



City and County of San Francisco
Shelter Monitoring Committee

POLICY SUBCOMMITTEE MEETING MINUTES
 SHELTER MONITORING COMMITTEE
 OCTOBER 11, 2023, 3:00 PM – 4:15 PM (VIA WEBEX)

Present:

Subcommittee Chair Kaleese Street
Subcommittee Member Britt Creech

Subcommittee Member Belinda Dobbs

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS *5 min*
Meeting began at 3:08 PM, with a quorum.

- I. MINUTES** *ACTION*
- A. September 2023 Minutes** **Subcommittee Chair** *5 min*
- The Subcommittee reviewed the draft of last month’s 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 RECORDS REQUEST TO HSH** **Subcommittee Chair** *15 min*
- The Subcommittee discussed information from HSH about training. Members should request training logs in conjunction with every visit.
Member Comment: Chair Street pointed out that a training timeline would be good, to help assess whether staff are being trained in key skills relatively early in their tenure. Cultural humility needs to be taught early. CPR should be looked for, too. SMC can serve as a needed “check and balance.” Member Creech, despite experience as a site manager, does not recognize the log HSH provided. Presumably it is mostly for HSH use. The City (HSH) provides ADA and grievance training. CBOs are responsible for the rest. Some CBOs may not do all they should, e.g., practice harm reduction (i.e., some do not believe it is a good approach). The goal is to improve performance, i.e., that training not be merely performative. Often the numbers (statistics) do not reflect reality. The SMC can make positive changes if we are thorough in our inspections. Finally, we would want the role of the employee, not just their name, on the log.
Public Comment: S. Barr has seen the log. It is useful. It could be improved with links and timelines. He notes that HSH program managers audit shelters for training.
Proposed Action: *Ask the full Committee to approve the draft memo*
M/S/C: *Street/Creech/unanimous – motion approved*

- III. NEW BUSINESS** *DISCUSSION/ACTION*
- A. EDITS TO BYLAWS** **HSH, SMC Staff** *10 min*
- The subcommittee looked at the proposed Bylaw revisions.
Explanatory documents – Bylaw and Administrative Code draft

Proposed Action: Make a Recommendation to the full Committee.
M/S/C: Creech/Street/unanimous

IV. PUBLIC COMMENT

3 min

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Public Comment: None

V. ADJOURNMENT

Proposed Action: Approve adjournment

M/S/C: Street /Creech/ unanimous - Meeting adjourned at 4:00 PM

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Action Item	Assigned To
Post info from HSH on training and transfers	Staff