



City and County of San Francisco
Shelter Monitoring Committee

**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 *2 min*

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** *ACTION*
- A. August 23, 2017 Minutes** **Subcommittee Chair Kimura** *5 min*
 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** *DISCUSSION/ACTION*
- A. CLIENT INTAKE FORM** **Subcommittee Staff** *5 min*
 The Policy Subcommittee reviewed and made edits to the Client Intake Form.
Explanatory documents – Client Intake Form
- B. NAVIGATION CENTER WORKGROUP** **Subcommittee Chair Kimura** *15 min*
 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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