



SUNSHINE ORDINANCE TASK FORCE
Compliance and Amendments Committee
CITY AND COUNTY OF SAN FRANCISCO
MINUTES

REMOTE REGULAR MEETING

January 25, 2022
4:30 PM

Members: Lila LaHood (Chair), Jennifer Wong and Laurie Jones Neighbors

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

Chair LaHood called the meeting to order at 4:35 p.m. On the call of the roll Chair LaHood and Members Neighbors, Hyland and Wong were noted present. A quorum was present. There were no agenda changes.

2. Approval of the November 23, 2020, Compliance and Amendments Committee meeting minutes.

Action: Moved by Member Wong, seconded by Member Neighbors, to approve the minutes with amendments.

Public Comment:

Peter Warfield, Executive Director Library Users Association, libraryusers2004@yahoo.com; P.O. Box 170544, San Francisco, CA 94117-0544, thanked the Chair and noted that there are important changes that have to do with accuracy and clarity of what someone has said.

The motion PASSED by the following vote:

Ayes: 3 - Wong, Neighbors, LaHood
Noes: 0 - None
Abstained: 1 - Hyland

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.

Speakers:

Peter Warfield noted that there was a time when Rick Knee would not approve the minutes unless accurate, which is vital. Mr. Warfield also noted that clarity of the law is vital.

4. **File No. 21152:** Complaint filed by Jarmee Thieu against Ken Pang and the Human Services Agency Investigation Division for violating Administrative Code (Sunshine Ordinance), Section(s) 67.21, by failing to respond to public records request in a timely and/or complete manner.

Member Hyland provided a synopsis of the complaint.

Jarmee Thieu (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Ms. Thieu stated that there has been an exchange of records but there are still items missing including screen shots, emails from HSA and communications between panelists and the hiring manager.

Ken Pang (Human Services Agency (HSA) (Respondent), provided a summary of the department’s position. Mr. Pang stated that he provided over 800 documents to the requestor, however some of the screen shots requested were deleted due to the record retention policy. Mr. Pang stated that he reached out to several parties asking for emails and documents which were then provided to Ms. Thieu. Mr. Pang agreed to have HSA’s IT department conduct a further search for screenshots, emails and communications.

A question and answer period occurred. The parties were provided an opportunity for rebuttals.

Action: Moved by Member Hyland, seconded by Member Neighbors, to find that the Human Services Agency has until the close of business Friday January 28, 2022 to provide HSA’s Microsoft teams chats, retention policy including the use of screenshots, and request that HSA’s IT Department recover deleted chats and because the Committee is not sure if the records retention policy is in compliance and to provide copies of offer letters in electronic or hard copy, i.e., first class mail format, rescission letters in electronic or other format for the positions number 003313347 and 01072508.

Public Comment:

None.

The motion PASSED by the following vote:

Ayes: 4 - Hyland, Neighbors, LaHood, Wong

Noes: 0 - None

5. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Compliance and Amendments Committee.** (*Discussion and Action*)

No actions taken.

6. **ADJOURNMENT**

There being no further business the meeting was adjourned at 6:03 p.m.

APPROVED: 2/22/2022

**Compliance and Amendments Committee
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.