



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

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

November 9, 2015 - 4:00 PM

Regular Meeting

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

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

The meeting was called to order at 4:02 p.m. On the call of the roll Members Hyland and Pilpel were present. Member Wolf was absent. There was a quorum.

There were no agenda changes.

Items 2 and 3 were heard together.

- 2. File No. 13035:** Hearing on the Status of the Order of Determination: Complaint filed by James Chaffee against the Board of Supervisors' Budget and Finance Committee for violating Administrative Code (Sunshine Ordinance), Section 67.15(c) and California Government Code, Section 54954.3(b) for failing to provide adequate opportunity for public comment prior to taking final actions.

Catherine Stefani, Aide to Supervisor Farrell (Respondent) provided a summary of Supervisor Farrell's efforts to improve public comment/public engagement during the budget process in accordance with the recommendations of the Education, Outreach and Training Committee. Thomas Picarello (Complainant) commented on the FY 2015/2016 budget process and provided additional suggestions for improvement. Mr. Picarello requested that the Task Force take action to ensure that future chairs of the Budget and Finance Committee are aware of the recommendations for the budget process. A question and answer period followed.

Member Pilpel, seconded by Member Hyland, moved to find that the Respondent complied with Order of Determinations and concluded Items 2 and 3 (File Nos. 13035 and 14063).

In addition, the Committee requested a new file be opened and that a memo be drafted for the Task Force's review regarding the Task Force's suggestions for improved public engagement during the budget process.

Public Comment:

Ann Treboux congratulated the parties for the results of their efforts to improve the process.

The motion PASSED by the following vote:

Ayes: 2 - Pilpel, Hyland
Noes: 0 - None
Absent 1 - Wolf

3. **File No. 14063:** Hearing on the Status of the Order of Determination: Complaint filed by Thomas Picarello against the Supervisors Farrell, Board of Supervisors, for violating Administrative Code (Sunshine Ordinance), Section 67.15(b) and California Government Code, Section 54954.3(a) for failure to provide adequate opportunity for public comment on items 5 through 10 of the Budget and Finance Committee's June 16, 2014, meeting.

See Item No. 2 for actions.

4. **File No. 15020: Hearing - Policies and Procedures Guide: How to Responding to Request for Public Records.**

The Committee discussed the goal and format for the creation of the guide to responded to public records request. Member Pilpel volunteer to draft a guide for review by the Committee.

Member Pilpel, seconded by Member Hyland, moved to continue the matter to the call of the chair.

Public Comment:

Ann Treboux questions the goal of the proposed polices and offered suggestions. Silvia Johnson provided general comments.

The motion PASSED by the following vote:

Ayes: 2 - Pilpel, Hyland
Noes: 0 - None
Absent 1 - Wolf

5. **Adoption of the minutes for 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 May 11, 2015; Education, Outreach, and Training Committee meetings.**

The Committee reviewed and discussed the draft minutes.

Member Pilpel, seconded by Member Hyland, moved to continue the matter to the call of the chair.

Public Comment:

None.

The motion PASSED by the following vote:

Ayes: 2 - Pilpel, Hyland

Noes: 0 - None

Absent 1 - Wolf

6. **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.

Silvia Johnson provided general comments.

7. **Announcements, Comments, Questions, Future Agenda Items and Pending Calendar.**

The Committee discussed the status of the pending complaints before the Committee and future agenda item.

The following items are pending issue to be heard before the Education, Outreach, and Training Committee on a future date:

- File No. 14047: Order of Determination: Peele v. Supervisor Katy Tang - Policies and Procedures for processing request for public record
- File No. 14092: Shawn Mooney V. Assessor/Recorder – Follow up regarding the posting of the index of records.
- File No. 150139: Shawn Mooney V. Assessor/Recorder – New complaint.
- File No. 14114: Hearing - City Attorney's Office Policies and Procedures for processing request for public record
- 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. 15013: Hearing - Improving the hearing process of boards and commissions to ensure that a representative portion of the public is allowed to provide input by setting specific times for discussions and public comment.
- File No. 15044: Hearing - Developing solutions to allow the Public access to audio visual equipments at San Francisco Library Commission meetings.
- Hearing regarding the use of Yammer and other social media devices in relation to compliance with the Sunshine Ordinance. (request by Member Wolf)
- File No. 15072: Order of Determination: Hartz V. Supervisor Eric Mar - Policies regard processing public records requests.

Public Comment:

Silvia Johnson provided general comments.

There were no actions taken by the Committee.

8. **ADJOURMENT**

There being no further business the meeting was adjourned at 5:11 p.m.

APPROVED: DRAFT



**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.