



City and County of San Francisco  
**Shelter Monitoring Committee**

**MEMO**

To Lisa Rachowicz  
City & County of San Francisco

The Shelter Monitoring Committee (SMC) would like to see training records for all City shelters.

Is this possible within the next two months? To be more specific, the Committee is looking for a breakdown by employee start date with dates upon which individual employees received what training. Descriptions of the classes/training would be helpful, as well. Members are hoping to determine whether staff at any shelters are working for significant periods without the benefit of key training.

Your attention to this matter would be greatly appreciated.

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Diana Almanza, SMC Chair

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Date