



City and County of San Francisco  
 SHELTER MONITORING COMMITTEE

AGENDA [DRAFT]

April 17, 2024 | 10:00 AM

City Hall, Room 408 | San Francisco, CA 94102

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

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 8 min

Review draft March and February 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. TRAINING FOR SHELTER STAFF DISCUSSION  
 CHAIR ALMANZA 10 min

Committee Members are now asking shelters for training records as part of every site visit/inspection. Staff will get the word out that Members who visit are going to ask to see training logs and may have questions related to this.  
**Public Comment will be heard.**

B. ADMINISTRATIVE CODE AND BYLAW EDITS DISCUSSION/ACTION  
 CHAIR ALMANZA 5 min

Supervisor Ronen is the tentative sponsor of the changes to the Administrative Code.  
**Public Comment will be heard.**

C. VIDEO RECORDING AT SHELTERS *DISCUSSION / ACTION* 10 min  
SMC STAFF

HSH has a 2018 video footage policy. More uniformity/consistency would be desirable.  
**Public Comment will be heard before action.**

**Proposed Action: Approve revision to inspection questionnaire to inquire into whether the video surveillance/recording system is working.**

III. NEW BUSINESS/REPORTS *DISCUSSION / ACTION*

A. SUBCOMMITTEE REPORT *DISCUSSION / ACTION* 8 min  
SUBCOMMITTEE CHAIR STREET

Training, ensuring that complaints filed with the shelter but not SMC are addressed, and video systems.

**Public Comment will be heard before action.**

**Proposed Action: Approve revision to inspection questionnaire to include a check to see if SMC flyers, to be printed in color, are posted on/next to the site complaint box.**

B. ATTENDANCE *DISCUSSION* 5 min  
CHAIR ALMANZA

Membership is good, with 11/12 Seats filled. Even so, we did not have a quorum last month. Everyone should make every effort to get to the meeting by 10AM on third Wednesdays.

**Public Comment will be heard.**

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*  
SMC STAFF 12 min

Review of inspections, complaints, and investigations, Member recruitment and hiring.

*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* 10 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 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 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.

**ADJOURNMENT**

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

**Proposed Action: Approve adjournment**

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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](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).

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