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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