



City and County of San Francisco
Shelter Monitoring Committee

AGENDA
SHELTER MONITORING COMMITTEE
POLICY SUBCOMMITTEE MEETING

August 26, 2019
4:00 – 5:00 PM
1380 Howard Street
Room 417
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. June 26, 2019 Minutes** **Subcommittee Chair Avalos** *5 min*
The Subcommittee will review the draft June 26, 2019 Minutes.
Explanatory document- June 26, 2019 Draft Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Minutes.
- II. OLD 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
- II. 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

To obtain copies of the agenda, minutes, or any explanatory documents, please contact Howard Chen at 415.255.3653 or howard.c.chen@sfdph.org 72 hours before the meeting.

To obtain a disability-related modification or accommodation, including auxiliary aids or services to participate in the meeting, please contact Howard Chen at 415.255.3653 or howard.c.chen@sfdph.org at least two business days before the meeting.

To access 1380 Howard, enter on Howard Street and sign in at Navigation Desk. Take the elevator to 5th floor and proceed to the Reception Desk area who will assist you to Room 515. 1380 Howard is accessible to persons using wheelchairs and others with disabilities. Assistive listening devices are available and meetings are open-captioned. Agendas are available in large print. Materials in alternative formats, American Sign Language interpreters, and other format accommodations will be made available upon request. Please make your request for alternative format or other accommodations to the Shelter Monitoring Committee at 415.255.3647. Providing at least 72 hours notice prior to the meeting will help ensure availability.

The nearest BART station is Civic Center Plaza at the intersection of Market, Grove, and Hyde Streets. The MUNI Metro lines are the F, J, K, L, M, and N (Civic Center Station or Van Ness Avenue Station). MUNI bus lines serving the area are the 47 Van Ness, 9 San Bruno, and the 14 Mission.

The ringing of and use of cell phones, pagers, and similar sound producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager or other similar sound-producing electronic devices. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based scented projects. Please help the City to accommodate these individuals.

Know Your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. **FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE 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

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library, and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code § 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; web site: sfgov.org/ethics.