

Date: April 28, 2009

Item No. 18

File No. _____

SUNSHINE ORDINANCE TASK FORCE

AGENDA PACKET CONTENTS LIST*

- Education, Outreach and Training Committee meeting of
- April 9, 2009
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Completed by: Chris Rustom

Date: April 24, 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.

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.

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 SOTF's PowerPoint presentation during the CPOA's Public Records Act class at the academy later this month. Sue 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 brochure sub-committee and was told to report back next month.

Administrator Clerk to get contact persons from SF Neighborhood Newspapers Association and the 16 local newspapers.

Administrator to continue work on Department contact list.

Work plan to be included in May agenda packet.

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