



City and County of San Francisco
SHELTER MONITORING COMMITTEE

AGENDA

November 15, 2023 | 10:00 AM
City Hall, Room 408 | San Francisco, CA 94102

- | | |
|---|--|
| Roster: <i>Chair Diana Almanza</i> | <i>Committee Member Traci Watson</i> |
| <i>Committee Member Belinda Dobbs</i> | <i>Committee Member Kaleese Street</i> |
| <i>Committee Member Britt Creech</i> | <i>Committee Member Justice</i> |
| <i>Committee Member Steven Clark</i> | <i>Committee Member Angie David</i> |
| <i>Committee Member Melanie Muasau</i> | <i>Committee Member CJ Ross</i> |

All SMC meetings are public. Homeless and formerly homeless San Franciscans are encouraged to attend.
PUBLIC COMMENTS WILL BE TAKEN AFTER DISCUSSIONS & BEFORE VOTES/ACTION

I. CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

A. LAND ACKNOWLEDGEMENT

CHAIR ALMANZA 5 min

The Shelter Monitoring Committee acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone, who are the original inhabitants of the San Francisco Peninsula. As the Indigenous stewards of this land, and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the Ancestors, Elders, and Relatives of the Ramaytush Ohlone community and by affirming their sovereign rights as First Peoples.

B. MINUTES

DISCUSSION/ACTION

PREVIOUS MINUTES CHAIR ALMANZA 5 min

The Committee will review draft of previous minutes.
Explanatory document – Draft Committee Minutes
Public Comment will be heard before proposed action.
Proposed Action: Approve previous Meeting Minutes

II. OLD BUSINESS

DISCUSSION/ACTION

A. SELECTION OF INTERIM OFFICERS

CHAIR ALMANZA 10 min

New officers are needed for officer positions for 2024. Member Creech expressed willingness to serve as Vice Chair. Others interested in serving are invited to put themselves forward today.
Public Comment will be heard before any action.
Proposed Action: Vote on candidates who express interest in these roles.

B. BYLAW EDITS

DISCUSSION/ACTION

CHAIR ALMANZA 25 min

HSH reports that the changes to the Administrative Code that SMC requested many months ago—to Standards of Care, the requirements for Seat 1, and the frequency of inspections—should be ready to put to the BOS Rules Committee in December. For the last of these, it has been proposed that rules on the frequency of inspections be placed in the bylaws, which have been edited accordingly. The bylaws have also been updated to reflect the changes associated with the creation of the Homelessness Oversight Commission. Finally, the Policy Subcommittee recommends an increased level of involvement by the SMC Chair, e.g., to be notified of serious complaints as well as to approve Investigation findings.

Public Comment will be heard before action.

Explanatory documents – Draft Bylaws

Proposed Action: *Approve changes in the Bylaws*

III. NEW BUSINESS/REPORTS

DISCUSSION/ ACTION

A. POLICY SUBCOMMITTEE REPORT

DISCUSSION

SUBCOMMITTEE CHAIR STREET 5 min

The Subcommittee refined edits to the bylaws. See item II.B.

Public Comment will be heard.

B. TRAINING FOR SHELTER STAFF

DISCUSSION/ACTION

CHAIR ALMANZA 10 min

To better serve clients, the Subcommittee recommends approval of (1) asking shelters for training records as part of every inspection; and (2) have staff ask HSH for training records by site, including information as to the specialized preparation given to security staff and those handling food. Roles/positions of employees should be included if this data is available.

Public Comment will be heard.

Explanatory documents – HSH Responses to SMC questions, HSH Training Log template, draft letter to HSH

Proposed Action: *Approve Subcommittee recommendations.*

C. DEPT OF HOMELESSNESS AND SUPPORTIVE HOUSING

DISCUSSION 12 min

HSH

Update from the Department of Homelessness and Supportive Housing.

Explanatory documents – Capacity Report

Public Comment will be heard.

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

D. STAFF REPORT

DISCUSSION

DPH STAFF 12 min

Review of October inspections, complaints, and investigations. Update on Member recruitment and the hiring of another staffer.

Explanatory documents – SOC Report

Public Comment will be heard.

Proposed Action: *The Committee will 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 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 discussion item [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 staff in the compilation of the meeting minutes.

ADJOURNMENT

This item requires a motion, a second, and to be carried.

Proposed Action: Approve adjournment

To obtain copies of the agenda, minutes, or any explanatory documents, please contact staff at shelter.monitoring@sfgov.org, or 415-255-3642, 72 hours before the meeting.

To obtain a disability-related modification or accommodation, including auxiliary aids or services to participate in the meeting, please contact Jeff Simbe at 415.255.3642 or jeff.simbe@sfdph.org at least two business days before the meeting.

City Hall is accessible to persons using wheelchairs and others with disabilities. Assistive listening devices are available and meetings can be arranged to be open-captioned. Agendas are available in large print. Materials in alternative formats, American Sign Language interpreters, and other format accommodations will be made available upon request. Please make your request for alternative format accommodations to the Shelter Monitoring Committee at 415-255-3642. Providing at least 72 hours notice prior to the meeting will help ensure availability.

The nearest BART station is Civic Center Plaza at the intersection of Market, Grove, and Hyde Streets. The MUNI Metro lines are the K, M, N, and S (Civic Center Station or Van Ness Avenue Station). MUNI bus lines serving the area are the 5 (Fulton), 19 (Polk), 21 (Hayes), and 49 (Van Ness-Mission). See <https://www.sfmta.com/maps/muni-service-map> for more information. Accessible curbside parking is available on Oak and Hickory Streets.

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

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.

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.

Online Meeting Access Information (November 15, 2023, at 10:00 AM)

WebEx → <https://sfgov.webex.com/sfgov/j.php?MTID=m0a25a626c848b4a932670611a1aa0d15>

Join by phone at **(415) 655-0001**

Meeting ID number/access code: **2486 429 5798**

Meeting password: **SMC23**