

Date: Feb. 9, 2010

Item No. 1

File No. _____

SUNSHINE ORDINANCE TASK FORCE

Compliance and Amendments Committee

AGENDA PACKET CONTENTS LIST*

- Draft Minutes: Compliance and Amendments Jan. 12, 2010**
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Completed by: Chris Rustom

Date: Feb. 4, 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.



<http://www.sfgov.org/sunshine>

**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE
DRAFT MEETING MINUTES
Tuesday, January 12, 2010
4:00 p.m., City Hall, Room 406**

- Committee Members:** Erica Craven-Green (Chair), Richard Knee, Allyson Washburn, Doyle Johnson, Nick Goldman
- Call to Order:** 4:00 p.m.
- Roll Call:** Present: Craven-Green, Knee, Washburn, Johnson, Goldman
- Deputy City Attorney:** Jerry Threet
Clerk: Chris Rustom
- Agenda Changes:** None

1. Approval of December 8, 2009, meeting minutes.

Motion to approve December 8, 2009, meeting minutes (Goldman / Johnson)

Public Comment: None

On the motion:

Ayes: Knee, Washburn, Johnson, Goldman Craven-Green

2. 09070 Hearing on the status of the December 1, 2009, Order of Determination of Anmarie Mabbutt against the Department of Recreation and Park.

Complainant Anmarie Mabbutt was not present. She had earlier contacted the Task Force to say that she would not be in attendance because of an illness. There was no one in the audience to present facts and evidence in support of the complainant.

Respondent Olive Gong, Custodian of Records for the Department of Recreation and Park, said the department according to Ron Vinson of the Department of Technology, does not have the capability but is working on the issue. On Terry Schwartz' emails, a search was done and 43 pages worth was provided to Ms. Mabbutt. on November 4, 2009. She also said if there was communication between Ms. Mabbutt and Ms. Schwartz, only they would know what occurred.

Chair Craven-Green said an email should go out to Ms. Mabbutt asking her to submit

any evidence such as copies of emails that she has from Terry Schwartz that were not included in the department's 43-page response. This would show what the department has not produced. Ms. Gong is to follow up with General Manager Phil Ginsberg and Mr. Vinson to see if there was a definite time frame as to when the postings are to be available online.

Matter continued to next meeting. Without objection.

Public Comment: None

3. Developing recommendations for the proposed electronic document retention policy of the Sunshine Ordinance Task Force.

Members discussed the topic and later decided to invite a representative from COIT to make a presentation regarding the status of the Microsoft Exchange program specifically how and what is being done with respect to developing policies on archiving emails, capacity issues , retrieval, search and storage of emails and other electronic documents.

Matter continued to next regularly scheduled meeting. Without objection.

Public Comment: None

4. Discussion on the proposed amendments to the Sunshine Ordinance.

Chair Craven-Green said Sections 67.3 and 67.4 on the definitions of passive and policy bodies need to be revisited and check it for clarity.

Matter continued to next meeting. Without objection

Public Comment: None

5. Administrator's Report.

Mr. Rustom made the report.

Public Comment: None

6. Public Comment on items not listed on the agenda. None

7. Announcements, questions, and future agenda items from Committee members.

Member Knee said his attendance at the next regular meeting depends on how well he recuperates from his medical procedure. He also said the Society of Professional Journalists has extended the deadline for the James Madison Award nominations.

Adjournment

The meeting adjourned at 5:10 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force

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