



# City and County of San Francisco

## Sunshine Ordinance Task Force Complaint Committee

City Hall  
1 Dr. Carlton B. Goodlett Place,  
Room 244  
San Francisco, CA 94102-4689

### Meeting Minutes

Members: Dean Schmidt (Chair), Laura Stein, and Saul Sugarman

Clerk: Victor Young  
(415) 554-7724 ~ [sotf@sfgov.org](mailto:sotf@sfgov.org)

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Tuesday, April 21, 2026

5:30 p.m.  
Regular Meeting

City Hall, Room 408

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1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES (00:01:24)**

The meeting was called to order at 5:33 p.m. On the call of the roll, Chair Schmidt, Vice-Chair Stein, and Member Sugarman were noted present. Administrator Victor Young was present. There was a quorum.

2. **Approval of the March 17, 2026, Sunshine Ordinance Task Force Complaint Committee Regular Meeting minutes. (00:2:19)**

**ACTION: Moved by Vice Chair Stein Steim, seconded by Chair Schimdt, to approve the March 17, 2026 Complaint Committee Minutes as amended.**

Public Comment: None.

The motion **PASSED** by the following vote:

Ayes: 3 – Schmidt, Stein, Sugarman

Noes: 0 – None

Absent: 0 – None

3. **Public Comment: Members of the public may address the Committee on matters that are within the Committee's jurisdiction but not on today's agenda. (00:05:35)**

Speakers: None.

4. **File No. 26027: Complaint filed by Erin Williams against San Francisco Human Services Agency for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.25, by failing to respond to an immediate disclosure request in a timely and/or complete manner. (06:19:00)**

Erin Williams (Petitioner) was not present.

Michelle Berry, Assistant Custodian of Records, Human Services Agency (Respondent) was present.

A question-and-answer period occurred.

**Action: Moved by Chair Schimdt, seconded by Vice-Chair Stein, to close the file pursuant to SOTF Complaint Procedure C(7)(b) for a failure to appear).**

Public Comment: None. [REDACTED]

The motion **PASSED** by the following vote:

Ayes: 3 - Schmidt, Stein, Sugarman  
Noes: 0 - None  
Absent: 0 - None

5. **File No. 26028:** Complaint filed by Kathleen Quigley against San Francisco Department of Public Health for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21, by failing to respond to a public records request in a timely and/or complete manner, Section 67.26, by failing to keep withholdings to a minimum, and Section 67.7, by failing to post an agenda at least 72 hours before a regular meeting containing a meaningful description of each item of business to be transacted or discussed at the meeting. (01:42:00)

Kathleen Quigley (Petitioner) was not present.

Victor Lim, Assistant Director of Public Affairs, Department of Public Health (Respondent) was present.

**Action: Moved by Chair Schimdt, seconded by Vice-Chair Stein, to close the file pursuant to SOTF Complaint Procedure 7b (failure to appear).**

Public Comment: None. None.

The motion **PASSED** by the following vote:

The motion **PASSED** by the following vote:

Ayes: 3 – Schmidt, Stein, Sugarman  
Noes: 0 – None  
Absent: 0 - None

6. **File No. 26034:** Complaint filed by Lukas Illa against the San Francisco Sheriff's Office for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21, by failing to respond to a public records request in a timely and/or complete manner. (00:08:19)

Lukas Illa (Petitioner) provided an overview of his position and stated that he requested records regarding the Sobering Center/Reset Center. Mr. Illa stated the only records he received were the Board of Supervisor documents related to the approval of the related legislation. Mr. Illa stated that the requested funding proposal was not provided. Mr. Illa requested communications from January 1, 2025, to present date.

Alison Lambert, Legal Assistant, Sheriff's Office (Respondent) provided an overview of the department's position and stated that that 17 documents were provided prior to closing the request. Ms. Lambert stated that she was not aware of the follow-up request and requested time to work with the Petitioner.

A question-and-answer period occurred.

**Action: Moved by Vice-Chair Stein, seconded by Chair Schimdt, to find that the Task Force has jurisdiction, and the requested records are public, and referred the matter to the Sunshine Ordinance Task Force Consent Calendar with the recommendation to find a violation of Administrative Code 67.21(b) by failing to respond to a public records request in a timely and/or complete manner and order production pursuant to 67.21(e). The Complaint Committee requested that the matter be referred to a committee for follow-up to ensure records are released. The Complaint Committee noted that the Respondent acknowledged that documents were not provided in a timely and/or complete manner and that future documents should be provided on a rolling basis.**

Public Comment: The speaker expressed concern over the liability of the Reset Center.

