

**SUNSHINE ORDINANCE  
TASK FORCE**



**City Hall  
1 Dr. Carlton B. Goodlett Place Room 244  
San Francisco CA 94102-4689  
Tel. No. (415) 554-7724  
Fax No. (415) 554-7854  
TDD/TTY No. (415) 554-5227**

November 3, 2014

Thomas Picarello  
tpicarello@gmail.com

Re: Advisory Opinion on Community Housing Partnership under Administrative Code Chapter 12L (File No. 14055)

Dear Mr. Picarello,

You made a request for an Advisory Opinion regarding Community Housing Partnership (CHP) under San Francisco Administrative Code, Section 12L.5 (b) on May 28, 2014 (SOTF File No. 14055). CHP receives at least \$250,000 a year from the City and County of San Francisco and has a contract with the Human Services Agency (HSA) to provide supportive housing and other services. You have complained that at least one of the two required public meetings per year of CHP's Board of Directors, on May 27, 2014, was not held at the location on the notice provided at least 30 days in advance of the meeting to the Board of Supervisors and the Public Library Government Information Center. HSA was notified of your complaint. After conferring with CHP, HSA determined that while the required meeting notice was provided, the meeting was not held at the location on the notice. HSA's recommended resolution indicated that CHP had apologized, committed to transparency, and pledged to put policies in place to ensure that improper noticing never happens again. You were not satisfied with HSA's recommended resolution and sought this Advisory Opinion from the Task Force.

The Sunshine Ordinance Task Force (Task Force) heard your request on September 23, 2014. The Task Force first determined that it had jurisdiction to hear the matter, that the proper procedures had been followed, and that the matter was ripe for review following your dissatisfaction with HSA's recommended resolution. On the merits the Task Force heard from you, Ramona Wilson and Kelly Wilkinson of CHP, and Diana Christensen and David Curto of HSA.

The Opinion of the Task Force is as follows: CHP has acknowledged that the meeting at issue on May 27, 2014, and a previous meeting on October 23, 2013, were not held at the location on the notice provided to the Board of Supervisors and the Public Library Government Information Center under Administrative Code, Section 12L.4 (a) and (d). As such, it appears that CHP has not held the required 2 designated public meetings per year. CHP should designate the next 2 meetings of its Board of Directors as public meetings in addition to its regular public meeting in Spring 2015. CHP should review its procedures for designating public meetings of its board of directors, providing the required notice in advance of those meetings, and informing HSA afterwards that a meeting was held as noticed or that another meeting must be held to

address a lack of location, quorum, or any other failure to hold the meeting as noticed. HSA should review CHP's procedures and monitor them for compliance. HSA should consider requesting or requiring contractors to include on their public meeting notices language to the effect that "This notice is provided under San Francisco Administrative Code, Section 12L.4 (d). For further information please contact [name] at [phone number]." including an HSA program or contracts officer who monitors the contract for performance and/or compliance. Finally, HSA and the Controller should note this Opinion regarding CHP and ensure that it is addressed, along with any other complaints or requests, the next time CHP is reviewed for compliance. No follow-up to the Task Force is requested at this time.

Thank you for bringing your request to the Task Force. This Advisory Opinion is being sent to you and CHP as well as HSA, the Controller, and the Board of Supervisors. You and/or CHP may seek review of this Advisory Opinion from the Board of Supervisors within 10 days. You may contact the Board of Supervisors for information about their review process if needed.

A motion to draft an advisory opinion letter on this matter was passed at a Special Meeting of the Sunshine Ordinance Task Force on September 23, 2014, by the following vote:

Ayes (7): Rumold, Wolf, Pilpel, David, Fischer, Hyland, Washburn

Noes (0):

Absent (3): Winston, Hepner, Oka

A motion to approve this advisory opinion letter was passed at a Special Meeting of the Sunshine Ordinance Task Force on October 28, 2014, by the following vote:

Ayes (7): Wolf, Pilpel, Hepner, David, Fischer, Hinze, Hyland

Noes (0):

Absent (3): Rumold, Winston, Washburn

Sincerely,



Chris Hyland  
Vice-Chair, Sunshine Ordinance Task Force

c: Sunshine Ordinance Task Force Members  
Nicholas Colla, Deputy City Attorney  
Ramona Wilson, Community Housing Partnership  
Kelly Wilkinson, Community Housing Partnership  
Gail Gilman, Community Housing Partnership  
Diana Christensen, Human Services Agency  
David Curto, Human Services Agency  
Trent Rhorer, Human Services Agency  
Peg Stevenson, Office of the Controller  
Ben Rosenfield, Office of the Controller  
Members, Board of Supervisors  
Angela Calvillo, Clerk of the Board, Board of Supervisors