

Date: Dec. 1, 2009

Item No. 4 & 5
File No. 09065

SUNSHINE ORDINANCE TASK FORCE

AGENDA PACKET CONTENTS LIST*

- Charles Pitts v Local Homeless Coordinating Board**
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Completed by: Chris Rustom

Date: Nov. 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.



SUNSHINE ORDINANCE TASK FORCE
 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102
 Tel. (415) 554-7724; Fax (415) 554-7854
<http://www.sfgov.org/sunshine>

SUNSHINE ORDINANCE COMPLAINT

Complaint against which Department or Commission COC # Homeless Coordinating Board

Name of individual contacted at Department or Commission _____

Alleged violation public records access
 Alleged violation of public meeting. Date of meeting _____

Sunshine Ordinance Section 67.7
 (If known, please cite specific provision(s) being violated)

Please describe alleged violation. Use additional paper if needed. Please attach any relevant documentation supporting your complaint.

violation of 67.7 / Documents explain violation

Do you want a public hearing before the Sunshine Ordinance Task Force? yes no
 Do you also want a pre-hearing conference before the Complaint Committee? yes no

(Optional)¹
 Name Charles N. H. S. Address _____

Telephone No. _____ E-Mail Address [REDACTED] @YAHOO

Date _____ Signature _____

I request confidentiality of my personal information. yes no

¹ NOTICE: PERSONAL INFORMATION THAT YOU PROVIDE MAY BE SUBJECT TO DISCLOSURE UNDER THE CALIFORNIA PUBLIC RECORDS ACT AND THE SUNSHINE ORDINANCE, EXCEPT WHEN CONFIDENTIALITY IS SPECIFICALLY REQUESTED. YOU MAY LIST YOUR BUSINESS/OFFICE ADDRESS, TELEPHONE NUMBER AND E-MAIL ADDRESS IN LIEU OF YOUR HOME ADDRESS OR OTHER PERSONAL CONTACT INFORMATION. Complainants can be anonymous as long as the complainant provides a reliable means of contact with the SOTF (Phone number, fax number, or e-mail address).


Alison
Schlageter/DHS/CCSF@CC
SF

10/28/2009 05:06 PM

To SOTF/BOS/SFGOV@SFGOV

cc

bcc

Subject Re: Sunshine Complaint Received: #09067_Library Users
Association v Historic Preservation Commission 

I have received this complaint. I am a little unsure of exactly what Mr. Pitts is issuing the complaint for, I am assuming it is for the reason that the October 5th meeting of the LHCB was not posted on our website. The reason it was not posted on the website was an IT issue. On September 29, 2009 the websystem that manages the sfgov site went through a system upgrade. As part of that system upgrade I was asked to install certain software. When I attempted to install that software, which allows me to upload documents such as agendas, I was unable to. I put in an IT request to fix this problem. My IT request was not resolved until after the October 5th meeting of the LHCB and therefore I was not able to upload the agenda. That is why it was not online.

For the record the agenda was posted at the public library in ample time and sent to an electronic listserve in ample time (ample meaning at least 72 hours prior to the meeting)

Thank You.
ali schlageter

Ali Schlageter
SF Local Homeless Coordinating Board Policy Analyst
Ten Year Implementation Council, Staff
Phone: 1-415-557-6451
Email: Alison.Schlageter@sfgov.org

SEC. 67.7. AGENDA REQUIREMENTS; REGULAR MEETINGS.

(a) At least 72 hours before a regular meeting, a policy body shall post an agenda containing a meaningful description of each item of business to be transacted or discussed at the meeting. Agendas shall specify for each item of business the proposed action or a statement the item is for discussion only. In addition, a policy body shall post a current agenda on its Internet site at least 72 hours before a regular meeting.

(b) A description is meaningful if it is sufficiently clear and specific to alert a person of average intelligence and education whose interests are affected by the item that he or she may have reason to attend the meeting or seek more information on the item. The description should be brief, concise and written in plain, easily understood English. It shall refer to any explanatory documents that have been provided to the policy body in connection with an agenda item, such as correspondence or reports, and such documents shall be posted adjacent to the agenda or, if such documents are of more than one page in length, made available for public inspection and copying at a location indicated on the agenda during normal office hours.

(c) The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public.

(d) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a policy body may respond to statements made or questions posed by persons exercising their public testimony rights, to the extent of asking a question for clarification, providing a reference to staff or other resources for factual information, or requesting staff to report back to the body at a subsequent meeting concerning the matter raised by such testimony.

(e) Notwithstanding subdivision (d), the policy body may take action on items of business not appearing on the posted agenda under any of the following conditions:
to speech and hearing impaired persons through telecommunications devices for the deaf, telecommunications relay ice:

Local Homeless Coordinating Board

[LISTEN](#)
[TEXT ONLY](#)
[PRINT](#)

△
△
△



The Local Homeless Coordinating Board is the lead entity for the San Francisco Continuum of Care. The Local Board works to ensure a unified homeless strategy that is supported by the Mayor, the Board of Supervisors, City departments, nonprofit agencies, people who are homeless or formerly homeless and the community at large. All efforts are aimed at permanent solutions, and the range of services is designed to meet the unique and complex needs of individuals who are threatened with or currently experiencing homelessness.

Next Meeting: LHCB Full Board Mtg: Monday, September 14, 2009:
11:00am-1:00pm: 170 Otis St.



■ Look What's Happening:

2009 San Francisco Homeless Count Results [Click Here for Full Report](#)

Check Out What Else is Happening!:

[Continuum of Care Five Year Strategic Plan Towards Ending Homelessness \(PDF\)](#)



**SAN FRANCISCO
LOCAL HOMELESS COORDINATING BOARD**

AGENDA

October 5, 2009

11:00am-1:00pm

170 Otis St.

Born Auditorium

Christine Ma, M.D.
Co-Chair

Laura Guzman
Co-Chair

Roberta Rosenthal,

Richard Springwater

Barbara Blong

Ginger Martin

Wendy Phillips

Rae Suber

Ali Schlageter, Staff

I. Introduction

II. Minutes from September 14, 2009

III. Homeless Prevention and Rapid Rehousing Update

a) Cindy Ward, Human Services Agency

IV. Follow Up: Shelter Report: The Runaround

a) Response from the Human Services Agency

b) Next steps by the LHCB (Possible Action)

V. 2009 McKinney Vento Application

a) Overview of 2009 NOFA and timeline

b) Proposal: Possible changes to 2009 Application Process

c) Application: Exhibit One

09-30-005.0103 10/5

VI. Other Business Items

a) Agenda items for next month's meeting

b) Membership Recruitment

c) Other

**GOVERNMENT
DOCUMENTS DEPT**

VII. Public Comment

SEP 30 2009

VIII. Adjournment

**SAN FRANCISCO
PUBLIC LIBRARY**

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at: Sunshine Ordinance Task Force, Frank Darby, Administrator, Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683. Telephone: (415) 554-7724, Fax: (415) 554-7854. E-Mail: sotf@sfgo.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force (listed above), the San Francisco Public Library, and on the City's web site at: www.sfgov.org.

TRANSLATION SERVICES

Interpreters for languages other than English are available on request. Sign language interpreters are also available on request. For either accommodation, contact (415) 252-3136 at least two business days before a