



SUNSHINE ORDINANCE TASK FORCE
Information Technology Committee
CITY AND COUNTY OF SAN FRANCISCO
MINUTES

July 12, 2022
5:30 PM

Remote Regular Meeting

Members: (Chair) Bruce Wolfe, Jennifer Wong and Thao Hill

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

Chair Wolfe called the meeting to order at 5:33 p.m. On the call of the roll Chair Wolfe, and members Wong and Hill were noted present. A quorum was present.

There were no agenda changes.

2. 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.

Speakers:

David Pilpel noted that the last meeting of the Information Technology Committee was March 22, 2022, and that it would be good to have those minutes.

3. NextRequest.

Due to the absence of the representative from NextRequest, Mr. Reed Ducey, the committee decided to move this item down the agenda and wait to see if Mr. Ducey is able to participate in the hearing.

The Information Technology Committee discussed what to do if the petitioner finds themselves having to access information from NextRequest if they did not make their original request through that portal.

Mr. Ducey stated that his company has put a lot of work into onboarding city departments and that it would be beneficial if all departments used this product. Mr. Ducey suggested

that the SOTF work with departments, make sure those departments that are fulfilling their responses in a timely manner, that there are tools that can route people to information before the request starts and keep on top of those requests.

Chair Wolfe stated that he has heard that often times when a request comes in and without the knowledge of the requestor, the request will be uploaded on NextRequest and that the requestor may not know how monitor it.

Member Wong asked how much the platform allows for public education when making requests?

Mr. Ducey stated that San Francisco is not set up for frequently asked questions but that it can be set up on the portal. Mr. Ducey stated that you can adjust the request page and where there is a list of participating documents and ca also access links to other properties.

Public Comment:

David Pilpel stated that using NextRequest should be optional as a way to get documents but should not be used as a method of spying in on other requestors.

No actions taken.

4. SOTF Information Architecture Proposal.

Chair Wolfe noted that his discussion is regarding a review and proposal and website refresh for the SOTF referred to as an architectural proposal.

Member Wong stated that she and Member Hill reviewed the current architecture of navigation, and that they believe it is not intuitive and was not properly organized.

Member Hill agreed with Member Wong and that the SOTF needs to make the website more intuitive for the public and for itself. Member Hill stated that there may be another version that would entail a redesign and take the information about past meetings and wants to consolidate it and put that information on a home page.

Chair Wolfe stated that having the word documents Is not clear about what that means and would prefer a general term of resources. Chair Wolfe stated that the Orders of Determination need to stand out because it is the SOTF product. Chair Wolfe stated that the word resources should be something else.

SOTF Clerk Victor Young stated that regarding the menu of changes, we don't have the authority for that.

Public Comment:

David Pilpel stated that he is not a fan of the new architecture and likes the old better.

Member Hill suggested that the SOTF webpage has many paths which can be confusing; for example, getting to the schedule of upcoming meetings and the audio archive. Member Hill noted there are four menu options, and that the committee needs to find out who to contact to get control of this issue. Member Hill spoke about having access to the website via mobile devices and making it ADA compliant. Member Hill volunteered to take the original documentation and incorporate the suggestions discussed and organize it in a way that is consumable for the SOTF and the public.

Action: Moved by Member Hill, seconded by Member Wong, to take this recommendation with suggested changes for full discussion to recommend that the SOTF have the information architecture proposal to be presented to the SOTF, in addition to approve the start of work to be done which would include identifying the webmaster disability access consultation and any other departments or agencies that would help with the facilitation of getting our website updated and refreshed.

Public Comment:

David Pilpel suggested that another review of the outline is recommended.

Member Hill rescinded their motion.

Action: Moved by Member Hill, seconded by Member Wong, to approve the SOTF information architectural proposal with suggested changes for approval of the SOTF to begin updates.

Public Comment:

None.

The motion PASSED by the following vote:

Ayes: 3 - Hill, Wong, Wolfe

Noes: 0 - None.

5. Web conferencing: SOTF meetings using WebEx review update AB361, AB1944 and AB2449.

Chair Wolfe led a discussion on AB361, AB1944 and AB2449 which preserves the ability of a legislative body member to attend remotely as long as quorum is made and in a place that the public can access remotely. Chair Wolfe suggested a review of using WebEx guidelines. WebEx has its own meeting platform and that using WebEx doesn't work in the WebEx in the meetings app. Chair Wolfe noted that members should pay attention to AB2449 as it might affect the way the Brown Act is implemented and will

not be enacted until January 2024 and then it is to fully implement AB2449 to fully implement web conferencing.

Public Comment:

David Pilpel provided comment regarding quorum and as long as there is quorum, he doesn't care where people are sitting.

No actions taken.

6. Order of Determination Database update.

Chair Wolfe stated that currently there are over 480 Orders of Determination and suggested using Code for America because they work on projects that are government based and wondering if that might be a place to begin. Chair Wolfe stated that part of the project is to create usable and searchable content, take that language for people to review but without the advent of an analysis people are at a loss. Chair Wolfe questioned if the IT Committee should make a recommendation to search and engage Code for America for SOTF Orders of Determination.

Action: Moved by Chair Wolfe, seconded by Member Wong to recommend for approval to the SOTF for the Information Technology Committee to restart its efforts towards a searchable database for SOTF Orders of Determination.

Public Comment:

David Pilpel suggested that the SOTF begin with the Orders that already exist that can become searchable pdfs, then figure out those other Orders before a date certain in some electronic form and then go back to orders that are only on paper.

The motion PASSED by the following vote:

Ayes: 3 - Wolf, Wong, Hill

Noes: 0 - None.

7. Twitter account (*Discussion and Action*)

Chair Wolfe stated that finding a platform to make public announcements and notices is important.

Member Wong suggested that the Information Technology Committee wait for the Rules Committee to look into accounts and credentials which need to be laid out.

Chair Wolfe stated that ownership would be retained by the SOTF office.

Public Comment:

David Pilpel suggested that having a Twitter account is not as critical as monitoring NextRequest, the architecture proposal, monitoring web conferencing, and the Order of Determination database.

No action on this item.

8. Announcements, Comments, Questions, and Future Agenda Items by Members of the Sunshine Ordinance Task Force.

Chair Wolfe stated that the Information Technology Committee will continue to have architectural proposal and web conferencing on the agenda across the city family and with regards to any policy or regulation will maintain the OD database and will change the Twitter account of public noticing.

Public Comment:

None.

No action taken on this item.

9. ADJOURNMENT

There being no further business the meeting was adjourned at 8:22 p.m.

APPROVED: August 22, 2023
Information Technology 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.