



SUNSHINE ORDINANCE TASK FORCE CITY AND COUNTY OF SAN FRANCISCO MINUTES - DRAFT

REMOTE REGULAR MEETING

April 6, 2022 - 4:00 PM

Regular Remote Meeting

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

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

Chair B. Wolfe called the meeting to order at 4:01 PM. On the call of the roll Chair B. Wolfe and Members, Schmidt, Padmanabhan, Stein, Yankee, Hyland, Neighbors were noted present. Members LaHood and Wong were noted absent. A quorum was present.

Chair Wolfe requested that items 9 and 10 be switched. Petitioner Anonymous will be late to the meeting and requested that if he is not present that the hearing take place without his presence as per the SOTF rules.

Chair Wolfe noted that there is a new attorney, Deputy City Attorney David Ries, coming on board.

Action: Moved by Vice-Chair Yankee, seconded by Member Padmanabhan, to approve the agenda changes.

Public Comment:

David Pilpel suggested that item 4, against Board of Supervisors Clerk Angela Calvillo, be heard instead of item 1A because Ms. Calvillo has other events to attend to, that staff needs to monitor the Redistricting Task Force hearing and the minutes can be adopted at any time.

The motion PASSED by the following vote:

Ayes: 7 - Yankee, Padmanabhan, B. Wolfe, Neighbors, Stein, Hyland, Schmidt
Noes: 0 - None
Absent: 2 - Wong, LaHood

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.

The SOTF noted that every thirty days, the SOTF must have findings for continued meetings of this body, to recognize that the state of emergency will continue to impact the body and as long as local officials continue to recommend that emergency procedures remain in place. The SOTF is required to approve these findings, or the remote meeting cannot take place.

Action: Moved by Vice-Chair Yankee, seconded by Member Schmidt, to approve the attached motion 1A.

Public Comment:

None.

The motion PASSED by the following vote:

Ayes: 7 - Yankee, Schmidt, B. Wolfe, Neighbors, Stein, Hyland, Padmanabhan
Noes: 0 - None
Absent: 2 - Wong, LaHood

2. Approval of minutes from the Sunshine Ordinance Task Force of February 2, 2022, meeting.

The SOTF discussed the draft meeting minutes.

Action: Moved by Member Padmanabhan, seconded by Member Neighbors, to approve the February 2, 2022, meeting minutes.

Public Comment:

Wynship Hillier provided the following written public comment.

“I have just returned from the public library where I reviewed the audio for the Feb. 2022 meeting. I apologize that I seem to have overlooked that the minutes for this meeting submitted for the March meeting contained the motion to take no action and are actually more accurate than the ones

submitted here. I then read the two descriptions of the motion to take no action and explained why the March version was accurate and the April version not. I also said that no change had been made to the summary of my presentation, and that I still preferred that Ms. Leger use my 150-word summary, but that, if I tried very hard, I could make sense out of her summary and that I wasn't going to fight over it.”

Member Padmanabhan rescinded their motion.

Action: Moved by Member Hyland, seconded by Member Neighbors, to postpone approval of the February 2, 2022, meeting minutes until the May SOTF hearing.

The motion PASSED by the following vote:

Ayes: 6 - Hyland, Neighbors, Yankee, Stein, Wolfe, Padmanabhan
Noes: 1 - Schmidt
Absent: 2 - Wong, LaHood

3. **Approval of the minutes from the Sunshine Ordinance Task Force March 2, 2022, regular meeting.**

The SOTF discussed the draft meeting minutes.

Action: Moved by Member Stein, seconded by Member Neighbors, to approve the March 2, 2022, SOTF meeting minutes.

The motion PASSED by the following vote:

Ayes: 7 - Stein, Neighbors, Hyland, Yankee, B. Wolfe, Schmidt, Padmanabhan
Noes: 0 - None
Absent: 2 - Wong, LaHood

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).

Member Schmidt provided a synopsis of the case from the Complaint Committee hearing.

Kevin Carroll (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Mr. Carroll stated that at the Budget and Appropriations meeting there were over 100 speakers prepared to speak. Mr. Carroll stated that the instructions to make public comment were not published nor were the instructions for including video properly noticed. Mr. Carroll stated that alternative participation methods were available but should have been provided on the notice.

Matthew Alvarez spoke in support of the Petitioner. Mr. Alvarez referred to Administrative Codes 67.7 and 67.15(c) and noted that in a pre-Covid world there was always one set of instructions for meeting participation.

