DRAFT MEETING MINUTES
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

Present:
Subcommittee Chair Nick Kimura
Subcommittee Member Patrina Hall
Subcommittee Member Lauren Kahn
Subcommittee Member Loretta Gaines

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS
The meeting began at 12:00 PM. Subcommittee Chair Kimura was not present. There was quorum. Subcommittee Chair Kimura arrived at 12:10 PM.

Client Intake Form moved to the second agenda item. Navigation Center Workgroup moved to third agenda item.

I. MINUTES
A. August 23, 2017 Minutes
Subcommittee Chair Kimura

The Subcommittee reviewed the draft August 23, 2017 Minutes.
Explanatory document - August 23, 2017 Draft Minutes
No public comment
Proposed Action: Approve Minutes.
M/S/C: Gaines/Hall/Unanimous
August 2017 Minutes Approved

II. NEW BUSINESS
A. CLIENT INTAKE FORM
Subcommittee Staff

The Policy Subcommittee reviewed and made edits to the Client Intake Form.
Explanatory documents – Client Intake Form

B. NAVIGATION CENTER WORKGROUP
Subcommittee Chair Kimura

The Subcommittee discussed what they felt should be their priorities for the Navigation Center Workgroup. The Subcommittee decided to go through the
Standards of Care and identify which ones would be applicable to Navigation Centers in preparation of the Workgroup.

Explanatory documents – Letter from HSH re: Nav Centers and Workgroup

C. LEGISLATION REVIEW

Subcommittee Chair Kimura 15 min

The Subcommittee discussed potential changes to the legislation guiding the Shelter Monitoring Committee’s site visit requirements. The Subcommittee decided to add in language to the Recommended Site Visit Changes to include “sites with a disproportionate number of complaints may be inspected additional times.”

Explanatory document – Complaint/Infraction Numbers, June 28, 2017 Policy Subcommittee Minutes

Proposed Action: Recommended Site Visit Changes

M/S/C: Kahn/Hall/Unanimous

Recommended Site Visit Changes approved

D. COORDINATED ENTRY

Subcommittee Chair Kimura 15 min

Tabled until November Policy Subcommittee meeting

Explanatory documents – Prioritization Criteria, Information Request

Adjournment

No public comment

Proposed Action: Approve adjournment

M/S/C: Kahn/Kimura/Unanimous

Adjournment approved

Meeting ended at 12:50 PM

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