



City and County of San Francisco

# Shelter Monitoring Committee

## POLICY SUBCOMMITTEE MEETING MINUTES

### SHELTER MONITORING COMMITTEE

AUGUST 13, 2025 3:00 PM – 4:15 PM

[DRAFT]

**Present:** Subcommittee Member Britt Creech

Subcommittee Member Belinda Dobbs

**Excused:** Subcommittee Chair Kaleese Street

#### CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

5 min

*The meeting began at 3:05 PM, with no quorum, but at 3:10 quorum was achieved.*

#### I. MINUTES

#### ACTION

##### A. May and July 2025 Minutes

Subcommittee Members

5 min

The Subcommittee reviewed the minutes for the previous (draft) Minutes.

*Explanatory document - Draft Minutes*

**Public Comment:** None

**Proposed Action:** *Approval of May and July 2025 Draft Minutes*

**M/S/C:** Dobbs/Britt/ Approved Subcommittee Minutes from May and July of 2025

#### II. OLD BUSINESS

#### DISCUSSION/ACTION

##### A. SHELTER GUEST PROPERTY

Member Creech

10 min

Members continued discussing complaints to the effect that the shelter does not take adequate measures to protect their property. Member Creech stated that during his time with Five Keys they held property for 30 days, and up to 90 days. Offsite options were shared with clients, too. Members discussed the possibility of donating items, as Member Creech mentioned he had done in the past. Committee Member David spoke of the high frequency of loss of property and lack of detectable concern from some shelter staff.

**Public Comment:** Janay Washington (HSH) shared in the comments that according to the participant agreement signed at intake, shelters only have to retain property for five business days. David Albizo reiterated that though the policy is five business days, his organization will hold things longer if there is communication with the client. Guests can return (during the day) seven days a week to retrieve their property. Teipo from Bayview Navigation Center reports they hold items for at least two weeks. They keep a log of property and will reach out to the clients, to explain what happened to property. They have a Connex box for holding property, and if possible hold items for 30 to 60 days. Shredding is a consideration, since property may contain private financial or other information.

**Proposed Action:** *Bring the discussion to the Full Board in September*

**M/S/C:** Britt, Dobbs/approved

##### B. MORE GRANULARITY/DETAIL IN SOCS

Member Creech

10 min

Members discussed how some [Standards](#), eg, SOC #1, cover too broad an array of problems. Separating the major elements out could be very helpful. For example, words and actions by staff could be distinguished. Failure to reply to grievances, etc. Adding Equity into SOC #1

is another idea. SOC #2 might be broken up into threats from other guests vs. environmental threats. Equity training could be added to SOC #30. Member David advised in the ironing out the changes prior to bringing them to the Full Board. Discussed the possibility of Anthony Bush of HSH's Equity Office coming to speak at the next full board meeting.

**Public Comment:** None

### III. NEW BUSINESS

#### DISCUSSION

#### A. SAVINGS BEDS FOR HOSPITALIZED GUESTS      Member David      8 min

Members discussed the policies surrounding how long beds are held at shelters when clients are hospitalized. Member David believes the general rule is that beds are only held for 10 days whether or not the client/medical team has contacted shelter staff. Member David pointed out that this can cause clients to become discouraged and even postpone getting medical treatment. Beds are "like gold." Member Creech said that being exited from the hospital to the street could be "a death warrant." A proposal was made to discuss this with HSH, i.e., about extending the time the bed is being held when medical staff are advocating for it.

**Public Comment:** Members Creech and Dobbs argued that ten days should not be a hard and fast rule. Janay Washington (HSH) said in the chat, "Hospital staff can reach out to HSH prior to client discharge to secure a placement. If the discharge plan makes sense, the bed can be held; otherwise, holding a bed for longer than ten days prevents someone on the street from being placed in shelter. Also, a condition of shelter placement is a client's ability to self-care. A client exiting a shelter at "70%" (a guess at a common degree of recovery at discharge) isn't an ideal state for entering shelter. Teipo of Bayview Navigation pointed out that at their site they can extend the bed hold when there is communication with the medical team but when there is no communication for 10 days, they must give up the bed for someone on the street. What can happen is clients will be moved on to a higher-level care like respite care. Janay Washington (HSH) elaborated, "we want to avoid a dual placement, where the client is filling both the hospital or respite bed *and* a shelter bed." Assuming hospitals are discharging clients at a point where they are not fully able to care for themselves places the shelter in a bad position. Staff are not trained to provide this. David Albizo said that when Laguna Honda hospital temporarily closed, his site received a number of guests that were in need of more help than his staff could reasonably be expected to provide.

#### B. INSPECTIONS RESULTS FY 2024-2025      Chair Street      8 min

It was recently pointed out that dividing SOC's that currently cover too broad an array of issues (e.g., SOC #1) into two or more categories would be helpful. Staff agreed to bring some suggested changes to the next meeting.

**Public Comment:** Teipo Bayview Navigation center pointed out that his staff have been given additional training in de-escalation.

### IV. GENERAL PUBLIC COMMENT      15 min

Members of the public may address the Committee on items that are within the subject matter jurisdiction of the Committee. Staff member Marion discussed at the next subcommittee SMC collaborating with SGA about DOS policies especially 48 hour.

**Public Comment:** Staffer McFarlin shared that SMC has been working more closely with the SCA. Often, clients who are DOS'd believe the SOC's were violated in the process. One trend is that more clients are being DOS'd for alleged violation of the "48-hour rule." There

is no right to arbitration to dispute this. The Subcommittee may want to discuss next month. Britt Creech shared that [6M Gallery/Vanguard Lab](#) reopened and they have events Thursday nights. The art gallery is also open every weekend.

## V. ADJOURNMENT

### ***Proposed Action: Approve adjournment***

**M/S/C: Dobbs/Britt/unanimous - Meeting adjourned at 4:30 p.m.**

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Action Item	Assigned To
Add no appeal of 48-hour rule DOSs to agenda for next month.	Staff