



City and County of San Francisco  
**Shelter Monitoring Committee**

**AGENDA**  
**SHELTER MONITORING COMMITTEE**  
**POLICY SUBCOMMITTEE MEETING**

**June 28, 2017**  
**4:00 PM – 5:00 PM**  
**1380 Howard Street**  
**Room 515 (5th Floor)**  
**San Francisco, CA 94103**

**Roster:**

*Subcommittee Chair Nick Kimura*  
*Subcommittee Member Lauren Kahn*  
*Subcommittee Member Leslie Bilbro*

**Excused:**

*Subcommittee Member Patrina Hall*  
*Subcommittee Member Loretta Gaines*

*Meeting called to order at 4:24 PM*

**CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS** *2 min*

- I. MINUTES** *ACTION*
- A. June 1, 2017 Minutes** **Subcommittee Chair Kimura** *5 min*  
 The Subcommittee reviewed the draft June 1, 2017 Minutes.  
*Explanatory document- June 1, 2017 Draft Minutes*  
**No public comment**  
*Proposed Action: Approve Minutes.*  
**M/S/C: Kimura/Kahn/Unanimous**  
*June 1, 2017 Minutes approved*

- II. NEW BUSINESS** *DISCUSSION/ACTION*
- A. LEGISLATION REVIEW** **Subcommittee Chair Kimura** *15 min*  
 The Subcommittee reviewed the legislation guiding the Shelter Monitoring Committee’s site visit requirements. The Subcommittee discussed potential changes to the required number of site visits and concerns that some changes would make the requirements too restrictive. The Subcommittee also discussed the possibility of increasing the number of visits if warranted by an increase in complaints or site visit infractions from the previous quarter.  
*Proposed Action: Recommend Site Visit Changes*

**Public comment:** Charles Pitts stated that he thought the Committee should have the flexibility to choose when to conduct extra site visits and asked how shelters are notified of announced site visits. Charles Pitts also suggested that the Committee should make client complaint forms available at shelter providers and other sites where shelter clients access services.

**Public comment:** Ann Jones stated that she thought that 75% of the site visits should be unannounced and suggested that the Committee visit shelters on different nights of the week.

### **Adjournment**

***Proposed Action: Approve adjournment***

**No public comment**

**M/S/C: Bilbro/Kahn/Unanimous**

***Adjournment approved at 5:25 PM***

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Administrator  
Sunshine Ordinance Task Force

City Hall, Room 244  
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