



City and County of San Francisco
Shelter Monitoring Committee

AGENDA
SHELTER MONITORING COMMITTEE
POLICY SUBCOMMITTEE MEETING
August 9, 2023, 3:00 – 4:15 PM
Via WebEx

Roster:

Chair Diana Almanza

Subcommittee Member Belinda Dobbs

Guest Committee Members

Subcommittee Member Kaleese Street

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS Staff **5 min**
 SMC Policy Subcommittee meetings are public. Homeless and formerly homeless San Franciscans are encouraged to attend. **Public comments will be taken for each agenda item as indicated.**

I. MINUTES

DISCUSSION/ACTION

June 2023 Minutes

Members 5 min

The Subcommittee will review and vote on whether to approve draft Minutes. Note that there was no meeting in July.

Explanatory document – Minutes draft

Public Comment will be heard before the proposed action.

Proposed Action: Vote to approve last month’s Subcommittee Minutes.

II. OLD BUSINESS

DISCUSSION/ACTION

A. BYLAWS – CONFLICT OF INTEREST?

Members 15 min

The Subcommittee will discuss whether to re-solicit feedback from the City Attorney’s office as to whether there may be a real or perceived conflict of interest entailed in employees of a department inspecting or investigating a shelter that has a contract with the department that employs them, and, if so, how the Committee could best address this.

Explanatory documents – Bylaws draft, Draft memo to City Attorney

Public Comment will be heard.

Proposed Action: Recommend that the full Committee consider the draft memo

III. NEW BUSINESS

DISCUSSION/ACTION

A. EDITS TO ADMINISTRATIVE CODE

HSH, SMC Staff 10 min

Should the specific delineation of how the frequency of inspections is determined be set forth in the bylaws or some other place amenable to edit by the SMC (rather than in the Administrative Code)?

Explanatory documents – Administrative Code draft

Public Comment will be heard.

Proposed Action: Make a recommendation to the full Committee.

B. NEW SUBCOMMITTEE CHAIR *DISCUSSION*

MEMBERS

10 min

Members will volunteer to become the new Chair of the Subcommittee and the SMC Chair will thank them for their willingness to take on the responsibilities of leadership. The actual appointment may be done immediately or during the SMC meeting scheduled for August 16.
Public Comment will be heard.

IV. PUBLIC COMMENT

DISCUSSION

5 min

Members of the public may address the Subcommittee on items of interest to the public, that are within the jurisdiction of the Subcommittee, for up to 3 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 Subcommittee for up to 2 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 1 minute at the time such item is called. Members of the public may only speak once per agenda item.

V. ADJOURNMENT

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

Proposed Action: Approve adjournment

Meeting Access Information

WebEx → <https://sfgov.webex.com/sfgov/j.php?MTID=mb6d87cf63a1860cfac291c00cc361512>

Join by phone at **(415) 655-0001** (Wednesday, 8/9/23 at 3:00 PM)

Meeting ID number/access code: **2488 175 5755**

Meeting password: **SMC23**

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

Know Your Rights under the Sunshine Ordinance (Chapter 67 of the 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 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 soft@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.