



City and County of San Francisco

Meeting Minutes

Compliance and Amendments Committee

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 ~ sofj@sfgov.org

Tuesday, February 25, 2025

4:30 p.m.
Regular Meeting

City Hall, Room 408

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES** (00:00:57)

Chair LaHood called the meeting to order at 4:41 p.m. On the call of the roll, Chair LaHood and Members Anderson and Pilpel were noted present. Member Wolfe was noted absent. There was a quorum. Task Force Administrator Pat Petersen was also present.

Public Comment: None.

2. **Approval of the January 30, 2025 Compliance and Amendments Committee Special Meeting minutes.** (00:02:01)

Action: Moved by Chair LaHood, seconded by Member Pilpel, to continue the approval of the January 30, 2025 minutes to the next meeting of the Compliance and Amendments Committee scheduled for April 22, 2025.

Public Comment: None.

The motion PASSED by the following vote:

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

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. (00:09:37)

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. (00:10:15)

(On February 20, 2024, the Complaint Committee moved to find that the SOTF has jurisdiction, that the requested records are public, and to forward the matter to the SOTF for a hearing. The Complaint Committee requested information regarding why the exemptions under Section 67.21 apply and to determine whether there is a violation for failure to send a representative to the hearing.

On September 4, 2024, the Sunshine Ordinance Task Force, moved by Member Stein and seconded by Member Anderson, found that the City Administrator's Office violated Sections 67.21, 67.21(b) and 67.27, and ordered the City Administrator to provide citations from the Sunshine Ordinance or the CPRA for withholding the records, and ordered that any outstanding, non-exempt documents be provided with keyed citations for any redactions.)

On January 30, 2025, the Compliance and Amendments Committee found that the published agenda omitted Respondent's supporting documentation and continued the matter to its next meeting.

Jimmer Cassiol (Petitioner) stated that his October 2023 request was for records between him (as an employee) and a former manager and human resources personnel. Mr. Cassiol further stated that he has received citations about why records are not being produced and would like help from the Task Force to understand them. Mr. Cassiol stated that he is willing to waive his privacy rights and is prepared to submit a Personnel Records Request.

Vivian Po (City Administrator's Office, Respondent) stated that after the Task Force meeting, staff consulted with departmental and labor counsel and re-reviewed the records -- which included health care and trainings -- and determined that they are protected records. Ms. Po further stated that they responded to the Petitioner with Government Code sections explaining why records have not been produced.

A question-and-answer period occurred.

Member Wolfe was noted present at 5:17 p.m.

Action: Moved by Chair LaHood, seconded by Member Anderson, to continue the matter to the call of the Chair, and instruct the Respondent to work with the Petitioner to access requested records through a Personnel Records Request through the appropriate City Human Resources Department.

The parties shall report back by March 25, 2025 to the Task Force Administrator whether the requested records were delivered successfully to the Petitioner.

Public Comment: None.

The motion PASSED by the following vote:

Ayes: 4 – LaHood, Anderson, Wolfe, Pilpel

Noes: 0

Absent: 0

5. **File No. 24065:** Complaint filed by Anonymous (tmr) against the San Francisco City Attorney's Office for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) Section(s) 67.21 by failing to respond to a public records request in a timely and/or complete manner. (01:01:58)

(On January 21, 2025 the Complaint Committee, moved by Chair Schmidt, seconded by Member Stein, referred the matter to the full Task Force for consideration of Administrative Code (Sunshine Ordinance), Section(s) 67.21 for timeliness, as well as other possible violations.)

On February 5, 2025, the Sunshine Ordinance Task Force, moved by Member Sugarman, seconded by Vice-Chair Stein, found that the City Attorney's Office violated Section 67.21 and referred the matter to the Compliance and Amendments Committee to follow up with Respondent to confirm resolution of the technical issues and production of the requested documents.

Anonymous (tmr) (Petitioner) stated that he received an email saying that he'd receive a subsequent email with a link to the requested documents, but did not receive a second email.

Jen Kwart (City Attorney's Office, Respondent) stated that the Rawles settlement agreement, Exhibit A, which does not contain Section 1542 language, and all administrative settlements have been produced, and were resent by FTP [File Transfer Protocol] on 2/21/2025. Ms. Kwart further stated that she checked with IT and that Petitioner's email address has been "white listed" but they do not know why his emails continue to be quarantined. Ms. Kwart stated that confirmation emails are now sent, and their Sunshine page has been updated to address email confirmations and that filers can call their office with questions.

Action: Moved by Chair LaHood, seconded by Member Pilpel, to ask Respondent to resend the FTP link to the Petitioner and the Task Force Administrator before 3:00 p.m. on Wednesday 2/26/2025; the Task Force Administrator will forward the link to Petitioner and confirm that the Petitioner has received the FTP link.

The Committee asks that the Petitioner confirm with the Task Force Administrator that the documents received were those sought in the initial request. The matter is continued to the call of the Chair.

Public Comment: None.

The motion PASSED by the following vote:

Ayes: 4 – LaHood, Pilpel, Wolfe, Anderson

Noes: 0

Absent: 0

The meeting was in recess from 6:28 to 6:35 p.m.

6. Hearing - Review of the Administrative Code (Sunshine Ordinance) Section 67, beginning with Chapter 67.24(f), and possible amendments to recommend to the full Task Force. (01:54:04)

The members reviewed Sections 67.24(f), (g), (h) and (i).

Public Comment: Richard Knee, SOTF Member from 2002 to 2014, suggested wording, deadlines, organizing the subsections, and thoughts about calendaring a Charter Amendment for November 2026.

No action was taken.

7. Announcements, Comments, Questions, and Future Agenda Items by Members of the Compliance and Amendments Committee. (04:45:40)

Member Pilpel reported at the full Task Force that the Commission Streamlining Task Force met 1/31/2024, that the next meeting is 2/26/2025, and that he submitted a comment letter as an individual.

Public Comment: None.

8. ADJOURNMENT (04:48:37)

There being no further business, the meeting was adjourned at 9:30 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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