AGENDA
SHELTER MONITORING COMMITTEE POLICY SUBCOMMITTEE MEETING
August 9, 2023, 3:00 – 4:15 PM
Via WebEx

Roster:
Chair Diana Almanza
Guest Committee Members
Subcommittee Member Belinda Dobbs
Subcommittee Member Kaleese Street

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS
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**

**June 2023 Minutes**

The Subcommittee will review and vote on whether to approve draft Minutes. Note that there was no meeting in July.

*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. BYLAWS – CONFLICT OF INTEREST?

**Members**

The Subcommittee will discuss whether to re-solicit feedback from the City Attorney’s office as to whether there may be a real or perceived conflict of interest entailed in employees of a department inspecting or investigating a shelter that has a contract with the department that employs them, and, if so, how the Committee could best address this.

*Explanatory documents – Bylaws draft, Draft memo to City Attorney*

Public Comment will be heard.

*Proposed Action: Recommend that the full Committee consider the draft memo*

III. NEW BUSINESS

**DISCUSSION/ACTION**

A. EDITS TO ADMINISTRATIVE CODE

**HSH, SMC Staff**

Should the specific delineation of how the frequency of inspections is determined be set forth in the bylaws or some other place amenable to edit by the SMC (rather than in the Administrative Code)?

*Explanatory documents – Administrative Code draft*

Public Comment will be heard.

*Proposed Action: Make a recommendation to the full Committee.*
B. NEW SUBCOMMITTEE CHAIR  

**DISCUSSION**  

**MEMBERS 10 min**

Members will volunteer to become the new Chair of the Subcommittee and the SMC Chair will thank them for their willingness to take on the responsibilities of leadership. The actual appointment may be done immediately or during the SMC meeting scheduled for August 16. Public Comment will be heard.

IV. PUBLIC COMMENT  

**DISCUSSION 5 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**

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Join by phone at (415) 655-0001  (Wednesday, 8/9/23 at 3:00 PM)  

Meeting ID number/access code: 2488 175 5755  

Meeting password: SMC23

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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  
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.

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