Date:	Jan. 11, 2011	Item No.	2
		File No.	

SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

AGENDA PACKET CONTENTS LIST*

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			;	
Completed by:	Chris Rustom	Date:	Jan. 6, 2010	

*This list reflects the explanatory documents provided

~ Late Agenda Items (documents received too late for distribution to the Task Force Members)

** The document this form replaces exceeds 25 pages and will therefore not be copied for the packet. The original document is in the file kept by the Administrator, and may be viewed in its entirety by the Task Force, or any member of the public upon request at City Hall, Room 244.



SUNSHINE ORDINANCE TASK FORCE

1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102 Tel. (415) 554-7724; Fax (415) 554-7854

http://www.sfgov.org/sunshine

SUNSHINE ORDINANCE COMPLAINT

Complaint against which Department or Commission And Market Burshing Cow Hay Norice En
Name of individual contacted at Department or Commission Afficure Contacted
Alleged violation public records access Alleged violation of public meeting. Date of meeting
Sunshine Ordinance Section (If known, please cite specific provision(s) being violated)
(If Known, please cite specific provision(s) being violated)
Please describe alleged violation. Use additional paper if needed. Please attach any relevant documentation supporting your complaint. Meeting posteol in Notice Boolet here Clerks of well affection of Meeting Dake was changed without notification of Meeting. The and New Josephine Cambridge Cambridge and Notice is Ne again this vacabion for Meeting. The Do you want a public hearing before the Sunshine Ordinance Task Force? Do you want a pre-hearing conference before the Complaint Committee? Yes no
bo you also want a pic hearing conterence belone the complaint comments and
Name Dha Budiel Address 75 Pore St # 300
Telephone No. 45-240-02/6 E-Mail Address Macroman P. Falona Com
Date Nov 19 2000 Julia Benedict
Signature
I request confidentiality of my personal information. 🔲 yes 🕍 no

¹ NOTICE: PERSONAL INFORMATION THAT YOU PROVIDE MAY BE SUBJECT TO DISCLOSURE UNDER THE CALIFORNIA PUBLIC RECORDS ACT AND THE SUNSHINE ORDINANCE, EXCEPT WHEN CONFIDENTIALITY IS SPECIFICALLY REQUESTED. YOU MAY LIST YOUR BUSINESS/OFFICE ADDRESS, TELEPHONE NUMBER AND E-MAIL ADDRESS IN LIEU OF YOUR HOME ADDRESS OR OTHER PERSONAL CONTACT INFORMATION. Complainants can be anonymous as long as the complainant provides a reliable means of contact with the SOTF (Phone number, fax number, or e-mail address).



VISP Changing Lives

VLSP BOARD OF DIRECTORS Arturo J. González

Chair Priya Sanger Vice Chair Kelly Dermody Christopher Emley Annette Hurst Bruce Ives

December 9, 2010

Christopher Emley Annette Hurst Bruce Ives Timothy W. Moppin Jennifer Shoda Mary Twomey Chris Rustom Sunshine Ordinance Task Force 1 Dr. Carlton B. Goodlett Place City Hall, Room 244 San Francisco, CA 94102-4689

LEADERSHIP COUNCIL Christopher Emley Chair Robert Augustine Depew Vice-Chair

Re: Response to Public Complaint #10065 Volunteer Legal Services Program of The Bar Association of San Francisco

STAFF Tiela Chalmers, Esq.

Executive Director
Mairi McKeever
Managing Attorney
Teresa Friend
Managing Attorney, HAP
Julie Rosenthal, MSW
Director of Social Services
Katie Danielson

Senior Supervising Attorney, HAP Nicholas Baran

Supervising Attorney Krista Denton Supervising Attorney

Andrea Fitantides
Supervising Altorney &
Pro Bono Monager
Carolyn Gold

Carolyn Gold
Supervising Attorney
Jennifer Greengold Healey
Supervising Attorney
Ramona Q. Holgun

Supervising Attorney, HAP Ted Janowsky Supervising Attorney, HAP

Hali Reiskin Supervising Alforney

Kristie Whitehorse Supervising Atlorney, FLASH

Laura Chiera Staff Attorney, HAP Dear Mr. Rustom:

This letter is submitted in response to the Sunshine Ordinance Complaint that Ms. Debra Benedict filed against our organization, Volunteer Legal Services Program of The Bar Association of San Francisco (VLSP). On the complaint form it is alleged that VLSP violated Sunshine Ordinance Section "12LC." After reviewing the violation description it appears that the relevant section is 12L.4, which concerns public access to meetings of a non-profit's Board of Directors. We look forward to attending the prehearing conference scheduled for January 11, 2011 to confirm that our understanding of the focus of the complaint is accurate.