Alisa Somera (Clerk of the Board of Supervisor's Office) (Respondent), provided a summary of the department's position. Ms. Somera stated that community based organizations were able to participate in every budget comment day. Ms. Somera stated that information on how to submit videos in advance of the meeting was available to all members of the public and posted on the BOS website.

Wilson Ng (Clerk of the Board of Supervisors Office) spoke in support of the Respondent. Mr. Ng stated that all instructions were the same except for those with disabilities or people who required an interpreter.

A question and answer period occurred. The parties were provided an opportunity for rebuttals.

Action: Moved by Member Schmidt, seconded by Member Stein, to find that the Clerk of the Board of Supervisors violated Administrative Code, Sunshine Ordinance, Section 67.7(c), by failing to specify the time and location of the regular meeting which shall be posted in a location that is freely accessible to members of the public.

Public Comment:

Anonymous #3 stated that this is a clear violation of 67.15(c) and that it doesn't matter that people are on the phone or in person, because everyone should uniformly have the right to speak and that advocacy should not be relevant.

David Pilpel expressed concern with regards to how public comment has been addressed in the past and that there are a number of issues that balance the legal issues. Mr. Pilpel noted that there is not a 67.7 issue. Mr. Pilpel stated that the agenda was fair and that the issue of hybrid meetings is under review.

Wynship Hillier provided the following written public comment.

"I oppose finding a violation of § 67.7(b) on this item. § 67.7 deals with descriptions of items within the subject matter jurisdiction of the policy body on the agenda. § 67.15 deals with opportunities for the public to address the policy body on the items that are required to be noticed by § 67.7. The opportunities for the public to comment on the items are ancillary and incidental to the items themselves. I don't think that you can cram a problem with instructions on how the public may address the policy body into a section on how the policy body is required to notice the items."

The motion PASSED by the following vote:

Ayes: 6 - Padmanabhan, Schmidt, Stein, Hyland, Yankee, B. Wolfe,
Noes: 1 - Neighbors
Absent: 2 - Wong, LaHood

Action: Moved by Member Padmanabhan, second by Member Schmidt to find the Clerk of the Board in violated Sunshine Ordinance (Administrative Code), Section 67.7(c), by failing to provide a description of public comment practices, for not recognizing there was a single agenda available, that the information for public comment was not shared with the general public and noted that labeling of information is a key issue.

Member Padmanabhan stated they were open to amending the motion to instead include 67.7(b) for failing to provide a description of public comment and restated their motion, with acceptance of the seconder, as follows:

Action: Moved by Member Padmanabhan, second by Member Schmidt to find the Clerk of the Board in violated Sunshine Ordinance (Administrative Code), Section 67.7(c), by failing to provide a description of public comment practices, for not recognizing there was a single agenda available, that the information for public comment was not shared with the general public and noted that labeling of information is a key issue.

Public Comment:

Wynship Hillier stated that he favors finding a violation of 67.7(b) re public comment provisions and 67.15 addresses opportunities are to comment on items and that 67.7(b) deals with items not public comment.

Anonymous #3 agreed with the previous speaker that 67.7 was a slam dunk because an explanatory document was not available to everyone.

The motion PASSED by the following vote:

Ayes: 6 - Padmanabhan, Schmidt, Stein, Hyland, Yankee, B. Wolfe,
Noes: 1 - Neighbors
Absent: 2 - Wong, LaHood

Action: Moved by Member Stein, seconded by Chair Wolfe to take a five-minute break.

Public Comment:

None.

The motion PASSED by the following vote:

Ayes: 6 - Stein, Wolfe, Padmanabhan, Schmidt, Stein, Neighbors, Yankee

Noes: 1 - Hyland

Absent: 2 - Wong, LaHood

The SOTF recessed at 7:00 p.m. and reconvened at 7:05 p.m.

Quorum check:

Present: 7 - Yankee, Wolfe, Hyland, Stein, Padmanabhan, Schmidt, Neighbors

Absent: 2 - Wong, LaHood

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. ***Public comment shall be taken at 5:00 p.m. or as soon thereafter as possible.***

Anonymous #3 spoke about the purpose of regulations during public meetings and that is the goal is to have a good outcome. Anonymous #3 stated that each person has a right to speak and that is equally important on the public meeting side as well as public records.

