



City and County of San Francisco  
**Shelter Monitoring Committee**

**AGENDA**  
**SHELTER MONITORING COMMITTEE**  
**POLICY SUBCOMMITTEE MEETING**

**October 10, 2017**  
**12:00 PM – 1:00 PM**  
**101 Grove Street**  
**Room 220 (2<sup>nd</sup> Floor)**  
**San Francisco, CA 94102**

**Roster:**

*Subcommittee Chair Nick Kimura*  
*Subcommittee Member Patrina Hall*  
*Subcommittee Member Lauren Kahn*  
*Subcommittee Member Leslie Bilbro*  
*Subcommittee Member Loretta Gaines*

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

**I. MINUTES** *ACTION*  
**A. August 23, 2017 Minutes** **Subcommittee Chair Kimura** *5 min*  
 The Subcommittee will review the draft August 23, 2017 Minutes.  
*Explanatory document- August 23, 2017 Draft Minutes*  
**Public Comment will be heard before the proposed action.**  
*Proposed Action: Approve Minutes.*

**II. NEW BUSINESS** *DISCUSSION/ACTION*  
  
**A. LEGISLATION REVIEW** **Subcommittee Chair Kimura** *15 min*  
 The Subcommittee will review the legislation guiding our site visit requirements.  
*Explanatory document – Complaint/Infraction Numbers, June 28, 2017 Policy Subcommittee Minutes*  
*Proposed Action: Recommend Site Visit Changes*

**B. NAVIGATION CENTER WORKGROUP** **Subcommittee Chair Kimura** *15 min*  
 The Subcommittee will identify the priorities of the Nav Center Workgroup  
*Explanatory documents – Letter from HSH re: Nav Centers and Workgroup*

### C. COORDINATED ENTRY

**Subcommittee Chair Kimura**

*15 min*

Subcommittee will review the waitlist information, prioritization criteria, and situations of families on the Coordinated Entry waitlist for shelter.

*Explanatory documents – Prioritization Criteria, Information Request*

### D. CLIENT INTAKE FORM

**Subcommittee Staff**

*5 min*

Subcommittee Staff will review the Client Intake Form with the Policy Subcommittee.

*Explanatory documents – Client Intake Form*

## III. INFORMATION REQUESTS

## *DISCUSSION*

### A. Information Requests

**Subcommittee Chair Kimura**

*5 min*

The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.

#### **Adjournment**

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

**Public Comment will be heard before the proposed action.**

***Proposed Action: Approve adjournment***

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Administrator  
Sunshine Ordinance Task Force  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689  
Phone 415.554.7724  
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E-mail [sotf@sfgov.org](mailto:sotf@sfgov.org)

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