



City and County of San Francisco
Shelter Monitoring Committee

**AGENDA
 SHELTER MONITORING COMMITTEE
 POLICY SUBCOMMITTEE MEETING**

**August 9, 2016, 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 Matthew Steen (SMC Vice-Chair)*
- Subcommittee Member Terezia Bohrer (SMC Secretary)*
- Subcommittee Member Moses Mukami (SMC Chair)*

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

I. MINUTES *ACTION*
A. July 2016 Minutes **Chair McCoy** *5 min*
 The Subcommittee will review the draft July 2016 Minutes.
Explanatory document- July 2016
Committee Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Minutes.

II. OLD BUSINESS *DISCUSSION/ACTION*
A. PSSMC 082016-1: Shelter Bed Utilization **SMC Chair Mukami** *10 min*
 The Subcommittee will discuss items moving forward. (Goal, table or reprioritize)
Explanatory documents – Shelter Occupancy Reports and Responses from IRs related to Shelter Bed Utilization

II. NEW BUSINESS *DISCUSSION*
A. PSSMC 082016-2: Revision to Shelter Training Manual **Chair McCoy** *15 min*
 The Subcommittee will discuss the revision to the Shelter Training Manual for San Francisco Single Adult Shelters and delegate tasks. Discuss goals and prioritization.
Explanatory documents – Shelter Training Manual

B. PSSMC 082016-3: Revision of Site Inspections, Procedures, and Reports
Chair McCoy 10 min

The Subcommittee will discuss the revision of Site Inspections, procedures and reports. Prioritize items to finish before the end of the year. Discuss goals and deadlines.

Explanatory documents- Committee Member Hall's Motion

C. PSSMC 082016-4: Future Policy Subcommittee Meeting Schedule
Chair McCoy 5 min

The Subcommittee will discuss changing the meeting time to 5:15 PM beginning in September.

III. INFORMATION REQUESTS *DISCUSSION*

A. Information Requests **Chair McCoy 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 sof@sfgov.org

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