



City and County of San Francisco  
SHELTER MONITORING COMMITTEE

MEETING MINUTES [DRAFT]

Wednesday, July 20, 2022 | 10:00 AM  
Via WebEx

**Present:** Chair Jonathan Adler  
Vice Chair Diana Almanza  
Committee Member Tomiko Eya  
Committee Member Lisa Rachowicz  
Committee Member Traci Watson  
Committee Member Cris Plunkett  
Committee Member Joaquin Remora

Committee Member Melanie Muasau  
Committee Member Kaleese Street  
Committee Member Britt Creech  
**Excused:**  
Committee Member Steven Clark  
Committee Member Traci Watson

All SMC meetings are public. Homeless and formerly homeless San Franciscans are encouraged to attend.  
**PUBLIC COMMENTS WILL BE TAKEN AFTER DISCUSSIONS & BEFORE VOTES/ACTIONS**

I. CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS *3 min*  
*Meeting began at 10:03 AM. There was a quorum.*

A. INTRODUCTION OF NEW MEMBERS *DISCUSSION* *5 min*  
Members Creech, Dobbs, and Remora have officially joined the Committee.

B. MINUTES *DISCUSSION/ ACTION*  
JUNE 2022 MINUTES *MEMBERS & STAFF* *3 min*  
The Committee voted to approve last month’s minutes.  
**No public comment**  
**M/S/C: Plunkett/Eya/Unanimous – Minutes approved**

II. OLD BUSINESS/REPORTS *DISCUSSION/ ACTION*

A. PROPOSED RESOLUTION – TELECONFERENCED MEETINGS *ACTION*  
*CHAIR ADLER* *3 min*

The Committee has been advised by the City Attorney’s office to formally approve holding its meetings via teleconference. A resolution drafted by them was reviewed.

**Member comment:** Melanie Muasau expressed a strong preference for live meetings.

**Proposed Action:** Approve resolution

**M/S/C:** Aya/Plunkett/passed (8 in favor, Member Muasau voted against, Remora abstained).

**The resolution was approved.**

B. SELECTION OF A COMMITTEE SECRETARY *DISCUSSION / ACTION*  
*CHAIR ADLER* *10 min*

Four Members (Plunkett, Clark, Street, and Muasau) received nominations for the post of Secretary.

**Member Comment:** Chair Adler pointed out that appointments to the Subcommittee, including the Chair, are appointed by the Chair. He is happy to appoint Member Plunkett to this role, insofar as the bylaws do not prevent the Secretary from taking on this role. The nominees or Secretary made brief statements.

**Member Comment:** None

**Proposed Action:** *Vote for Secretary*

**Votes:** Plunkett 6, Street 3

**Member Plunkett was elected Secretary** (to fill the term ending 12/31/2022).

C. EQUITY RESOLUTION (PIT COUNT) *DISCUSSION/ ACTION* 10 min  
COMMITTEE MEMBER PLUNKETT

This motion had been reviewed previously by most of the Members.

*Explanatory document – Draft Resolution*

**Member Comment:** Member Remora states the Trans Data Project has had challenges getting accurate counts and agrees the PIT count may have room for improvement. Chair Adler reminded the Committee that this resolution does not change SMC policy. Member Rachowicz attested to the efforts of HSH to continuously improve the count.

**Proposed Action:** Approve [\*PIT Count Equity resolution\*](#)

**M/S/C:** Adler/Almanza/Unanimous: **Resolution passed** – Member Plunkett will explore further related action (as a member of the public) with the LHCB and Board of Supervisors

D. REPEAT COMPLAINTS *DISCUSSION/ ACTION* 10 min  
SUBCOMMITTEE MEMBERS

The question of whether staff shall be required to notify the Committee and HSH of re-occurring infractions was discussed. The escalation process should be reviewed for clarity.

Three “strikes” may be appropriate for some infractions but not others. Egregious problems, e.g., spoiled food, should be addressed immediately.

**Member Comment:** Member Dobbs pointed *clients* do *not* get more than “three strikes.”

**Public Comment:** Ben B. argues three infractions of the same SOC in a row should be escalated. Shelter staff are often held to a lower standard than residents. The SMC exists to make sure shelters are held accountable.

**Proposed Action:** *Chair recommended the Policy Subcommittee refine the proposal before this item is put to a vote by the SMC. Perhaps guidelines delineating what escalation is appropriate under various scenarios could be proposed.*

**M/S/C:** Adler/Plunkett/Unanimous – **Item returned to Subcommittee for further review.**

E. NAVIGATION CENTERS *DISCUSSION/ ACTION* 10 min  
MEMBER RACHOWICZ

Member Rachowicz gave a presentation about Navigation Centers. These sites, a big part of the City’s shelter system, are designed to be welcoming to those who may not feel comfortable in traditional shelters. There is no curfew and they have bicycle storage. Baldwin Safe Navigation Center is opening next week. Some consideration still needs to be given in how to apply the Standards of Care. She proposed to continue moving forward: introducing SMC to Nav Center mgmt., a pilot inspection, taking complaints, and finally (when capacity allows) inspections.

