



City and County of San Francisco

Special Meeting Minutes

Compliance and Amendments Committee

Sunshine Ordinance Task Force

City Hall
1 Dr. Carlton B. Goodlett Place,
Room 244
San Francisco, CA 94102-4689

Members: Lila LaHood (Chair), Bruce Wolfe, Maxine Anderson and David Pilpel

Clerk: Patricia H. Petersen
(415) 554-7719 ~ sotf@sfgov.org

Thursday, January 30, 2025

4:30 pm
Special Meeting

City Hall, Room 408

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES** (00:00:48)

Chair Anderson called the meeting to order at 4:37 p.m. On the call of the roll, Members Wolfe, Anderson, and Pilpel were noted present. Chair LaHood was noted absent. There was a quorum. Task Force Administrator Pat Petersen was also present. Member Anderson acted as Chair until Chair LaHood arrived.

The meeting was held in City Hall Room 400, not Room 408.

Public Comment: None.

2. **Approval of the October 22, 2024 Compliance and Amendments Committee meeting minutes.** (00:03:00)

Action: Motion by Member Pilpel, seconded by Member Wolfe, to approve the minutes as amended.

Public Comment: None.

The motion PASSED by the following vote:

Ayes: 3 – Pilpel, Wolfe, Anderson
Noes: 0 - None
Absent: 1 - LaHood

Chair LaHood was noted present at 4:45 p.m.

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. (*No Action*) (00:08:54)

Public Comment: None.

4. **File No. 23100:** Complaint filed by Jimmer Cassiol against the City Administrator’s Office for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21 by failing to respond to a public records request in a timely and/or complete manner. (00:09:36)

Jimmer Cassiol (Complainant) stated that the City Administrator’s Office has denied his request for records citing privacy reasons, but his request is for communications between the manager and Human Resources that pertain to him; they should not be considered personnel records.

Vivian Po, City Administrator’s Office (Respondent) stated that Mr. Cassiol’s request was reviewed again in consultation with the City Attorney and their Human Resources team, and it was determined that the requested documents are considered personnel records. Ms. Po further stated that a reply was provided to Mr. Cassiol with legal citations for withholding records and emphasized that the request was being treated like any other request that came from the public.

Moved by Member Wolfe, seconded by Member Anderson, to continue the matter to the call of the Chair.

The motion PASSED by the following vote:

Ayes: 4 – Wolfe, Anderson, Pilpel, LaHood
Noes: 0
Absent: 0

5. **Hearing - Review of the Administrative Code (Sunshine Ordinance) and possible amendments to recommend to the full Task Force.** (*Discussion and action*) (00:58:10)

Members of the Committee discussed Sections 67.23 and 67.24(a) through (e).

Public Comment: None.

No action taken.

The meeting was in recess from 6:08 to 6:19 p.m.

6. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Compliance and Amendments Committee.** (04:01:48)

Members of the Committee discussed inviting the City’s contact(s) for state legislative work to a future Task Force or Committee meeting to discuss legislative proposals in Sacramento as they relate to the Brown Act and the Public Records Act.

Public Comment: None.

No action taken.

7. **ADJOURNMENT** (04:08:51)

There being no further business, the meeting was adjourned at 8:46 p.m.

Approved: 4/22/2025
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 Compliance and Amendments Committee on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.

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