



City and County of San Francisco
Shelter Monitoring Committee

AGENDA
SHELTER MONITORING COMMITTEE
POLICY SUBCOMMITTEE MEETING
July 10, 2024, 3:00 – 4:15 PM
Via WebEx

Roster:

Subcommittee Chair Kaleese Street
Subcommittee Member Belinda Dobbs

Subcommittee Member Britt Creech

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS **Chair Street** *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 2024 Minutes (There was no quorum in June) **Chair Street** *3 min*
The Subcommittee will review and vote on whether to approve draft Minutes.
Explanatory document – Minutes draft
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. GRIEVANCES & SMC COMPLAINTS **Chair Street** *10 min*
The Subcommittee will discuss on-site shelter comment/complaint boxes and continue considering the ideas set forth by Member Ross.
Public Comment will be heard.
Proposed Action: Arrive at specific recommendations for the full Committee.
Explanatory documents – Grievance Process Draft by Member C-J Ross

B. TRAINING FOR SHELTER STAFF **Chair Street** *10 min*
Discuss possible changes in the order of the training that new shelter employees receive. Possible scheduled date for a subcommittee meeting directly related to training uniformity.
Public Comment will be heard.
Proposed Action: Consider recommendations for the full Committee.

C. POSTCARDS AND SMC FLYERS **Members** *10 min*
Members will discuss approaches to take to ensure that SMC information is not lost in a mass of other postings at shelters. An informational invitation postcard will be considered.
Public Comment will be heard.

D. MEALS AND NUTRITION

Members 10 min

Members will discuss how sites might offer or otherwise help clients to get three meals per day. Additionally, concerns have been expressed about those who may require meals tailored to address their medical needs.

Public Comment will be heard.

III. NEW BUSINESS

DISCUSSION/ACTION

A. MEMBER HELP IN INVESTIGATIONS

Members 10 min

Members will discuss how and when they would like to be involved in investigations, especially when the allegations are serious. Public Comment will be heard.

Public Comment will be heard before any action.

IV. GENERAL PUBLIC COMMENT

DISCUSSION 10 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://sfgov.webex.com/sfgov/j.php?MTID=m8978b19c027f0ade3ae3c556cef078fc>

Join by phone at **(415) 655-0001** (Wednesday, 7/10/24 at 3:00 PM)

Meeting ID number/access code: **2492 510 8778**

Meeting password: **SMC24**

To obtain copies of the agenda, minutes, or any explanatory documents, please contact staff at 628-652-8080 or shelter.monitoring@sfgov.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 staff at 628-652-8080 or shelter.monitoring@sfgov.org at least two business days before the meeting.

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

440 Turk Street, First Floor
San Francisco, CA 94102

www.sf.gov/departments/shelter-monitoring-committee

(628) 652.8080 (phone)

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 soff@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.

440 Turk Street, First Floor
San Francisco, CA 94102
www.sf.gov/departments/shelter-monitoring-committee

(628) 652.8080 (phone)