

**Commission Members:**

**Dr. Jonathan Butler (Chair)**  
**Bevan Dufty (Vice-Chair)**  
**Katie Albright**  
**Dena Aslanian-Williams**  
**Christin Evans**  
**Joaquin Guerrero**  
**Sharky Laguana**

**Commission Secretary**

**Bridget Badasow**

**Mayor**  
**London Breed**

**Shireen McSpadden, Executive Director**  
**Department of Homelessness and Supportive Housing**

## **City & County of San Francisco Homelessness Oversight Commission (HOC) Meeting**



### **Meeting Minutes**

Homelessness Oversight Commission (HOC) Meeting  
Meeting Date: Thursday, January 4, 2024

Regular Meeting  
9:00 am

1 Dr. Carlton B. Good Place  
Room 416, City Hall

Members of the Homelessness Oversight Commission will attend this meeting in-person. Members of the public are invited to observe the meeting in-person or remotely online as described below. Members of the public attending the meeting in person will have an opportunity to provide public comment on every action or discussion item. In addition to in-person public comment, the Commission will hear up to 10 minutes of remote public comment on each action or discussion item.

The Commission will hear remote public comments on items in the order that commenters add themselves to the queue to comment on the item. Because of the 10-minute time limit, it is possible that not every person in the queue will have an opportunity to provide remote public comment. Remote public comment from people who have received an accommodation due to disability (as described below) will not count toward the 10-minute limit. Members of the public are encouraged to provide public comment via email. Send an email to the Commission Secretary [bridget.badasow@sfgov.org](mailto:bridget.badasow@sfgov.org) by 5pm the day before the meeting to ensure your comment is received by the Commission in advance of the meeting.

Additionally, copies of today's agenda, minutes and "all" presented items can be found on the San Francisco Department of Homelessness and Supportive Housing (HSH) website. <https://hsh.sfgov.org/commission-and-committees/>

The HOC inaugural meeting can be seen in its entirety on SFGovTV

**Homelessness Oversight Commission Members:**

Dr. Jonathan Butler, Chair  
Bevan Dufty, Vice Chair  
Katie Albright  
Dena Aslanian-Williams  
Christin Evans  
Joaquin Whit Guerrero  
Sharky Laguana

**Department of Homelessness and Supportive Housing (HSH) Executive Director**

Shireen McSpadden

**Commission Secretary**

Bridget Badasow

**Deputy City Attorney**

Glenn Levy

**Order Of Business:**

1. **Call to Order**

**Chair Bulter**-called the meeting to order at 9:00am and read the Ramatush Oholone Land Acknowledgement.

2. **Roll Call**

Present: Chair Dr. Jonathan Butler  
Vice Chair Bevan Dufty  
Katie Albright  
Dena Aslanian Williams  
Christin Evans  
Joaquin Whit Guerrero  
Sharky Laguana

Present: Executive Director Shireen McSpadden

Present: Deputy City Attorney Glenn Levy

3. **Announcement of prohibition of sound producing devices**

**Commission Secretary** made the prohibition of sound producing devices announcement.

4. **Announcements/Chair Butler**

**Chair Bulter**-thanked Deputy City Attorney Glenn Levy for stepping in today for Deputy City Attorney Adam Radtke. The Chair also gave a shout out to Bryn Miller who invited the HOC members to participate in the PIT count and wished the meeting attendees a Happy New Year.

5. **Approval of the December 7, 2023, HOC meeting minutes**

**Commissioner Albright** asked the Commission Secretary to add a summary for each public commenter who gave testimony on behalf of the Lake Merced RV community.

**PUBLIC COMMENT**

No Public Comment

On motion to approve the December 7, 2023, HOC Meeting minutes.

AYES-Butler

Dufty

Albright

Aslanian-Williams

Evans

Guerrero

Laguana

Action: December 7, 2023, minutes adopted.

6. **Communications**

**Commissioner Aslanian-Williams**-mentioned her tour of two facilities (shelters) that HSH provides funding for and stated that the tour was very enlightening and gave her a very different perspective.

**Commissioner Evans**-also commented on the two properties that she toured. The Commissioner would like to tour more properties with greater vacancy rates.

**Commissioner Laguana**- mentioned the live demonstration for the public of the tiny home options that will take place on January 11, 2024, from 10-4:00pm.

7. **Employee Recognition.**

**Executive Director Shireen McSpadden and Chair Butler** honored Martha Benioff for her wealth of knowledge, hard work, and dedication, and wished her well with retirement.

