



City and County of San Francisco

Sunshine Ordinance Task Force

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

Meeting Minutes

Members:

Seat 1	VACANT	Seat 7	Matthew Yankee - Chair
Seat 2	Lila LaHood	Seat 8	Christopher Ojeda
Seat 3	VACANT	Seat 9	MacKenzie Ewing
Seat 4	Ankita Kumar	Seat 10	Joe Sangirardi
Seat 5	Maxine Anderson	Seat 11	Bruce Wolfe - Vice-Chair
Seat 6	Matthew Donahue		
Ex-officio	(non-voting) VACANT - Clerk of the Board of Supervisors or their designee		
Ex-officio	(non-voting) VACANT - Mayor's designee		

Clerk: Victor Young
(415) 554-7724 ~ sotf@sfgov.org

Wednesday, October 7,
2026

4:00 p.m.
Regular Meeting

City Hall, Room 408

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES** (00:00:25)

The meeting was called to order at 4:26 p.m. On the call of the roll, Members LaHood, Kumar, Anderson, Yankee, Ojeda, Sangirardi, and Wolfe were noted present. Members Donahue and Ewing were noted not present.

Deputy City Attorney Jose Zelidon was noted present. Ex-officio Member Angela Calvillo was noted present. Administrator Victor Young was noted present. There was a quorum.

Public Comment: None.

2. **Election of Sunshine Ordinance Task Force Officers pursuant to Article III, Section 5 of the By-Laws.** (00.03:13)

- a. Nominations and election of Chair
- b. Nominations and election of Vice-Chair

Action: Moved by Member Anderson, seconded by Member Kumar, to appoint Member Yankee as Chair of the Sunshine Ordinance Task Force.

Public Comment: None.

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

Ayes: 7 – Anderson, Kumar, LaHood, Ojeda, Sangirardi, Wolfe, Yankee

Noes: 0 - None

Absent: 2 - Donahue, Ewing

Action: Moved by Member Kumar, seconded by Member LaHood, to elect Bruce Wolfe as Vice-Chair of the Sunshine Ordinance Task Force.

Public Comment: None.

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

Ayes: 7 – Kumar, LaHood, Anderson, Ojeda, Sangirardi, Wolfe, Yankee

Noes: 0 - None

Absent: 2 - Donahue, Ewing

3. **Approval of the June 3, 2026 Sunshine Ordinance Task Force Regular meeting minutes. (00:08:11)**

Action: Moved by Vice-Chair Wolfe, seconded by Member Anderson, to approve the June 3, 2026 minutes.

Public Comment:

Peter Warfield, Executive Director, Library Users Association, libraryusers2004@protonmail.com, P.O. Box 170544, San Francisco, CA 94117-0544, commented on the information contained in meeting minutes overall including time references.

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

Ayes: 7 – Wolfe, Anderson, LaHood, Kumar, Ojeda, Sangirardi, Yankee

Noes: 0 - None

Absent: 2 - Donahue, Ewing

4. **Approval of Orders of Determination** (00:13:40)

- **File No. 25119** Aaron Wilson against the Department of Homelessness and Supportive Housing
- **File No. 25127** Elias Georgopoulos against the San Francisco Municipal Transportation Agency
- **File No. 25134** Minh Cantarutti against the Department of Homelessness and Supportive Housing
- **File No. 26036** Grant Review against the Department of Public Health
- **File No. 26059** Gabriel Greschler against the Office of the Mayor

Action: Moved by Vice-Chair Wolfe, seconded by Member Anderson, to approve the Orders of Determination.

Public Comment: None

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

Ayes: 7 - Wolfe, Anderson, LaHood, Kumar, Ojeda, Sangirardi, Yankee

Noes: 0 - None

Absent: 2 - Donahue, Ewing

Member Donahue was noted present at 4:48 p.m.

5. **Potential Administrative Code Amendments Related to the Sunshine Ordinance Task Force** (00:17:39)

- a. **Board of Supervisors Pending Ordinance on the Sunshine Ordinance Task Force:** Review proposed amendments to the Administrative Code that will remove the limit on hold-over service, increase the term of office, and modify the removal process for Sunshine Ordinance Task Force Members (Board File No. 261088).

The Task Force discussed the matter.

DCA Jose Zelidon (Deputy City Attorney), responded to questions from the Task Force.

Action: Moved by Member Donahue, seconded by Vice-Chair Wolfe, to request guidance from the Deputy City Attorney as to whether the Board of Supervisors is permitted to amend the Sunshine Ordinance as suggested in Board File No. 261088. The matter was continued to the next meeting of the SOTF.

Public Comment:

James Chaffee commented on the working order of the microphones and the proposed workaround of the Sunshine Ordinance by the SOTF.

Peter Warfield, Executive Director, Library Users Association, libraryusers2004@protonmail.com, P.O. Box 170544, San Francisco, CA 94117-0544, commented on the holdover provision for members of the SOTF, SOTF staffing, and other issues related to SOTF membership provisions.

