



City and County of San Francisco
SHELTER MONITORING COMMITTEE

MEETING MINUTES [EARLY DRAFT]

Wednesday, August 16, 2023 | 10:00 AM
Room 408, City Hall

Present: Member Belinda Dobbs

Committee Member Justice

Committee Member Melanie Muasau

Committee Member Britt Creech

Committee Member Kaleese Street

Excused: Chair Diana Almanza

Committee Member Steven Clark

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 10:09 AM. There was **no quorum**.

B. MINUTES

DISCUSSION/ACTION

JUNE,JULY 2023 MINUTES

CHAIR ALMANZA

3 min

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

No public comment

II. OLD BUSINESS/REPORTS

DISCUSSION/ACTION

A. SELECTION OF INTERIM OFFICERS

ACTION

CHAIR ALMANZA

5 min

New officers are needed to fill the terms of Guevara-Plunkett (Vice Chair) and Eya (Secretary) through the end of the year. Member Creech expressed a willingness to serve as Vice Chair. Member Street has offered to serve as Chair of the Policy Subcommittee. Others interested in serving are invited to put themselves forward today.

Public Comment: Christin Evans reports that the HOC Nomination Committee is up and running. The first meeting will take place on 8/31 at 440 Turk Street at 10:30 AM.

Proposed action: Action tabled given lack of quorum

III. NEW BUSINESS/REPORTS

A. POLICY SUBCOMMITTEE REPORT

DISCUSSION/ACTION

SUBCOMMITTEE CHAIR PLUNKETT

5 min

The subcommittee tentatively comprises Members Street, Dobbs and Creech. There was discussion of the concern about potential conflict of interest, edits to the Administrative Code, and a new Subcommittee Chair. Members ask that the full Committee return to the issue of staff training and, that in preparation for a deeper dive into this topic, staff ask HSH for training records by site.

Public Comment: None

B. ADMINISTRATIVE CODE EDITS

DISCUSSION

STAFF 8 min

Assistant HSH Director Cohen shared with the Subcommittee that the changes to the Administrative Code that the SMC approved several months ago (to the Standards of Care, the requirements for Seat 1, and the frequency of inspections) could be ready to put to the BOS Rules Committee in September. One change HSH staff and the City Attorney propose is to embed the frequency requirements in SMC's Bylaws, rather than in the Administrative Code itself. This would allow for amendment by the SMC if needed in the future.

C. DRAFT MEMO TO THE CITY ATTORNEY

DISCUSSION

CHAIR ALMANZA 8 min

The Policy Subcommittee asks that the full Committee review and approve a draft memo to the City Attorney to ask how to re-word the section of the Bylaws that addresses site visits and other activities by Members and staff, with the goal of avoiding real or apparent conflicts of interest.

D. DEPT OF HOMELESSNESS AND SUPPORTIVE HOUSING

HSH 18 min

This item was addressed after item IIIA. HSH Manager of Navigation Centers and Shelter Programs Lisa Rachowicz stated that occupancy has continued to increase. Sites other than Central Waterfront, Taimon Booten and Providence/Oasis are reinflated. There are staffing issues impeding this at least at the latter. There is some increase in Covid-19 at shelters.

Member Comment: Member Creech recommends Covid-19 be taken seriously. Masking is advisable. The grievance process needs to be looked at. Staff throw internal grievances away. Recommends staff ask HSH for updated information on the process.

Public Comment: Anthony McIntyre says there is Covid at Taimon Booten. Staff are not masking. He has witnessed borderline sexual harassment (gawking) by staff at Taimon Booten. Christin Evans says HOC is interested in vacancy information. The option for clients to self-refer or "walk up" is desirable. Renewed spread of Covid could impede plans for this. Salvador Barr reported paused intakes due to Covid-19 at MSC-South. A new TAY program is in the works at Division Circle and MSC-South.

Proposed action: Approve HSH report

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

E. STAFF REPORT

STAFF 12 min

Review of July inspections, complaints, and investigations. An update on recruitment efforts will be provided. Status of "additional DPH Member" mentioned in Asst. Director Cohen's [presentation to the BOS](#). Staff has asked HSH about this and whether [§20.302](#) (which still says "the Department of Public Health shall assign two full-time employees to staff the Shelter Monitoring Committee") would be amended.

Explanatory documents – SOC Report

Member Comment: Member Creech pointed out that Navigation Centers were designed to have lower thresholds [to be more flexible vis-à-vis guests]. Guests may have experienced trauma and this needs to be taken into account.

Public Comment: Anthony McIntyre had clothing being damaged at his shelter and was given the runaround. A guest has a dog but does not feed it. Also, the shelter allows

someone to have a rabbit as a pet. There should be clearer rules. Staff need more training.

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.

Member Comment: Member Street believes that during the pandemic, training of shelter staff in certain areas may have been given short shrift.

Public comment: C. Evans reports HOC is asking HSH about transfer procedures, e.g., when a client reports they are unsafe. She hears complaints from clients about staff. The City “should have higher expectations” vis-à-vis shelter staff professionalism. Anthony McIntyre is concerned that the shelter did not allow police to come inside when needed. The guest who called them was not able to meet them outside. Also, concerned that Taimon Booten has been “sold” [control transferred to another non-profit]. Lisa Rachowicz assured those present that HSH is committed to serving the TGIC Community at the Taimon Booten Navigation Center.

ADJOURNMENT

M/S/C: Street/Creech/Unanimous

Meeting adjourned at 11:35 AM

Action Item	Assigned To
Ask DPH if Covid-19 protocols have been changed/reinstated.	Staff
Ask HSH for new transfer and training policies.	Staff
Consider volunteering for officer position openings	Members

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