8. **Director's Report/ Executive Director Shireen McSpadden**

**Executive Director Shireen McSpadden** began her report with data in the HSH Homeless Response System. Outreach stayed steady with 2,668 engagements in November. HSH has a new agreement with Heluna Health for SFHOT approved by the Commission in November of 2023, the Board of Supervisors (BOS) in December 2024, and went into effect in January of 2024. Next, the Executive Director reported on yearend statistics with the multi-disciplinary team that visits guests in shelters to provide services and provided data on the San Francisco Emergency Rental Assistance Program (ERAP). Problem solving remained consistent in November. In FY2023-24, HSH assisted 324 households with over \$1M in financial assistance. Executive Director McSpadden mentioned the HSH online dashboard that tracks inventory for housing programs. Due in large part to completing the lease-ups at the National and City Gardens, housing placements dropped slightly in November 2023. There is continued progress at the Lake Merced RV site. 120 households living in vehicles near Lake Merced will have to relocate due to the San Francisco Municipal Transportation Agency's (SFMTA) new parking restrictions in that area. As of December 19, 2023, 61 households have been housed or are on the path to

housing, 26 move ins, 31 households are enrolled and waiting for a move in, and 4 are waiting with a pending referral. Most of the individuals and families will be housed at scattered site supportive housing, including 16 emergency housing vouchers. Vacancies continued to drop in December 2024, decreasing to 7.9%. This represents a nearly 1/3 decrease in the vacancy rate since the start of 2023 when the vacancy rate was 11.6%. As of November 28, 2023, shelter system data demonstrated a 3,259 capacity and a 92% occupancy rate. The Executive Director stated that it was great to see more beds coming online and a higher occupancy rate going into the winter months. The Executive Director also provided a detailed report on HSH's involvement with the APEC prep and response which began on November 6, 2023, and continued until the event ended on November 17, 2023. Other shelter program updates include, temporary battery power is expected to be available at the Bayview Safe Parking site by the end of January 2024, the Adult Shelter Reinflation is complete as of January 1, 2024 which brought online 327 new adult shelter beds across four programs, and two reforms for referring to family shelters which rolled out on December 26, 2023 meant to address increased demand for shelter and balance the need to make shelter easy to access while prioritizing unsheltered families with the most need for limited resource.

Legislative updates included four pieces of legislation that passed including the BOS passing of the new agreement with Heluna Health for SFHOT and HSH's lease of 2177 Jerrold Street, the Board of Education approved a joint agreement with the San Francisco Unified School District for the stayover program at Buena Vista Horace Mann and the State Lands Commission approved sublease at Candlestick State Recreation Area for the Bayview Safe Parking program. Upcoming legislation comprised of streamlined contracting ordinance that was continued to January 2024, a new lease for the Bayshore Navigation Center, accept and expend for Homekey Round 3 Award for 685 Ellis Street, and multiple grant agreements that will go to Commission and the BOS by the end of FY2023-24.

The Executive Director shared advisory body updates beginning with the Local Homeless Coordinating Board (LHCB) which now has five vacant seats and mentioned James Loyce who has been serving on the LHCB since 2017 and is now stepping down. There are two vacant seats in the Shelter Monitoring Committee, and four vacant seats on the Shelter Grievance Advisory Committee.

The Executive Director announced and provided details on the upcoming Point-in-Time (PIT) count that will take place on January 30, 2024.

The HSH Equity Office had their second Affirming Trans Access to Housing training for providers on December 8, 2024, and will hold monthly sessions through March 2024. Three HSH staff applied for the Trauma Informed Systems 2024 cohort to apply a trauma informed lens to our racial equity work. The Equity Office continues working on two key strategic initiatives, Cross Walking Home by the Bay and the Racial Equity Action Plan to synthesize external racial equity work into one document and working with a consultant to apply racial equity strategies to each homelessness response system component – set baseline and reduction targets for equity strategy.

Finally, Executive Director McSpadden reminded the audience that HSH is hiring and has open positions listed on the Department of Human Resources (DHR) website.

**Commissioner Guerrero**-was happy to hear about the non-congregate navigation model, the removal of barriers and same day referral and believes this will be effective with speeding placements up and will create

more access to high acuity individual placement. The Commissioner mentioned vacancies and maintenance issues and asked to see more information on this topic moving forward. Commissioner Guerrero also applauded the work that the HSH Equity Office is doing and would like to see a future presentation around the data that showed a high number of people of color that are unhoused.

**Commissioner Aslanian-Williams** asked the Executive Director what happened to the vehicles of the families that were housed in the Winston and Lake Mercede RV community.

