



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

November 26, 2013 – 3:00 PM

Special Meeting

Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

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

The meeting was called to order at 3:01 p.m. On the call of the roll Member Oka was noted absent. There was a quorum.

- 2. File No. 12013:** Hearing on the determined violation of complaint filed by William Clark against Howard Lazar, Arts Commission, for allegedly not providing documents of expenses charged to the Street Artist Program for FY 2010-2011.

William Clark (Complainant) provided an overview of the status of the records requested. Howard Lazar (Respondent) provided an updated of the Arts Commission's compliance with the Order of Determination. Complainant and Respondent responded to questions raised throughout the discussion. Respondent provided a rebuttal. Complainant provided a rebuttal.

Member David will draft a letter to Howard Lazar and the City Attorney's Office to request clarification as to the official position of the City Attorney's Office and to request that a representative of the City Attorney's Office appear at the January 13, 2014, meeting of the Education, Outreach and Training Committee.

Member David, seconded by Member Hyland, moved to CONTINUE TO JANUARY 13, 2014.

Speakers: Paula Datesh provided various comments regarding the lack of relevant content of submitted documents.

The motion PASSED without objection.

THE MEETING RECESSED FROM 4:38 PM TO 4:50 PM

3. **File No. 13005:** Hearing on the determined violation of complaint filed by Paula Datesh against the Arts Commission for allegedly failing to respond to an Immediate Disclosure Request for records pertaining to the operations of the Arts Commission.

Paula Datesh (Complainant) provided an overview of the status of the records requested. Howard Lazar (Respondent) provided an updated of the Arts Commission's compliance with the Order of Determination. Complainant and Respondent responded to questions raised throughout the discussion. Respondent waived rebuttal. Complainant provided a rebuttal.

Speakers: None.

No further action was taken. **Due to Lack of Motion, Matter CONCLUDED.**

4. **Discussion: Public Access to Records and Meetings of Non-Profit Organizations** (Administrative Code Chapter 12L)

Members of the EOTC discussed the issue.

Member David, seconded by Member Hyland, moved to CONTINUE TO DECEMBER 9, 2013.

Speakers: None.

The motion PASSED without objection.

5. **Public Comment.**

Speakers: None.

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

There were none.

7. **ADJOURNMENT**

Member David, seconded by Member Hyland, moved to ADJOURN.

There were no speakers.

The motion PASSED without objection.

There being no further business, the Education, Outreach and Training Committee adjourned at 5:10 p.m.

Agenda Item Information

Each item on the agenda may include: 1) Department or Agency cover letter and/or report; 2) Public correspondence; 3) Other explanatory documents. For more information concerning agendas, minutes, and meeting information, such as these documents, please contact the SOTF Clerk, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102.

Audio recordings of the meeting of the Sunshine Ordinance Task Force are available at:
<http://www.sfbos.org/index.aspx?page=9811>

For information concerning Sunshine Ordinance Task Force please contact by e-mail sotf@sfgov.org or by calling (415) 554-7724.

Public Comment

Public Comment will be taken before or during the Committee's consideration of each agenda item. Speakers may address the Task Force for up to three minutes on that item. During General Public Comment, members of the public may address the Task Force on matters that are within the Task Force's jurisdiction and are not on the agenda. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the official file.

Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Each member of the public who is unable to attend the public meeting or hearing may submit to the City, by the time the hearing begins, written comments regarding the subject of the meeting or hearing;. These comments will be made a part of the official public record.

Hearing Procedures

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|----|--|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| | Other parties of Complainant present facts and evidence | Up to 3 minutes each |
| 2. | City responds | 5 minutes |
| | Other parties of City respond | Up to 3 minutes each |
| | <i>Above total speaking times for Complainant and City to be the same.</i> | |
| 3. | Matter is with the Task Force for discussion and questions. | |
| 4. | Respondent and Complainant presents clarification/rebuttal | 3 minutes |
| 5. | Matter is with the Task Force for motion and deliberation. | |
| 6. | Public comment (Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 7. | Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.) | |

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access

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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the SOTF Clerk at (415) 554-7724 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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: Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102; phone (415) 554-7724; fax (415) 554-7854; or email sotf@sfgov.org.

Citizens may obtain a free copy of the Sunshine Ordinance by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfbos.org/sunshine>.

Cell Phones, Pagers and Similar Sound-Producing Electronic Devices

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 581-3100; fax (415) 252-3112; web site www.sfgov.org/ethics.