



City and County of San Francisco
Shelter Monitoring Committee

POLICY SUBCOMMITTEE MEETING MINUTES
 SHELTER MONITORING COMMITTEE
 OCTOBER 9, 2024, 3:00 PM – 4:15 PM
 [DRAFT]

Present:

*Subcommittee Chair Kaleese Street
 Subcommittee member Belinda Dobbs*

Absent:

Subcommittee Member Britt Creech

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS *5 min*
Meeting began at 3:17PM, with a quorum.

I. MINUTES

ACTION

A. September 2024 Minutes **Subcommittee Members** *8 min*

The Subcommittee reviewed the draft Minutes.

Explanatory document - Draft Minutes

Public Comment: Azeen Z. stated Meals on Wheels is looking for a new Executive Director.

Proposed Action: *Approve Draft Minutes*

M/S/C: *Dobbs/Street/Unanimous - Minutes approved*

II. OLD BUSINESS

DISCUSSION/ACTION

A. TRAINING FOR SHELTER STAFF **Chair Street** *20 min*

Members approved the draft memo to HSH (signed and submitted early in November). Chair Street suggested it is not necessary to pursue this further for now. Member David pointed out how long it has been since this material was updated. It would be a good idea to budget for and ensure that shelters provide more in-person training. Also, tracking/verifying in-house training done by the “one certified food handler” is not practical. Management is busy and there is a lot of staff turnover. This almost guarantees people will handle food without adequate training. Member Street expressed the hope that shadowing and mentoring can work. And City College offers a Health Worker certification. Member Dobbs feels it would be better if “across-the-board” City training was required prior to employees taking on a full workload.

Public Comment: Azeen Z. thinks shelter managers needs better/more support. Some may “get too much into the weeds,” but generally staff are hungry for more leadership. The City should offer directors and Assistant Directors additional help. Staffer McFarlin expressed the opinion that some shelters provide very good training. Some would be well positioned to share their methods with other teams. For example, Compass Family keeps very good documentation of the training that has been provided to staff, and Larkin Street Youth has a unit dedicated to providing training. Member Dobbs thinks this might be why their employee retention is good.

B. MEALS AND NUTRITION

Chair Street 10 min

Many clients complain about meals. Member Dobbs got a complaint that requests for dietary modifications are not being met. Meals on Wheels should be able to provide meals covering a variety of special diets. At the same time, it is recognized that some clients have unrealistic expectations. Some accommodation requests are not specific/actionable. Member David agreed that some requests are seen as beyond what the shelter can be reasonably expected to satisfy. Chair Street suggested that shelters need to have a clear understanding of what kind of requests are within reason.

Public Comment: None

C. LAUNDRY

Chair Street 5 min

Member David thinks the mesh bag idea is excellent when there is a laundry room on site.

Public Comment: None

III. NEW BUSINESS

DISCUSSION

A. INVITING SPEAKERS

Chair Street 10 min

Members invite public comment, asking, “tell us what you do well.” Chair Street suggests handing out a contact card to those present at our next meeting (to encourage them to get on schedule to do a brief presentation). We should take this idea to the full Committee.

Public Comment: None

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: Azeen ZiaEbrahimi is “big on metrics.” There should be more granularity in the One System, e.g., “there are only four categories” in the race and ethnicity field.

V. ADJOURNMENT

Proposed Action: *Approve adjournment*

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

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Action Item	Assigned To