



Draft Minutes

Regular Meeting of the
Commission Streamlining Task Force
City and County of San Francisco

Daniel Lurie
Mayor

Wednesday, May 7, 2025
1:00 pm

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

Meeting will also be broadcast online and remote public comment will be available via WebEx event. To view the online presentation, join the meeting using the link <https://tinyurl.com/6taw4bwv> and password PropE. Members of the public may use email address CommissionStreamlining@sfgov.org to join the WebEx meeting if needed. To join by phone, dial 415-655-0001 and enter access code (webinar ID) 2664 458 1304 followed by ##. See page 3 for additional remote public comment instructions.

Agenda

1. Call to Order

Chair Harrington called the meeting to order at 1:06 pm.

2. Roll Call

Present:

- Ed Harrington, Chair
- Andrea Bruss
- Sophie Hayward
- Natasha Mihal

Vice Chair Jean Fraser was absent at roll call but joined shortly thereafter. With four members present, a quorum was established.

3. Announcements (Informational Item)

The meeting was held in a hybrid format. Technical instructions for public participation via WebEx were announced. A reminder was given that the meeting would adjourn by 3:00pm.

4. General Public Comment

Public comment was received from one speaker, who emphasized the need for accountability and recommended combining the Police Commission and Sheriff's Department Oversight Board, as well as establishing a Probation Oversight Board. Concerns were raised about mandated services being inaccessible and arrests following service refusal. He also expressed frustration with the current system's lack of results and transparency, citing difficulties in accessing services and applying to boards with open vacancies. The speaker urged the Task Force to consider more radical structural changes.

5. Approve Minutes – April 16, 2025 meeting (Action Item)

There was no discussion among Task Force members and no members of the public requested to comment. The Task Force unanimously adopted the minutes.

6. Alternatives to Boards and Commissions for Community Engagement (Discussion Item)

Professor Corey Cook presented on best practices for fostering meaningful public participation beyond formal boards and commissions. Key points included:

- Public engagement should be a two-way process, not limited to public comment.
- Traditional structures can become barriers to meaningful engagement.
- Cities should consider “the great middle” of engagement, using tools like participatory budgeting, community-based research, focus groups, and digital platforms.
- Engagement should aim to empower residents, not just inform them.
- Formal bodies may inhibit broader participation if they become static or exclusive.
- Cook emphasized that commissions should not be the sole vehicle for engagement and highlighted the risk of over-formalizing participation.

Task Force members engaged in discussion, raising questions about:

- The role of commissions in public engagement
- Legal and charter limitations on changing participation structures
- The balance between advisory and governance functions
- Risks of underrepresentation and the importance of turnover and freshness in membership

Public comment was received. One speaker emphasized the unique needs of San Francisco’s diverse ethnic communities and the barriers posed by technology and accessibility. They encouraged inclusive engagement methods and highlighted the Planning Department’s equity efforts. Another speaker reiterated concerns about the system’s effectiveness and the challenges faced by residents in participating meaningfully.

7. Management of Public Bodies by the Clerk of the Board of Supervisors (Discussion Item)

Angela Calvillo, Clerk of the Board of Supervisors, presented an overview of her office’s responsibilities related to managing commissions and appointments. Key topics included:

- The historical evolution of governance structures in San Francisco
- The Clerk’s role in tracking over 100 commissions and ensuring compliance with the Charter, Maddy Act, and local ordinances
- Appointment processes, holdover provisions, and the importance of accurate vacancy postings
- Challenges around training, oversight, and performance tracking
- Recommendations to improve vacancy management, engagement levels, and clarity of purpose

Task Force members asked about:

- Resignation data and commissioner retention
- The Clerk’s role in outreach and commissioner training
- Opportunities to improve consistency and reduce duplicative structures

No members of the public wished to offer comment.

8. Governance Commissions (Discussion and Possible Action Item)

Item 8 was continued to the following meeting due to time limitations on the hearing room availability.

9. Future Agenda Topics (Discussion Item)

Chair Harrington and staff previewed items for the next meeting, which will be three hours in length.

Topics will include:

- A data update from the Controller's Office
- Department and commissioner engagement
- Continued discussion of governance commissions
- A presentation from Vice Chair Fraser
- A whiteboard session (replacing the online Miro tool used in previous meetings)

Andrea Bruss requested revisiting the Task Force schedule and decision-making timeline, expressing concern that time was running out.

One member of the public inquired whether the Task Force would be making decisions about commission appointees. Chair Harrington clarified that the Task Force's purview is which commissions may be streamlined, not individual appointments. The speaker raised concerns about limited results from many meetings.

10. General Public Comment – Continued from item 4 if necessary

Item 10 was not needed, as item 4 did not exceed 15 minutes.

11. Adjournment

Chair Harrington adjourned the meeting at 2:51pm.

