



City and County of San Francisco
Shelter Monitoring Committee

**DRAFT MEETING MINUTES
 SHELTER MONITORING COMMITTEE
 POLICY SUBCOMMITTEE MEETING**

**August 9, 2016
 4:30 PM – 5:30 PM
 1380 Howard Street
 Room 515 (5th Floor)
 San Francisco, CA 94103**

Present:

- 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)*
- Subcommittee Member Hall*

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

Shelter Monitoring Committee Member Hall was appointed to the Policy Subcommittee at the start of the meeting.

- I. MINUTES** *ACTION*
 - A. July 2016 Minutes** **Chair McCoy** *5 min*
- The Subcommittee reviewed the draft July 2016 Minutes.
*Explanatory document- July 2016
 Committee Minutes
 Proposed Action: Approve July 2016 Minutes.
 No public comment
 M/S/C: Bohrer/Amick/Unanimous
 July 2016 Minutes approved*

- II. OLD BUSINESS** *DISCUSSION/ACTION*
 - A. PSSMC 082016-1: Shelter Bed Utilization** **SMC Chair Mukami** *10 min*
- The Subcommittee had a discussion on whether or not Shelter Utilization should be an issue that the Subcommittee takes a closer look at. Members Amick and Mukami discussed how the Committee has continued to receive complaints from clients regarding empty beds at various shelters. Member Mukami stated his concerns that there are many different policies factoring in on how the different shelter beds (senior beds, disability beds, VA, GA, etc.) are handled. Chair McCoy shared his concern that it might not be possible to have an overall policy

change that would impact all of the different types of beds. Member Steen stated his view that the most important beds to take a look at are the CAPP GA beds. Chair McCoy, Members Amick and Steen discussed inviting representatives from DSHS, CAPP and 311 to attend a Policy Subcommittee meeting to discuss their shelter bed reservation policies.

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 discussed the history of the Shelter Training Manual. The Subcommittee stated that their priority would be to create a list of recommendations for the new department on sections of the manual that need to be updated or new sections that need to be created as well as identifying any supplemental documents or trainings that were also used to train shelter staff.

Explanatory documents – Shelter Training Manual

B. PSSMC 082016-3: Revision of Site Inspections, Procedures, and Reports

Chair McCoy 10 min

The Subcommittee discussed the possibility of revising site inspection procedures and reports. Member Hall stated her view that it would be beneficial to include a narrative section on the site visit forms for Committee members to write down their opinions. Members Steen and Bohrer stated that they both already include similar notes on the existing site visit forms. Members Steen and Mukami stated their concerns that including an expanded narrative section on the site visit forms would allow personal biases to be introduced and because the narratives could potentially address topics that are outside of the Standards of Care. Subcommittee Chair McCoy stated that this topic would be tabled for the time being.

Explanatory documents- Committee Member Hall's Motion

C. PSSMC 082016-4: Future Policy Subcommittee Meeting Schedule

Chair McCoy 5 min

The Subcommittee discussed the possibility of changing the meeting time to 5:15 PM beginning in September. The Subcommittee decided to keep the start time for future meetings at 4:30 PM to ensure that city and shelter staff would be able to attend meetings.

Adjournment

Proposed Action: Approve adjournment

No public comment

M/S/C: Bohrer/Amick/Unanimous

Meeting adjourned at 5:30 PM

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