



City and County of San Francisco
SHELTER MONITORING COMMITTEE

MEETING MINUTES [DRAFT]

Wednesday, September 20, 2023 | 10:00 AM
Room 408, City Hall

Present: *Committee Member Justice
Committee Member Melanie Muasau
Committee Member Britt Creech
Committee Member Kaleese Street*

Absent: *Committee Member Steven Clark
Committee Member Traci Watson
Chair Diana Almanza
Member Belinda Dobbs*

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*
MEMBERS 3 min
New officers are needed.
Public Comment: None
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 discussed 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

The changes to the Administrative Code that the SMC approved several months ago could be ready to put to the BOS Rules Committee soon. 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 item was tabled for lack of a quorum.

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. This item was tabled for lack of a quorum.

D. DEPT OF HOMELESSNESS AND SUPPORTIVE HOUSING

HSH

18 min

HSH Program Manager Patrick Buckalew reported that the Providence-Oasis building was purchased by St. Anthony. A medical clinic will be added. There have been staffing issues that have slowed intakes. Pier 94 is being closed by 12/31/23. The Adante is temporarily making room for COVID overflow. Lisa provided a spreadsheet to show the annual training that shelter staff are offered. Some of these are in person, some online.

Member Comment: Member Creech recommends focus on timelines for training.

Public Comment: Salvador Barr introduced himself. He manages St. Vincent DePaul programs. He wants to ensure that his new hires, especially at MSC-South, will have access to training. Patrick Buckalew stated that many sites are hiring case managers. The ratio of clients to case managers should be 1:25. A training series is being rolled out. An email about this will be sent. Case management is crucial to help people on their housing journey.

Proposed action: Approve HSH report

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

E. STAFF REPORT

STAFF

12 min

Review of August inspections, complaints, and investigations. An update on recruitment efforts was provided. COVID-19 guidance has not been updated, per a front-line DPH employee staff questioned.

Explanatory documents – SOC Report

Public Comment: None.

Proposed Action: Absent a quorum, there was no vote on whether to accept the report.

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 Creech is concerned about the grievance process and feels SMC needs to be more visible. It would be good for Members to attend Community meetings.

Public comment: A client at the Monarch stated that there are issues there that need attention. Management avoids accountability. Guests are left to fend for themselves. The City is not getting what it contracted for. She had a leak in her bathroom ceiling that was not addressed properly. She was moved and the new room had a rodent problem. A building inspector came and asked for corrections.

ADJOURNMENT

M/S/C: Street/Creech/Unanimous

Meeting adjourned at 11:30 AM

Action Item	Assigned To
Ask DPH if the nutritionist will cover all SMC sites.	Staff
Ask sites for their Town Hall schedules	Staff
Volunteer for officer position openings	Members

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