



City and County of San Francisco  
 SHELTER MONITORING COMMITTEE

AGENDA [DRAFT]

June 21, 2024 | 10:00 AM

City Hall, Room 408 | San Francisco, CA 94102

- |                                    |                                    |
|------------------------------------|------------------------------------|
| <b>Roster:</b> Chair Diana Almanza | Committee Member Belinda Dobbs     |
| Committee Secretary Angie David    | Committee Member Traci Watson      |
| Vice Chair Britt Creech Member     | Committee Member Justice           |
| Committee Member Kaleese Street    | Committee Member Charles Deffarges |
| Committee Member Steven Clark      | Committee Member C-J Ross          |
| Committee Member Melanie Muasau    |                                    |

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 5 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 5 min

Review draft May 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. MEALS AND NUTRITION DISCUSSION / ACTION  
 REGISTERED DIETICIANS 15 min

Shelters who are preparing meals should use a menu format that includes the minimum portions. The RD is following up with shelters that have been added to the contract. All shelters and navigation centers that will be receiving MOWSF meals will have a new weekly menu posted that includes minimum portions as of July 1. Moving forward, SMC Members should be able to reference if menu is posted and the current meal matches what is posted. The RD be doing quarterly site visits to ensure menu and portion compliance, so Members do not have to question specific portions. SMC should let the RD know if the menu is not posted or if meals served are not what is listed, so that she can provide technical support to provider. The RD suggests we add "Today's Breakfast" to the site visit checklist.

**Public Comment will be heard.**

**Proposed Action:** *The Committee will vote on whether to revise the checklist as suggested.*

**B. GRIEVANCES vs. SMC COMPLAINTS** *DISCUSSION* *10 min*  
**SMC STAFF**

Members may wish to continue discussing approaches to ensuring that shelters process internal grievances appropriately and that guests know these can be escalated to the SMC as a complaint if they are not satisfied with the response of the shelter.

**Public Comment will be heard.**

**C. MEMBERSHIP AND MEMBER TRAINING** *DISCUSSION* *5 min*  
**CHAIR ALMANZA**

Members will report on efforts to recruit for Seat 1. Staff have asked the City Attorney's office to attend next month's meeting to provide confidentiality and other training to Members. New Members should make time to finish their onboarding/training.

**Public Comment will be heard.**

**III. NEW BUSINESS/REPORTS** *DISCUSSION/ ACTION*

**A. SUBCOMMITTEE REPORT** *DISCUSSION / ACTION* *5 min*  
**SUBCOMMITTEE MEMBERS**

The subcommittee did not have a quorum.

**Public Comment will be heard.**

**Proposed Actions:** *The Committee will vote on whether to:*

- (1) Ask shelters to include SMC flyers in onboarding documents.*
- (2) Add "Is video recording system working?" to site visit questionnaires.*

**B. FREE LAUNDRY AT SHELTERS** *DISCUSSION* *10 min*  
**CHAIR ALMANZA**

SOC 28 says, "Provide clients with access to free laundry services with hot water and dryer that reaches a temperature between 120-130 degrees Fahrenheit, on or off site." Members should be sure to ask about this during site visits.

**Public Comment will be heard.**

**C. DEPT OF HOMELESSNESS AND SUPPORTIVE HOUSING** *DISCUSSION* *15 min*  
**HSH**

Update from the Department of Homelessness and Supportive Housing.

*Explanatory documents – Occupancy Report*

**Public Comment will be heard.**

**Proposed Action:** *The Committee will vote on whether to accept the report.*

**D. STAFF REPORT** *DISCUSSION* *15 min*  
**SMC STAFF**

Review of inspections, complaints, and investigations, Member recruitment and hiring. Staff will share what was reported to the HOC at their June 6, 2024 meeting.

*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* *8 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 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.

#### 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)

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Meeting password: **SMC24**