

Date: September 23, 2008

Item No. 15
File No. _____

SUNSHINE ORDINANCE TASK FORCE

AGENDA PACKET CONTENTS LIST*

- Draft Minutes: Education, Outreach and Training September 11, 2008**
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Completed by: Frank Darby

Date: September 17, 2008

***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
EDUCATION, OUTREACH AND TRAINING COMMITTEE
DRAFT MINUTES**

Thursday, September 11, 2008
3:00 p.m., City Hall, Room 406

Committee Members: Allyson Washburn (Chair), Sue Cauthen, David Pilpel, Christian Chu, Marjorie Williams

Call to Order: The meeting was called to order at 4:00 PM
Roll Call: Present: Washburn, Pilpel, Chu
Excused: Cauthen, Williams

Agenda Changes: Items #3 and 4 were combined.

Deputy City Attorney: Ernie Llorente
Administrator: Frank Darby

1. Adoption of minutes of February 26, 2007

Speakers: None

Motion to adopt minutes of February 26, 2007 (Chu / Pilpel)
Ayes: Washburn, Pilpel, Chu
Excused: Cauthen, Williams

2. SOTF policy and guidelines for Education, Outreach and Training Committee.

Speakers: None

Member Pilpel reviewed the current mission statement.

Member Chu suggested that the entire mission statement be revised and be completely based on the By Laws.

No action taken.

3. Past efforts at Education, Outreach and Training Committee.

Member Pilpel gave an overview regarding the History of the Committee. He said:

1. That the Task Force (TF) had less complaints and was more focused on policy.

2. The Committee and TF focused on educating departments on compliance with the Ordinance.
3. Beginning in 2004 the Committee's focus change to:
 - Educating the public regarding their rights under the Ordinance.
 - Focus on non-profits and their requirements under 12L
 - Engage the News Media regarding the Ordinance.
 - Educating City Departments regarding understanding their requirements.
4. The Committee was proactive so far as outreach.

Member Chu said that departments have complained about being overwhelmed and that the TF needs to address how open government is working and not just problems. She said that the TF need to find ways to reduce the number of complaints.

Chair Washburn said that the TF needs to improve its public relations by relaying the good efforts being made by departments. She said that the TF also need to educate the public about their rights and process.

Member Pilpel said that the TF must find a way to get all parties to be reasonable in their request and response to request. He also said that the TF need to receive a better report from the Ethics Commission even if they don't get the desired response.

DCA Llorente said that due to the increase in the number of complaints that the TF is spending less time educating the public and City departments, which is what the TF should focus on. He said that the annual training only focuses on department heads but that the TF must find a way to educate line staff within the departments.

Chair Washburn that providing training to line-staff requires the TF to function in a more proactive roll.

Member Chu said that she doesn't feel that it is appropriate to issue Orders of Determination in every situation especially departments that have corrected the problem.

DCA Llorente said that in some instances the TF must issue an Order of Determination but can also determine the extent of that order and the language.

Member Pilpel said that there are three ways that complaints are addressed by the TF 1) an alleged violation of §67.21(e), 2) an alleged violation of 12L, which must first be addressed by the departments, and 3) an alleged violation of §67.34. He said that some matters can be referred to the Education, Outreach and Training Committee (EOT) rather than the Compliance and Amendments Committee (CAC).

Chair Washburn said that the TF must have some other method of addressing less egregious offences; that some matters can be referred to the EOT rather than the CAC to further educate departments. She said that the TF also needs to identify groups that will benefit from open government education; that a plan is needed to address departments that are the worst abusers.

Speakers: None

4. Developing a plan for the next six to 12 months.

Chair Washburn said some future topics that will need to be addressed are.

1. Provide direction/plan to the Task Force for handling certain types of complaints.
2. Provide education to line staff. She asked the Administrator to identify groups who might benefit from training.
3. Develop a plan to deal with Departments that are egregious violators and vexatious complainants.

The next meeting will be Thursday October 9, at 4:00 PM.

Speakers: None

5. Public comment for items not listed on the agenda.

Speakers: None

6. Committee Members' Comments, Questions, and Requests for Future Agenda Items

Speakers: None

Adjournment: The meeting was adjourned at 5:30

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