



City and County of San Francisco
Shelter Monitoring Committee

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

**November 9, 2017
12:00 PM – 1:00 PM
1380 Howard Street
Room 424 (4th Floor)
San Francisco, CA 94103**

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*

Meeting began at 12:03 PM

I. MINUTES *ACTION*
A. October 10, 2017 Minutes **Subcommittee Chair Kimura** *5 min*

The Subcommittee reviewed the draft October 10, 2017 Minutes.
Explanatory document- October 10, 2017 Draft Minutes
No public comment
Proposed Action: Approve Minutes.
M/S/C: Kahn/Hall/Unanimous
October 10, 2017 Minutes approved

II. NEW BUSINESS *DISCUSSION/ACTION*

A. LEGISLATION REVIEW **Subcommittee Chair Kimura** *15 min*

The Subcommittee reviewed the legislation guiding the Committee’s site visit requirements and made edits to the Site Visit Recommendations. The edits included deleting the timeline of when the document was introduced to and approved by the Subcommittee and the Committee, adding data on the median number of complaints and site visit infractions at larger vs. smaller single-adult shelters, adding a definition of the word “median” and adding in “Proposed Changes” as a section heading.

Explanatory document – Site Visit Recommendations
Proposed Action: Approve Site Visit Recommendations with edits
M/S/C: Gaines/Kahn/Unanimous
Site Visit Recommendations approved with edits

B. NAVIGATION CENTER WORKGROUP

Subcommittee Chair Kimura *20 min*

The Subcommittee had a discussion on which Standards of Care they believed should be monitored for compliance at the Navigation Centers. Committee staffer Jeff Simbe presented the staff recommendations on which Standards should be monitored. ECS Director of Shelters Dennis McCray provided insight on how Navigation Centers run by ECS were handling staff trainings, client meals, providing information to clients about facility rules and resources and other issues. The Subcommittee agreed the Committee should not monitor the Navigation Centers with compliance with Standards 5, 9, 10, 19, 29 and 32 of the Standards of Care. Subcommittee Member Kahn agreed to serve as the main representative from the Policy Subcommittee for the Navigation Center Working Group.

Explanatory document – Standards of Care

Adjournment

No public comment

Proposed Action: Approve adjournment

M/S/C: Kimura/Kahn/Unanimous

Adjournment approved

November 9, 2017 Meeting Action Items

Notes and Action Item:	Assigned to:	To be completed:
Ask HSH to begin setting up Navigation Center Working Group meetings	Committee Staff	January 2018
Compile list of Standards of Care that the Committee can monitor for compliance at the Navigation Centers	Jeff	December SMC meeting
Put in edits for Site Visit Recommendations	Howard	December SMC meeting

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