

Date: March 24, 2009

Item No. 22

File No. \_\_\_\_\_

## SUNSHINE ORDINANCE TASK FORCE

### AGENDA PACKET CONTENTS LIST\*

- Report: EOTC meeting of March 12, 2009
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Completed by: Chris Rustom

Date: March 19, 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.

This page purposely left blank

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

1 EDUCATION, OUTREACH & TRAINING COMMITTEE

2  
3 DRAFT MISSION STATEMENT  
4

5 The Education, Outreach and Training Committee is a standing committee of the Sunshine  
6 Ordinance Task Force. Its role is to provide outreach to city departments and the public, as  
7 well as education and training.  
8

9 The Education, Outreach & Training Committee's Mission Statement is as follows:

10 1. To provide education to community groups who interact with the City and County of  
11 San Francisco by informing these groups about the public records and public meetings laws  
12 of the State of California and the City and County of San Francisco.  
13

14 Specifically, the EOTC will educate community groups about their rights under the  
15 California Public Records Act, the State Brown Act and the City Sunshine Ordinance. The  
16 EOTC will train community groups to (a) access public records from city departments and  
17 commissions and (b) participate in public meetings through the use of public comment (c) and  
18 describe the types of issues that fall within the purview of the Sunshine Ordinance Task Force.  
19

20 2. To provide training to line staff of city departments who deal frequently with the  
21 public and/or who respond to public records requests. Specifically, the EOT will provide a  
22 speakers bureau to accomplish this goal and informational materials, including a slide  
23 presentation. .  
24

25 3. To provide education and training opportunities for departments and commissions that

1 the Sunshine Ordinance Task Force has determined have violated public meetings and/or  
2 public records laws. The goal is to prevent violations from recurring by outlining government's  
3 responsibilities and providing aids to compliance.

4  
5 4. To educate non-profit organizations and the public about their rights and  
6 responsibilities under Section 12L of the Administrative Code.

7  
8 5. To prepare and disseminate written and electronic materials that illuminate open  
9 government in a concise, easily understandable format.

10  
11 6. To make contact with the media as necessary to further the mission of the EOTC  
12 Sunshine Ordinance Task Force.

13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

This page purposely left blank