**Public Comment:** None

**Member Comment:** Member Remora sees adding Navigation Centers as appropriate; believes more access by service providers would be good. We need to beware of overpopulation. Solid partitions are safest and most appropriate.

### III. NEW BUSINESS/REPORTS

A. POLICY SUBCOMMITTEE *DISCUSSION* 5 min  
SUBCOMMITTEE

Anyone interested in joining the Subcommittee should request to the Chair. [Dobbs, Eya and Street were subsequently added to the Subcommittee.]

B. REVISION OF SEAT 1 REQUIREMENTS *DISCUSSION/ACTION* 10 min  
CHAIR ADLER

The Subcommittee recommended that the SMC ask the Board of Supervisors to revise the requirements in order to increase the candidate pool, insofar as Seat 1 (BOS) has proven difficult to fill. Any change should facilitate recruitment while retaining the intention that this Seat represent the interests of families experiencing homelessness and those served by family shelters in San Francisco.

**Member Comment:** None

**Proposed Action:** Update [Administrative Code §20.305](#) be revised to say: *Seat 1 shall be held by a person who is either (1) a parent/caregiver who is or has experienced being unhoused, or (2) is currently providing direct service to unhoused families.*

**M/S/C:** Plunkett/Dobbs/Unanimous – **This item passed and will be submitted to the Board of Supervisors with other approved requests for changes.**

C. Bike Storage Proposal (SOC #15) *Discussion /Action* 10 min  
Subcommittee Members

The Subcommittee recommends the full Committee approve a motion to ask HSH to study the feasibility of requiring shelters to do more to protect the bicycles of guests, starting with an assessment (covering all shelters) to be presented at next month's SMC meeting.

**Member Comment:** Member Plunkett pointed out how harsh the current situation is for the unhoused. Chair Adler asked for clarification. For now, we are only asking for a study. Member Street reiterated that there are alternatives in cases where shelters do not have space.

**Public Comment:** Ben B. thinks this is a great idea.

**Proposed Action:** *Ask HSH to provide a report, at the 8/17/22 Committee meeting, assessing the practicability of requiring secure storage for the bicycles of guests.*

**M/S/C:** 7 Ayes; 1 Nay – **the motion passed.**

D. MAXIMIZING SPACE (SOC #32) *DISCUSSION* 5 min  
SUBCOMMITTEE MEMBERS

Maximizing the number of *beds* can adversely impact the unhoused if it makes the space unlivable.

**Proposed Action:** *Shall the Committee ask that SOC #32 be revised to remove the qualifier “for sleeping” to clarify that the goal is that shelters make the best use of its space possible?*

**Member Comment:** Member Dobbs agrees that maximizing beds can be counterproductive. Clients under crowded conditions are more likely to have negative interactions.

**M/S/C:** Dobbs/Creech/Unanimous – **the resolution in approved.**

E. DEPT OF HOMELESSNESS AND SUPPORTIVE HOUSING *DISCUSSION* 0 min  
 HSH

**Time ran out** before this item could be covered. Note that Members and the public can go to <https://sf.gov/data/homeless-shelter-system-recovery-and-expansion> for HSH data. Dolores Street/Jazzie’s Place is open. Full capacity should be 53 by the end of July.

*Explanatory documents – [Vacancy Report](#)*

**Public comment:** N/A

F. DEPARTMENT OF PUBLIC HEALTH *DISCUSSION* 0 min  
 DPH STAFF

Tabled due to lack of time

**Public comment:** N/A

IV. AGENDA SETTING FOR FUTURE MEETINGS *DISCUSSION* 5 min

Member Eya asked that the topic of Navigation Centers remain on the agenda, i.e., to update the plan for implementation.

**Public comment:** None.

V. PUBLIC COMMENT *DISCUSSION* 3 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 in the compilation of the meeting minutes.

**Public comment:** None.

**ADJOURNMENT**

This item requires a motion, a second, and to be carried.

**Proposed Action: Approve adjournment**

**M/S/C:** Rachowicz/Dobbs/Unanimous

**Meeting adjourned at 11:37 AM**

Action Item	Assigned To
Report reasonable suspicions of abuse to <a href="#">APS</a> .	Committee Staff
Ask during inspections whether de-escalation and cultural competency training have been offered.	Committee Staff
Arrange Navigation Center tours.	Member Rachowicz

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Sunshine Ordinance Task Force  
City Hall, Room 244  
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