



# Shelter Monitoring Committee

POLICY SUBCOMMITTEE MEETING MINUTES [DRAFT]  
SHELTER MONITORING COMMITTEE  
OCTOBER 12, 2022, 3:00 PM – 4:15 PM (VIA WEBEX)

**Present:**

*Subcommittee Chair Cris Plunket*  
*Subcommittee Member Belinda Dobbs*  
*Subcommittee Member Lisa Rachowicz*  
*Subcommittee Member Kaleese Street*

**Excused absence:**

*Subcommittee Member Tomiko Eya*

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

*5 min*

*Meeting began at 3:05 PM with a quorum.*

**I. MINUTES**

**ACTION**

**A. September 2022 Minutes**

**Subcommittee Chair Plunkett**

*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:** *Dobbs/Rachowicz/unanimous - draft Minutes approved*

**II. OLD BUSINESS**

**DISCUSSION/ACTION**

**A. FREQUENCY OF SHELTER INSPECTIONS**

**Subcommittee Chair Plunkett**

*5 min*

Discussed language whereby frequency of inspections could be adjusted.

**Member comments:** Member Rachowicz asked which sites would be impacted. Staff believes it will be most of the family shelters. (It is hard for the large shelters to avoid receiving more than one complaint or three findings during inspections over the course of a year.)

**Public comment** None

**Proposed Action:** *Present this language to the full Committee for approval*

**M/S/C:** *Street/Dobbs/unanimous – proposed language will go to the full Committee*

**B. NAVIGATION CENTERS – NEXT STEPS**

**Subcommittee Chair Plunkett**

*10 min*

Continuing discussion of what next steps should be to initiate inclusion of the Navigation Centers into SMC processes. HSH can invite SMC to the Navigation Center monthly meeting as early as November to “meet and greet” and ask questions. Navigation Center managers should be asked for their input. Perhaps SMC staff can begin taking complaints in January. This should be brought to the full Committee for approval and/or feedback.

**Member comments:** Lisa Rachowicz thinks the draft inspection forms are okay.

**Public Comment:** None

**C. SCHEDULING SHELTER INSPECTIONS**

**Subcommittee Chair Plunkett**

*5 min*

The subcommittee discussed the need for Members to begin doing inspections.

**Public Comment:** None

### III. NEW BUSINESS

#### DISCUSSION/ACTION

Members

10 min

#### A. RETURN TO PRE-PANDEMIC SHELTER CAPACITY

HSH reports that shelters did not in general reduce staff in response to the COVID pandemic, i.e., there was no budget reduction. All programs are aware reinflation is happening. It being done prudently/ slowly. Adult shelters will not go back to pre-COVID capacity (yet). Family shelters are also not going to see capacities ramped up anytime soon. HSH is looking to enhance case management staff to achieve a 1/25 ratio over the next few months. SIP guests are moving into housing, except last-minute entrants, many of whom will likely go to emergency shelters. No one will be exited to the street. HSH is still following the California Department of public health guidance on the spacing of shelter beds.

**Public Comment:** None

#### B. COMPANION ANIMALS

Subcommittee Chair Plunkett

12 min

The ability to keep a companion animal is a big concern for many shelter clients. The only documents shelters should be asking for our immunizations. HSH has a policy in the adult congregate shelter manual. It might be appropriate to augment SOC #8.

**Member Comment:** Member Dobbs spoke in favor of posting rules at shelters. Member Street said policies of shelters and HSH rules need to be clear to all stakeholders. If a doctor's note is no longer required, shelters need to know this. Chair Plunkett suggested augmentation of the SMC shelter inspection forms. Member Rachowicz agreed posting would be reasonable and stated that all sites should have written policies/agreements in place. If a pet harms anyone, the incident will be reported to animal control. Both guests with allergies and pet "owners" needs to be accommodated. Sites have customized protocols, i.e., depending on the facilities/resources they have available. HSH has a matrix showing what each shelter offers/allows.

**Public Comment:** None

**Proposed Action:** Ask HSH for more information, including the approved policy on animals.

**M/S/C:** Street/Dobbs/unanimous

### IV. AGENDA SETTING FOR FUTURE MEETINGS

#### DISCUSSION

MEMBERS

5 min

Nav Center planning; review animal policies; posting of animal rules

### V. PUBLIC COMMENT

3 min

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**Public comment:** None

### VI. ADJOURNMENT

**Proposed Action:** Approve adjournment

**M/S/C:** Dobbs/Rachowicz/unanimous - Meeting adjourned at 4:02 PM

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Action Item	Assigned To
Share HSH minimum requirements vis-à-vis animals.	Member Rachowicz