6. **Amendment of the By-Laws, Section 9, order of business to move the Administrator's Report to after approval of the meeting minutes.**

Chair Wolfe wanted to move this item from near the close of the meeting because the SOTF cannot always get time to flush out the Administrator's Report and from time to time there are items that need to be addressed.

Action: Moved by Chair Wolfe, seconded by Member Neighbors to have the Administrator's Report heard.

Vice-Chair Yankee noted that there is a posting requirement directed to the Clerk to amend the By-Laws of this meeting.

Chair Wolfe rescinded their motion noting that this will be a presentation.

Public Comment:

Anonymous #3 that if this motion is called in the future for consideration, it should be called out in Section 9 and if you already do this, general public comment will not begin before 5:00 pm.

Action: Moved by Vice-Chair Yankee, seconded by Chair Wolfe that a proposal for an amendment to the By-Laws that the Administrator's Report be placed before Public Comment and that Public Comment and any complaint files will not be heard until 5:00 PM or later and shall be posted as per instruction in the By-Laws.

Public Comment:

None.

The motion PASSED by the following vote:

Ayes: 7 - Yankee, Wolfe, Hyland, Stein, Padmanabhan, Schmidt, Neighbors

Noes: 0 - None

Absent: 2 - Wong, LaHood

7. Administrator’s Report, Complaints and Communications.

The SOTF Administrator presented their report and answered questions of the Task Force. The representative from NextRequest was not present at the hearing and the presentation will occur on another date.

Public Comment:

Anonymous #3 noted that SOTF members should call respondents out when they change their story and wondered if when reaching out to complainants do they want to combine their cases. Anonymous #3 suggested composing a form letter.

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.

- 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.
- 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.

- 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).
- 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).
- 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).
- 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).

- 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).

Member Hyland provided a synopsis of the cases from the Education, Outreach and Training Committee. Member Hyland noted that the Respondent agreed to a plea of no contest, that a list of violations encompass all the violations that Mr. Hillier requested and recorded that these violations did happen for a specific time period.

Chair Wolfe noted that this is a consent agenda not combining and that the vote should be to find a violation for what is alleged and that an Order of Determination is drafted for each matter.

Action: Moved by Member Hyland, seconded by Vice-Chair Yankee to approve the consent agenda for File Nos. 21021, 21036, 21087, 21095, 21099, 21103, 21118, as presented for violations each noted and that an Order of Determination is drafted for each item for the following violations against the Behavioral Health Commission for meetings that occurred for the period of September 8, 2020, through April 13, 2021, for violations of one or more of the following Sunshine Ordinance Sections (with the Respondent plea of ‘No Contest’):

- **67.7(a) by failing to provide an adequate description of the agenda items;**
- **67.7(a) by failing to post their Agenda 72 hours in advance of the meeting;**
- **67.7(b) by failing to provide a clear description of the matters;**
- **67.7(b) by failing to post supporting documents on-line or make them available as soon as they are available;**
- **67.7(g) by failing to include notices of rights under the Sunshine Ordinance on the agenda;**
- **67.9(a) by failing to post supplementary documents for the meeting on the internet;**
- **67.15(a) by failing to allow public comment for each item on the agenda.**

The SOTF further requests that the matter is referred to the Compliance and Amendments Committee no earlier than the issue date of the Order of Determination. The SOTF further requests that the BHC provide their manual or description of their procedure/practices implemented to address the violations listed. In an effort to document compliances with posting requirements of the Sunshine Ordinance, the SOTF requests that the BHC maintain a log of when agendas and supporting documents are posted along with any other relevant data.

Public Comment:

Anonymous #3 noted his full agreement with Member Hyland, especially on the meeting side, because the SOTF has the authority to find against them.

Wynship Hillier provided the following written public comment.

“I did not understand the end of Anonymous no. 3's comment. There are some requests for records amid these complaints, with respect to which I still await satisfaction. I note that the staff's "plea" of "no contest" was not made on behalf on the Commission. It was solely the staff's decision to enter this plea. Unless the Commission met illegally over email, they never voted on whether to enter this plea. Other than that, I am happy to see these come to a conclusion and that an Order of Determination will be forthcoming.”

Geoffrey Grier (BHC) stated that Mr. Hillier has slanted things in a bad view. Mr. Grier stated that the staff member do not make decisions without informing the Commission. Mr. Grier is not sure if Mr. Hillier is aware of how the BHC functions.

