



City and County of San Francisco
SHELTER MONITORING COMMITTEE

MEETING MINUTES [DRAFT]

Wednesday, July 19, 2023 | 10:00 AM
Room 408, City Hall

Present: Chair Diana Almanza
Committee Member Justice
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. A. CALL TO ORDER/LAND ACKNOWLEDGEMENT/AGENDA ADJUSTMENTS 5 min

Meeting began at 10:05 AM. There was **no quorum**.

B. WELCOME NEW MEMBER

DISCUSSION

CHAIR ALMANZA

5 min

Member Justice was welcomed to the Committee.

C. MINUTES

DISCUSSION/ ACTION

JUNE 2023 MINUTES

CHAIR ALMANZA

3 min

The Committee tabled approval of last month's minutes, given the lack of a quorum.

No Member comment

No public comment

II. OLD BUSINESS/REPORTS

DISCUSSION/ ACTION

A. SELECTION OF INTERIM OFFICERS

ACTION

CHAIR ALMANZA

5 min

New officers are needed for the Vice Chair and Secretary positions. Member Creech is willing to serve as Vice Chair.

Public Comment: None

Proposed action: Action tabled given lack of quorum

M/S/C: N/A

III. NEW BUSINESS/REPORTS

A. POLICY SUBCOMMITTEE REPORT

DISCUSSION/ACTION

SUBCOMMITTEE CHAIR PLUNKETT

5 min

There was no July subcommittee meeting. Only two Members remained after the departure of Member Guevara-Plunkett and one of them was unavailable. The Chair will appoint a new Subcommittee Chair. She asked staff to send meeting invitation to all Members.

Public Comment: None

B. NON-CONGREGATE SITE INVESTIGATIONS DISCUSSION
STAFF 8 min

Staff is seeking ideas on how to investigate complaints at non-congregates, specifically how to take surveys when there is no ready access to a significant proportion of guests.

Member Comment: Chair suggested we poll sites to make sure we know when and where “town hall” meetings are held. Member Justice suggested finding out whether clients have representatives at sites who could help.

Public Comment: Timothy Newman commented on congregate sites. Bryce Dennis suggested the Committee look at denials of service for patterns as part of investigations.

C. NUTRITION DISCUSSION
CHAIR ALMANZA 8 min

DPH is looking for a nutrition expert. Comments were solicited.

Member Comments: Justice sees food portions as tending to be small.

Public Comment: Lisa Rachowicz reported that hiring is in process. At the same time, many meals are pre-prepared, and the vendors are trained on portion size and nutritional quality. Timothy Newman said it is important that meals be balanced/nutritious.

D. DEPT OF HOMELESSNESS AND SUPPORTIVE HOUSING DISCUSSION
HSH 18 min

HSH Manager of Navigation Centers and Shelter Programs Lisa Rachowicz stated that occupancy has continued to increase. MSC-South, Next Door, and Sanctuary, as mentioned last month, have to keep some openings for CAAP participants. The reservation waitlist, a new pathway to securing emergency housing, was launched 7-5-2023. People who are interested should call SF HOT. There is also a page on the HSH site where people can apply. This is going well so far. There are over 200 people on the list.

Lark Inn has some female vacancies. The Baldwin and other non-congregates have had contracts extended one year. Vacancies are rare except when repairs are needed. Pier 94 is being wound down. Guests must be out before the end of the year. Many will be housed at Bayview. Providence, back at the Oasis, and has both regular and emergency (14-day) openings. Self-referral is an option.

Public Comment: None

Proposed action: Approve HSH report

M/S/C: Absent a quorum, this was tabled.

E. STAFF REPORT DISCUSSION
STAFF 12 min

Review of June inspections, complaints, and investigations. Shared news from the HOC Commission meeting. Recruitment going okay. HOC still needs to develop an application form.

Explanatory documents – SOC Report

Public Comment: None

Proposed Action: The Committee will vote on whether to accept the report.

M/S/C: N/A, absent a quorum

IV. GENERAL 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: Bryce Shelter Grievance Committee has useful data they may be willing to share.

ADJOURNMENT

M/S/C: Street/Creech/Unanimous

Meeting adjourned at approximately 11:00 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 |
| Ask providers whether they have community meetings (at which investigative surveys could be taken). | Staff |
| Consider volunteering for officer position openings | Members |

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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

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.

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