



City and County of San Francisco

# Shelter Monitoring Committee

## POLICY SUBCOMMITTEE MEETING MINUTES

### SHELTER MONITORING COMMITTEE

MARCH 8, 2023, 3:00 PM – 4:15 PM (VIA WEBEX)

**Present:**

*Subcommittee Member Tomiko Eya*  
*Subcommittee Member Belinda Dobbs*  
*Subcommittee Member Lisa Rachowicz*

*Subcommittee Member Kaleese Street*  
**Excused:**  
*Subcommittee Chair Cris Plunkett*

**CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS** 5 min  
*Meeting began at 3:05 PM with a quorum.*

**I. MINUTES** *ACTION*  
**A. February 2023 Minutes** **Subcommittee Members** 5 min  
The Subcommittee reviewed the draft of last month’s Minutes.  
*Explanatory document- Draft Minutes*  
**Public Comment:** None  
*Proposed Action: Approve Draft Minutes*  
**M/S/C: Dobbs/Eya/unanimous - Minutes approved**

**II. OLD BUSINESS** *DISCUSSION/ACTION*  
**A. REVIEW OF BYLAWS** **Subcommittee Members** 10 min  
The subcommittee went over the bylaws. Many are out of date and others will need revision in light of the recent changes to the Administrative Code. (We are still awaiting a reply from the City Attorney’s Office as to whether HSH employees should be allowed to inspect shelters that have contracts with HSH. Despite follow-up, we have yet to hear back.)  
**Public comment: None**  
*Proposed Action: Ask staff to take a stab at updating the bylaws.*  
**M/S/C: Eya/Dobbs/unanimous – Staff will work on a draft revision to the bylaws**

**III. NEW BUSINESS** *DISCUSSION/ACTION*  
**A. REVIEW PUBLIC COMMENT TIME LIMITS** **Members** 10 min  
Given the discussions taking place around remote public comment, e.g., at the Board of Supervisors, the subcommittee discussed the optimal approach to this.  
**Member comments: Public Comment: None**  
*Proposed Action: Leave existing options in place.*  
**M/S/C: Dobbs/Street/Eya/unanimous – no changes will be recommended**

**B. UPDATE ON RECENT LEGISLATION** **Staff** 10 min  
Subcommittee Members were given a brief update.  
**Public Comment: None**

#### 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: Dobbs/Eya/unanimous - Meeting adjourned at 3:55 PM**

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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 SUNSHINE ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE THROUGH:**

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

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Action Item	Assigned To
Draft revised bylaws.	Staff