



City and County of San Francisco  
**Shelter Monitoring Committee**

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

**October 10, 2017  
 12:00 PM – 1:00 PM  
 101 Grove Street  
 Room 220 (2<sup>nd</sup> 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*

To obtain copies of the agenda, minutes, or any explanatory documents, please contact Jeff Simbe at 415.255.3647 or jeff.simbe@sfdph.org 72 hours before the meeting.

To obtain a disability-related modification or accommodation, including auxiliary aids or services to participate in the meeting, please contact Jeff Simbe at 415.255.3647 or jeff.simbe@sfdph.org at least two business days before the meeting.

To access 101 Grove, enter on the corner of Grove and Polk. There is a handicap accessible entrance on Grove Street. Take the elevator to 2nd floor, turn left and proceed down the hall to Room 220 which is the last room on your right hand side. Agendas are available in large print. Materials in alternative formats, American Sign Language interpreters, and other format accommodations will be made available upon request. Please make your request for alternative forms or other accommodations to the Shelter Monitoring Committee at 415.255.3647. Providing at least 72 hours notice prior to the meeting will help ensure availability.

The nearest BART station is Civic Center Plaza at the intersection of Market, Grove, and Hyde Streets. The MUNI Metro lines are the F, J, K, L, M, and N (Civic Center Station or Van Ness Avenue Station). MUNI bus lines serving the area are the 47 Van Ness, 9 San Bruno, and the 14 Mission.

The ringing of and use of cell phones, pagers, and similar sound producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager or other similar sound-producing electronic devices. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based scented projects. Please help the City to accommodate these individuals.

**Know Your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. **FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE THROUGH:**

Administrator  
Sunshine Ordinance Task Force  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689  
Phone 415.554.7724  
Fax 415.554.7854  
E-mail [sotf@sfgov.org](mailto:sotf@sfgov.org)

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library, and on the City's website at [www.sfgov.org](http://www.sfgov.org).

**Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code § 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; web site: [sfgov.org/ethics](http://sfgov.org/ethics).