes.

**Public comment:** None.

**ADJOURNMENT**

This item requires a motion, a second, and to be carried.

***Proposed Action: Approve adjournment***

**M/S/C: Watson/ Adler /Unanimous**

***Meeting adjourned at 11:49 AM***

Action Item	Assigned To
Invite Members to join inspections.	Committee Staff
Forward applications of prospective Members to appointing bodies and ask for time on their agendas.	Committee Staff
Offer edits to Member Plunkett’s resolution.	Member Eya
Arrange Navigation Center tours.	Member Rachowicz

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