



SUNSHINE ORDINANCE TASK FORCE CITY AND COUNTY OF SAN FRANCISCO AGENDA REMOTE REGULAR MEETING

Listen/Public Call-In Phone Number

1-415-906-4659

Meeting ID: 250 004 81#

If you wish to make a statement during general Public Comment, please press *6 and unmute your telephone to speak. Please press *6 to mute your telephone once you are done with your statement.

April 6, 2022 - 4:00 PM

Seat 1	Dean Schmidt	Seat 7	Matthew Yankee - Vice-Chair
Seat 2	Lila LaHood	Seat 8	Chris Hyland
Seat 3	Vacant	Seat 9	Laurie Jones Neighbors
Seat 4	Jaya Padmanabhan	Seat 10	Vacant
Seat 5	Jennifer Wong	Seat 11	Bruce Wolfe - Chair
Seat 6	Laura Stein		

Ex-officio (*non-voting*) Clerk of the Board of Supervisors or his or her designee

Ex-officio (*non-voting*) Mayor or his or her designee

Remote Access to Information and Participation

In accordance with Governor Newsom's Executive Order No. N-33-20 declaring a State of Emergency regarding the COVID-19 outbreak and Mayor London N. Breed's Proclamation declaring a Local Emergency issued on February 25, 2020, including the guidance for gatherings issued by the San Francisco Department of Public Health Officer, aggressive directives were issued to reduce the spread of COVID-19. On March 17, 2020, the Board of Supervisors authorized their Board and Committee meetings to convene remotely (via Microsoft Teams) and will allow remote public comment via teleconference.

Members of the public may participate by phone or may submit their comments by email to: Cheryl.Leger@sfgov.org; all comments received will be made a part of the official record. Sunshine Ordinance Task Force agendas and their associated documents are available at <https://sfbos.org/sunshine>.

PUBLIC COMMENT CALL IN

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As the COVID-19 disease progresses, please visit the Sunshine Ordinance Task Force website regularly to be updated on the current situation as it affects the legislative process.

Meeting Decorum: Any member of the Sunshine Ordinance Task Force may call for decorum due to disorderly conduct of meeting participants. Persons who engage in threatening and/or menacing behavior may be asked to leave.

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES.**
 - 1A. **FINDINGS TO ALLOW TELECONFERENCED MEETINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION 54953(e).**

The Task Force is expected to consider a motion setting forth findings required under Assembly Bill 361 (AB 361) that would allow the committee to hold the meeting remotely according to the modified Brown Act teleconferencing set forth in AB 361. (*attachments*) (*Discussion and Action*)
2. **Approval of the minutes from the Sunshine Ordinance Task Force February 2, 2022, regular meeting with amendments.** (*Discussion and Action*) (*attachments*)
3. **Approval of the minutes from the Sunshine Ordinance Task Force March 2, 2022, regular meeting.** (*Discussion and Action*) (*attachments*)
4. **File No. 21085:** Complaint filed by Kevin Carroll, the Hotel Council of San Francisco and Matthew C. Alvarez against Angela Calvillo, Clerk of the Board of Supervisors for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.1 and 67.7 by failing to **provide** fair and equitable access to members of the public (Board of Supervisors, Budget and Finance June 25, 2021, meeting). (*attachments*)
(*On October 19, 2021, the Complaint Committee moved to find that the SOTF has jurisdiction, find that this a public meeting matter and to refer the matter to the SOTF for hearing because it is unclear if Mr. Carrol and Mr. Alvarez are seeking a violation of due process.*)
 - a) Hearing on the complaint. (*Discussion and Action*)
5. **Public Comment:** Members of the public may address the Sunshine Ordinance Task Force (SOTF) on matters that are within SOTF's jurisdiction, but not on today's agenda. (*No Action*). **Public comment shall be taken at 5:00 p.m. or as soon thereafter as possible.**
6. **Amendment of the By-Laws, Section 9, order of business to move the Administrator's Report to after approval of the meeting minutes.** (*Discussion and Action*) (*attachments*)

