City and County of San Francisco

Sunshine Ordinance Task Force Education, Outreach, and Training Committee

City Hall
1 Dr. Carlton B. Goodlett Place,
Room 244
San Francisco, CA 94102-4689

Meeting Minutes

Members: Chris Hyland (Chair), David Pilpel, Joe Sangirardi

Clerk: Patricia Petersen
(415) 554-7719 ~ patricia.petersen@sfgov.org

Tuesday, May 26, 2026	**4:30 p.m.** **Regular Meeting**	**City Hall, Room 408**

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES** (00:00:03)

Chair Hyland called the meeting to order at 4:36 p.m. On the call of the roll Chair Hyland, Member Pilpel and Member Sangirardi were noted present. A quorum was present. Administrator Pat Petersen was present.

Member Pilpel requested an opening statement that "items acted on today will appear at our next meeting unless otherwise indicated."

2. **Approval of the March 18, 2025, Sunshine Ordinance Task Force Education, Outreach, and Training Committee Special meeting minutes**. (00:05:19)

The members discussed the draft minutes, noting that the meeting was unable to continue because the WebEx Remote Link and telephone Call-In number in the Agenda were incorrect and the meeting was inaccessible to the public. After consulting with Board of Supervisors staff, it was determined that the meeting should not continue and that any discussions and actions were null and void.

Public Comment: None

Action: Moved by Chair Hyland, seconded by Member Pilpel, to continue to the call of the chair.

The motion **PASSED** by the following vote:

Ayes: 3 – Hyland, Pilpel, Sangirardi
Noes: 0 – None
Absent: 0 - None

3. **Approval of the September 23, 2025, Sunshine Ordinance Task Force Education, Outreach, and Training Committee Special Meeting minutes**. (00:13:56)

   The members discussed the draft minutes. *Add Lt. Heppler's first name to the record (Items 5 and 10). Page 7 correct spacing in second paragraph..*

   Public Comment: None.

   Action: Moved by Chair Hyland, seconded by Member Sangirardi, to approve the minutes as amended.

   The motion **PASSED** by the following vote:

   Ayes: 3 – Hyland, Sangirardi, Pilpel
   Noes: 0 – None
   Absent: 0 – None

4. **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. (00:18:37)

   None

NEW COMPLAINT HEARING AGENDA – *Items 5 - 7*

5. **File No. 26073**: Complaint filed by Barklee Sanders against the City Attorney of San Francisco 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. (00:19:04)

   Barklee Sanders (Petitioner) provided a summary of his position and stated that he has received no response.

   Alex Barrett Shorter (Respondent) provided a summary of the department's position and stated that they responded timely on 4/28/2026, asserted attorney-client privilege and attorney work product exemptions appropriately, provided justifications for withholdings per Sec. 67.27, and stated that the department has no responsive records.

   A question-and-answer period occurred. The parties were provided with the opportunity for rebuttals.

   Public Comment: None

Action: Moved by Member Pilpel, seconded by Sangirardi, to find that the Task Force has jurisdiction, that the requested records are public, and referred the matter to the Consent agenda with a finding of no violation. The Committee believes that the City Attorney properly withheld records and correctly cited the attorney-client privilege and attorney work product exemptions.

The motion **PASSED** by the following vote:

Ayes: 3 – Pilpel, Sangirardi, Hyland
Noes: 0 – None
Absent: 0 – None

6. **File No. 26077**: Complaint filed by Elizabeth Chan against the Department of Public Health 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. (01:09:32)

Elizabeth Chen (Petitioner) provided a summary of her position and stated that has requested information about how overtime is assigned.

Victor Lim (Respondent) provided a summary of the department's position and stated that the records are internal personnel records and not public records. Mr. Lim further stated that the department recommended that Ms. Chen work with Human Resources and consult with her union representative. Mr. Lim stated that the union indicated that they would not be making the request because it would not be filing a grievance.

A question-and-answer period occurred. The parties were provided with the opportunity for rebuttals.

Public Comment: None

Action: Moved by Member Pilpel, seconded by Member Sangirardi, to find that the Task Force has jurisdiction, that the requested records are public, and referred the matter to the Consent Agenda with a recommendation of no violation. The Committee found that the Department Of Public Health did not understand this to be a public records request because it wasn't submitted through a public records request channel and agreed to work with the Petitioner to provide available policies and procedures and address relevant Human Resources matters. HR in that matter. Requested a list actions taken by (R) prior to the [July) task force meeting. Victor Lim says they'll deliver in three weeks.

The motion **PASSED** by the following vote:

Ayes: Pilpel, Sangirardi, Hyland
Noes: 0 – None
Absent: 0 – None

The Committee was in recess from 6:13 p.m. until 6:17 p.m.

7. **File No. 26078**: Complaint filed by Claudia Castillo against San Francisco Rent Board 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. (01:41:34)

Claudia Castillo (Petitioner) provided a summary of her position and stated that she awaits historical rent data.

Executive Director Christina Varner (Respondent) provided a summary of the department's position and stated that the Rent Board acknowledges that and initial response was provided in a timely fashion, but staff realized the request was for all of the records at this property address and those records were provided late. Executive Director Varner denied that handwritten documents were withheld and explained that per the department's Records Retention Policy physical files of petitions filed by tenants are retired and destroyed five years after their filing date.

A question-and-answer period occurred. The parties were provided with the opportunity for rebuttals.

Member Sangirardi was noted absent at 6:40 p.m.

Public Comment: None

Action: Moved by Chair Hyland, seconded by Member Pilpel, to find that the Task Force has jurisdiction, that the requested records are public, and referred the matter to the Consent Agenda with a recommendation of a finding that the Rent Board violated Administrative Code (Sunshine Ordinance), Section(s) Section 67.21(b), by failing to respond to a public records request in a timely and/or complete manner. Respondent acknowledges the violation. The Committee makes no further commendation as the Rent Board agrees to work with Petitioner for future items.

The motion **PASSED** by the following vote:

Ayes: 2 – Hyland, Pilpel
Noes: 0 – None
Absent: 1 – Sangirardi

8. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Sunshine Ordinance Task Force Education, Outreach, and Training Committee**.

The members discussed the Committee start times and plans for opportunities to provide education and outreach.

9. **ADJOURNMENT**

There being no further business the meeting was adjourned at 7:31 p.m.

Approved: _____
Education, Outreach, and Training 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.

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