



City and County of San Francisco

Shelter Monitoring Committee

POLICY SUBCOMMITTEE MEETING MINUTES

SHELTER MONITORING COMMITTEE

AUGUST 9, 2023, 3:00 PM – 4:15 PM (VIA WEBEX)

Present:

Subcommittee Member Kaleese Street

Subcommittee Member Belinda Dobbs

Subcommittee Member Britt Creech

Excused:

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

5 min

Meeting began at 3:08 PM, with a quorum.

I. MINUTES

ACTION

A. June 2023 Minutes

Subcommittee Members

5 min

The Subcommittee reviewed the draft of last month’s Minutes. There was no meeting in July.

Explanatory document- Draft Minutes

Public Comment: None

Proposed Action: *Approve Draft Minutes*

M/S/C: *Street /Creech/unanimous - Minutes approved*

II. OLD BUSINESS

DISCUSSION/ACTION

A. BYLAWS – CONFLICT OF INTEREST

Subcommittee Members

15 min

The Subcommittee discussed whether to recommend that the SMC 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: None

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

M/S/C: *Street /Creech/unanimous – Memo will be forwarded to full Committee*

III. NEW BUSINESS

DISCUSSION/ACTION

A. EDITS TO ADMINISTRATIVE CODE

HSH, SMC Staff

10 min

The idea of revising plans to have specific delineations of how the frequency of inspections is determined to be set forth in the Bylaws rather than in the Administrative Code was presented. Members agreed it was a good idea. Deputy Director Cohen expressed the hope that this and other recommended changes could be introduced at the Rules Committee meeting on 9/5/23.

Explanatory documents – Administrative Code draft

Member Comment: Member Creech asked about a “2nd DPH Member,” as mentioned in HSH’s March presentation to the BOS. Ms. Cohen said she would look at the legislation.

Proposed Action: *Make a recommendation to the full Committee.*

M/S/C: *Creech/Street/unanimous*

B. NEW SUBCOMMITTEE CHAIR

DISCUSSION

Members 5 min

Members Street will approach the SMC Chair to express interest in chairing the Subcommittee.

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.

Member Comment: Members Street and Creech recommended returning to the issue of shelter staff employee training. Some staff have virtually no training. And key training may be received long after staff begin to face difficult challenges. We should ask for records by site.

V. ADJOURNMENT

Proposed Action: Approve adjournment

M/S/C: Street / Creech / unanimous - Meeting adjourned at 3:53 PM

To obtain copies of the agenda, minutes, or any explanatory documents, please see <https://sf.gov/public-body/shelter-monitoring-committee>, or 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.

To access 1380 Howard, enter on Howard Street and sign in at Navigation Desk. Take the elevator to 5th floor and proceed to the Reception Desk area who will assist you to Room 515. 1380 Howard is accessible to persons using wheelchairs and others with disabilities. Assistive listening devices are available. Agendas are available in large print. Materials in alternative formats, American Sign Language interpreters, and other format accommodations will be made available upon request. Please make your request for alternative format or other accommodations to the Shelter Monitoring Committee at 415-255-3642. Providing at least 72 hours' notice prior to the meeting will help ensure availability.

The nearest BART station is Civic Center Plaza at the intersection of Market, Grove, and Hyde Streets. The MUNI Metro lines are the K, M, N, and S (Civic Center Station or Van Ness Avenue Station). MUNI bus lines serving the area are the 5 (Fulton), 19 (Polk), 21 (Hayes), and 49 (Van Ness-Mission). See <https://www.sfmta.com/maps/muni-service-map>.

The ringing of and use of cell phones, pagers, and similar sound producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager or other similar sound-producing electronic devices.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees maybe sensitive to various chemical based scented projects. Please help the City to accommodate these individuals.

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 soff@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.

Action Item	Assigned To
Request data from HSH on training	Staff