



City and County of San Francisco  
SHELTER MONITORING COMMITTEE

MEETING MINUTES [DRAFT]

Wednesday, **June 21, 2023** | 10:00 AM  
Room 408, City Hall

**Present:** Chair Diana Almanza  
Vice Chair Cris Guevara-Plunkett  
Secretary Tomiko Eya (Teleconference)  
Committee Member Melanie Muasau  
Committee Member Britt Creech  
Committee Member Steven Clark  
Committee Member Kaleese Street  
**Excused:** Committee Member Belinda Dobbs  
**Absent:** Committee Member Traci Watson

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 10:05 AM. There was a quorum.

MINUTES *DISCUSSION/ ACTION*  
MAY 2023 MINUTES CHAIR ALMANZA 3 min  
The Committee voted to approve last month’s minutes.  
**No public comment**  
**M/S/C: Guevara-Plunkett/Creech/Unanimous**

II. OLD BUSINESS/REPORTS *DISCUSSION/ ACTION*  
A. LAND ACKNOWLEDGEMENT *ACTION*  
CHAIR ALMANZA 5 min  
The Committee reviewed the “land acknowledgement” proposed several months ago by Member Eya.  
**Public Comment:** None  
**Proposed action:** Approve land acknowledgement  
**M/S/C: Guevara-Plunkett/Creech/Unanimous**

III. NEW BUSINESS/REPORTS  
A. POLICY SUBCOMMITTEE REPORT *DISCUSSION*  
SUBCOMMITTEE CHAIR PLUNKETT 5 min  
Absent guidance from the City Attorney, the Subcommittee tabled review of bylaws. A brief review of the HOC’s meeting was discussed. The SMC’s recommendations continue to await action by the Commission/HSB and the Board of Supervisors. Member Eya and Vice Chair Guevara-Plunkett are resigning this month (June), and Member Rachowicz’ seat was removed by changes in the Administrative Code. Therefore, we need to consider the composition of the subcommittee. Three members are probably adequate. The Chair will need to appoint a new Subcommittee Chair.  
**Public Comment:** None

**B. SELECTION OF INTERIM OFFICERS**

**CHAIR ALMANZA** 5 min

Members were reminded that those who are interested should plan to put themselves forward for the Secretary and Vice Chair openings at the next meeting.

**Public Comment:** None

**C. DEPT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**HSH** 18 min

Assistant Director Emily Cohen shared that the City Attorney and HSH are working to amend the Administrative Code to conform with the recommendations made some months ago by this Committee. They hope this will be accomplished in July. The Board recesses in August. Draft language will be shared as soon as it is ready.

Manager of Navigation Centers and Shelter Programs Lisa Rachowicz stated that vacancies continue to trend downwards. MSC-South, Next Door, and Sanctuary keep openings for CAAP participants. Lark has more vacancies than usual because of construction. It is looking more welcoming there. Embarcadero just returned to pre-Covid capacity, from 120 to 200. Pier 94 has to pause intakes because the RV site in the Bayview has a contract with the port that is winding down. The city owns the RVs. They must vacate before the end of the year and will need to find another site. HSH is making every effort to secure housing for all current residents.

Hamilton Family Emergency Shelter pregnancy pilot has vacancies. Applicants can call directly. This pilot is in the evaluation stage. Providence is back at the Oasis. This site has been open again for two months. 15 rooms are for emergency placements. Self-referral is an option. The non-emergency rooms are still being filled.

There is going to be a new pathway to securing emergency housing, similar to what existed before Covid. People who are interested need to call SF HOT, not 3-1-1. There's also a website. HSH will provide more information on this at next month's meeting.

**Member Comment:** Members were happy to hear about positive changes. It was pointed out that certain non-city-funded sites are not covered by HSH.

**Public Comment:** Simone Lacey expressed concerns about Next Door. Rules are not clear. There are pet-related issues. T. Weston expressed complaints about Sanctuary. Members advised to document her concerns.

**Proposed action:** Approve HSH report

**M/S/C: Creech/Guevara-Plunkett/Unanimous**

D. DEPARTMENT OF PUBLIC HEALTH

STAFF 12 min

During the month of May, there were five formal complaints submitted to shelters, alleging violations of SOCs 1, 2, 5, 8, 9, and 10. There will soon be five vacant Seats. HOC will consider our candidate, Justice, at their meeting on 7/6/2023. Other interested individuals are in contact with staff.

**Public Comment:** None.

**Proposed action:** Approve staff report

**M/S/C:** Creech/Muasau/Unanimous

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:** T. Weston provided additional details of her experience at Sanctuary, e.g., that dirty laundry was piled in an unsanitary way near guest bunks and that shelter staff gossip. She also stated she had been unfairly denied service.

**Member Comment:** Outgoing Vice Chair Guevara-Plunkett shared that his time on the Committee was one of the best things that ever happened to him. Secretary Eya said it had also been a great experience for her. She thanked staff and stated it had been a pleasure to meet and work with the other Members.

ADJOURNMENT

**M/S/C:** Creech/Guevara-Plunkett/Unanimous

*Meeting adjourned at approximately 11:15 AM*

Action Item	Assigned To
Follow up with HSH and the City Attorney for status of the Admin Code changes approved by the Committee.	Staff

To obtain copies of the agenda, minutes, or any explanatory documents, please contact staff at [shelter.monitoring1@sfgov.org](mailto:shelter.monitoring1@sfgov.org) or (415) 255-3642.

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 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 THIS ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE:**

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)

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](http://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](http://sfgov.org/ethics).