



City and County of San Francisco
Shelter Monitoring Committee

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

**June 26, 2019
4:00 – 5:00 PM
1380 Howard Street
Room 424
San Francisco, CA 94103**

Present:

*Subcommittee Chair Gabriela Avalos
Subcommittee Member Stephen Irwin
Subcommittee Member Nastassia Serina*

Excused:

*Subcommittee Member Diana Almanza
Subcommittee Member Traci Watson*

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

Meeting began at 4:07 PM.

- I. MINUTES ACTION**
- A. October 30, 2018 Minutes Subcommittee Chair Avalos 5 min**
 The Subcommittee reviewed the draft October 30, 2018 Minutes.
Explanatory document- October 30, 2018 Draft Minutes
No public comment
Proposed Action: Approve Minutes.
M/S/C: Avalos/Irwin/Unanimous

- II. OLD BUSINESS DISCUSSION/ACTION**
- A. NAVIGATION CENTERS Subcommittee Chair Avalos 20 min**
 The Subcommittee discussed and voted to approve a set of Standards of Care that the Committee would monitor at the Navigation Centers.

Member Walton stated that for Standard 9, Meals on Wheels provides meals for the Navigation Center clients, although there are different options available. He stated that there was a different setup for distribution of meals at the Navigation Centers, although it would be possible to post menus in English and Spanish as well as providing a vegetarian alternative. Member Walton suggested that if there was a violation of Standard 9, that the Committee write it up and send it to

HSH to give to the contractor (Meals on Wheels). Member Walton stated that he would need to follow-up on Standard 24 to see if it would be possible for clients to be given a MUNI token and referred to a shelter reservation station.

Explanatory document- Proposed Navigation Center Standards of Care

Proposed Action: Approve Navigation Center Standard of Care and forward to the full Committee for approval

M/S/C: Irwin/Avalos/Unanimous

Navigation Center Standards of Care approved

B. SITE VISITS **Subcommittee Chair Avalos** *10 min*

The Subcommittee discussed ideas for how the Committee could address the increased workload of monitoring the Navigation Centers and additional shelter sites.

Member Walton stated that there are currently 6 Navigation Centers open, although HSH does not consider the Hummingbird location to be a Navigation Center. Member Walton stated that the Committee could propose a different set of site visit requirements to the City for the Navigation Centers, such as two unannounced and two announced visits each year instead of the four unannounced and two announced visits at the shelter programs. Member Walton also stated that the other option would be to expand the Committee.

Chair Avalos and Member Irwin described the challenges that the Committee has faced filling existing vacancies.

Member Walton suggested that the Committee explore the possibility of taking on trained volunteers that could assist with site visits.

Explanatory document- Shelter Monitoring Committee Sites, Navigation Center Site List

II. NEW BUSINESS ***DISCUSSION/ACTION***

A. SMC FLYER **Subcommittee Chair Avalos** *10 min*

This item was tabled until the next Subcommittee meeting.

Explanatory document- SMC Flyer

B. REPEAT COMPLAINTS/INFRACTIONS **Subcommittee Chair Avalos** *10 min*

This item was tabled until the next Subcommittee meeting.

Explanatory document- Site Visit and Client Complaint flowcharts

C. POLICY SUBCOMMITTEE MEETING SCHEDULE **Subcommittee Chair Avalos** *5 min*

This item was tabled until the next Subcommittee meeting.

Adjournment

No public comment

Proposed Action: Approve adjournment

M/S/C: Serina/Irwin/Unanimous

Meeting adjourned at 5:02 PM

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