



SUNSHINE ORDINANCE TASK FORCE
Information Technology Committee
CITY AND COUNTY OF SAN FRANCISCO
MINUTES

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

March 22, 2022
5:30 PM

Remote Special Meeting

Members: (Chair) Bruce Wolfe, Jennifer Wong,
Jaya Padmanabhan, Laura Stein

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

Chair Wolfe called the meeting to order at 5:33 p.m. On the call of the roll Chair Wolfe and Members Wong, Stein and Padmanabhan were noted present. A quorum was present.

There were no agenda changes.

Chair Wolfe suggested that a representative from NextRequest come to the April SOTF hearing to give a presentation on how their records requests process works.

2. Public Comment: Members of the public may address the Committee on matters that are within the Committee's jurisdiction but not on today's agenda.

Speakers:

None.

3. File No. 22019 - Hearing: Review of Assembly Bill 361.

Chair Wolfe opened the discussion noting that this is a continuation of the discussion at the SOTF hearing regarding how to increase access to hybrid meetings and how to implement changes for public comment. Chair Wolfe stated that this meeting was to develop a set of guidelines on how to participate in public meetings and to suggest those implementations to the Board of Supervisors.

David Pilpel's provided suggestions for how to better manage expectations for hybrid and in person meetings. Mr. Pilpel discussed the success or failure of the platforms used by various City agencies during their meetings. Mr. Pilpel stated this is not about SOTF meetings, but all City policy bodies generally incorporate ideas for specific direction. Mr. Pilpel stated that given all the meetings he participates in the city, it seemed like one platform was not possible. However, discussing expectations that each policy body could apply to their general direction, Mr. Pilpel stated that he wanted this to be about best practices.

Public Comment:

None.

Chair Wolfe also addressed asking departments to review disability issues, which platform they have issues with regarding lip reading, closed captioning and what to do for those meeting bodies that are not broadcasted. Chair Wolfe noted that each City department has their own IT staff. Chair Wolfe stated that the SOTF needs assurances that the system will work.

Public Comment:

None.

Chair Wolfe stated that there needs to be guidelines on how to speak instructions on how the platform works, what the meeting body is using, and noted that creating a standard for websites would be helpful.

Mr. Pilpel noted that the system of allowing people in the room to speak first and, when they have exhausted the number of people in the room, then take people on the phone seems to work but may also be an example of how many people are in the queue and having no way of knowing if they are speaking in two minutes or two hours. Mr. Pilpel also encouraged the committee not to overregulate and allow each body to figure out their system.

Public Comment:

None.

Chair Wolfe wants to provide a set of basic principles to follow and consider when moving to hybrid meetings in order to comply with AB361, how it should be implemented and not be too specific as to one platform over another.

Mr. Pilpel stated that the provisions in the bill are in effect until January 2024.

4. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:43 p.m.

APPROVED: August 22, 2023
Information Technology Committee
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.