



SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO

DRAFT MINUTES

Hearing Room 406
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

December 13, 2012 – 5:30 PM

Special Meeting

Members: David Pilpel (Chair), Todd David,
Suzanne Manneh, Bruce Oka

1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES.

The meeting was called to order at 5:36 pm. Member Oka was noted absent. There was a quorum.

2. Committee Work Plan, Goals, and Assignments.

Chair Pilpel discussed the need to work on pending items and unfinished business before the Sunshine Ordinance Task Force and which pending items should be referred to subcommittees.

Chair Pilpel discussed the need for the Education Outreach and Training Committee to adopt past minutes.

Chair Pilpel discussed the need for the Education Outreach and Training Committee to work specifically with the Police Dept to help the department develop procedures to comply with the Sunshine Ordinance.

Chair Pilpel expressed his desire for the Education Outreach and Training Committee to be proactive with City agencies, community partners, and the public to encourage and educate these different groups about the Sunshine Ordinance.

Chair Pilpel stated that the Sunshine Ordinance Task Force website needs to be updated to be useful and more user friendly.

Chair Pilpel stated that ideally all City departments should have Sunshine Ordinance information uniformly displayed. Furthermore, he commented that best practices should be followed, modeled and taught to different City agencies.

Members David and Manneh were in agreement with Chair Pilpel on these items.

The Following Responsibilities were assigned to Education Outreach and Training Committee members:

Chair Pilpel--Outreach to the City Family

Member Manneh--Outreach to the news media

Member David--Outreach to the general public

Member Oka-- Outreach to the disabled community

Outreach to CBOs and Community Groups should be a shared responsibility of all members of the Education Outreach and Training Committee.

The committee held a short discussion regarding whether the Sunshine Ordinance Task Force should be covered by SFGTV. It was agreed that the Education Outreach and Training Committee should research the costs and have further discussions surrounding the positives and negatives of the issue.

Chair Pilpel mentioned that non-city bodies and agencies (non-profits) subject to 12-L should be discussed at a future Education Outreach and Training Committee meeting.

Chair Pilpel mentioned that technology is an issue that should be discussed at a future Education Outreach and Training Committee meeting.

The Education Outreach and Training Committee was in agreement that ideally future meetings would be held on a day, Monday through Thursday, with Thursday being preferred; the later the start time, the better for Education Outreach and Training Committee members.

3. Public Comment.

There were no speakers.

4. ADJOURNMENT

There being no further business, the Education, Outreach and Training Committee adjourned at the hour of 6:37 pm.

Agenda Item Information

Each item on the agenda may include: 1) Department or Agency cover letter and/or report; 2) Public correspondence; 3) Other explanatory documents. For more information concerning agendas, minutes, and meeting information, such as these document, please contact the SUNSHINE ORDINANCE TASK FORCE Clerk, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102.

Audio recordings of the meeting of the Sunshine Ordinance Task Force are available at:
<http://www.sfbos.org/index.aspx?page=9811>

For information concerning Sunshine Ordinance Task Force please contact by e-mail [Sunshine Ordinance Task Force@sfgov.org](mailto:SunshineOrdinanceTaskForce@sfgov.org) or by calling (415) 554-7724.

Public Comment

Public Comment will be taken before or during the Committee's consideration of each agenda item. Speakers may address the Task Force for up to three minutes on that item. During General Public Comment, members of the public may address the Task Force on matters that are within the Task Force's jurisdiction and are not on the agenda. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the official file.

Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Each member of the public who is unable to attend the public meeting or hearing may submit to the City, by the time the hearing begins, written comments regarding the subject of the meeting or hearing;. These comments will be made a part of the official public record.

Hearing Procedures

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| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| | Other parties of Complainant present facts and evidence | Up to 3 minutes each |
| 2. | City responds | 5 minutes |
| | Other parties of City respond | Up to 3 minutes each |
| | <i>Above total speaking times for Complainant and City to be the same.</i> | |
| 3. | Matter is with the Task Force for discussion and questions. | |
| 4. | Respondent and Complainant presents clarification/rebuttal | 3 minutes |
| 5. | Matter is with the Task Force for motion and deliberation. | |
| 6. | Public comment (Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 7. | Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.) | |

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

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the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 6, 9, 19, 21, 47, 49, 71, and 71L. For more information about MUNI accessible services, call (415) 701-4485. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. Accessible curbside parking is available on Dr. Carlton B. Goodlett Place and Grove Street.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the SUNSHINE ORDINANCE TASK FORCE Clerk at (415) 554-7724 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions 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 (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact: Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102; phone (415) 554-7724; fax (415) 554-7854; or email [Sunshine Ordinance Task Force@sfgov.org](mailto:SunshineOrdinanceTaskForce@sfgov.org).

Citizens may obtain a free copy of the Sunshine Ordinance by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfbos.org/sunshine>.

Cell Phones, Pagers and Similar Sound-Producing Electronic Devices

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 581-3100; fax (415) 252-3112; web site www.sfgov.org/ethics.