7. **Administrator's Report, Complaints and Communications.** (*attachments*)
- Task Force and Committee hearing schedule
 - Complaints submitted and hearing files created
 - Public Communications
 - Complaint Committee minutes
 - Record of emails received
 - Presentation from NextRequest representative.
8. **File No. 22017: CONSENT AGENDA** - The Sunshine Task Force (Committee) shall review File Nos, 21021, 21036, 21087, 21095, 21099, 21103, 21118, to determine if the Sunshine Ordinance Task Force has jurisdiction and determine if the requested records are public pursuant to Administrative Code (Sunshine Ordinance), Sections 67.21(e) and whether or not any person has violated the Sunshine Ordinance, California Public Records Act, or Brown Act pursuant to Administrative Code (Sunshine Ordinance) Section 67.30(c), and, if applicable, to issue an Order of Determination and refer matters to the Compliance and Amendments Committee for monitoring. The Complainant and Respondent are not required to attend the April 6, 2022, Sunshine Task Force meeting but may attend to provide testimony related to the above listed determinations.
(*Discussion and Action*) (*attachments*)
- a) File No. 21021 - Complaint filed by Wynship Hillier against the Behavioral Health Commission for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.7 and 67.9, by failing to provide meaningful and sufficiently clear agenda descriptions, distribute agenda packets to members of the public, 67.15 by failing to provide an opportunity for public comment on each item on the agenda, and California Public Records Act by failing meeting with quorum and failing to list disability information on the agenda. (*attachments*)
- b) File No. 21036 - Complaint filed by Wynship Hillier against the Behavioral Health Commission for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.7(a) by failing to post the Agenda 72 hours in advance of the meeting and failure to provide a description of each item of business; 67.7(b) failing to post documents on the website or make available to the public; agenda; 67.9(a) failure to post relevant documents on the internet; 67.15(c) failing to allow public comment; and 67.21(e) failing to make. (*attachments*)
- c) File No. 21087 - Complaint filed by Wynship Hillier against the Behavioral Health Commission for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.7, 67.9, and 67.15, by failing to make documents available to the public as soon as they are available, by failing to list proposed actions on the agenda, acting on a matter not listed on the agenda and by failing to approve a rule allowing the public to address the body; and California Government Code 54954(a) by failing to provide the time and place for holding regular meetings. (January 20, 2021, February 3, 2021, February 9, 2021, February 18, 2021, and June 12, 2021, meetings).
(*attachments*)
- d) File No. 21095 - Complaint filed by Wynship Hillier against the Behavioral Health Commission for allegedly violating Administrative Code (Sunshine Ordinance),

- Sections 67.7, 67.9, and 67.15 and California Government Code Sections 54953 and 54954(a)(1) by failing to refer/post explanatory documents provided to the policy body, failing to agenda and other documents on file available to the public, failing to provide a brief description of each item of business, failing to make documents available on the internet, failing to take a roll call vote, failing to specify for each item of business the proposed action or statement that the item is for discussion only, failing to adopt a rule providing that each person wishing to speak on an item before the body shall be permitted to be heard once for up to three minutes, failing to include a message for people with disabilities on the agenda, failing to include language on the agenda regarding Sunshine Rights, and failing to include the contact information for the Sunshine Ordinance Task Force. (February 3, 2021, February 9, 2021, and February 17, 2021, meetings). (*attachments*)
- e) File No. 21099 - Complaint filed by Wynship Hillier against the Behavioral Health Commission for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.7, 67.9, and 67.15 and California Government Code Sections 54953 and 54954(a)(1) by failing to refer/post explanatory documents provided to the policy body, failing to agenda and other documents on file available to the public, failing to provide a brief description of each item of business, failing to make documents available on the internet, failing to take a roll call vote, failing to specify for each item of business the proposed action or statement that the item is for discussion only, failing to adopt a rule providing that each person wishing to speak on an item before the body shall be permitted to be heard once for up to three minutes, failing to include a message for people with disabilities on the agenda, failing to include language on the agenda regarding Sunshine Rights, and failing to include the contact information for the Sunshine Ordinance Task Force. (February 9, 2021, Executive Committee meetings). (*attachments*)
- f) File No. 21103 - Complaint filed by Wynship Hillier against the Behavioral Health Commission for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.7, 67.9, and 67.15 and California Government Code Sections 54953 and 54954(a)(1) by failing to refer/post explanatory documents provided to the policy body, failing to agenda and other documents on file available to the public, failing to provide a brief description of each item of business, failing to allow an opportunity for public comment on each on the agenda, failing to take a roll call vote, failing to make documents available on the internet, failing to take a roll call vote, failing to specify for each item of business the proposed action or statement that the item is for discussion only, failing to adopt a rule providing that each person wishing to speak on an item before the body shall be permitted to be heard once for up to three minutes, and failing to announce agenda changes at the beginning of the meeting or as soon thereafter as possible. (February 17, 2021, meetings). (*attachments*)

