AGENDA
SHELTER MONITORING COMMITTEE
POLICY SUBCOMMITTEE MEETING
October 10, 2017
12:00 PM – 1:00 PM
101 Grove Street
Room 220 (2nd Floor)
San Francisco, CA 94102

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. August 23, 2017 Minutes Subcommittee Chair Kimura 5 min
   The Subcommittee will review the draft August 23, 2017 Minutes.
   Explanatory document- August 23, 2017 Draft 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, June 28, 2017 Policy
   Subcommittee Minutes
   Proposed Action: Recommend Site Visit Changes

B. NAVIGATION CENTER WORKGROUP Subcommittee Chair Kimura 15 min
   The Subcommittee will identify the priorities of the Nav Center Workgroup
   Explanatory documents – Letter from HSH re: Nav Centers and Workgroup
C. COORDINATED ENTRY

Subcommittee Chair Kimura 15 min
Subcommittee will review the waitlist information, prioritization criteria, and situations of families on the Coordinated Entry waitlist for shelter.
Explanatory documents – Prioritization Criteria, Information Request

D. CLIENT INTAKE FORM

Subcommittee Staff 5 min
Subcommittee Staff will review the Client Intake Form with the Policy Subcommittee.
Explanatory documents – Client Intake Form

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
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E-mail sotf@sfgov.org
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