



City and County of San Francisco  
**Shelter Monitoring Committee**

POLICY SUBCOMMITTEE MEETING MINUTES  
 SHELTER MONITORING COMMITTEE  
 FEBRUARY 8, 2023, 3:00 PM – 4:15 PM (VIA WEBEX)

**Present:**

*Subcommittee Chair Cris Plunkett*  
*Subcommittee Member Belinda Dobbs*  
*Subcommittee Member Lisa Rachowicz*

*Subcommittee Member Kaleese Street*  
*Subcommittee Member Tomiko Eya*

**CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS** 5 min  
*Meeting began at 3:08 PM with a quorum.*

**I. MINUTES** *ACTION*  
**A. October 2022 Minutes** **Subcommittee Chair Plunkett** 3 min  
 The Subcommittee reviewed the draft of last month’s Minutes. There was a (now corrected) numbering error  
*Explanatory document- Draft Minutes*  
**Public Comment:** None  
**Proposed Action:** *Approve (Corrected) Draft Minutes*  
**M/S/C:** *Plunkett/Eya/unanimous - Minutes approved*

**II. OLD BUSINESS** *DISCUSSION/ACTION*  
**A. NAVIGATION CENTERS – NEXT STEPS** **Subcommittee Chair Plunkett** 10 min  
 Draft inspection forms were shared.  
**Member comments:** Grievance training should be added to the questions.  
**Public comment:** None

**III. NEW BUSINESS** *DISCUSSION/ACTION*  
**A. REVIEW OF BYLAWS** **Chair Plunkett** 10 min  
 Bylaws regarding who should not inspect shelters and on subcommittee officers were discussed.  
**Member comments:** The Chair suggested staff ask the City Attorney for input re whether it would be inappropriate to change the bylaws to allow an employee of HSH to inspect a shelter that HSH holds the contract with.  
**Public Comment:** None  
**Proposed Action:** *Ask staff to query the City Attorney regarding inspection restrictions.*  
**M/S/C:** *Street/Eya/unanimous – Staff will write to the City Attorney*  
**Proposed Action:** *Recommend to Committee a Vice Chair be appointed for subcommittee(s).*  
**M/S/C:** *Plunkett/Dobbs/unanimous – A recommendation will be forwarded*

**B. IN-PERSON MEETINGS** **Subcommittee Chair Plunkett** 10 min  
 Subcommittee Members discussed whether to return to in-person meetings or remain “virtual.”  
**Public Comment:** None

***Proposed Action: Begin holding meetings in person with teleconferencing as an option.***

***M/S/C: Dobbs/Street/Eya/one in favor, four opposed – The motion did not carry***

***Proposed Action: Continue meeting via teleconference.***

***M/S/C: Rachowicz/Plunkett/unanimous – The motion was approved***

**IV. PUBLIC COMMENT**

*3 min*

Members of the public may address the Committee on items 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. If a concise written summary (up to 150 words) is provided, staff will use this to memorialize the comments.

**Public comment: None**

**V. ADJOURNMENT**

***Proposed Action: Approve adjournment***

***M/S/C: Eya/Rachowicz/unanimous - Meeting adjourned at 3:59 PM***

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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 [soff@sfgov.org](mailto:soff@sfgov.org)

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<b>Action Item</b>	<b>Assigned To</b>
Ask City Attorney if HSH staff can inspect shelters.	Staff
Disseminate information on how to request a reasonable accommodation to all Members	Staff