We are presenting the following information and attached documents in an effort to fully respond to Ms. Benedict's concerns and resolve this matter as efficiently as possible. On the complaint form the description of the alleged violation states that the November 19, 2010 VLSP Board of Directors' public meeting was changed without public notification of the new date and new location of the November meeting. It also suggests that VLSP failed to provide public notice 30 days in advance of the designated public meeting. It is our position that VLSP did not violate either portion of section 12L.4. of the Sunshine Ordinance.

Attached you will find documentation showing that the changed date, location, and time of the November Board of Directors' meeting was provided to the Public Library. That information was also provided more



than 30 days in advance of the scheduled meeting. On October 14, 2010 our office faxed a public notice to the Public Library announcing the time and location of a November 19, 2010 Board meeting. That meeting was then rescheduled for November 22, 2010 to accommodate a change in availability for some of our Directors. For that reason, on October 18, 2010 our office faxed another notice to the Public Library announcing the new meeting date, time, and location. (Please see attached copies of the fax coversheets, public notices, and fax receipt confirmations.) We were pleased that Ms. Benedict joined us for the November 22, 2010 meeting and provided valuable feedback regarding the delivery of our services.

Thank you for taking the above information into consideration during your review of Ms. Benedict's complaint. Also please feel free to contact me if further information is required.

Sincerely,

Mairi McKeever Managing Attorney

(415) 782-9000 x8754





Facsimile transmittal

Re:	VLSP Board Meeting			
Date:	October 14, 2010	Pages: 2 TOTAL		
		vsison@sfbar.org		
		415.782.9000 (8760) direct		
		On behalf of Tiela Chalmers, ED		
Fax:	415-557-4281	From: Vince Sison, Program/Database Assistant		
To:	San Francisco City Mair	Library		

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Please post the enclosed public notice.

Thank you!

Volunteer Legal Services Program of The Bar Association of San Francisco 301Battery Street Suite 300 • San Francisco, CA 94111

Tel: 415.982.1600 • Fax: 415.477.2390

www.sfbar.org/vlsp • www.probono.net/sf



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VLSP BOARD OF DIRECTORS Arturo J. González

Chair Priya Sanger Vice Chair Kelly Dermody Christopher Emley Annette Hurst Bruce Ives Timothy W. Moppin Jennifer Shoda

PLEASE PUBLISH/POST/OR CIRCULATE AS **APPROPRIATE**

PUBLIC NOTICE

LEADERSHIP COUNCIL Christopher Emley Chair

Robert Augustine Depew

Vice-Chair

Mary Twomey

OPEN TO THE PUBLIC

STAFF

Tiela Chalmers, Esq. Executive Director Mairi McKeever Managing Attorney Teresa Friend

Managing Attorney, HAP Julie Rosenthal, MSW Director of Social Services

Katie Danielson

Senior Supervising Attorney, HAP

Nicholas Baran Supervising Attorney Krista Denton Supervising Altorney Andrea Fitanides Supervising Attorney & Pro Bono Manager Carolyn Gold Supervising Attorney

Jennifer Greengold Healey Supervising Altorney Ramona Q. Holgvín Supervising Attorney, HAP Ted Janowsky

Supervising Attorney, HAP Hali Reiskin

Supervising Attorney Kristie Whitehorse

Supervising Altorney, FLASH

Laura Chiera Staff Attorney, HAP DATE: October 14, 2010

TO: San Francisco City Hall – Clerk of the Board of Supervisors

> San Francisco Main Library MOCD - Grant Coordinator

San Francisco Department of Public Heath San Francisco Human Services Agency San Francisco Mayor's Office on Housing

FROM: Volunteer Legal Services Program of

> The Bar Association of San Francisco Tiela Chalmers, Executive Director, VLSP

RE: Public Board Meeting

> The Volunteer Legal Services Program of The Bar Association of San Francisco will be holding a **BOARD OF DIRECTORS MEETING OPEN TO THE PUBLIC ON:**

November 19th, 2010 12:00PM - 1:30PM Morrison and Forester 425 Market Street, 33rd Floor San Francisco, CA 94105

□ VOLUNTEER LEGAL SERVICES PROGRAM tel 415.982.1600 fax 415.477.2390 301 Battery Street, 3rd Floor San Francisco, CA 94111 www.sfbar.org/vlsp

HOMELESS ADVOCACY PROJECT tel 415.575.3130 fax 415.575.3132 1360 Mission Street, Suite 201 San Francisco, CA 94103 www.sfbar.org/vlsp

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From: Vince Sleon, Program/Database Assistant :XB 416-557-4281

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benib (0378) 0006.587.814

On behalf of Tiela Chalmers, ED

Z

vsison@sfbar.org

Please post the enclosed public notice.

