



City and County of San Francisco
Shelter Monitoring Committee

**MEETING MINUTES
 SHELTER MONITORING COMMITTEE
 POLICY SUBCOMMITTEE MEETING**

**March 20, 2018
 4:00 PM – 5:00 PM
 Room 424, 4th Floor
 1380 Howard Street
 San Francisco, CA 94103**

Present:

*Subcommittee Chair Nick Kimura
 Subcommittee Member Lauren Kahn
 Subcommittee Member Loretta Gaines*

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS *2 min*

Meeting began at 4:12 PM. All Subcommittee members were present at the start of the meeting.

- I. MINUTES** *ACTION*
- A. December 13, 2017 Minutes** **Subcommittee Chair Kimura** *5 min*
 The Subcommittee reviewed the draft December 13, 2017 Minutes.
Explanatory document- December 13, 2017 Draft Minutes
No public comment
Proposed Action: Approve Minutes.
M/S/C: Kahn/Gaines/Unanimous
December 2017 Minutes approved

- II. NEW BUSINESS** *DISCUSSION/ACTION*
- A. IMMINENT DANGER POLICY** **Subcommittee Chair Kimura** *20 min*
 The Subcommittee reviewed HSH’s proposed Imminent Danger policy, which was created to address situations of Imminent Danger when the victim refuses to file for an EPO. Chair Kimura explained that the Shelter Advocates had given HSH their suggestions, which were implemented into the proposed policy. Chair Kimura stated that HSH had asked him to bring the proposed policy to the Policy Subcommittee for approval. Chair Kimura stated his full support for the proposed policy.
Explanatory document – Domestic Violence/Imminent Danger Policy

Member comment: Member Gaines stated her support for there to be some sort of lethality assessment and safety plan kept in the policy.

Public comment: Marlon Mendieta (ECS) suggested that the Subcommittee get feedback from the family shelter providers and stated that he though a safety plan would offer protection to clients and staff.

Proposed Action: Approve edits to the Imminent Danger Policy:

- Page 2: “The victim will be encouraged **by family shelter staff** to develop a safety plan...”
- Page 2: “**The safety plan should fit the victim’s** situation...”

M/S/C: Kahn/Kimura

- Yea votes: Kahn, Kimura
- Nay votes: Gaines

Imminent Danger edits approved

Proposed Action: Approve Imminent Danger Policy with edits:

M/S/C: Kahn/Kimura

- Yea votes: Kahn, Kimura
- Nay votes: Gaines

Imminent Danger with edits approved

ACTION ITEM: Member Kahn to send copies of the proposed policy to Supervisor Tang’s office for review.

B. FAMILY COORDINATED ENTRY

Subcommittee Chair Kimura 15 min

Chair Kimura presented his concerns with the Coordinated Entry system to the Subcommittee. He stated that under the current system, clients are being placed based on length of homelessness without any concern for other issues such as health conditions or disability. Chair Kimura explained that there was no action item for this item but that it was an area of concern. Chair Kimura also stated that the Homeless Emergency Service Providers Association (HESPA) had written a letter to HSH about the Coordinated Entry System and that he would send a copy of that letter to the Policy Subcommittee.

Explanatory document – Coordinated Entry Documents

ACTION ITEM: Chair Kimura to send the letter from HESPA to HSH about Coordinated Entry to the Policy Subcommittee.

C. NAVIGATION CENTER UPDATE

Subcommittee Chair Kimura 15 min

Member Kahn provided an update to the Subcommittee regarding the meeting with Brian Quinn (HSH) about the Navigation Centers. She stated that a second meeting was schedule for that week to finalize the proposed list of Navigation Center Standards of Care that would be presented to the Navigation Center Workgroup. Member Kahn stated that there were 4 Standards that were still

being discussed with HSH. These Standards require: mandatory staff trainings, on-duty bi-lingual English/Spanish speaking staff, the availability of Language Link professional translation service and that clients have access to a phone with free local calls.

Adjournment

This item requires a motion, a second, and to be carried.

No public comment

Proposed Action: Approve adjournment

M/S/C: Kimura/Gaines/Unanimous

Adjournment approved

Meeting adjourned at 5:08 PM

Meeting Action Items:

- Member Kahn to send copies of the proposed policy to Supervisor Tang's office for review.
- Chair Kimura to send the letter from HESPA to HSH about Coordinated Entry to the Policy Subcommittee.

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