

Date: May 14, 2009

Item No. 1
File No. _____

SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
AGENDA PACKET CONTENTS LIST*

- Draft Minutes: Education, Outreach and Training March 12, 2009
- Notes taken at April 9, 2009, meeting
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Completed by: Chris Rustom

Date: May 11, 2009

***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.

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Sunshine Ordinance Task Force



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

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

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
DRAFT MINUTES**

Thursday, March 12, 2009
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Doyle Johnson, Allyson Washburn, Marjorie Ann Williams

Call to Order: The meeting was called to order at 4:00 P.M.

Roll Call: Present: Cauthen, Johnson, Washburn, Williams

Agenda Changes: None

Deputy City Attorney: Ernie Llorente

Clerk: Chris Rustom

1. Adoption of minutes of January 8, 2009, regular meeting and notes taken during informational gathering meeting on February 12, 2009

Motion to adopt the January 8, 2009, minutes (Johnson / Williams)

Public Comment: None

On the motion:

Ayes: Johnson, Washburn, Williams, Cauthen

Motion to accept notes taken February 12, 2009 (Johnson / Williams)

Ayes: Johnson, Washburn, Williams, Cauthen

2. Mission Statement

Chair Cauthen said the proposed Mission Statement was jointly produced with DCA Llorente's assistance. After further discussion, the committee agreed to add a sentence to item 1. The sentence was to say: "(c) and describe the types of issues that fall within the purview of the Sunshine Ordinance Task Force."

Member Williams wanted to know how line staff were going to be educated. Chair Cauthen said departments would be asked if the committee should come and give a

presentation.

In discussing item 6 on the proposed statement, Member Johnson said he knows a representative of YBR Promotions company, which has offered to print and distribute 5,000 fliers for approximately \$250. He said he was willing to pitch in \$20.00 to the awareness effort.

Chair Cauthen said the Clerk's Office has a brochure and asked for a sample. Members later discussed the brochure and the committee decided that Member Doyle and Member Washburn work on revising the language. Member Williams said the language should be plain, simple and easy for the public.

Member Johnson suggested and the committee agreed to invite the YBR Promotions company representative to make a presentation at the April meeting.

Public Comment: None

Motion to present draft Mission Statement to Task Force.(Washburn / Johnson)

On the motion:

Ayes: Johnson, Washburn, Williams, Cauthen

Matter concerning outreach continued to April meeting. Without objection

3 Work Plan for 2008-2009

Chair Cauthen said she would ask to be placed on the Coalition of SF Neighborhoods' Executive Committee meeting agenda to make a PowerPoint presentation.

Member Washburn said the League of Women Voters has a presence in a lot of communities and is looking at how to help with the committee's outreach effort. She also said the League would benefit from the PowerPoint presentation because it had been a long time since Prop G was passed and also because new members need to know more about the ordinance.

Member Williams said the city and county is dotted with isolated groups and an EOTC outreach to all of them could bring them closer. She also said if various city departments could make presentations in the communities, so could Sunshine.

Members also discussed writing short articles in neighborhood newspapers and asking for 15-minute time slots at neighborhood associations to make presentations and create public service ads.

Administrator to collect information on Bay Area newspapers and compile list of Custodians of Records.

4. Presentation Package

Chair Cauthen said the package should be adaptable to time allowances. Members then discussed frames from the PowerPoint presentation.

5. Next Steps: Task Force referrals of SFPD and SFPC postings of Index of Records.

DCA Llorente gave a briefing on the two complaints. Chair Cauthen said Lt. Mahoney came before the committee in February and said that the Index was being given top priority. Members suggested he be invited again to give a progress report in April.

6. Public comment for items not listed on the agenda

Public Comment: None

7. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Member Williams said she appreciated what DCA Llorente does for the Task Force and knows that he is on the side of the people. Chair Cauthen said the same kind of appreciation is felt from all those on her side of the dais..

Adjournment

The meeting was adjourned at 5:00 p.m.

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

NOTES

Informal Gathering

EDUCATION, OUTREACH AND TRAINING COMMITTEE

Date: April 9, 2009

As there was no quorum at the Education, Outreach and Training Committee, Chair Sue Cauthen noted agenda items and heard from representatives of the Arts Commission and the Police Department. There was no roll call, minutes or action taken on any item. The gathering began at 4:15 p.m. and ended at 4:55 p.m. Member Doyle Johnson arrived at 4:20 p.m. No other members were present.

Sharon Page-Ritchie of the Arts Commission said her office has updated the Index of Records and was working on creating a link to it from the commission's website. She is to notify the administrator when it is done.

Lt. Daniel Mahoney of the San Francisco Police Department said he is waiting for a final count of all the records and for the latest record retention policy to be approved by the Police Commission. He said the original plan was to send everything to the City Administrator as a whole, but because it was taking a great deal of time he was waiting for DCA Molly Stump's approval to send the documents in batches and as they become available. He is going to use the Task Force's PowerPoint presentation during the California Police Officers Association's Public Records Act class at the academy later this month. Chair Cauthen asked if she could attend and was told that she would be welcome. The SFPD is also going to provide a link to the Index of Records from its website.

Member Johnson said YBR Promotions owner Brittney would like to make a presentation to the committee but was out of the country. She was invited to make the presentation during the May 14, 2009, meeting. Member Johnson said he was going to be out of town for the rest of the month but would work with Member Allyson Washburn on updating the green flier. Chair Cauthen named Member Johnson as chair of the brochure sub-committee and asked him to report back next month.

The administrator will get contact names from SF Neighborhood Newspapers Association and the 16 local newspapers.

The administrator will continue work on the Education, Outreach and Training Committee's media contact list.

The Education, Outreach and Training Committee workplan is to be included in the May agenda packet.

Discussed quorum issue: Options were: Make a quorum call 10 days before the meeting, voluntary resignation, or ask another member to join. Quorum call was preferred.

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