



City and County of San Francisco

# Shelter Monitoring Committee

**AGENDA**  
**SHELTER MONITORING COMMITTEE**  
**POLICY SUBCOMMITTEE MEETING**  
**June 8, 2022 3:00 – 4:15 PM**  
**Via WebEx**

**Roster:**

*Subcommittee Chair Gabriela Avalos*  
*Subcommittee Member Lisa Rachowicz*

*Subcommittee Member Traci Watson*  
*Subcommittee Member Cris Plunkett*

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

*5 min*

SMC Policy Subcommittee meetings are public. Homeless and formerly homeless San Franciscans are encouraged to attend. **Public comments will be taken for each agenda item as indicated.**

**I. MINUTES**

***DISCUSSION/ACTION***

**May 2022 Minutes**

**Subcommittee Chair Avalos**

*5 min*

The Subcommittee will review and vote on whether to approve draft Minutes.

*Explanatory document – May 11, 2022 Draft Minutes*

**Public Comment will be heard before the proposed action.**

***Proposed Action: Vote to approve last month's Subcommittee Minutes.***

**II. OLD BUSINESS**

***DISCUSSION/ACTION***

**A. TRAINING FOR SHELTER STAFF**

**Member Watson**

*15 min*

The Subcommittee will continue discussing ways to promote professionalism of shelter staff and consider what proposals would be appropriate for the full Committee to consider.

**Public Comment will be heard before any proposed action.**

**III. NEW BUSINESS**

***DISCUSSION/ACTION***

**A. REPEAT COMPLAINTS/INFRACTIONS**

**Subcommittee Chair Avalos**

*15 min*

Prior to the pandemic, the Subcommittee discussed procedures for addressing issues that repeatedly come up in client complaints or during site visits.

Committee notify the Committee and HSH of any re-occurring infractions, but it is not a formal policy.

*Explanatory document- Site Visit and Client Complaint flowcharts*

**Public Comment will be heard before any proposed action.**

***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.

**B. AGENDA SETTING FOR FUTURE MEETINGS** *DISCUSSION* 10 min  
MEMBERS

Members may suggest items for future action or discussion, including goals and objectives for the 2022-2023 fiscal year.

**IV. PUBLIC COMMENT** *DISCUSSION* 5 min

Members of the public may address the Subcommittee on items of interest to the public, that are within the jurisdiction of the Subcommittee, for up to 3 minutes. With respect to an action item [denoted by “Proposed Action” after the agenda item] on the agenda, members of the public may address the Subcommittee for up to 2 minutes at the time such item is called. With respect to a discussion item [denoted by “Discussion”] on the agenda, members of the public may address the Committee for up to 1 minute at the time such item is called. Members of the public may only speak once per agenda item.

**V. ADJOURNMENT**

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

***Proposed Action:*** Approve adjournment

### Meeting Access Information

WebEx → <https://sfdph.webex.com/sfdph/onstage/g.php?MTID=ea6c9fb652fbad7ab4996d10cc60bf0ea>

Join by phone at **(415) 655-0003** (Wednesday, 6/08/22 at 3:00 PM)

Meeting ID number/access code: **2452 842 3758**

Meeting password: **SMC22**

To obtain copies of the agenda, minutes, or any explanatory documents, please contact staff at 415.255.3642 or [shelter.monitoring@sfgov.org](mailto:shelter.monitoring@sfgov.org) 72 hours before the meeting.

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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](mailto: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](http://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](http://sfgov.org/ethics).