MEETING MINUTES  
SHELTER MONITORING COMMITTEE  
POLICY SUBCOMMITTEE MEETING  
May 3, 2018  
12:00 PM – 1:00 PM  
Behavioral Health Access Center  
Room 424, 4th Floor  
1380 Howard Street  
San Francisco, CA 94103

Present:  
Subcommittee Member Lauren Kahn  
Subcommittee Member Loretta Gaines

Excused:  
Subcommittee Chair Nick Kimura

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS  

I. MINUTES  
A. April 27, 2018 Minutes  
   Committee Staff  
   5 min  
   April 27, 2018 Minutes tabled until next Policy Subcommittee meeting.  
   Explanatory document- April 27, 2018 Draft Minutes  
   No public comment

II. NEW BUSINESS  
A. RECOMMENDATIONS TO LEGISLATION AMENDMENTS  
   Committee Staff  
   30 min  
   Explanatory document – SMC & Standard of Care Administrative Code  
   The Subcommittee discussed potential amendments to the SMC and SOC legislation.  
   Proposed Action: Introduce discussion of an attendance requirement at June SMC meeting  
   No public comment  
   M/S/C: Gaines/Kahn/Unanimous  
   Motion approved
Proposed Action: Approve the following proposed changes to the SMC and SOC legislation

- Remove SOC requirement for sites to provide pillowcases to clients if the pillow is attached to the sleeping mat
- Change SMC legislation so election of SMC officers will take place at the first meeting of each calendar year

Public comment: Marlon Mendieta stated that at Next Door, mattresses were separated from pillows so the change would not impact their particular program.

M/S/C: Gaines/Kahn/Unanimous
Motion approved

B. CURFEW POLICY

Committee Staff 10 min

The Subcommittee reviewed the Curfew Policy and had a discussion on how it impacted clients who were hospitalized during their shelter reservation.

Explanatory document – Curfew Policy

Public comment: Marlon Mendieta (ECS) said that under the current policy, staff can check a hospitalized client into a shelter once, but after that first night clients will accrue missed nights per standard policy. He suggested asking Kate Shulton (Shelter Health Team) if giving client an extra night would be helpful.

Adjournment

No public comment

Proposed Action: Approve adjournment

M/S/C: Gaines/Kahn/Unanimous

Adjournment approved
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that deliberations are conducted before the people and that City operations are open to the people’s review. FOR
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THROUGH:

Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Phone 415.554.7724
Fax 415.554.7854
E-mail sotf@sfgov.org
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2300; fax (415) 581-2317; web site: sfgov.org/ethics.