

Date: May 26, 2009

Item No. 16

File No. _____

SUNSHINE ORDINANCE TASK FORCE

AGENDA PACKET CONTENTS LIST*

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Completed by: Chris Rustom

Date: May 15, 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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<http://www.sfgov.org/sunshine/>

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

Thursday, May 14, 2009
4:00 p.m., City Hall, Room 406

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

Call to Order: The meeting was called to order at 4:00 P.M. in Room 408 and moved to Room 406 at 5:07 P. M. Meeting readjourned at 5:12 P.M.

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

Agenda Changes: None

Deputy City Attorney: Ernie Llorente
Clerk: Chris Rustom

1. Adoption of minutes of March 12, 2009, regular meeting and acceptance of notes taken during April 9, 2009, information gathering session.

Motion to adopt the of March 12, 2009, regular meeting and acceptance of notes taken during April 9, 2009, information gathering session

Public Comment: None

On the motion:

Ayes: Chan, Johnson, Washburn, Williams, Cauthen

2. 09015 Hearing on the status of the April 28, 2009, Order of Determination of Raymond Banks against the SF HIV Health Services Planning Council

Chair Cauthen said she and respondent TJ Lee are planning a training session for HIV Health Services Planning Council members.

Complainant Raymond Banks stated that the request for information and access to information is systemic. He then read aloud from three documents he had submitted earlier. He also said he was looking forward to attending the Sunshine training.

Public Comment: None

After further discussion Chair Cauthen said that the committee would monitor what Mr. Banks was receiving after the Sunshine training.

- 3 09013 Hearing on the status of the April 28, 2009, Order of Determination of Steve Lawrence against the SFPUC.

Complainant Steve Lawrence was not present.

Respondent Joseph Singh of the PUC Communications Division passed out four documents outlining how the department responds to Sunshine requests and explained the procedure.

Member Washburn said she wanted to read the documents before making suggestions if need be.

Chair Cauthen continued the item for one month to give members time to digest the information and to have an idea of the new plan's efficacy. The chair also advised the respondent to consult with Commission Secretary Mike Housh, who is very familiar with Sunshine requirements.

Chair Cauthen said the requirements for this item also apply to the next item on the agenda.

4. 09017 Hearing on the status of the April 28, 2009, Order of Determination of Save Our Richmond Environment against the SFPUC

See item 3, last paragraph.

5. Presentation for SF Neighborhoods on May 19, 2009

Chair Cauthen said the item is moved to the June meeting because the Education, Outreach and Training committee needed more than the allocated 15 minutes. She also noted that a presentation was scheduled for the HIV Health Services Planning Council, but a date has yet to be selected.

Member Chan introduced Ann Grogan, a member of the Glen Park Patrol Special Safety Program. Ms. Grogan, invited to the lectern, said although she was not sure how much members of her Glen Park Association of Neighbors know about Sunshine but she was going to request a Sunshine training. She said if other departments could come and make their presentations in their neighborhood, Sunshine should also be welcome.

6. Brochure: revised language

Committee members and DCA Llorente made several changes to the document. Chair asked Member Washburn to combine SOTF hearings on

Page 2 with procedures for hearings on Page 5 and do it by May 21, 2009.

Meeting adjourned at 5:07 p.m. Meeting called to order in Rm 406 at 5:12 p.m.

Public Comment: An anonymous person said the brochure should also mention about access to public meetings.

Brittney Tilleman of YBR Promotions made a presentation on the creating, printing and distributing of brochures to market the Sunshine Ordinance Task Force. Chair Cauthen requested Ms Tilleman to put together her marketing proposal and send it to the administrator by Thursday, June 4, 2009, for inclusion in the packet.

7. Use of vendors or third parties to respond to public record requests

Brian Smith of the Planning Department was not present.

Chair Cauthen continued the matter.

8. Appointment requirement for Planning Department records in North Beach Library EIR.

Chair Cauthen said the committee needs to convey to the department that an appointment is not needed under the Sunshine Ordinance. DCA Llorente said the first step is to make the department aware of the violation.

9. Outreach: Newspaper list

Chair Cauthen wanted email addresses added to the list.

Member Washburn said the North Beach newspaper was missing from the list.

10. Work Plan

Chair Cauthen said the work plan was included in the packet to remind members of their duties. She also said the committee needs to meet in a meeting room on a regularly basis and at a particular time. She asked the administrator to see what other rooms would be available on a regular basis.

11. Public comment for items not listed on the agenda

Public Comment: None

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

Adjournment

The meeting was adjourned at 5:45 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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