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 Terezie 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
Fax 415.554.7854
E-mail sotf@sfgov.org
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