



# Shelter Monitoring Committee

## POLICY SUBCOMMITTEE MEETING MINUTES [DRAFT]

### SHELTER MONITORING COMMITTEE

SEPTEMBER 14, 2022, 3:00 PM – 4:15 PM (VIA WEBEX)

**Present:**

*Subcommittee Member Belinda Dobbs*  
*Subcommittee Member Tomiko Eya*  
*Subcommittee Member Lisa Rachowicz*  
*Subcommittee Member Kaleese Street*

**Excused absence:**

*Subcommittee Chair Cris Plunket*

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

*5 min*

*Meeting began at 3:05 PM with a quorum. (Member Dobbs arrived after the meeting started, but there was a quorum present from the start of the meeting.)*

**I. MINUTES**

**ACTION**

**A. August 10, 2022 Minutes**

**Subcommittee**

*3 min*

The Subcommittee reviewed the draft of last month’s Minutes.

*Explanatory document- Draft Minutes*

**Public Comment:** None

**Proposed Action:** *Approve Draft Minutes*

**M/S/C:** *Eya/Rachowicz/all present voted in favor - draft Minutes approved*

**II. OLD BUSINESS**

**DISCUSSION/ACTION**

**A. FREQUENCY OF SHELTER INSPECTIONS**

**Members**

*10 min*

Discussed ways to increase inspections capacity, specifically whether to request a reduction in frequency (two unannounced and one announced) for smaller shelters or those with fewer complaints, with an eye toward making it realistic to bring Navigation Centers into the fold.

**Member comments:** Tomiko supports cutting back for low complaint sites, if the frequency would rise if complaints rise. Member Street agrees. Member Creech said it is vital to include Navigation Centers if possible. Member Rachowicz hopes new shelters (similar to those already covered) that open up can be included. Leadership meetings with HSH will be reintiated.

**Public comment** None

**Proposed Action:** *Present this idea to the full Committee*

**M/S/C:** *Eya/Street/all present were in favor*

*Motion approved*

**B. TRAINING FOR SHELTER STAFF**

**Member Street**

*10 min*

Continuing discussion of ways to encourage more and better training sooner for shelter staff. Member Street has agreed to take the lead on this. The shelter training manual is 18 years old and implies that key training may be done only after several months. Training on key subjects should be accelerated.

**Member comments:** Member Rachowicz notes that sites cannot realistically do everything in the first few weeks of employment. Also, there can be a cost consideration.

**Public Comment:** None

- C. OTHER OUTDATED STANDARDS OF CARE** **Members** 10 min  
The subcommittee discussed whether SOCs, e.g., 24 (DOS after 5PM) or 29 (7-night minimum), require update. Upon consideration, it was thought best to leave the Standards (including those that were explicitly considered) alone for the time being.  
**Public Comment:** None

**III. NEW BUSINESS** *DISCUSSION/ACTION*

**A. SCHEDULE SHELTER INSPECTIONS**

**Members** 10 min

Members were reminded that several inspections are scheduled, and they are encouraged to attend for training purposes.

**B. WINTER BREAK**

**Subcommittee** 10 min

Discussed whether to put a motion before the full Committee calling for no meetings in the month of December.

**Public comment:** None

**Proposed Action:** *Send this motion to the full Committee for review and vote.*

**M/S/C:** Street/ Dobbs/unanimous - *motion approved*

**V. AGENDA SETTING FOR FUTURE MEETINGS** *DISCUSSION*

**MEMBERS** 5 min

Start scheduling regular DPH/HSH/SMC Leadership meetings

**IV. PUBLIC COMMENT** 5 min

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**Public comment:** None

**V. ADJOURNMENT**

**Proposed Action:** *Approve adjournment*

**M/S/C:** Dobbs/Street/unanimous *Meeting adjourned at 4:10 PM*

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Fax 415.554.7854  
E-mail [sof@sfgov.org](mailto:sof@sfgov.org)

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Action Item	Assigned To
Comment on inspections forms for Navigation Centers.	Assigned to Member Rachowicz