



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

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

March 9, 2015 - 4:00 PM

Regular Meeting

Members: Chris Hyland (Chair), David Pilpel,
Todd David, Ali Winston, Josh Wolf

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

The meeting of the Education, Outreach, and Training Committee was cancelled due to a lack of a quorum of members.

No Actions Taken

- 2. Adoption of meeting minutes of the June 9, 2011, January 12, 2012, February 9, 2012, May 10, 2012, December 13, 2012, April 29, 2013, May 13, 2013, June 25, 2013, September 16, 2013, November 26, 2013, December 9, 2013, and January 12, 2015, Education, Outreach, and Training Committee meetings. (*Discussion and Action*) (*attachment*)**
- 3. File No. 14092:** Complaint filed by Shawn Karl Mooney against the Office of the Assessor-Recorder for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.29, for failure to provide an index of records. (*Discussion and Action*) (*attachment*)
- 4. File No. 14067: Hearing on the status of the Order of Determination** - Complaint filed by Charles Grisham against Frank Lee, Department of Public Works, for violating Administrative Code (Sunshine Ordinance), Section 67.21(c), for failure to assist the requester in identifying the existence, form and nature of a requested record. (*Discussion and Action*) (*attachment*)
(*The SOTF referred the matter to the Education, Outreach and Training Committee for a review of the department's procedure for processing public records requests. In addition the Task Force requests information regarding training provided to staff regarding assisting the public in finding requested records.*)

5. **File No. 14098:** Complaint filed by the Charles Grisham against Public Works for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21 and 67.25, for failure to respond to requests for public records in a timely and complete manner. *(Discussion and Action) (attachment)*
6. **File No. 15020: Policies and Procedures Guide - Responding to Request for Public Records.** *(Discussion and Action)(attachment)*
7. **Public Comment:** Members of the public may address the Education, Outreach and Training Committee on matters that are within the Committee's jurisdiction but not on today's agenda.
8. **Announcements, Comments, Questions, and Future Agenda Items.**
9. **Pending Calendar:** The following items are pending issue to be heard before the Education, Outreach, and Training Committee on a future date:
 - File No. 14105: Order of Determination: Hartz v. Supervisor Mark Farrell, Board of Supervisors - Policies and Procedures
 - File No. 14096: Order of Determination: Hartz v. Controller's Office - Policies and Procedures
 - File No. 14047: Order of Determination: Peele v. Supervisor Katy Tang - Policies and Procedures
 - File Nos. 13035 and 14068: Public Comment during city's budget process
 - Hearing regarding the use of Yammer and other social media devices in relation to compliance with the Sunshine Ordinance.
 - File No. 14102: Hearing - Planning Department Policies and Procedures for processing request for public records.
 - File No. 14103: Hearing - Police Department Policies and Procedures for process request for public records.
 - File No. 14114: Hearing - City Attorney's Office Policies and Procedures for processing request for public records.
10. **ADJOURNMENT**