**Commissioner Evans** thanked HSH staff for the proactive answers to her questions that she submitted in advance of the HOC meeting. The Commissioner wanted to address the people that have not been assessed yet on Winston boulevard, and asked if additional outreach will continue, and requested updates on discussions that take place with HSH and the SFMTA. Commissioner Evans asked for further discussions on denial of service (DOS) and would like a better understanding of the need for individuals who fall into the DOS category.

**Commissioner Albright** thanked Executive Director McSpadden for her report and the good work of HSH staff. The Commissioner commented on the remarkable 32% decrease in vacancies since last year and suggested that there might be lessons learned regarding what achieved those goals and how to get to that metric. Commissioner Albright commended the department for working with 50% of the families on Winston Dr. and Lake Mercede but is deeply concerned about the remaining individuals that are still there and asked if the City is able to afford translation services and evening services in terms of outreach to assist the remaining families. The Commissioner stated that the HOC will appreciate continuing reports on this matter to the extent that they can be helpful with solving problems and attending meetings. Commissioner Albright asked for a closer look at family placement and responded to a comment made by the Executive Director regarding pausing family placements in the rapid rehousing program to implement other changes. The Commissioner asked what happens to the families that are being paused. Commissioner Albright concluded her questions by asking the audience to reach out to the community and ask two people to apply to one of the three advisory bodies.

**Commissioner Laguana** thanked the Executive Director and staff for doing such an exemplary job with reducing housing vacancies. The Commissioner questioned the vacancy dip in July 2023 from 8.7% and then back up to 9.5% and asked if there are any lease ups now that could be influencing the current vacancy numbers. The Commissioner asked if HSH has a target vacancy rate for shelter, what are some strategies to lower vacancy rates in emergency shelters, and if the majority of vacancy rates are on the congregate side. Commissioner Laguana questioned if the Bayview RV site will have access to power soon.

**Vice Chair Dufty** commended the Executive Director for her leadership and the work of the department with reducing vacancies in PSH and believes that getting the information and data out more broadly will help restore the public's faith in HSH because they see what's not working verses what is working. The Commissioner would like to see a breakdown in two or three meetings of how the Department of Public Health (DPH) and HSH collaborate.

**Chair Butler** congratulated the Executive Director on all the good work that she and her staff did last year. The Chair asked the Executive Director what her top three priorities this year are and how the Commission can contribute to those priorities.

**PUBLIC COMMENT**

Jordan Davis-is glad to see that HSH is resolving the RV situation in a humane way. Jordan believes that we need to look at coroner holds and vacant units. Jordan stated that in the terms of streamlining contracts is important to explain the positives to the general public in a way that a person with a high school education can understand, because this could be a very abstract topic. In terms of the PIT count, it's something that's important for those volunteering to give incentives to the unhoused community who are participating in the survey.

**A member of the public**-suggested that the City should include the poor and homeless with cleaning up housing and San Francisco and contribute to the housing first policy. The member of the public also suggested that the SMC doesn't have enough resources, power, or knowledge to investigate the shelters.

**9) OLD BUSINESS**

No old business

Chair Butler called a 10-minute recess.

**10) NEW BUSINESS**

**Items 10A and 10B are discussion items and do not require a vote by the Commission.**

**10A. A presentation, *A deep dive into HSH permanent housing* was presented by HSH Chief Deputy Director, Marion Sanders.**

**PUBLIC COMMENT**

**Jordan Davis**-pointed out the many of the site based PSH are in privately owned buildings. Jordan asked what the department is doing to expand scattered site supportive housing. Joran would like to see all PSH units have private bathrooms and refrigerators.

**A member of the public**-believes that the city needs to stop supporting drug addicts.

**Chris Callandrillo, ECS**,-respects the decision that the HSH represents regarding non-payment of rent but rental arrears become a significant issue that needs to be addressed.

**Commissioner Albright**-asked the Deputy City Attorney if the flyer that was distributed by a member of the public during public comment to, she and her colleagues can be added to the public record if there are photos of young people on the flyer.

**10B. A presentation, *FY2024-25 and FY2025-26 budget process overview for the Department of Homelessness and Supportive Housing* was presented by Gigi Whitley, Chief of Finance and Administration.**

**Public Comment**

**Marnie Regen, Larkin Street Youth**-stated that cutting \$200K in food security is ludicrous and will not make a dent in the \$800M City budget deficit. Marnie implored the HOC to compel the Mayor's Budget Office to think more creatively and effectively with respect to the deficit rather than putting this burden on the backs of the poorest and most vulnerable of San Francisc residents.

**Hope Kamer, Compass Family Services**-asked the HOC and HSH to move toward the quick implementation of the 5-

year subsidies for families that Our City Our Home (OCOH) approved of last year and are unspent. Compass is ready to bring these subsidies online this quarter before the risk of reappropriation by the Mayor's Office. Hope thanked HSH for their willingness to collaborate on a family PIT count.