VLSP Board Meeting

Date: October 14, 2010

Thank you!

:ey

www.sfbar.org/vlsp • www.probono.net/sf Tel: 415,982,1600 • Fax: 415,477,2390 301Battery Street Suite 300 • San Francisco, CA 94111 Volunteer Legal Services Program of The Bar Association of San Francisco

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10/14/2010 09:20 FAX 14154772390 **VLSP**

********* TX REPORT ************ Ø 001





Facsimile transmittal

Con Connaisso City Main Library

Re:	VLSP Board Meeting		
Date:	October 18, 2010	Pages: 2 TOTAL	
		vsison@sfbar.org	
		415.782.9000 (8760) direct	
	,	On behalf of Tiela Chalmers, ED	
Fax:	415-557-4281	From: Vince Sison, Program/Database Assistant	
To:	San Francisco City Main	Library	

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Please post the enclosed public notice.

PLEASE ALSO NOTE THE DATE AND TIME CHANGE OF THIS MEETING.

Thank you!

Volunteer Legal Services Program of The Bar Association of San Francisco 301Battery Street Suite 300 • San Francisco, CA 94111

Tel: 415.982.1600 • Fax: 415.477.2390

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VLSP BOARD OF DIRECTORS

Arturo J. González Chair Priya Sanger Vice Chair Kelly Dermody Christopher Emley Annette Hurst Bruce Ives Timothy W. Moppin Jennifer Shoda Mary Twomey

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PUBLIC NOTICE

OPEN TO THE PUBLIC

LEADERSHIP COUNCIL

Christopher Emley Chair

Robert Augustine Depew

Vice-Chair

STAFF

October 18, 2010

Tiela Chalmers, Esq. Executive Director

Mairi McKeever

Managing Attorney

Teresa Friend

Managing Attorney, HAP Julie Rosenthal, MSW

Director of Social Services

Katie Danielson Senior Supervising Allorney, HAP

Nicholas Baran

Supervising Attorney

Krista Denton

Supervising Attorney

Andrea Fitanides

Supervising Attorney &

Pro Bono Manager

Carolyn Gold

Supervising Attorney

Jennifer Greengold Healey

Supervising Attorney

Ramona Q. Holgun

Supervising Altorney, HAP

Ted Janowsky

Supervising Altorney, HAP

Hali Reiskin

Supervising Attorney

Kristie Whitehorse

Supervising Attorney, FLASH

Laura Chiera

Stoff Attorney, HAP

DATE:

TO:

San Francisco City Hall - Clerk of the Board of Supervisors

San Francisco Main Library

MOCD - Grant Coordinator

San Francisco Department of Public Heath

San Francisco Human Services Agency San Francisco Mayor's Office on Housing

FROM:

Volunteer Legal Services Program of

The Bar Association of San Francisco

Tiela Chalmers, Executive Director, VLSP

RE:

Public Board Meeting

The Volunteer Legal Services Program of The Bar Association of San Francisco will be holding a **BOARD OF DIRECTORS MEETING** OPEN TO THE PUBLIC ON:

November 22nd, 2010 12:00PM - 1:30PMThe Bar Association of San Francisco 301 Battery Street, 3rd Floor San Francisco, CA 94111

□ VOLUNTEER LEGAL SERVICES PROGRAM tel 415.982.1600 fax 415.477.2390

301 Battery Street, 3rd Floor San Francisco, CA 94111 www.sfbar.org/vlsp

HOMELESS ADVOCACY PROJECT [tel 415.575.3130 fax 415.575.3132 1360 Mission Street, Suite 201 San Francisco, CA 94103 www.sfbar.org/vlsp

From: Vince Sison, Program/Database Assistant

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On behalf of Tiela Chalmera, ED			

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Thank youl

<u> Neww.sfpar.org/vlep</u> • <u>www.probono.neVaf</u> Tet 415,982,1600 • Fex: 415,477,2390 301 Bettery Street Suite 300 • San Francisco, CA 94111 Volumest Legal Services Program of The Bar Association of San Francisco

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