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/INFRACCTIONS

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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