



City and County of San Francisco
 SHELTER MONITORING COMMITTEE

AGENDA

September 20, 2023 | 10:00 AM
City Hall, Room 408 | San Francisco, CA 94102

<i>Roster: Chair Diana Almanza</i>	<i>Committee Member Melanie Muasau</i>
<i>Committee Member Belinda Dobbs</i>	<i>Committee Member Traci Watson</i>
<i>Committee Member Britt Creech</i>	<i>Committee Member Kaleese Street</i>
<i>Committee Member Steven Clark</i>	<i>Committee Member Justice</i>

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

PREVIOUS MINUTES CHAIR ALMANZA 8 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 Street has been appointed Chair of the Policy Subcommittee.) Member Creech expressed a willingness to serve as Vice Chair. Others interested in serving are invited to put themselves forward today.
Public Comment will be heard before any action.
Proposed Action: Vote on candidates who express interest in these roles.

III. NEW BUSINESS/REPORTS

DISCUSSION/ACTION

A. POLICY SUBCOMMITTEE REPORT

DISCUSSION

SUBCOMMITTEE CHAIR STREET

10 min

Member Street is now Chair. Discussion covered training and the Bylaws. The Subcommittee asks 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, including information as to the specialized preparation given to security staff and those handling food. Finally, an additional edit to the Administrative Code was agreed upon.

Public Comment will be heard.

B. ADMINISTRATIVE CODE EDITS

DISCUSSION/ACTION

STAFF

8 min

Last month HSH Director Cohen shared with the Subcommittee that the changes 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 soon. One additional change HSH staff and the City Attorney propose is to embed the frequency requirements in SMC's Bylaws. This would allow for amendment by the SMC if needed in the future.

Public Comment will be heard.

C. *Explanatory documents – Draft Bylaws*

Proposed Action: *Approve the change in the Bylaws*

D. 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.*

E. 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.*

F. STAFF REPORT

DISCUSSION

DPH STAFF

15 min

Review of August inspections, complaints, and investigations. An update on recruitment efforts will be provided. "Cleanup legislation" still pending, e.g., to correct [§20.302](#), which still says "the Department of Public Health shall assign two full-time employees to staff the Shelter Monitoring Committee.")

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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