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.
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**

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

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 maybe 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
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.

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.