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

Ayes: 8 - Donahue, Wolfe, LaHood, Kumar, Anderson, Ojeda, Sangirardi, Yankee

Noes: 0 – None.

Absent: 1 - Ewing

6. **Administrator's Report.** (2:01:00)

- Task Force and Committee tentative hearing schedule with potential adjustments
- Committee Assignments
- Complaints and Hearing Requests
- Pending Petitions / Complaints
- SOTF Member Attendance
- Communications

Administrator Petersen presented the report. Committee assignments will be made by the Chair in the coming weeks based upon Members' availability for meeting dates.

Public Comment: None

No action taken.

7. **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. (1:01:45)

Public Comment:

James Chaffee commented on his past services to the SOTF and changes to the work of the SOTF and government.

Peter Warfield, Executive Director, Library Users Association, libraryusers2004@protonmail.com, P.O. Box 170544, San Francisco, CA 94117-0544, commented on the SOTF history of displeasing various members of city government and how the SOTF is a benefit to the public as a means to bring complaints.

CONSENT AGENDA – Items 8 through 10 (1:09:16)

8. **File No. 26071:** Complaint filed by Kei Chan against the San Francisco Human Services Agency 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.) (01:09:55)
(On 6/19/2026, the Complaint Committee found that the requested records are personnel records that are not under the jurisdiction of the Task Force and referred the matter to the Consent Agenda with a recommendation that because there is no jurisdiction there is no violation.)
9. **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. (01:10:15)
(On 5/26/2026 the Education, Outreach, and Training Committee found 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.
10. **File No. 26077:** Complaint filed by Elizabeth Chan against Zuckerberg San Francisco General Hospital and Trauma Center 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. (01:10:53)
(On 5/26/2026 the Education, Outreach, and Training Committee found 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 the request to be a public records request because it wasn't submitted through a public records request channel and will work with Petitioner to provide available policies and procedures for the handling of human resources matters.

Chair Yankee requested that Item No. 8 be severed from the Consent Agenda. (01:15:31)

Action: Moved by Member Anderson, seconded by Member Donahue, to adopt the Consent Agenda (Items 9, and 10) and recommendations of the Committees.

Public Comment: Peter Warfield, expressed concern regarding Item 10 wording and the findings of the committee.

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

Ayes: 8 - Anderson, Donahue, LaHood, Kumar, Ojeda, Sangirardi, Wolfe, Yankee

Noes: 0 - None.

Absent: 1 - Ewing

Action: Moved by Chair Yankee, seconded by Member Anderson, to revise the findings of the Complaint Committee pertaining to Item 8 to find that the records are public and that the SOTF has jurisdiction. The SOTF further finds no violation as the requested records were not disclosable records.

Public Comment:

Kei Chan (Complainant) commented on the merits of their complaint.

Peter Warfield, Executive Director, Library Users Association, libraryusers2004@protonmail.com, P.O. Box 170544, San Francisco, CA 94117-0544, questioned the reason to justify the withholding of records.

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

Ayes: 8 - Yankee, Anderson, LaHood, Kumar, Donahue, Ojeda, Sangirardi, Wolfe

Noes: 0 - None

Absent: 1 - Ewing

The meeting recessed at 6:15 p.m. and reconvened at 6:25 p.m.

Vice-Chair Wolfe was noted not present at 6:25 p.m. and present at 6:27 p.m.

11. **Discussion of Sunshine Ordinance Bylaws and Complaint Procedures:** Discussion regarding proposed amendments to the Sunshine Ordinance Task Force Bylaws and Complaint Procedures. (02:26:54)

The Task Force discussed the matter, including references to holdovers, application of the 45-day rule to continuances, the acceptable number of reconsideration requests, actions taken notices following a meeting, and deadlines for the submission of supporting documentation prior to a hearing. A redlined, revised version of the Complaint Procedures will be prepared for discussion and action at the next meeting of the SOTF.

Public Comment: None

No action taken.

12. **Hearing on Sunshine Ordinance Amendments:** Discussion and potential action regarding proposed amendments to the Sunshine Ordinance. (02:36:01)

The Task Force discussed the matter.

Public Comment: None

No action taken.

13. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Sunshine Ordinance Task Force.** 02:43:25)

(Note: Public Comment on this item is limited to subject matters presented by members of the SOTF.)

Vice-Chair Wolfe indicated that the SOTF website is difficult to navigate and find items.

Member Donahue requested future information regarding the citation of the City Attorney acting as Supervisor of Records and the ability to provide legal advice and asked about the role of the City Attorney for the SOTF. Chair Yankee directed the question to DCA Zelidon who highlighted the collective institutional knowledge among the members and reiterated the availability of the DCAs as a resource.

Member LaHood stated that HSA's deletion of employee emails once one is no longer an employee could be a violation of the City's records retention policies and flagged the matter for future review.

14. **ADJOURNMENT** (3:04:00)

There being no further business, the meeting was adjourned at 7:30 p.m.

APPROVED: _____
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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