



**SUNSHINE ORDINANCE TASK FORCE**  
**Rules Committee**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**MINUTES**

**Hearing Room 408**  
**City Hall, 1 Dr. Carlton B. Goodlett Place**  
**San Francisco, CA 94102-4689**

**January 20, 2015 – 4:00 PM**

**Regular Meeting**

**Members:** Louise Fischer (Chair), Fiona Hinze, Mark Rumold

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

The meeting was called to order at 4:03 p.m. Member Hinze was noted absent. There was a quorum. Member Hinze was noted present at 4:25 p.m.

There were no requests for agenda changes.

**2. Adoption of September 16, 2014, Rules Committee minutes.**

**Member Rumold, seconded by Member Fischer, moved to adopt the Rules Committee September 16, 2014, meeting minutes.**

Public Comment:  
None.

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

Ayes: 2 - Rumold, Fischer  
Noes: 0 - None  
Absent: 1 - Hinze

3. **File No. 14030: Sunshine Ordinance Task Force (SOTF) By-laws and Complaint Procedures – Review and Possible Amendments.**

The hearing regarding the Sunshine Ordinance Task Force By-laws and Complaint Procedures will include but not be limited to the following topics/proposals:

- a. Complainant “No-Show Policy“ *and SOTF Actions*
- b. Complaint Committee procedure and assignments
- c. City Attorney memo distribution
- d. Hearing complaints without the Complainant
- e. Approval of minutes policy
- f. General updates
- g. Closing files due to lack of communication or attendance at hearing
- h. Documentation deadline

Victor Young, SOTF Administrator, provided a summary of previous recommendations to the By-Laws and Complaint Procedures discussed by the Rules Committee.

**Public Comment:**

Thomas Picarello requested additional time to review and evaluate the proposed amendments. Mr. Picarello also expressed concern with providing the Task Force Administrator too much authority. He also requested additional time to review and evaluate the proposed amendments to the Complaint Procedures. Paula Datesh objected to providing the Task Force Administrator too much authority.

**Member Hinze, seconded by Member Rumold, moved to refer the proposed amendments to the Task Force By-laws and Complaint Procedures to the February 4, 2015, Task Force meeting for additional review and approval.**

**The motion PASSED without objection.**

4. **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.

**Speakers:**

Paula Datesh commented on the Arts Commission’s failure to comply with their own policies and procedures.

5. **Announcements, Comments, Questions, and Future Agenda Items.**

Member Rumold suggested that a policy be created requiring the departments to include in their response to complaints a statement that all relevant documents have been provided and provide a description of the methods, along with any search terms used to search for the relevant documents.

The next meeting of the Sunshine Ordinance Task Force is February 4, 2015.

6. **ADJOURNMENT**

**There being no further business the meeting was adjourned at 4:59 p.m.**

**APPROVED: May 6, 2015**



**Victor Young  
Administrator  
Sunshine Ordinance Task Force**

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