MEETING MINUTES
SHELTER MONITORING COMMITTEE
POLICY SUBCOMMITTEE MEETING
June 28, 2017
4:00 PM – 5:00 PM
1380 Howard Street
Room 515 (5th Floor)
San Francisco, CA 94103

Roster:
Subcommittee Chair Nick Kimura
Subcommittee Member Lauren Kahn
Subcommittee Member Leslie Bilbro

Excused:
Subcommittee Member Patrina Hall
Subcommittee Member Loretta Gaines

Meeting called to order at 4:24 PM

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS  2 min

I. MINUTES  ACTION
A. June 1, 2017 Minutes  Subcommittee Chair Kimura  5 min
The Subcommittee reviewed the draft June 1, 2017 Minutes.
Explanatory document- June 1, 2017 Draft Minutes
No public comment
Proposed Action: Approve Minutes.
M/S/C: Kimura/Kahn/Unanimous
June 1, 2017 Minutes approved

II. NEW BUSINESS  DISCUSSION/ACTION
A. LEGISLATION REVIEW  Subcommittee Chair Kimura  15 min
The Subcommittee reviewed the legislation guiding the Shelter Monitoring Committee’s site visit requirements. The Subcommittee discussed potential changes to the required number of site visits and concerns that some changes would make the requirements too restrictive. The Subcommittee also discussed the possibility of increasing the number of visits if warranted by an increase in complaints or site visit infractions from the previous quarter.
Proposed Action: Recommend Site Visit Changes
**Public comment:** Charles Pitts stated that he thought the Committee should have the flexibility to choose when to conduct extra site visits and asked how shelters are notified of announced site visits. Charles Pitts also suggested that the Committee should make client complaint forms available at shelter providers and other sites where shelter clients access services.

**Public comment:** Ann Jones stated that she thought that 75% of the site visits should be unannounced and suggested that the Committee visit shelters on different nights of the week.

**Adjournment**

*Proposed Action: Approve adjournment*

No public comment

*M/S/C: Bilbro/Kahn/Unanimous*  
Adjournment approved at 5:25 PM

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Sunshine Ordinance Task Force
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