

City and County of San Francisco  
SHELTER MONITORING COMMITTEE



MEETING MINUTES [DRAFT]

Wednesday, **March 15, 2023** | 10:00 AM  
Room 408, City Hall

**Present:** Chair Diana Almanza  
Committee Member Kaleese Street  
Committee Member Britt Creech  
Committee Member Joaquin Remora  
Committee Member Melanie Muasau  
Secretary Tomiko Eya (Teleconference)

Committee Member Traci Watson  
Committee Member Belinda Dobbs  
Committee Member Lisa Rachowicz (Teleconf)  
**Absent:**  
Vice Chair Cris Plunkett  
Committee Member Steven Clark

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**

- I. **CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS** 3 min  
*Meeting began at 10:10 AM. There was a quorum. Recognition was given to the fact the ancestral homeland of the Ramaytush Ohlone people upon which the meeting was held was never ceded.*

**MINUTES**

**FEBRUARY 2023 MINUTES**

The Committee voted to approve last month's minutes.

**No public comment**

**M/S/C: Dobbs/Creech/Unanimous – Minutes approved**

**DISCUSSION/ ACTION**

**CHAIR ALMANZA**

3 min

II. **OLD BUSINESS/REPORTS**

**DISCUSSION/ ACTION**

A. **IN-PERSON MEETINGS**

**ACTION**

**CHAIR ALMANZA**

10 min

The Committee has been advised by the City Attorney's office to return to in-person meetings. It needs to be confirmed that public comments will continue to be accepted "remotely."

**Public Comment:** Caller, Rocky, appreciates not having to appear in person to comment.

**Proposed Action:** *Approve motion to continue to allow public comment via telephone and teleconference?*

**M/S/C: Watson/Dobbs /Unanimous - the resolution was approved.**

B. **REVIEW OF SMC BYLAWS**

**CHAIR ALMANZA**

5 min

The Committee discussed the need to update the bylaws in accord with changes to the Administrative Code. The Chair noted that coverage of Navigation Centers should be made explicit.

**Public Comment:** No comments.

**Proposed Action:** *Shall staff draft revised bylaws?*

**M/S/C: Watson/Remora /Unanimous - the motion was approved.**

### III. NEW BUSINESS/REPORTS

#### A. POLICY SUBCOMMITTEE REPORT

*DISCUSSION*

*SUBCOMMITTEE*

*3 min*

At its March meeting, the subcommittee discussed bylaws, public comment rules, and legislation implementing the Homelessness Oversight Commission. Discussion of this item was tabled, however, insofar as the Subcommittee Chair was absent.

#### B. DEPT OF HOMELESSNESS AND SUPPORTIVE HOUSING

*MEMBER RACHOWICZ 20 min*

[CAAP](#) beds are still available. During inclement weather, these are offered one night at a time. Family shelter numbers are for rooms, not beds. Buena Vista Horace Mann is now able to house up to 69 families, using space available in the auditorium. Hamilton has space for pregnant families. Providence Foundation's Oasis site is closed, but HSH continues negotiating to reopen. A purchase is not off the table.

**Member Comment:** Member Watson notes Hamilton occupancy seems low. Member Rachowicz stated they had to reconfigure the space to accommodate the pregnancy pilot. Member Remora pointed out that during inspections of first aid kits Members can note whether Narcan is readily available.

**Public Comment:** A member of the public expressed gratitude for the availability of Narcan, which saves many lives and wondered if there are statistics on its use in shelters. (HSH may place statistics on their dashboard in the future.) Caller, Blanche, asked why Bobby Jean Baker House is not listed on HSH's report. (This site is not overseen by HSH.)

**Proposed Action: Approve HSH report**

**M/S/C: Dobbs/Eya/Unanimous – The report was approved**

#### C. DEPARTMENT OF PUBLIC HEALTH

*STAFF*

*15 min*

During the month of February, several clients submitted informal complaints and worked with staff; however, there were no formal complaints submitted to shelters. Changes to the Shelter Monitoring Committee (SMC) related to establishment of the new Homelessness Oversight Commission will include:

1. Commission will appoint Members to the SMC;
2. SMC administrative staff will be HSH employees instead of DPH employees;
3. the addition of one Member from DPH;
4. the removal of the Member from HSH;
5. the removal of one Seat from the SMC resulting in 12 total Members instead of the current 13 total Members; and
6. the SMC Chair will be required to attend Commission meetings to provide reports and advise the Commission.

**Member Comment:** Lisa Rachowicz recommends that the new DPH Member be someone with experience working in shelters.

**Public Comment:** None

**Proposed Action: Approve the report**

**M/S/C: Eya/Creech/unanimous – The report was approved**

#### IV. 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 items 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

*Meeting adjourned at 11:15 AM*

Action Item	Assigned To
Draft amended bylaws per item II.B.	Staff
Add an item to inspections forms to indicate whether Narcan is available.	Staff

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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](mailto:sotf@sfgov.org)

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#### Lobbyist Registration and Reporting Requirements

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