DRAFT MEETING MINUTES
SHELTER MONITORING COMMITTEE
POLICY SUBCOMMITTEE MEETING
July 27, 2017
4:00 PM – 5:00 PM
1380 Howard Street
Room 417 (4th Floor)
San Francisco, CA 94103

Roster:
Subcommittee Member Patrina Hall
Subcommittee Member Lauren Kahn
Subcommittee Member Loretta Gaines

Excused:
Subcommittee Chair Nick Kimura
Subcommittee Member Leslie Bilbro

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

Meeting began at 4:21 PM

I. MINUTES ACTION
   A. June 28, 2017 Minutes Subcommittee Chair Kimura 5 min
      The Subcommittee reviewed the draft June 28, 2017 Minutes.
      Explanatory document – June 1, 2017 Draft Minutes
      No public comment
      Proposed Action: Approve Minutes.
      M/S/C: Kahn/Gaines/Unanimous

II. NEW BUSINESS DISCUSSION/ACTION
   A. LEGISLATION REVIEW Subcommittee Chair Kimura 15 min
      The Subcommittee reviewed the legislation guiding the Committee’s site visit
      requirements and the number of complaints and infractions that each shelter
      received over the last two years.
      Explanatory document – Complaint/Infraction Numbers
      Proposed Action: Table Legislation Review until next meeting
      M/S/C: Kahn/Gaines/Unanimous
Legislation Review tabled

B. INVESTIGATION SURVEYS  
Subcommittee Chair Kimura  15 min
The Subcommittee discussed investigation surveys and if it made sense to continue using surveys for complaints alleging violations of Standard 1 of the Standards of Care. Members Kahn and Hall stated that they did not think surveys were useful for Standard 1 investigations unless a large number of clients in the same demographic group all reported having the same problems with shelter staff. Member Hall stated that she would like to see surveys include questions about clients’ civil rights, constitutional rights and potential Title VI violations. The Subcommittee agreed to review existing site visit surveys and to come to the next Subcommittee meeting with ideas for a new survey format and survey questions.

Explanatory document – Surveys

Public comment: Charles Pitts asked if the Committee knew the position of security cameras inside San Francisco shelters and shared his thoughts on how to improve investigations into client complaints.

C. STANDARDS OF CARE VIOLATIONS  
Subcommittee Chair Kimura  15 min

Item was tabled due to the adjournment of the meeting.

Explanatory document – SOC Reports

Adjournment
M/S/C: Kahn/Gaines/Unanimous
No public comment
Proposed Action: Approve adjournment
Meeting adjourned at 5:15 PM

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Sunshine Ordinance Task Force  
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San Francisco, CA 94102-4689  
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