



City and County of San Francisco
SHELTER MONITORING COMMITTEE

AGENDA

August 16, 2023 | 10:00 AM

City Hall, Room 408 | San Francisco, CA 94102

- | | |
|------------------------------------|---------------------------------|
| Roster: Chair Diana Almanza | Committee Member Melanie Muasau |
| Committee Member Belinda Dobbs | Committee Member Traci Watson |
| Committee Member Britt Creech | Committee Member Kaleese Street |
| Committee Member Steven Clark | Committee Member Justice |

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 3 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

JUNE 2023 AND JULY 2023 MINUTES CHAIR ALMANZA 3 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 15 min

New officers are needed to fill the terms of Guevara-Plunkett (Vice Chair) and Eya (Secretary) through the end of the year. Member Creech expressed a willingness to serve as Vice Chair. Member Street has offered to serve as Chair of the Policy Subcommittee. Others interested in serving are invited to put themselves forward today.
Public Comment will be heard before any action.
Proposed Action: Vote on any candidates who express interest in these roles.

III. NEW BUSINESS/REPORTS

DISCUSSION/ACTION

A. POLICY SUBCOMMITTEE REPORT

DISCUSSION

SUBCOMMITTEE MEMBERS

10 min

The subcommittee tentatively comprises Members Street, Dobbs and Creech. There was discussion of 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 will be heard.

Proposed Action: *The Chair will consider appointing a new Chair and formally acknowledging Member Creech's addition to the subcommittee.*

B. ADMINISTRATIVE CODE EDITS

DISCUSSION

STAFF

8 min

Assistant HSH Director Cohen shared with the Subcommittee that the changes to the Administrative Code that the SMC approved several months ago (to the Standards of Care, the requirements for Seat 1, and the frequency of inspections) should be ready to put to the BOS Rules Committee in September. One change 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 would allow for amendment by the SMC if needed in the future.

Public Comment will be heard.

Proposed Action: *Approve the proposal.*

C. DRAFT MEMO TO THE CITY ATTORNEY DISCUSSION/ACTION

CHAIR ALMANZA

12 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.

Explanatory documents – Draft memo

Public Comment will be heard.

Proposed Action: *Approve that the draft memo or some version thereof be sent.*

D. DEPT OF HOMELESSNESS AND SUPPORTIVE HOUSING DISCUSSION

HSH

12 min

Update from Lisa Rachowicz, 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.*

E. STAFF REPORT

DISCUSSION

DPH STAFF

15 min

Review of July inspections, complaints, and investigations. An update on recruitment efforts will be provided. Status of “additional DPH Member” mentioned in Asst. Director Cohen's [presentation to the BOS](#). Staff has asked HSH about this and whether [§20.302](#) (which still says "the Department of Public Health shall assign two full-time employees to staff the Shelter Monitoring Committee") would be amended.

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 [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*

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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

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Online Meeting Access Information (August 16, 2023, at 10:00 AM)

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Join by phone at **(415) 655-0001 (Note new call-in number)**

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