DRAFT MEETING MINUTES
SHELTER MONITORING COMMITTEE
POLICY SUBCOMMITTEE MEETING
August 26, 2019
4:00 – 5:00 PM
1380 Howard Street
Room 417
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

The meeting began at 4:04 PM. There was quorum.

I. MINUTES

A. June 26, 2019 Minutes

The Subcommittee reviewed the draft June 26, 2019 Minutes.

Explanatory document - June 26, 2019 Draft Minutes
No public comment

Proposed Action: Approve Minutes.
M/S/C: Avalos/Serina/Unanimous
June 26, 2019 Minutes Approved

II. OLD BUSINESS

A. SMC FLYER

The Subcommittee discussed potential edits to the Shelter Monitoring Committee flyer, such as changing the page orientation from landscape to portrait, removing the resource list from the main flyer, increasing the size of the font and updating the information on Drop-In Hours and Committee voicemail.

Explanatory document - SMC Flyer
No public comment

Proposed Action: Approve SMC Flyer edits
B. REPEAT COMPLAINTS/INFRACTIONS

Subcommittee Chair Avalos 10 min

The Subcommittee discussed procedures for addressing issues that repeatedly come up in client complaints or during site visits. Committee staff stated that although they are notifying the Committee and HSH of any re-occurring infractions, it is not a formal policy.

Explanatory document- Site Visit and Client Complaint flowcharts

No public comment

Proposed Action: Recommend that SMC update Policies and Procedures to require Committee staff to notify SMC and HSH whenever a program receive the same Standard of Care infraction three visits in a row.

M/S/C: Avalos/Serina/Unanimous

Recommendation approved

Chair Avalos tabled discussion of repeat issues from client complaints until the next Policy Subcommittee meeting.

Adjournment

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

No public comment

Proposed Action: Approve adjournment

M/S/C: Avalos/Serina/Unanimous

Meeting adjourned at 5:08 PM
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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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