



City and County of San Francisco
Shelter Monitoring Committee

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

**October 30, 2018
 12:00pm – 1:00pm
 1380 Howard Street
 Room 228
 San Francisco, CA 94103**

Present:

*Subcommittee Chair Nick Kimura
 Subcommittee Member Lauren Kahn
 Subcommittee Member Loretta Gaines*

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS *2 min*

Meeting began at 12:00 PM. There was quorum.

I. MINUTES *ACTION*
A. October 4, 2018 Minutes **Subcommittee Chair Kimura** *5 min*

The Subcommittee reviewed the draft August 3, 2018 and October 4, 2018 Minutes.

Explanatory document- August 3, 2018 and October 4, 2018 Draft Minutes

No public comment

Proposed Action: Approve August and October Draft Minutes.

M/S/C: Kahn/Kimura/Unanimous

August and October Draft Minutes approved

II. NEW BUSINESS *DISCUSSION/ACTION*

A. NAVIGATION CENTERS **Subcommittee Chair Kimura** *15 min*

The Subcommittee discussed next steps regarding the Standards of Care in Navigation Centers. Chair Kimura stated that he would still like to see the numbers on clients who have been DOS'd from the Navigation Centers. The Subcommittee agreed that they would like to have one more meeting before the end of the year. Chair Kimura and Member Kahn suggested scheduling the next meeting for 11/14/18 at 12:00 PM.

B. SITE VISITS **Subcommittee Chair Kimura** *15 min*

The Subcommittee discussed the number of annual site visits performed by the Shelter Monitoring Committee and how to accommodate additional sites being

assigned to the Committee. Member Kahn asked if removing the burden of attend meetings would increase the number of people interested in joining the Committee. She stated that a possible solution would be to establish Associate Members who conduct site visits but wouldn't need to attend meetings, but that it wouldn't address the issue of the Committee being unable to fill the current 13 seats. Chair Kimura asked if it would be possible to consider Associate Members or paid staff. Member Kahn stated that it would be helpful if there was flexibility in how the travel stipend funds could be spent.

Public comment: Charles Pitts stated that there were too many moving parts and suggested that the Committee send a letter to the Board of Supervisors. He also stated that the Standards of Care were established to prevent the spread of diseases like bronchitis and that lately there has been a lot of coughing inside the shelters. Lastly, he stated that the Navigation Centers weren't in compliance with the shelter extension policy and that Committee needed stronger investigating powers.

Chair Kimura tabled discussion of this agenda item until the next Policy Subcommittee meeting.

C. SITE VIST FORMS **Subcommittee Chair Kimura** *15 min*

The Subcommittee reviewed and approve changes to the site visit forms
Explanatory document- Site Visit Forms: Recommended Edits

Member comment: Member Kahn proposed removing some items from the site visit forms, such questions about the number of outlets and questions on staff trainings that only managers, not front line staff, would be able to answer.

Member comment: Chair Kimura stated that the question about bi-lingual English/Spanish speaking staff should be changed to "How many bi-lingual English/Spanish speaking staff are employed by this site?"

Proposed action: *Approve Site Visit Forms with edits*

Public comment: Charles Pitts suggested that the Committee add questions about shelter linen policies and procedures to the site visit forms.

M/S/C: Kahn/Gaines/Unanimous
Site visit forms with edits approved

Adjournment

No public comment

Proposed Action: *Approve adjournment*

M/S/C: Kahn/Gaines/Unanimous

Meeting adjourned at 1:01 PM

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