



City and County of San Francisco
Shelter Monitoring Committee

**DRAFT MEETING MINUTES
 SHELTER MONITORING COMMITTEE
 POLICY SUBCOMMITTEE MEETING**

**September 20, 2016
 4:30 PM – 5:30 PM
 1380 Howard Street
 Room 515 (5th Floor)
 San Francisco, CA 94103**

Roster:

*Subcommittee Chair Gary McCoy
 Subcommittee Member Kendra Amick
 Subcommittee Member Terezia Bohrer (SMC Secretary)
 Subcommittee Member Patrina Hall*

Excused:

*Subcommittee Member Moses Mukami (SMC Chair)
 Subcommittee Member Matthew Steen (SMC Vice-Chair)*

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS *2 min*

- I. MINUTES** *ACTION*
- A. August 2016 Minutes** **Subcommittee Chair McCoy** *5 min*
 The Subcommittee will review the draft August 2016 Minutes.
Explanatory document- August 2016 Draft Minutes
No public comment
Proposed Action: Approve August 2016 Minutes with edits.
M/S/C: Bohrer/Amick/Unanimous

Subcommittee Member Amick announced her resignation from the Policy Subcommittee

- II. OLD BUSINESS** *DISCUSSION/ACTION*
- A. PSSMC 092016-2: Shelter Bed Utilization** **Subcommittee Chair McCoy** *15 min*
 The Subcommittee had a follow-up discussion based on the information received from DSHS regarding how particular beds are administered (Resource beds, CAAP beds, CJC beds, Senior set aside, VA, and SFHOT)
- B. PSSMC 092016-3: Recommendations to Shelter Training Manual**

Subcommittee Chair McCoy *10 min*

The Subcommittee continued the discussion and followed up on action items for the recommendations to the Shelter Training Manual. The Subcommittee discussed how the Department of Homelessness and Supportive Housing (HSH) is looking at updating the Shelter Training Manual but that it is a long-term project due to the transition to the new department. Committee staffer Jeff Simbe reported to the Subcommittee that there were no supplemental materials for the Shelter Training Manual.

Explanatory documents – Shelter Training Manual

II. NEW BUSINESS

DISCUSSION

A. Site Visit Projections for Fiscal Year **Committee Staff Jeff Simbe** *10 min*

Committee staff made a presentation to the Subcommittee about the number of site visits the Committee is required to complete for this current fiscal year. Staff also provided an update to the Committee about the progress of the recommended changes to the Shelter Monitoring Committee’s legislation.

Explanatory documents – Site Visit Projections

B. New Agenda Items for Current Fiscal Year

Subcommittee Chair McCoy *10 min*

The Subcommittee discussed future items to work on for the current fiscal year. Subcommittee Member Bohrer stated her desire to work on the issue of medically compromised seniors staying in the shelter system. Subcommittee Member Amick stated her support and said that she has seen many seniors at city shelters during site visits. She also brought up the fact that nurses have been brought in to many shelters in order to provide additional health services in the shelter system. Subcommittee Member Hall suggested adding an ADA section to the Shelter Training Manual. Subcommittee Member Amick and Subcommittee Chair McCoy asked if HSH would have information about the age of shelter clients. The Subcommittee also decided that transportation options for shelter clients would be a topic of discussion for the current fiscal year.

Adjournment

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

No public comment

Proposed Action: Approve adjournment

M/S/C: Bohrer/Amick/Unanimous

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