



**SUNSHINE ORDINANCE TASK FORCE**  
**Education, Outreach, and Training Committee**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**MINUTES DRAFT**

**Hearing Room 408**

**City Hall, 1 Dr. Carlton B. Goodlett Place**  
**San Francisco, CA 94102-4689**

**May 11, 2015 - 4:00 PM**

**Regular Meeting**

**Members:** Chris Hyland (Chair), David Pilpel, Josh Wolf

**1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**

The meeting was called to order at 4:07 p.m. On the call of the roll Members Hyland, Pilpel and Wolf were noted present. There was a quorum.

There were no agenda changes.

File Nos. 14067 and 14098 were called and heard together.

- 2. File No. 14067: Hearing on the status of the Order of Determination** - Complaint filed by Charles Grisham against Frank Lee, Department of Public Works, for violating Administrative Code (Sunshine Ordinance), Section 67.21(c), for failure to assist the requester in identifying the existence, form and nature of a requested record.

Charles Grisham (Complainant), provided a summary of his complaint and requested that additional willful violations be found. Frank Lee and Jeremy Spitz, Public Works (Respondent); presented the department's position. In addition, Mr. Lee stated that the index of records is currently being updated with the assistance of a consultant. The project should be completed in approximately 6 months.

The Education, Outreach and Training Committee (EOTC) suggested that Public Works could improve their website by adding a Frequently Ask Questions Section, Policy and Procedures for public records requests, and add a link to the index of records.

Upon review the EOTC does not believe the issue of specific documents is a matter of dispute anymore. The issue of whether a willful violation occurred and whether Public Works is failing to provide adequate assistance to the public are issues of contention.

Complaint No. 14098 was combined into Complaint No. 14067.

**Member Wolf, seconded by Member Pilpel, moved to refer Complaint No. 14067 to the Sunshine Ordinance Task force without recommendation for a de novo hearing to consider the possibility of finding additional violations on August 5, 2015 (pending approval of the Chair of the SOTF).**

In addition, the EOTC requested that the Complainant provide a detailed list of the remaining issues, additional violation, and suggested actions to the SOTF Administrator.

Public Comment:

None

**The motion PASSED by the following vote:**

Ayes: 3 - Pilpel, Wolf, Hyland

Noes: 0 - None

*The Education, Outreach, and Training Committee shall hold a hearing on File No.14098 to: 1) determine if the Sunshine Ordinance Task Force (SOTF) has Jurisdiction;2) review the merits of the complaints; and/or 3) issue a report and/or recommendation to the SOTF. The SOTF, upon receipt of the report and/or recommendation from the Committee, shall: 1) accept the recommendation of the Committee; or 2) schedule the complaint for a hearing before the SOTF at a future date.*

3. **File No. 14098:** Complaint filed by the Charles Grisham against Public Works for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21and 67.25, for failure to respond to requests for public records in a timely and complete manner.

Complaint No. 14067 and 14098 were heard together. See File No. 14067 for notes on actions.

**Member Wolf, seconded by Member Pilpel, moved to combine Complaint No. 14098 into Complaint No. 14067. The Complainant consented to the combining of the complaints into one file.**

Public Comment:

None

**The motion PASSED by the following vote:**

Ayes: 3 - Pilpel, Wolf, Hyland

Noes: 0 - None

4. **File No. 15020: Hearing - Creating Policies and Procedures Guide: How to Responding to Request for Public Records.**

Frank Lee, Public Works, answered questions related to the creation of policies and procedures guide.

The EOTC discussed the matter and provided suggests to draft the guide.

**Member Hyland, seconded by Member Pilpel, moved to continue the matter to the call of the chair.**

Public Comment:

None.

**The motion PASSED by the following vote:**

Ayes: 3 - Pilpel, Wolf, Hyland

Noes: 0 - None

5. **Public Comment:** Members of the public may address the Education, Outreach and Training Committee on matters that are within the Committee's jurisdiction but not on today's agenda.

Speakers:

None.

6. **Adoption of the minutes for the June 9, 2011; January 12, 2012; February 9, 2012; May 10, 2012; December 13, 2012; April 29, 2013; May 13, 2013; June 25, 2013; September 16, 2013; November 26, 2013; December 9, 2013; and January 12, 2015; Education, Outreach, and Training Committee meetings.**

**Member Pilpel, seconded by Member Hyland, moved to approved the minutes for January 12, 2015, and continued the remainder of the draft minutes to the next meeting of the EOTC.**

Public Comment:

None.

**The motion PASSED by the following vote:**

Ayes: 3 - Pilpel, Wolf, Hyland

Noes: 0 - None

7. **Announcements, Comments, Questions, and Future Agenda Items.**

Member Pilpel requested that the Pending Calendar be combined with the Announcements.

Public Comment:

None.

There were no actions.

8. **Pending Calendar:** The following items are pending issue to be heard before the Education, Outreach, and Training Committee on a future date:
- File No. 14096: Order of Determination: Hartz v. Controller's Office - Policies and Procedures for processing request for public record
  - File No. 14047: Order of Determination: Peele v. Supervisor Katy Tang - Policies and Procedures for processing request for public record
  - File No. 14105: Order of Determination: Hartz v. Supervisor Mark Farrell, Board of Supervisors - Policies and Procedures for processing request for public record
  - File No. 14114: Hearing - City Attorney's Office Policies and Procedures for processing request for public record
  - File No. 14102: Hearing - Planning Department Policies and Procedures for processing request for public records
  - File No. 14103: Hearing - Police Department Policies and Procedures for process request for public records
  - File No. 15013: Hearing - Improving the hearing process of boards and commissions to ensure that a representative portion of the public is allowed to provide input by setting specific times for discussions and public comment.
  - File No. 15044: Hearing - Developing solutions to allow the Public access to audio visual equipments at San Francisco Library Commission meetings.
  - File Nos. 13035 and 14068: Public Comment during city's budget process
  - Hearing regarding the use of Yammer and other social media devices in relation to compliance with the Sunshine Ordinance. (request by Member Wolf)

The EOTC requested that File Nos. 14096, 14047, and 14105 be scheduled for the next meeting of the EOTC.

9. **ADJOURNMENT**

**There being no further business the meeting was adjourned at 6:10 p.m.**

**APPROVED: DRAFT**



**Victor Young  
Administrator  
Sunshine Ordinance Task Force**

N.B. The Minutes of this meeting set forth all actions taken by the Sunshine Ordinance Task Force on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.  
; web site [www.sfgov.org/ethics](http://www.sfgov.org/ethics)