



City and County of San Francisco
Shelter Monitoring Committee

POLICY SUBCOMMITTEE MEETING MINUTES
 SHELTER MONITORING COMMITTEE
 AUGUST 14, 2024, 3:00 PM – 4:15 PM
 [DRAFT]

Present:

Subcommittee Chair Kaleese Street
Subcommittee member Belinda Dobbs

Subcommittee Member Britt Creech

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS *5 min*
Meeting began at 3:07PM, with a quorum.

- I. MINUTES** *ACTION*
- A. July 2024 Minutes** **Subcommittee Members** *10 min*
 The Subcommittee reviewed the draft Minutes.
Explanatory document - Draft Minutes
Public Comment: None
Proposed Action: *Approve Draft Minutes*
M/S/C: *Unanimous - Minutes approved*

II. OLD BUSINESS *DISCUSSION/ACTION*

- A. TRAINING FOR SHELTER STAFF** **Chair Street** *15 min*
 Members think the 2004 Shelter Training Manual needs significant redesign to make it more impactful and efficient. Perhaps the first three chapters could be mor succinct/merged. Chapter 8 material should be covered in the first three months on the job. Chapter 6 and 7 material should also be prioritized and completed relatively early in the tenure of shelter staff. Important elements may not be shared with news employees for close to a year after they are hired. Harm reduction should have its own chapter. The ADA appears to need more attention.
Member comments: Member Creech suggests that HSH consider getting professional consultants involved in the update of the manual. Chair Street feels key training should be done in at most six months.
Proposed Action: *Ask full Committee to approve a draft letter to HSH to convey suggestions*
M/S/C: *Unanimous - Approved*
- B. POSTCARDS AND SMC FLYERS** **Chair Street** *5 min*
 We do want sheltered guests to see SMC as non-judgmental and approachable. If we use images of anyone, consent should be obtained.
- C. MEALS AND NUTRITION** **Chair Street** *5 min*
 Shelters should be polled to see which offer a third meal.

III. NEW BUSINESS

DISCUSSION

A. WHAT ELSE SHOULD SMC BE PRIORITIZING?

Chair Street

5 min

Members suggest continuing to work through the Shelter Training Manual.

IV. PUBLIC COMMENT

10 min

Members of the public may address the Committee on items that are within the subject matter jurisdiction of the Committee.

Public Comment: Members discussed Vanguard Lab, a new harm reduction based creative art space that is welcoming to BIPOC.

V. ADJOURNMENT

Proposed Action: Approve adjournment

M/S/C: Street/Creech/unanimous - Meeting adjourned at 4:15 p.m.

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Sunshine Ordinance Task Force
City Hall, Room 244
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Phone 415.554.7724
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Action Item	Assigned To
Look into adding a QR code to SMC flyers	Staff
Work on budget projections.	Member Ross