



City and County of San Francisco  
**Shelter Monitoring Committee**

**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 DSHS 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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San Francisco, CA 94102-4689  
Phone 415.554.7724  
Fax 415.554.7854  
E-mail [sotf@sfgov.org](mailto:sotf@sfgov.org)

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