



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

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

Regular Meeting

MINUTES

REGULAR MEETING

November 28, 2023 - 5:30 PM

Regular Meeting

Members: Chris Hyland (Chair) Thuan Thao Hill and David Pilpel

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

Chair Hyland called the meeting to order at 5:35 p.m. On the call of the roll Chair Hyland and Members Pilpel and Hill were noted present. Also present Cheryl Leger, SOTF Administrator, Patricia Peterson, Clerk of the Board staff and Victor Young, Clerk of the Board staff (on line). A quorum was present.

There were no agenda changes.

2. Approval of the minutes from the Education, Outreach, and Training Committee September 26, 2023 regular meeting.

Action: Moved by Member Pilpel, seconded by Member Hill to approve the minutes with recommended edits.

Public Comment:

None.

The motion PASSED by the following vote:

Ayes: 3 - Pilpel, Hill, Hyland

Noes: 0 - None

3. **Public Comment:** Members of the public may address the Education, Outreach, and Training Committee on matters that are within the Committee's jurisdiction, but not on today's agenda. (*No Action*).

Speakers:

None.

4. **File No. 20055:** Hearing on the status of Complaint filed by Liza Murawski against the Department of Public Health for violating Administrative Code (Sunshine Ordinance), Section 67.21, by failing to respond to a records request in a timely and/or complete manner.

Liza Murawski (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Ms. Murawski stated that this case is about client to case management ratio, not Chapter 12L (access to nonprofit organization records) 12(L) exemptions. Ms. Murawski stated that former Department of Public Health (DPH) employee Veronica Vien did provide some records, including dates for case management ratios with breakdowns of organizations and mental health service support programs.

Victor Lim (DPH, Respondent), provided a summary of the department's position. Mr. Lim stated that this case took place before his time at DPH. Mr. Lim stated that DPH employee Natalie Pojman told Ms. Murawski that there are no responsive records. Mr. Lim stated that he will investigate the matter further and compile a list of records to be disclosed.

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

Action: Moved by Chair Hyland, seconded by Member Hill, to close the matter.

Public Comment:

Liza Wynn suggested following the money trail.

Ms. Joy stated that she used to live in a rent-controlled building, has since moved and that this experience has been the worst of her life.

The motion PASSED by the following vote:

Ayes: 3 - Hyland, Hill, Pilpel

Noes: 0 - None

5. **File No. 21125:** Complaint filed by Liza Murawski against Conard Mental Health Inc. and the Department of Public Health for violating Administrative Code (Sunshine Ordinance), Section 67.21, by failing to respond to a records request in a timely and/or complete manner.

Liza Murawski (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Ms. Murawski stated that Conard House took a survey about contracted support which is against the law. Ms. Murawski stated that this process has been a waste of her time.

Victor Lim (DPH, Respondent), provided a summary of the department's position. Mr. Lim stated that he investigated the last response from Ann Quaintance of Conard and the survey results are not public and DPH doesn't have any responsive records.

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

Action: Moved by Member Pilpel seconded by Member Hill to refer the matter to the Task Force Consent Agenda with a recommendation for no violation of Administrative Code, Sunshine Ordinance, Section 67.21. The Committee also requested that the Department of Public Health treat this case as a 12.L5(b) matter and conduct a review.

Public Comment:

None.

The motion PASSED by the following vote:

Ayes: 3 - Pilpel, Hill, Hyland

Noes: 0 - None

6. **File No. 23065:** Complaint filed by Maria Schulman against Lila LaHood, Chair of the Sunshine Ordinance Task Force Compliance and Amendments Committee, for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.25, by failing to respond to an Immediate Disclosure Request in a complete and/or timely manner.

Maria Schulman (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Ms. Schulman stated that the Respondent has already acknowledged the complaint and taken immediate steps to correct the issue. Ms. Schulman stated that there was a committee meeting and Ms. Schulman's complaint was

removed from the agenda without first consulting her. Ms. Schulman stated that she is concerned about Task Force procedures being followed.

Lila LaHood (Sunshine Ordinance Task Force, Respondent), was not present for the hearing and did not notify the Task Force Administrator of her absence.

A question and answer period occurred.

Action: Moved by Member Hill, seconded by Chair Hyland to find that the Task Force has jurisdiction, the requested records are public and to forward to the Task Force with no recommendation for a violation. The Committee recommends that all Task Force members set up an auto responder on their Task Force email accounts that direct inquiries to the Task Force clerk.

Public Comment:

None.

The motion PASSED by the following vote:

Ayes: 3 - Hill, Hyland, Pilpel

Noes: 0 - None

The Committee recommended that all Task Force members set up an auto responder on their Task Force email accounts that direct inquiries to the Task Force Administrator.

7. **File No. 23043** Complaint filed by Maria Schulman against the Police Department for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.21, by failing to respond to a records request in a timely and/or complete manner.

Maria Schulman (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Ms. Schulman stated that the Respondent did not provide keyed redactions and failed to keep redactions to a minimum. Ms. Schulman also stated that the names of various city employees were also redacted and that the redactions seemed random. Ms. Schulman also noted that attachments to emails were not provided.

Lt. William Toomey (Police Department, Respondent), provided a summary of the department's position. Lt. Toomey stated that there is only person who works the Vicious and Dangerous Dogs Unit and redacts records. This person is not familiar with city employees or the records used and sought advice from the City Attorney. Lt. Toomey further stated that they receive emails as pdfs without attachments. The attachments are screen shots, and the Police Departments makes every effort to provide those records when requested.

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

Action: Moved by Member Pilpel seconded by Member Hill to find that the Task Force has jurisdiction, that the requested records are public, and to refer the matter to the Task Force Consent Calendar with recommendation to find violations of Administrative Code (Sunshine Ordinance) Section of 67.21 by failing to provide records in a timely and/or complete manner and 67.27 for improper justification for redactions. The Committee also requested the Police Department to codify its redaction policy and provide that policy to the Task Force.

Public Comment:

None.

The motion PASSED by the following vote:

Ayes: 3 - Pilpel, Hill, Hyland

Noes: 0 - None

8. **File No. 23047:** Complaint filed by Maria Schulman against the Police Department for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21, by failing to respond to a records request in a timely and/or complete manner, and 67.26, by failing to keep withholding to a minimum.

Maria Schulman (Petitioner) withdrew the complaint.

Lt. William Toomey (Police Department, Respondent), was present for the hearing.

No action taken.

Public Comment:

None.

9. **Hearing - Education, Outreach and Training Workplan.**

Member Pilpel stated that at the last Committee meeting he and Member Hill discussed Member Hill's interest regarding updating the Task Force website and his plans to draft a guide to meetings in the City with the primary audience being commission clerks.

Chair Hyland asked Member Hill to draft a letter expressing what changes he wants to make to the Task Force website and who authorizes those changes.

Member Pilpel suggested that this matter be continued to the next Education, Outreach and Training Committee meeting in January 2024.

No action taken.

Public Comment:

None.

10. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Education, Outreach and Training Committee.** *(Discussion and Possible Action)*

Member Pilpel suggested that the January 2024 meeting begin at 4:30 PM instead of 5:30 PM.

No action taken.

Public Comment:

None.

11. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:19 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.**