DRAFT MEETING MINUTES
SHELTER MONITORING COMMITTEE
POLICY SUBCOMMITTEE MEETING
December 13, 2017
12:00 PM – 1:00 PM
Room 220, 2nd Floor
101 Grove Street
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

I. MINUTES ACTION
A. November 9, 2017 Minutes Subcommittee Chair Kimura 5 min
The Subcommittee reviewed the draft November 9, 2017 Minutes.
Explanatory document – November 9, 2017 Draft Minutes
No public comment
Proposed Action: Approve Minutes.
M/S/C: Kahn/Hall/Unanimous
November 2017 Minutes approved

II. NEW BUSINESS DISCUSSION/ACTION

A. CLIENT INTAKE FORM Subcommittee Chair Kimura 10 min
The Subcommittee reviewed and made edits to the client intake form.
Explanatory document – Client Intake Form

B. FAMILY SHELTER WAITLIST Subcommittee Chair Kimura 15 min
The Subcommittee discussed the data that they would want available in the monthly HSH reports. The Subcommittee decided that they wanted to see information on client demographics, wait times, number of families waiting for
shelter/room assignments and the number of families that were dropped from the wait list and why.

*Explanatory document – Connecting Point Family Waitlist*

C. **IMMINENT DANGER POLICY**

  **Subcommittee Chair Kimura** 15 min

  The Subcommittee reviewed and discussed the history of the Imminent Danger policy. Subcommittee Chair Kimura proposed that the Subcommittee advocate for changes to the policy, including removing any requirement for domestic violence victims to take any action and to make participation in a domestic violence program an alternative for restraining orders. The Subcommittee decided to contact members of the Imminent Danger workgroup for additional information before voting on approved changes to the policy.

  *Explanatory document – Domestic Violence/Imminent Danger Policy*

  **No public comment**

III. **INFORMATION REQUESTS**

A. **Information Requests**  
   **Subcommittee Chair Kimura** 5 min

   The Subcommittee discussed submitting an information request to HSH for information on monthly vacancies and capacity of the Navigation Centers.

   *Proposed Action: Approve information request*

   M/S/C: Kimura/Gaines/Unanimous

   **Information request approved**

  **Adjournment**

  **Public comment:** Ann Jones stated that an emergency declaration had been passed which provided new funding for additional shelters.

  *The Subcommittee had a moment of silence in for to honor Mayor Ed Lee.*

  *Proposed Action: Approve adjournment*

   M/S/C: Kahn/Hall/Unanimous

   **Adjournment approved**

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