The motion **PASSED** by the following vote:

Ayes: 3 – Schmidt, Stein, Sugarman  
Noes: 0 – None  
Absent: 0 – None

7. **File No. 26035:** Complaint filed by Grant Review against the Department of Homelessness and Supportive Housing for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21 and 67.25, by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner. (00:00:00)

Grant Review (Petitioner) provided an overview of the position and stated that partial production was provided prior to closing their file. Grant Review stated that they requested the request for records be reopened or that the department provided a certification that the requested documents do not exist.

Davares Robinson, Department of Homelessness and Supportive Housing (Respondent) provided an overview of the department's position and stated that that the request for records was amended. Mr. Robinson stated that a list was created to responded to the

records request. Mr. Robinson stated that all records were provided that Public Health is the holder of a portion of the requested records. Mr. Robinson acknowledged that the records were not provided in a timely and/or complete manner.

A question-and-answer period occurred.

**Action: Moved by Chair Schimdt, seconded by Vice-Chair Stein, to find that the Task Force has jurisdiction, and the requested records are public, and referred the matter to the Sunshine Ordinance Task Force Consent Calendar with the recommendation to find a violation of Administrative Code 67.21(b) by failing to respond to a public records request in a timely and/or complete manner and order production pursuant to 67.21(e). The Complaint Committee request the matter be referred to committee for follow-up to ensure records are released. The Complaint Committee noted that the Respondent acknowledged that documents were not provided timely and/or complete manner and future documents.**

**The Complaint Committee Requests that the following documents be provided: Operating contract for the following facilities: Medical Respite Center, Hope House, Civic Center Motor Inn, and any records of complaints received from any facilities covered by the public records request.**

Public Comment: None.

The motion **PASSED** by the following vote:

Ayes: 3 – Schmidt, Stein, Sugarman

Noes: 0 – None

8. **File No. 26037:** Complaint filed by Grant Review against the Department of Homelessness and Supportive Housing for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21 and 67.25, by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner. (01:12:40)

Grant Review (Petitioner) provided an overview of the position and stated that on November 30<sup>th</sup> a request was submitted for the mandatory Annual Monitoring Plan related to contractors. Grant Review stated that the Department stated that they did not have records related to the request.

Davares Robinson Department of Homelessness and Supportive Housing (Respondent) provided an overview of the department's position and stated that responsive records were provided but did not have records responsive to certain requests (Annual Monitoring Plan). Mr. Robinson stated that the department did follow-up for clarification and provided information as to why the department did not have certain records.

A question-and-answer period occurred.

**Action: Moved by Chair Schimdt, seconded by Member Sugarman, to find that the Task Force has jurisdiction, and the requested records are public, and to refer the matter to the Sunshine Ordinance Task Force for hearing for possible consideration of violation of Administrative Code, Section 67.21(b)(c), for failure to provide assistance.**

Public Comment: None.

The motion **PASSED** by the following vote:

Ayes: 3 – Schmidt, Stein, Sugarman

Noes: 0 – None

9. **File No. 26039:** Complaint filed by Kathleen Quigley against the Department of Public Health for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21 and 67.25, by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner. (1:45:11)

Kathleen Quigley (Petitioner) was not present.

Victor Lim, Assistant Director of Public Affairs, Department of Public Health (Respondent) was present.

**Action: Moved by Chair Schimdt, seconded by Member Sugarman, to close the file pursuant to SOTF Complaint Procedure C(7)(b) (failure to appear).**

Public Comment: None. None.

The motion **PASSED** by the following vote:

Ayes: 3 – Schmidt, Stein, Sugarman

Noes: 0 – None

Absent: 0 – None

10. **File No. 26041:** Complaint filed by Anmarie against the Fine Arts Museums Board of Trustees for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21 and 67.25, by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner. (01:46:47)

Anmarie (Petitioner) was not present.

Jason Seifer, Fine Arts Museums Chief Financial Officer and Interim Chief Administrative Office (Respondent) submitted a request for Continuance via email.

**Action: Moved by Chair Schimdt, seconded by Vice-Chair Stein, to continue the matter to the call of the Chair.**

Public Comment: None.

The motion **PASSED** by the following vote:

Ayes: 3 – Schmidt, Stein, Sugarman

Noes: 0 – None

Absent: 0 - None

11. **Hearing re Advancing Sunshine Ordinance Task Force Section 67.30 Roles. (02:50:52)**

The committee discussed the matter.

Public Comment: None.

No Actions Taken.

12. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Complaint Committee. (02:04:01)**

No items presented.

Public Comment: None.

No Actions Taken.

13. **ADJOURNMENT (02:04:51)**

There being no further business the meeting was adjourned at 7:37 p.m.

**APPROVED:** \_\_\_\_\_  
**Sunshine Ordinance Task Force  
Complaint Committee**

N.B. The Minutes of this meeting set forth all actions taken by the Complaint Committee on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.

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