The motion PASSED by the following vote:

Ayes: 7 - Hyland, Yankee, Wolfe, Padmanabhan, Schmidt, Stein, Neighbors

Noes: 0 - None

Absent: 2 - Wong, LaHood

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.

Anonymous #3 (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Anonymous #3 stated that at the Education, Outreach and Training Committee Member Hyland reminded him that the request was broad. However, Anonymous #3 said that he requested emails, texts and chats and the city claims that they can destroy records, and in this case, serious records were destroyed. Anonymous #3 stated that on March 8, 2021, after the request was made the first record was produced, but there was no key and subsequent records were not produced on a rolling basis.

Sophie Tran (Department of Public Health) (Respondent), provided a summary of the department's position. Ms. Tran stated that 2,500 emails needed to be reviewed which was the reason she reached out to the requestor to narrow their request. Ms. Tran also stated that many records were lost. Ms. Tran stated that in the past four months she could provide the information she has now and has provided about 4,000 pages of responsive records but DPH got no direction from the Petitioner.

A question and answer period occurred. The parties were provided an opportunity for rebuttals.

Action: Moved by Vice-Chair Yankee, seconded by Member Schmidt, to find that the Department of Public Health violated Administrative Code, Sunshine Ordinance, Section 67.21(b), by failing to respond in a complete and timely manner; 67.25 failing to follow response requirements of an Immediate Disclosure Request; 67.26 failing to keep withholdings to a minimum and for failing to provide email addresses, email attachments, and texts and chats, and for not providing a redaction log or footnote and order the department to turn over the remaining records on a rolling basis and refer the matter to the Compliance and Amendments Committee for monitoring.

Public Comment:

None.

The motion PASSED by the following vote:

Ayes: 7 - Yankee, Schmidt, Hyland, Wolfe, Padmanabhan, Schmidt, Neighbors

Noes: 0 - None

Absent: 2 - Wong, LaHood

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.

Mark Norton (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Mr. Norton stated that he submitted his request on April 12, 2021, to the Dept. of Public Health (DPH) for records related to Covid-19 at Oracle Park. Mr. Norton stated that DPH provided nothing until September 16, 2021, after much back and forth requesting information and records. Mr. Norton stated that he received the same records at least four times and they were nonresponsive, they were redacted without a redaction key.

Alison Hawkes (Department of Public Health (DPH)) (Respondent) spoke in support of the Respondent. Ms. Hawkes addressed the tardiness in providing the Ms. Hawkes stated that DPH received up to 60 records requests daily each week and it was challenging to respond to the many requests. Ms. Hawkes stated that DPH is working to address the staffing challenges and has a plan to hire new public records staff.

Sophie Tran (Department of Public Health (DPH)) (Respondent), provided a summary of the department's position. Ms. Tran stated that on January 27, 2022, DPH uploaded and sent a document index and provided over 100 responsive records to Mr. Norton. Ms. Tran also stated that on September 25, 2021, 41 emails and 21 documents were provided. Ms. Trans also noted that on October 9, 2021, DPH uploaded an additional 63 records. Ms. Tran stated that DPH has no other records to provide.

A question and answer period occurred. The parties were provided an opportunity for rebuttals.

Action: Moved by Member Padmanabhan, seconded by Member Hyland, to find the Department of Public Health violated California Public Records Act 6253(b) by failing to make the records promptly available to any person upon payment of fees covering direct costs of duplication, and 6253(c) by failing to respond within 10 days from receipt of the request with a determination on whether the public records are disclosable; Administrative Code, Sunshine Ordinance, Section 67.26, by failing to keep withholding to a minimum and failing to provide additional Giant's records and 67.27 by failing to provide a redactions log.

Public Comment:

Anonymous #3 stated that the violation regarding keying the redaction is 67.26 not 67.27. What DPH did do correctly is that they provided redactions and if they didn't that would be the violation.

Member Padmanabhan amended their motion.

Action: Moved by Member Padmanabhan, seconded by Member Hyland, to find the Department of Public Health violated California Public Records Act 6253(b) by failing to make the records promptly available to any person upon payment of fees covering direct costs of duplication, and 6253(c) by failing to respond within 10 days from receipt of the request with a determination on whether the public records are disclosable; Administrative Code, Sunshine Ordinance, Section 67.26, by failing to key by footnote the redactions and failing to provide additional Giant's records.

