



City and County of San Francisco  
SHELTER MONITORING COMMITTEE

AGENDA

October 18, 2023 | 10:00 AM

City Hall, Room 408 | San Francisco, CA 94102

- |                                    |                                 |
|------------------------------------|---------------------------------|
| <b>Roster:</b> 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

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.) This item has been carried forward from previous meetings. Now that the end of the year is approaching, Members may wish to nominate for officer positions for 2024. 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* *8 min*  
SUBCOMMITTEE CHAIR STREET
- Discussion covered training and the Bylaws. The Subcommittee asks that the full Committee return to the issue of staff training. Finally, an additional edit to the Administrative Code was agreed upon. See below.  
**Public Comment will be heard.**
- B. ADMINISTRATIVE CODE EDITS *DISCUSSION/ACTION* *15 min*  
CHAIR ALMANZA
- HSH shared with the Subcommittee that the changes to the Administrative Code—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.**  
*Explanatory documents – Draft Bylaws*  
**Proposed Action:** *Approve changes in the Bylaws*
- C. TRAINING FOR SHELTER STAFF *DISCUSSION/ACTION* *10 min*  
CHAIR ALMANZA
- To better serve clients, the Subcommittee recommends approval of (1) asking shelters for training records as part of every inspection; (2) have staff ask HSH for training records by site, including information as to the specialized preparation given to security staff and those handling food. The roles/positions of employees should be included.  
**Public Comment will be heard.**  
*Explanatory documents – HSH Responses to SMC questions, HSH Training Log template, draft letter to HSH*  
**Proposed Action:** *Approve Subcommittee recommendations*
- D. DRAFT MEMO TO THE CITY ATTORNEY *DISCUSSION/ACTION* *8 min*  
CHAIR ALMANZA
- The Policy Subcommittee asks that the full Committee approve a draft memo to the City Attorney to ask how if the draft language in the section of the Bylaws that addresses site visits and other activities by Members and staff is appropriate. The goal is to avoid 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* *12 min*  
HSH
- 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 September inspections, complaints, and investigations. Update on the hiring of another staffer.

*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  
Fax 415-554-7854  
E-mail [sotf@sfgov.org](mailto:sotf@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](http://www.sfgov.org).

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

Meeting ID number/access code: **2484 970 9061**

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