Minutes prepared by Rachel Alonso, Project Director

REMOTE ACCESS PROCEDURES

Watch online via Webex: <https://tinyurl.com/6taw4bwy> (password: PropE)

To provide public comment via computer

1. Click on the Participants button
2. Find your name in the list of Attendees
3. Click on the hand icon to raise your hand
4. The host will unmute you when it is time for you to comment
5. When you are done with your comment, click the hand icon again to lower your hand

To listen or provide public comment by phone

1. Dial 415-655-0001 and enter access code 2664 458 1304 ##
2. You will hear a beep when you join the meeting. Please note, if you are calling in before the official meeting start time, the phone line will remain silent.
3. Wait for public comment to be announced
4. When the Chair or Clerk calls for public comment, dial *3 to be added to the speaker line - you will hear, *"you have raised your hand to ask a question. Please wait to speak until the host calls on you."*
5. Ensure you are in a quiet location. Before you speak, mute the sound of any equipment around you, including televisions, radios, and computers. It is especially important that you mute your computer (if you are watching via the web link) so there is no echo sound when you speak.
6. To withdraw your request to speak, press *3 – you will hear, *"you have lowered your hand"*
7. When the system message says, *"your line has been unmuted,"* press *6 to confirm being unmuted
8. When the Chair or Clerk states *"Welcome Caller,"* please state your name clearly. As soon as you speak, you will have up to three minutes to provide your comments.
9. Once your time has expired, you will be moved out of the speaker line and back as a participant in the meeting (unless you disconnect). You will hear *"Your line has been muted."* Press *3 to lower your hand.
10. Participants who wish to speak on other public comment periods can stay on the meeting line and listen for the next public comment opportunity

Best Practices

- Call from a quiet location
- Speak slowly and clearly, directly into your phone or microphone
- Turn off the sound on tv's, radios or other devices near you
- Address the Task Force as a whole, not to individual members

Additional Webex instructions may be found at <https://help.webex.com/en-us/article/n62wi3c/Get-started-with-Webex-Meetings-for-attendees>

WRITTEN COMMENTS

Members of the public may also submit written comments regarding the subject of the meeting. Such comments will be made part of the official public record and will be brought to the attention of the Task Force. Written comments should be addressed to:

Commission Streamlining Task Force
City Hall, Room 362
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
CommissionStreamlining@sfgov.org

ACCESSIBLE MEETING INFORMATION

The Commission Streamlining Task Force encourages participation by persons with disabilities. Task Force meetings are held at City Hall, 1 Dr. Carlton B. Goodlett Place in San Francisco. City Hall is open to the public Monday through Friday from 8:00 a.m. to 8:00 p.m. and is accessible to persons using wheelchairs and other assistive mobility devices.

Wheelchair-accessible entrances are located on Van Ness Avenue and Grove Street. Please note the wheelchair lift at Goodlett Place/Polk Street is being replaced for improved operation and reliability. We anticipate having a functioning lift after the completion of construction in late 2025. There are elevators and accessible restrooms located on every floor.

Transit: The nearest accessible BART station is Civic Center. Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness stations). MUNI bus routes also serving the area are the 5, 6, 19, 21 and 49. For more information regarding MUNI accessible services, visit [SFMTA Accessible Services](#) or call (415) 701-4485 or 311.

Parking: Accessible parking is available at the Civic Center underground parking garage (McAllister and Polk), and at the Performing Arts parking garage (Grove and Franklin). Accessible curbside parking spaces are located adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue, adjacent to Davies Hall and the War Memorial Complex.

Disability Accommodations: [Captions can be enabled](#) if participating remotely via Webex. To request a modification or accommodation such as assistive listening devices, sign language interpreters, readers, large print agendas, materials in alternative formats, or other accommodations, contact (415) 554-4851 or CommissionStreamlining@sfgov.org. Providing at least 72 business hours' advance notice will help to ensure availability. Late requests will be honored, if possible.

Allergies: In order to assist the City in accommodating persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, please refrain from wearing scented products (e.g. perfume and scented lotions) to Task Force meetings.

LANGUAGE ACCESS

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon requests. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact please contact 311 or CommissionStreamlining@sfgov.org at least 48 hours in advance of the hearing. Late requests will be honored if possible.

語言服務

根據語言服務條例(三藩市行政法典第 91 章)，中文、西班牙語和/或菲律賓語（泰加洛語）傳譯人員在收到要求後將會提供傳譯服務。其他語言協助在可能的情況下也將可提供。上述的要求，請於會議前最少 48 小時致電 311 或電郵至 CommissionStreamlining@sfgov.org 向委員會秘書 提出。逾期提出的請求，若可能的話，亦會被考慮接納。

ACCESO A IDIOMAS

De acuerdo con la Ordenanza de Acceso a Idiomas “*Language Access Ordinance*” (Capítulo 91 del Código Administrativo de San Francisco “*Chapter 91 of the San Francisco Administrative Code*”) intérpretes de chino, español y/o filipino (tagalo) estarán disponibles de ser requeridos. La asistencia en idiomas adicionales se tomará en cuenta siempre que sea posible. Para solicitar asistencia con estos servicios favor comunicarse con 311, o CommissionStreamlining@sfgov.org por lo menos 48 horas antes de la reunión. Las solicitudes tardías serán consideradas de ser posible.

PAG-ACCESS SA WIKA

Ayon sa Language Access Ordinance (Chapter 91 ng San Francisco Administrative Code), maaaring mag-request ng mga tagapagsalin sa wikang Tsino, Espanyol, at/o Filipino (Tagalog). Maari din magkaroon ng tulong sa ibang wika. Sa mga ganitong uri ng kahilingan, mangyaring tumawag sa 311, o CommissionStreamlining@sfgov.org sa hindi bababa sa 48 oras bago mag miting. Kung maari, ang mga late na hiling ay posibleng pagbibigyan.

SUNSHINE ORDINANCE

Know Your Rights Under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

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 or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force:

Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Phone: (415) 554-7724, Fax: (415) 554-5784
E-mail: sotf@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <https://www.sfgov.org/sunshine/>

LOBBYIST REGISTRATION AND REPORTING REQUIREMENTS

Individuals who influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) 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) 252-3100, fax (415) 252-3112 and website: <http://www.sfgov.org/ethics>.

SOUND-PRODUCING ELECTRONIC DEVICES

The ringing and use of cell phones and other 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 or other similar sound-producing electronic device.