**Jordan Davis**-seconded the comments of Vice Chair Dufty and the other public members who gave testimony. Jordan stated that HSH has over 80 nonprofit contractors but bigger is not always better and asked how inefficiencies are hurting the budget and how can CBOs be reduced without reducing services.

**A member of the public**-commented that the City and County of San Francisco should coordinate with different nonprofits that do needle exchange to keep the city clean. The public member also believes that if restaurants re-sort food that it disposes of, money could be saved.

#### **11) General Public Comment**

**Jordan Davis**-understands that nonpayment of rent is an issue but is tired of being told that they need to have third party payee services to be placed in housing and is fed up with the Tenderloin Housing Clinic for not allowing its tenants to pay with a personal check.

**A public member** congratulated Vice Chair Dufty for his presidency appointment to the Bart Board. The public member was also frustrated with older adults not getting fast tracked into housing.

#### **12) Nomination Committee Report**

The Nomination Committee recessed in December and will resume meeting on January 8, 2024.

#### **13) Data Officer Report**

No report

#### **14) Commission Matters**

The HOC discussed creating a draft letter and the content of that letter, to send to the Mayor's Office outlining the HOC's concerns with her budget cut proposal for HSH.

**Commissioner Aslanian-Williams**-asked for PIT count information.

**Commissioner Albright** requested in partnership with CBOs and the department to take a deeper dive to really understand family homelessness and what the challenges, strengths, and opportunities are in that area.

#### **17. ADJOURN-12:55pm**

Respectfully submitted,

Bridget Badasow  
HOC Commission Secretary

## **KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE**

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Administrator, by mail to Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415.554.7724; by fax at 415.554.7854; or by email at [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 <https://sfgov.org/sunshine/>

## **LOBBYIST ORDINANCE**

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 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: [sfgov.org/ethics](http://sfgov.org/ethics).

## **DISABILITY ACCESS**

The Homelessness Oversight Commission meetings are held at City Hall Room 416, at 1 Dr. Carlton B. Goodlett Place, San Francisco on the first Thursday of each month at 9am. The building and meeting room are wheelchair accessible. This meeting will be broadcast and captioned on SFGovTV. Remote public participation is available for people with disabilities, as well as all members of the public. Instructions for how to join the meeting remotely are included at the beginning of this agenda. [Captions can be enabled](#) if participating remotely via WebEx.

Sign Language Interpretation is also available upon request. If requesting remote Sign Language Interpretation, please submit an accommodation request a minimum of four (4) business hours prior to the start of the meeting. Allowing a minimum of 48 business hours for all other accommodation requests (for example, for other auxiliary aids and services) helps ensure availability. To request accommodation, please contact Bridget Badasow at [bridget.badasow@sfgov.org](mailto:bridget.badasow@sfgov.org).

## **LANGUAGE ACCESS**

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon requests. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact [bridget.badsow@sfgov.org](mailto:bridget.badsow@sfgov.org) at least 48 hours in advance of the hearing.

LANGUAGE ASSISTANCE 415.646.4470: For free interpretation services, please submit your request 48 hours in advance of meeting./Para sa libreng serbisyo sa interpretasyon, kailangan mag-request 48 oras bago ang



miting./Para servicios de interpretación gratuitos, por favor haga su petición 48 horas antes de la reunión./ 如果需要免費口語翻譯, 請於會議之前 48 小時提出要求。Đối với dịch vụ thông dịch miễn phí, vui lòng gửi yêu cầu của bạn 48 giờ trước cuộc họp./ Для бесплатных услуг устного перевода просьба представить ваш запрос за 48 часов до начала собрания./ Pour les services d'interprétation gratuits, veuillez soumettre votre demande 48 heures avant la réunion./ 무료 통역 서비스를 원하시면 회의 48 시간 전에 귀하의 요청을 제출하십시오./ 無料通訳サービスをご希望の場合は、会議の 48時間前までにリクエストを提出してください。 /บริการให้ความช่วยเหลือในหลายภาษา ด้านภาษาฟรี ณ ที่ประชุม

To assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

### **PROHIBITION OF SOUND PRODUCING DEVICES**

Sound-Producing Devices Prohibited: The ringing of and use of mobile phones and other sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal of any person(s) responsible for the ringing or use of a mobile phone, pager, or other similar sound-producing electronic devices (67A.1 Sunshine Ordinance: Prohibits the use of cell phones, pagers and similar sound-producing electronic devices at and during public meetings).