The motion PASSED by the following vote:

Ayes: 7 - Padmanabhan, Hyland, Yankee, Wolfe, Schmidt, Stein, Neighbors

Noes: 0 - None

Absent: 2 - Wong, LaHood

11. Hearing: Review of Assembly Bill AB361 and related issues (continuing item).

Chair Wolfe stated that the Information Technology committee met to review suggestions brought by David Pilpel. Chair Wolfe state that since AB361 is in effect and the SOTF continues to have hybrid meetings, there should be an advisory to the Mayor among their subordinate meeting bodies and local agencies that would come under the SOTF. Chair

Wolfe noted that there has been confusion among bodies due to mistakes or changes to actual meeting links and room numbers after agendas have been posted. Mr. Pilpel noted that the Redistricting Task Force has allowed people in the room and when that is exhausted calling remotely and announce how many are listening on the line.

Member Neighbors stated that the Redistricting Task Force has the right idea to begin the practice of staring with people in the room.

Public Comment:

David Pilpel stated that while in hybrid mode it is very important to provide guidance on how to conduct meetings and how to provide public comment or posting submissions.

Anonymous #3 echoed Member Neighbors sentiment. Guidelines should be clear that ADA accommodations should be make clear on whether or not online or in person.

Action: Moved by Vice-Chair Yankee, seconded by Member Neighbors to authorize the Chair to issue a communication to the Board of Supervisors advising them of the requirements of AB361, including the need to provide remote disability access, queueing mechanisms, and a platform that standardizes the features including the incoming hybrid meetings, and to issue supplemental communications as needed or requested by the Task Force.

Public Comment:

David Pilpel stated that the Board of Supervisors is doing a good job at conducting meetings and that they are close to perfect and that all city agencies, boards commissions and departments about all members of the general public should also send to the Mayor's Office on Disability and referenced the Kevin Carroll complaint.

Vice-Chair Yankee restated his motion, with acceptance of the seconder, as follows:

Action: Moved by Vice-Chair Yankee, seconded by Member Neighbors to authorize the Chair to issue a communication to the Board of Supervisors, the Mayor's Office, and all City Boards, Commissions, and Departments advising them of the requirements of AB361, including the need to provide remote disability access, queueing mechanisms, and a platform that standardizes the features including the incoming of hybrid meetings, and to issue supplemental communications as needed or requested by the Task Force.

The motion PASSED by the following vote:

Ayes: 7 - Neighbors, Yankee, Padmanabhan, Hyland, Wolfe, Schmidt, Stein,
Noes: 0 - None
Absent: 2 - Wong, LaHood

12. **Hearing: Composition of SOTF Agenda Packets - mandatory review of pilot program.**

SOTF Administrator Leger presented their analysis and a chart of the Agenda Packet Pilot Program and addressed questions from the SOTF members.

Public Comment:

Mr. Pilpel also suggested that if someone could take a review of the complaint procedures and use less verbiage as possible, and go back to the website and remove documents and use examples of well-crafted materials.

Anonymous #3 requests that people respond within five days and give instructions and need a motion to have this pilot program. Anonymous #3 stated that a lot of agencies do nothing until five days before the hearing.

Action: Moved by Member Neighbors, seconded by Vice-Chair Yankee to continue the matter until the May SOTF hearing.

The motion PASSED by the following vote:

Ayes: 7 - Neighbors, Yankee, Padmanabhan, Hyland, Wolfe, Schmidt, Stein,
Noes: 0 - None
Absent: 2 - Wong, LaHood

13. **Amendments to the Sunshine Ordinance and Charter Amendment to convert task force to commission.**

Chair Wolfe introduced Ms. Maxine Anderson from the League of Women Voters.

Ms. Anderson stated that she has worked with San Franciscans for Sunshine to strengthen the SOTF despite under funding and under staffing. Ms. Anderson stated that the League of Women voters is very interested and advocates for openness of government and that they have been working to put together a charter amendment to make the SOTF a commission.

Public Comment:

Anonymous #3 noted that the discussion is about who is nominating members when cases are on the leading edge of first amendment rights.

David Pilpel stated that this issue has been discussed since 1993 and that he has taken part in those discussions but is not involved in San Franciscans for Sunshine.

14. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Sunshine Ordinance Task Force.**

There was no discussion and no actions were taken.

15. **ADJOURNMENT**

There being no further business the meeting was adjourned at 11:01 pm.

APPROVED: DRAFT
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.