



City and County of San Francisco
 SHELTER MONITORING COMMITTEE

AGENDA

August 21, 2024 | 10:00 AM

City Hall, Room 408 | San Francisco, CA 94102

- | | |
|------------------------------------|--------------------------------|
| Roster: 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 C-J Ross |
| Committee Member Steven Clark | |
| 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 | 2 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 minutes from previous meeting(s).
Explanatory document – Draft Committee Minutes
Public Comment will be heard before proposed approval of previous Minutes.

II. OLD BUSINESS	DISCUSSION/ ACTION
------------------	--------------------

- | | | |
|------------------------|---------------------|-------|
| A. MEALS AND NUTRITION | DISCUSSION / ACTION | |
| | CHAIR ALMANZA | 5 min |

Shelters should be posting a weekly menu that includes minimum portions. Members should see if meals match what is posted, but do not have to question specific portions. The Registered Dietician is doing site visits to ensure compliance. 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 providers. Staff is adding a, “What is today’s breakfast” question to forms.
Public Comment will be heard.
Proposed Action: Add "Today's Breakfast" to the site visit checklists.

B. GRIEVANCES vs. SMC COMPLAINTS

DISCUSSION / ACTION
CHAIR ALMANZA

20 min

The Policy Subcommittee asks the full Committee to consider the idea proposed by Member Ross that, to ensure 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, we ask shelters to set up physical SMC complaint boxes. This goes beyond the other approaches that have been implemented recently, i.e., disseminating color SMC flyers and checking whether they are posted near the shelter's existing grievance intake receptacle.

Public Comment will be heard before any action.

Explanatory documents – SOC Poster

Proposed Action(s):

(1) Staff to produce color SOC posters at least 11x14" in size.

(2) Staff to investigate whether funds are available to purchase lockable complaint boxes that shelters would be asked to install.

C. SHELTER STAFF TRAINING

DISCUSSION
CHAIR ALMANZA

5 min

At the August subcommittee meeting, the [2004 Shelter Training Manual](#) was reviewed. Members agreed to ask the full Committee to send a memo to HSH to ask them to consider requiring that the information in Chapters 6 - 8 be conveyed to new staff earlier. The Chapter 8 material should be gone over in the first three months after onboarding. Perhaps the first three chapters could be merged into a more concise presentation. Also, more material on the Americans with Disabilities Act is needed. Finally, Harm Reduction merits its own chapter.

Public Comment will be heard.

Proposed Action: *Shall staff draft said letter to go out under the signature of the Chair?*

III. NEW BUSINESS/REPORTS

DISCUSSION / ACTION

A. SUBCOMMITTEE REPORT

DISCUSSION / ACTION

5 min

SUBCOMMITTEE MEMBERS

Besides training, the subcommittee discussed the postcards that Member Ross designed, and nutrition. Additionally, there are two proposals awaiting consideration from May.

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. SUNSHINE TRAINING

DISCUSSION

ASSISTANT CITY ATTORNEY

15 min

Committee Members need to be aware of how the [Sunshine Ordinance \(Brown Act\)](#) applies to the work of the Committee.

Explanatory documents – Legal Rules Governing Remote Participation by Members of Policy Bodies in Meetings Beginning March 1, 2023

Public Comment will be heard.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE THIS ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE:

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

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.

Online (Hybrid) Meeting Access Information (August 21, 2024 at 10:00 AM)

WebEx → <https://sfgov.webex.com/sfgov/j.php?MTID=md02248af13d04f421780c6709a25f226>

Join by phone at **(415) 655-0001**

Meeting ID number/access code: **2485 167 3416**

Meeting password: **SMC24**