



City and County of San Francisco
Shelter Monitoring Committee

**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

DISCUSSION

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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