AGENDA
SHELTER MONITORING COMMITTEE
POLICY SUBCOMMITTEE MEETING
June 26, 2019
4:00 – 5:00 PM
1380 Howard Street
Room 424
San Francisco, CA 94103

Roster:
Subcommittee Chair Gabriela Avalos
Subcommittee Member Diana Almanza
Subcommittee Member Stephen Irwin
Subcommittee Member Nastassia Serina
Subcommittee Member Traci Watson

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

I. MINUTES ACTION
A. October 30, 2018 Minutes Subcommittee Chair Avalos 5 min
The Subcommittee will review the draft October 30, 2018 Minutes.
Explanatory document- October 30, 2018 Draft Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Minutes.

II. OLD BUSINESS DISCUSSION/ACTION

A. NAVIGATION CENTERS Subcommittee Chair Avalos 20 min
The Subcommittee will discuss next steps regarding the implementation of Standards of Care in Navigation Centers.
Explanatory document- Proposed Navigation Center Standards of Care

B. SITE VISITS Subcommittee Chair Avalos 10 min
The Subcommittee will discuss the number of site visits conducted by the Committee.
Explanatory document- Shelter Monitoring Committee Sites, Navigation Center Site List

II. NEW BUSINESS DISCUSSION/ACTION

A. SMC FLYER Subcommittee Chair Avalos 10 min
The Subcommittee will discuss potential changes to the Shelter Monitoring Committee flyer. 

*Explanatory document- SMC Flyer*

**B. REPEAT COMPLAINTS/INFRACTIONS**

*Subcommittee Chair Avalos 10 min*

The Subcommittee will discuss procedures for addressing issues that repeatedly come up in client complaints or during site visits. 

*Explanatory document- Site Visit and Client Complaint flowcharts*

**C. POLICY SUBCOMMITTEE MEETING SCHEDULE**

*Subcommittee Chair Avalos 5 min*

The Subcommittee will discuss potential meeting times for future Policy Subcommittee meetings.

**III. INFORMATION REQUESTS**

**DISCUSSION**

**A. Information Requests**

*Subcommittee Chair Avalos*

The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.

**Adjournment**

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

*Public Comment will be heard before the proposed action.*

*Proposed Action: Approve adjournment*

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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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