AGENDA
SHELTER MONITORING COMMITTEE
POLICY SUBCOMMITTEE MEETING
August 23, 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 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. July 27, 2017 Minutes Subcommittee Chair Kimura 5 min
The Subcommittee will review the draft July 27, 2017 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
Proposed Action: Recommend Site Visit Changes

B. COMPLAINT POLICY & PROCEDURE SMC Chair Mukami 30 min
SMC Chair Mukami will introduce a draft of revisions for the Complaint Policy & Procedures.
Explanatory documents – draft of Complaint Policy and Procedures, Complaint Process taken from SOC Legislation
III. INFORMATION REQUESTS

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
Fax 415.554.7854
E-mail sotf@sfgov.org
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