- g) File No. 21118 - Complaint filed by Wynship Hillier against the Behavioral Health Commission for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.7, 67.9 and 67.15 and California Government Code Sections 54953(a)(b) and 54954(a) by failing to refer/post explanatory documents provided to the policy body, failing to provide a brief description of each item of business, failing to take a roll call vote, and failing to adopt a rule providing that each person wishing to speak on an item before the body shall be permitted to be heard once for up to three minutes,. (March 17, 2021, Behavioral Health Commission and March 9, 2021, Implementation and Executive Committee). ([attachments](#))
- a) Hearing on the complaint. (*Discussion and Action*)
9. **File No. 20059:** Complaint filed by Anonymous against the Department of Public Health for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.25 by failing to respond to an Immediate Disclosure request in a timely and complete manner. ([attachments](#))
- (On February 15, 2022, the Complaint Committee moved to find that the SOTF has jurisdiction, find that the requested records are public and to refer the matter to the SOTF for hearing with a recommendation to find violations of CPRA 6253(b) by failing to make records promptly available to any person upon payment of fees covering direct costs of duplication and 6253(c) by failing to provide those records within 10 days from receipt of the request.)*
- a) Hearing on the complaint. (*Discussion and Action*)
10. **File No. 21124** Complaint filed by Marc Norton against the Department of Public Health (DPH) for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21, by failing to respond to a public records request in a timely and/or complete manner. ([attachments](#))
- (November 9, 2021 the Education, Outreach and Training Committee moved to find that the SOTF has jurisdiction, find that the requested records are public and to refer the matter to the SOTF for hearing with the recommendation that they find violations of 67.21 by failing to provide guidance on locating records; 67.25 failing to respond to an Immediate Disclosure Request in a timely manner; 67.26 by failing to keep withholding to a minimum and 67.27 by failing to provide justification for withholding.)*
- a) Hearing on the complaint. (*Discussion and Action*)
11. **Hearing: Review of Assembly Bill AB361 and related issues (continuing item).** ([attachments](#)) (*Discussion and Action*)
12. **Hearing: Composition of SOTF Agenda Packets - mandatory review of pilot program.** ([attachments](#)) (*Discussion and Action*)
13. **Amendments to the Sunshine Ordinance and Charter Amendment to convert task force to commission.** ([attachments](#)) (*Discussion and Action*)

14. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Sunshine Ordinance Task Force.** *(Discussion and Action)*
15. **ADJOURNMENT**

The Sunshine Ordinance Task Force was established by the San Francisco Administrative Code, Chapter 67. The purpose of the Task Force is to protect the public's interest in open government and to carry out the duties enumerated in Chapter 67 of the San Francisco Administrative Code. For additional information concerning Sunshine Ordinance Task Force please contact the Task Force by e-mail sotf@sfgov.org or by calling (415) 554-7724.

Agenda Item Information

Each item on the agenda may include the following documents:

- 1) Department or Agency cover letter and/or report;
- 2) Public correspondence;
- 3) Other explanatory documents.

These items will be available for review at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, Reception Desk.

Meeting Procedures

- | | | |
|----|--|----------------------|
| 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.) | |

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, except that public speakers using interpretation assistance will be allowed to testify for twice the amount of the public testimony time limit. If simultaneous interpretation services are used, speakers will be governed by the public testimony time limit applied to speakers not requesting interpretation assistance.

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 agenda items. These

comments will be made a part of the official public record. Written communications should be submitted to the SOTF at:

1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102.

AGENDA PACKET: Available for review in the Office of the Clerk of the Board, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, or on the internet at: <http://www.sfbos.org/sunshine>.

AUDIO RECORDINGS: Audio recordings of the meeting of the Sunshine Ordinance Task Force are available at: <http://www.sfbos.org/sunshine>.

LANGUAGE INTERPRETERS: Requests must be received at least 48 hours in advance of the meeting to help ensure availability. Contact Wilson Ng at (415) 554-7725.

Paunawa: Ang mga kahilingan ay kailangang matanggap sa loob ng 48 oras bago mag miting upang matiyak na matutugunan ang mga hiling. Mangyaring tumawag ka sa (415) 554-5184.

翻譯 必須在會議前最少四十八小時提出要求
請電 (415) 554-7719

Disability Access

The hearing rooms in City Hall are wheelchair accessible. Assistive listening devices for the hearing rooms are available upon request with the SOTF Clerk. The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 5R, 6, 7, 7R, 7X, 9, 9R, 19, 21, 47, and 49. For more information about MUNI accessible services, call (415) 701-4485. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. Accessible curbside parking is available on Dr. Carlton B. Goodlett Place and Grove Street.

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 (San Francisco Administrative Code, Chapter 67) 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) 554-5163; or email sotf@sfgov.org.

Citizens may obtain a free copy of the Sunshine Ordinance by printing the San Francisco Administrative Code, Chapter 67 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 (Chapter 67A of the San Francisco Administrative Code).

Ethics 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, Section 2.100] 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

Under Campaign and Governmental Conduct Code, Section 1.127, no person or entity with a financial interest in a land use matter pending before the Board of Appeals, Board of Supervisors, Building Inspection Commission, Commission on Community Investment and Infrastructure, Historic Preservation Commission, Planning Commission, Port Commission, or the Treasure Island Development Authority Board of Directors, may make a campaign contribution to a member of the Board of Supervisors, the Mayor, the City Attorney, or a candidate for any of those offices, from the date the land use matter commenced until 12 months after the board or commission has made a final decision, or any appeal to another City agency from that decision has been resolved. For more information about this restriction, visit sfethics.org.