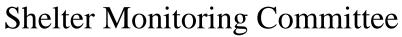
City and County of San Francisco



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 ACTION

A. June 26, 2019 Minutes

Subcommittee Chair Avalos

5 min

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

DISCUSSION/ACTION

A. SMC FLYER Subcommittee Chair Avalos 10 min

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-I- Hours and Committee voicemail. *Explanatory document- SMC Flyer*

No public comment

Proposed Action: Approve SMC Flyer edits

1380 Howard Street, First Floor San Francisco, CA 94103 www.sfgov.org/sheltermonitoring (415) 255.3642 (phone) (415) 255-3629 (fax) shelter.monitoring@sfgov.org M/S/C: Avalos/Serina/Unanimous

SMC Flyer edits approved

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

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 formator 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 maybe 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 soft@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.