DRAFT MEETING MINUTES
SHELTER MONITORING COMMITTEE
POLICY SUBCOMMITTEE MEETING
December 20, 2016
4:30 PM – 5:30 PM
1380 Howard Street
Room 424 (4th Floor)
San Francisco, CA 94103

Present:
Subcommittee Chair Gary McCoy
Subcommittee Member Terezie Bohrer (SMC Secretary)
Subcommittee Member Moses Mukami (SMC Chair)
Subcommittee Member Patrina Hall

Excused:
Subcommittee Member Matthew Steen (SMC Vice-Chair)

Meeting began at 4:33 PM

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES ACTION
A. October 2016 Minutes Subcommittee Chair McCoy 5 min
The Subcommittee reviewed and voted to approve the draft October 2016 Minutes.
Explanatory document- October 2016 Draft Minutes
No public comment
Proposed Action: Approve October 2016 Minutes.
M/S/C: Bohrer/Hall/Unanimous
October 2016 Minutes approved

II. OLD BUSINESS DISCUSSION/ACTION
A. PSSMC 092016-2: Shelter Bed Utilization
Subcommittee Chair McCoy 15 min
The Subcommittee had a follow-up discussion based on the information received from DHSH regarding how particular beds are administered (Resource beds, CAAP beds, CJC beds, Senior set aside, VA, and SFHOT). The Subcommittee discussed how there was confusion surrounding how clients could qualify for set-aside beds and what the late pass policy was.
Proposed Action: Committee staff to put together an information sheet that explains how clients can access set-aside beds and what the late pass policy is.

Public Comment: Cynthia Lee stated that she has personally seen beds go unused for multiple nights a week.

M/S/C: Bohrer/Mukami/Unanimous
Motion for Committee staff to put together an information sheet regarding set-aside bed and late pass policies approved.

B. PSSMC 102016-2: Seniors in the Shelters
   Subcommittee Member Bohrer  15 min
The Subcommittee had a follow-up discussion on the issue of medically compromised seniors staying in the shelter system. The Subcommittee also made edits to a survey that will be used to collect information on seniors in the shelter system.
*Explanatory documents – Senior Survey Draft*

Public Comment: Cynthia Lee suggested including questions to ask about dietary accommodations for clients with medical conditions and stated her belief that seniors are being bullied at the shelters.

C. PSSMC 092016-3: Recommendations to Shelter Training Manual
   Subcommittee Chair McCoy  10 min
The Subcommittee continued the discussion on the recommendations for edits to the Shelter Training Manual.
*Explanatory documents – Shelter Training Manual*

Proposed Action: Table discussion of Shelter Training Manual edits until the next Policy Subcommittee meeting
M/S: Mukami/Hall
Adopted by the following vote:
Ayes – Mukami/Hall/McCoy
No - Bohrer

Adjournment
No public comment
Proposed Action: Approve adjournment
M/S/C: Mukami/Bohrer/Unanimous

*Meeting ended at 5:42 PM*
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