



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

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

September 18, 2018 - 4:30 PM

Regular Meeting

Members: Frank Cannata, Lila LaHood and Chris Hyland

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

Chair Frank Cannata called the meeting to order at 4:34 P.M. On the call of the roll Chair Cannata, Member LaHood and Member Bruce Wolfe were noted present. Member Hyland was noted not present. There was a quorum.

There were no agenda changes.

2. Approval of the July 17, 2018, Compliance and Amendments Committee meeting minutes.

The Committee discussed the minutes.

Member LaHood, seconded by Member B. Wolfe, moved to approve the July 17, 2018, Compliance and Amendments Committee meeting minutes.

Public Comment:

None

The motion PASSED on the following vote:

Ayes: 3 – LaHood, B. Wolfe and Cannata

Noes: 0 – None

Absent 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.

Public Comment:
None.

4. **File No. 18027:** Complaint filed by Rick McGee against the Fire Department for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.21, by failing to respond to a public records request in a timely and/or complete manner.

Chair Cannata noted that Complainant Rick McGree was not present. Administrator Young stated that several attempts had been made by email and telephone to contact the Complainant within the last four months without success.

Assistant Fire Chief Lori Kallos (Respondent) provided a summary of the Department’s position. Assistant Chief Kallos stated that the request consisted of hand-written documents which were in off-site storage records and addition time was needed to search for and retrieve the records. The Complainant was informed that the possible delay due to the need to retrieve and copy the requested records. Assistant Chief Kallos stated that all records requested were provided to Mr. McGee.

Administrator Young stated that because the Complainant was not present at the hearing and did not communicate with the SOTF Office, this matter should be filed due to failure to appear at a noticed hearing.

Member B. Wolfe, seconded by Member LaHood, moved to file the matter.

Public Comment:
Speakers: None.

The motion PASSED on the following vote:

Ayes: 3 – LaHood, B. Wolfe and Cannata

Noes: 0 – None

Absent 1: - Hyland

5. **File No. 18031:** Complaint filed by Patrick Roddie against the Fire Department for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.21, by failing to respond to a public records request in a timely and/or complete manner.

Administrator Young noted that one hour before the meeting, Mr. Roddie (Complainant) withdrew the complaint via email.

6. **File No. 18061:** Complaint filed by Nicholas Kimura against the Local Homeless Coordinating Board, Coordinated Entry Family Meeting, for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.16, by failing to make meeting minutes available in a timely manner. (June 5, 2018 Coordinated Entry Family Meeting)

Nicholas Kimura (Complainant/Petitioner) provided a summary of his complaint and requested the SOTF find violations. Mr. Kimura stated that the Coordinated Entry Family meeting minutes are not available for any of the past meetings. Mr. Kimura also stated that the minutes for the Local Homeless Coordinating Board were also not posted online.

Randy Kasad, Department of Homeless and Supportive Housing and Charles Minor, Local Homeless Coordinating Board (Respondents) provided a summary of the Department's position. Mr. Kasad stated that Mr. Minor takes the minutes of the Local Homeless Coordinating Board and that Mr. Minor posts all minutes on the website in a timely manner. Mr. Kasad stated that the Coordinated Entry Family Meeting of the Local Homeless Coordinating Board is not a policy body and therefore they are not required to take and post minutes.

Chair Cannata inquired as to how the Local Homeless Coordinating Board and its Coordinating Entry Family body were created in order to determine if the body in question is a policy body which is required to prepare and post minutes.

Upon discussion the following information was provided regarding the Local Homeless Coordinated Board:

- The Local Homeless Coordinating Board was created by a Board of Supervisor Ordinance (116-16).
- The Coordinated Entry Family body was established by the Local Homeless Coordinating Board.

Chair Cannata stated that since the bodies were created by Board of Supervisors Ordinance the Local Homeless Coordinate Board and its sub-committee are considered policy bodies pursuant to Sunshine Ordinance, Section 67.3.

Member B. Wolfe stated that pursuant to Sunshine Ordinance, Section 67.29-2 "Internet Access/World Wide Web/Internet access", the two policy bodies involved in the complaints should keep at least three years of Minutes online.

Member B. Wolfe, seconded by Member LaHood, moved to find that the SOTF has jurisdiction and that referred to the SOTF for hearing without recommendation.

Public Comment:

Speakers: None.

The motion PASSED on the following vote:

Ayes: 3 – LaHood, B. Wolfe and Cannata

Noes: 0 – None

Absent 1: - Hyland

7. ADJOURNMENT

There being no further business the meeting was adjourned at 5:35 p.m.

APPROVED

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.