



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

**REMOTE MEETING**

**May 24, 2022**  
**5:30 PM**

**Remote Regular Meeting**

**Members:** Chris Hyland (Chair), Jaya Padmanabhan and Thuan Thao Hill

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

Chair Hyland called the meeting to order at 5:33 p.m. On the call of the roll Chair Hyland and Member Hill were noted present. Member Padmanabhan was noted absent. A quorum was present.

Administrator Leger stated that there was one agenda change. Petitioner Lee Heidhues requested that Item 8, File No. 22053 be withdrawn from the agenda and closed.

There was no action taken.

**2. Approval of the January 11, 2022, Education, Outreach and Training Committee meeting minutes.**

**Action: Moved by Chair Hyland, seconded by Member Hill to approve the January 11, 2022, meeting minutes.**

Public Comment:

None.

**The motion PASSED by the following vote:**

Ayes: 2 - Hyland, Hill,  
Noes: 0 - None  
Absent: 1 - Padmanabhan

3. **Approval of the March 22, 2022, Education, Outreach and Training Committee meeting minutes.**

**Action: Moved by Chair Hyland, seconded by Member Hill to approve the March 22, 2022, meeting minutes.**

Public Comment:

None.

**The motion PASSED by the following vote:**

Ayes: 2 - Hyland, Hill,

Noes: 0 - None

Absent: 1 - Padmanabhan

4. **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.

None.

5. **File No. 21125:** Complaint filed by Liza Murawski against the Department of Public Health (DPH) 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.

Chair Hyland requested that Ms. Murawski prepare another New Response Complaint Form and send it directly DPH and Conard house and if they don't provide the records, we will add that to the file and hear it again at the Education, Outreach and Training Committee and continue the discussion of 12L.

Chair Hyland also requested that this matter be continued to the Call of the Chair because several items in the complaint file were responsive to other complaints filed by Ms. Murawski and not File No. 21125.

**Action: Moved by Chair Hyland, seconded by Member Hill, to continue the matter to the call of the Chair.**

Public Comment:

Edith Castorena noted deep disappointment in the process for Ms. Murawski who is the most organized person she knows and is also a big disappointment in order to get public information and a disappointment to all the residents of Jordan Apartments.

**The motion PASSED by the following vote:**

Ayes: 2 - Hyland, Hill,

Noes: 0 - None

Absent: 1 - Padmanabhan

6. **File No. 22035:** Complaint filed by Gina McDonald against the Department of Emergency Management for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21 by failing to respond to a request for public records in a timely and/or complete manner.

Gina McDonald (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Ms. McDonald stated that she made a records request asking to the Department of Emergency Management (DEM) for all communications with nonprofit agencies regarding the Tenderloin Linkage Center. Ms. McDonald stated that she received a reply from DEM indicating that the request was broad and asked her to narrow it. Ms. McDonald stated that she did, and DEM provided records that were procedural documents. Ms. McDonald stated that the Mayor's Office and several other agencies have provided texts and emails showing that DEM was involved in the communications and that there are many missing links.

Victor Lim (Department of Emergency Management (DEM)) (Respondent) provided a summary of the department's position. Mr. Lim stated thanks to Ms. McDonald for narrowing her request and noted that DEM conducted an initial search for records including emails from staff. Mr. Lim stated that Ms. McDonald's request went back and forth and a second follow up did find additional records that were provided to the Petitioner on March 27, 2022, and continued to provide on a rolling basis. Mr. Lim stated that he will go back to his IT Department and make sure that a thorough search for all text messages, emails and apps used for communication between DEM, other government departments or nonprofit agencies and review why his department search did not come up with the same responsive records as sent to and requested of other departments. Mr. Lim stated that his department has not violated any Sunshine laws.

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

**Action: Moved by Member Hill, seconded by Chair Hyland, to find that the SOTF has jurisdiction, find that the requested records are public and to refer the matter to the SOTF for hearing.**

Public Comment:

None.

**The motion PASSED by the following vote:**

Ayes: 2 - Hill, Hyland

Noes: 0 - None

Absent: 1 - Padmanabhan

7. **File No. 22052:** Complaint filed by Lee Heidhues against Megan Bourne and the Fine Arts Museum for allegedly violating Administrative Code Section(s) 67.25, by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner.

Lee Heidhues (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Mr. Heidhues stated that he made an Immediate Disclosure Request to the Fine Arts Museum, and he received a response stating there are no responsive records and that the Museum is a 501(c)(3) status. Mr. Heidhues stated that 14 meetings took place between the Fine arts Museum and Supervisor Chan, and he requested their activity around the JFK promenade. Mr. Heidhues said the only responsive records received was a record of a meeting with Thomas Kan in March 2021

Megan Bourne (Fine Arts Museum of San Francisco) (Respondent) provided a summary of the department's position. Ms. Bourne stated that the request was for all electronic correspondence through the SFGOV account and the Fine Arts Museum, which is a City Agency and the corporation of the Fine Arts of San Francisco is a private corporation and that there are a few responsive records between Tom Campbell and Supervisor Chan. Ms. Bourne stated that the Museum provided all responsive records by the deadline of April 18.

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

**Action: Moved by Member Hill, seconded by Chair Hyland, to find that the SOTF has jurisdiction, find that the requested records are public and to refer the matter to the SOTF for hearing. Chair Hyland also requested that files 18049 and 18083, be included in the package to better inform the SOTF of precedent, and discussions of 12L.**

Public Comment:

None.

**The motion PASSED by the following vote:**

Ayes: 2 - Hill, Hyland

Noes: 0 - None

Absent: 1 - Padmanabhan

8. **File No. 22053:** Complaint filed by Lee Heidhues against Supervisor Connie Chan (Board of Supervisors) for allegedly violating Administrative Code Section(s) 67.25, by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner.

Please refer to Item 1 for the disposition of this item.

9. **ADJOURNMENT**

There being no further business the meeting was adjourned at 8:25 p.m.

**APPROVED: DRAFT**  
**Education, Outreach and Training 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.