

July 27, 1999

TO: Sunshine Ordinance Task Force

FM: Sue Cauthen

RE: Minutes, June 22, 1999 Meeting

Chair David Pilpel called the meeting to order at 4:16 p.m.

PRESENT: Angela Armstrong, Rachel Arnstine O'Hara (non-voting: clerk), Hilda Bernstein, Johnny Brannon, Bruce Brugmann, Sue Cauthen, Ruach Graffis, Jacqueline Minor (non-voting: deputy city attorney), David Pilpel (chair), Bob Pianthold (vice chair), David Watkins

ABSENT: Tuesday Ray (excused), Nancy Sitley, Nicole Wong

MINUTES: May minutes were approved as written by Tuesday Ray. There was discussion of the need for a permanent secretary but no volunteers. Ruach Graffis volunteered to take the July minutes. Jacqueline Minor noted that minutes need not be comprehensive as long as they state who was present and how we voted. She will circulate guidelines for content of minutes.

Pilpel noted that Armstrong still has tapes of a prior meeting. She said she would bring in the minutes and tapes June 23.

MEMBER PRE-MEETING PACKAGE: There was discussion of whether all material supporting complaints should be mailed to members. Watkins said too much is better than too little and it was noted that there is a summary of contents of each complaint. We will discuss the Jenkel and Murray complaints at the July meeting and decide whether to hear them. We will also consider what constitutes a valid complaint.

FUNDING FOR PLANNING DEPARTMENT (DCP) RECORDS RETRIEVAL PROJECT: Mike Berkowitz, head of information services, explained the Planning Department's \$132,000 budget item for reorganization of public records. He said the project would help address citizen access problems. He noted, that two recent denials of documents covering Telegraph Hill issues "should not have happened." The funds would also facilitate putting Planning Commission agendas on its website and would be part of DCP's customer service plan. Both the Planning Code and General Plan are currently on DCP website. Some members were concerned that the public has to pay to receive agendas through the mail and suggested that DCP drop mailing charges. Berkowitz said he would suggest this to planning director Gerald Green. Berkowitz said he would send the Task Force copies of DCP's records retention plan and fiscal details of the agenda-by-mail program. Pilpel asked if SOTF could also have a copy of the customer service plan.

Public comment: Joe Partansky spoke in favor of the information retrieval plan.



Moved (Pilpel) , seconded (Cauthen), passed: SOTF will write a letter in support of the DCP budget request. We will discuss the agenda mailing fee in July.

Partansky said a manual on the California Public Records Act (CPRA) will be published by the attorney general's office later this year. Pilpel noted that the Sher legislation (SB 48) tightening CPRA passed the Senate and is before the assembly.

GRAND JURY RECORDS: Brannon suggested we send the county clerk a letter urging retention of Civil Grand Jury records on juvenile justice and recommending creation of a system to track responses to Grand Jury items, with copies to the presiding judge of the Superior Court. Moved (Planthold), seconded (Bernstein), passed:

DELIBERATIVE PROCESS: Pilpel established a committee to study the issue and work with the city attorney's office to develop a recommendation for the Board of Supervisors. Members: Bernstein (chair), Armstrong; Watkins.

Rick Knee of San Franciscans, for Sunshine said it is a good idea to establish "deliberative process" guidelines since there is no guarantee the proposed Sunshine initiative outlawing deliberative process will pass.

PROCEDURES FOR OUTSTANDING WORK ITEMS: It was suggested we hold a special meeting to discuss.

SUNSHINE INITIATIVE: There will be a special meeting at 3 p-m. July 9 to consider our position on the proposed initiative.

NEXT REGULAR MEETING: July 27.

Chairman Pilpel adjourned the meeting at 6:25 p.m.

Sunshine Ordinance Task Force City & County of San Francisco

Complaint Log May 18 to July 2, 1999

1. June 23, 1999, Judith A. Boyajian, Deputy City Attorney sent a memo to the Sunshine Task Force regarding a complaint by Michael Hammon against the Building Inspection commission. On May 20, 1999 a complaint from Michael Hamman was filed against the Building Inspection Commission regarding "special" meeting notices that he feels are done to discourage public input. This was sent to the deputy City Attorney for further review. Attached is the response from Boyajain and Minor.
2. May 25, 1999, Lou Calabro, President of the European/American Issues Forum filed a complaint that the Mayor's Criminal Justice Council did not respond to a public records request. Jackie Minor responded immediately to this because she found that the Mayor's Criminal Justice Council never received the request. They have indicated to Ms. Minor that they will fulfill that request immediately.
3. June 23, 1999, John Darmanin files a complaint with SOTF regarding the Fire Commission and the their Meeting minutes. Referred to Jackie Minor and John Cooper.
4. June 14, 1999 Lou Calabro files a Immediate Disclosure request to Terrance Hallinan requesting records between the District Attorney's office and any civil rights group. On July 2 he sends the request to SOTF and Ms. Minor is contacted.
5. July 1, 1999, Ms. Minor responds to Darmanin's complaint explaining that the Fire Commission complied with the requirements of the Sunshine Ordinance and that the Task Force does not have the authority to direct the Fire Commission to change the substantive contents of its minutes,



Sunshine Ordinance Task Force City & County of San Francisco

Communications Log

June 14 to July 2, 1999

1. June 21, 1999, received a Immediate Disclosure Request sent to Taline Sanassarian of the Mayor's Office from Dawn Clements of Western Select Securities. Ms. Clements is requesting a copy of Leslie Littleton's resume for the Human Rights Commission. I contacted Taline and let her know I had been notified of the request, and the proper procedures for personal information on public documents. I have not heard from either Ms. Clements or Ms. Sanassarian.
2. June 21, 1999, received a letter from Stephen O. Murray, Ph.D. to Jackie Minor, Deputy City Attorney regarding his dissatisfaction with her response to his May 18th Sunshine complaint regarding the meeting minutes of the Health Commission.
3. June 24, 1999, received a memo from Jackie Minor to the Sunshine Ordinance Task Force regarding the content of meeting minutes.
4. June 25, 1999 received a letter of resignation from Nicole A. Wong to the Clerk of the Board of Supervisors and to the Sunshine Ordinance Task Force.
5. June 25, 1999 received a package of information that was sent to Abraham Bamett, inmate in County Jail no. 9, as a response to his public records request to the Sheriff.

