



SF Environment
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A Department of the City and County of San Francisco

Edwin M. Lee
Mayor

Deborah O. Raphael
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE***

**MINUTES APPROVED
WEDNESDAY, AUGUST 10, 2016, 5:00 P.M.**

**CITY HALL, ROOM 421
ONE DR. CARLTON B. GOODLETT JR. PLACE
SAN FRANCISCO, CA 94102**

COMMITTEE MEMBERS: Commissioners Heather Stephenson (Chair) and Sarah Wan.

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

- 1. Call to Order and Roll Call.** The Commission on the Environment Operations Committee meeting was convened at 5:00 p.m. (Present: Commissioners Stephenson and Commissioner Omotalade joined the Committee for the meeting; Excused: Commissioner Wan)
- 2. Approval of Minutes of the May 11, 2016 Commission on the Environment Operations Committee Meeting.** (Explanatory Document: May 11, 2016 Draft Minutes) (Discussion and Action)

Upon motion by Commissioner Omotalade and second by Commissioner Stephenson, the minutes of the May 11, 2016 Commission on the Environment Operations Committee meeting were approved without objection (Aye: Commissioners Stephenson and Omotalade; Nos: None; Excused: Commissioner Wan).

- 3. Public Comment.** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

There was no public comment.

- 4. Presentation on the Green School Alliance District Collaborative.** Speaker: Dr. Sharon Jaye, D.Ed, Executive Director, Green Schools Alliance and Nik Kaestner, Director of Sustainability, San Francisco Unified School District (Discussion)

Dr. Sharon Jay, Executive Director, Green School Alliance, discussed the Green Schools Alliance's history, purpose, membership, mission and goals, focus and the phases of development.

Nik Kaestner, Director of Sustainability, San Francisco Unified School District discussed San Francisco's participation in the Green School Alliance District Collaborative, the opportunity for

purchasing power, an online utility dashboard to understand energy use in the schools, the San Francisco Shared Savings program to incentivize energy efficiency and food waste prevention initiatives.

Commissioner Stephenson asked about standardized reporting and recognition, national green school standards, how San Francisco Unified School District compares to others and how the San Francisco Unified School District engages school communities.

Commissioner Hoyos discussed Climate Parents and asked about the collaboratives initiatives to impact state and federal policies and the tax on climate standards.

Commissioner Stephenson discussed the impact of students changing household sustainability behaviors.

Public Comment:

Shawn Rosenmoss, Senior Environmental Specialist for Development, Community Partnerships and the SF Carbon Fund, asked about extending the length of lunch to decrease food waste.

5. **Update on the San Francisco Department of the Environment's internship and volunteer program.**

Speakers: Shawn Rosenmoss, Senior Environmental Specialist for Development, Community Partnerships and the SF Carbon Fund and Sunshine Swinford, Neighborhood Outreach and Volunteer Coordinator (Discussion)

Shawn Rosenmoss, Senior Environmental Specialist for Development, Community Partnerships and the SF Carbon Fund, discussed the history of the Department's volunteer and internship program, the hiring of Sunshine Swinford as the first Neighborhood Outreach and Volunteer Coordinator and the importance of having volunteers and interns to engage the community to change behavior.

Sunshine Swinford, Neighborhood Outreach and Volunteer Coordinator discussed the difference between interns and volunteers, outreach programs, volunteer shifts, the source of Department volunteers and interns and appreciation events.

Commissioner Stephenson asked how people can become a volunteer and how the Department puts volunteers to work.

Commissioner Hoyos asked about how volunteer events are advertised.

Commissioner Omotalade commended Sunshine for being highly visible at community events.

Guillermo Rodriguez, Policy and Communications Director, Department of the Environment discussed efforts by the Department to make sure that interns have a substantive and educational experience and commended Shawn Rosenmoss and Sunshine Swinford for their work.

Commissioner Omotalade asked about the capacity of the volunteer and internship program.

There was no public comment.

6. **Approval of the San Francisco Department of the Environment Language Access Policy.**

(Explanatory Document: Draft San Francisco Department of the Environment Language Access Policy, U.S. Census Data, Roster of Multilingual Employees, Complaint Form Chinese, Complaint Form Filipino, Complaint Form English and Complaint Form Spanish) Speaker: Donnie Oliveira, Program Manager, Outreach (Discussion and Action)

Donnie Oliveira, Program Manager, Outreach, San Francisco Department of the Environment discussed the mandates on the Department on the Environment from the Language Access Ordinance, the Department's process for meaningful translation of content, the Department's process for implementing its language access policy, the Department's language access policy, building meaningful content, accessibility, annual goals and reports and opportunities to engage new partners.

Guillermo Rodriguez, Policy and Communications Director, Department of the Environment discussed the Department's existing engagement with various communities.

Commissioner Stephenson asked about how clients would know that language access services were available to them.

Commissioner Omotalade asked about how success of the program is being measured.

Commissioner Hoyos asked about the availability and visibility of zero waste signage and a breakdown of how the budget was spent on language access.

Commissioner Stephenson discussed including diverse communities in the development of programs.

There was no public comment.

Upon motion by Commissioner Stephenson and second by Commissioner Omotalade, the Operations Committee recommended that the Commission on the Environment adopt the Draft San Francisco Department of the Environment Language Access Policy without objection (Aye: Commissioners Stephenson and Omotalade; Nos: None; Excused: Commissioner Wan).

7. **Presentation on the San Francisco Department of the Environment language websites.** Speaker: Zoey Kroll, Internet Communications Coordinator (Discussion)

Zoey Kroll, Internet Communications Coordinator discussed San Francisco's language demographics, San Francisco's Language Access Ordinance, existing Department website structure, the Department's web translation vision, web content strategy, how to access the Department's new language sites and the difference between the in language sites for residents and business.

Commissioner Stephenson asked about how the Department attracts users, the process for replicating new programs across the entire site including language sites and incorporation of the Department's branding.

Commissioner Hoyos asked about traffic levels to the language websites and how the Department uses social media.

Public Comment:

Sunshine Swinford, Neighborhood Outreach and Volunteer Coordinator, Department of the Environment asked about language access language on Commission agendas.

8. Presentation on the Commission on the Environment's new digital meeting packet and agenda.
Speaker: Anthony Valdez, Commission Affairs Manager (Discussion)

Anthony Valdez, Commission Affairs Manager, Department of the Environment introduced the new Commission website, discussed the posting process for Commission meetings, the transition to iPads for Commissioners, how Commissioners will receive posted materials, public records laws, provided an orientation of DirectorPoint software and discussed in language descriptions of language access opportunities that will be incorporated into the Commission agenda language.

Commissioner Stephenson asked about access to meeting materials for people who are not tech savvy.

There was no public comment.

9. New Business/Future Agenda Items. Guillermo Rodriguez, Policy and Communications Director (Discussion)

Guillermo Rodriguez, Policy and Communications Director, Department of the Environment discussed the Department's budget update and items for the next meeting including a new customer relations management system in the department and internal branding.

There was no public comment.

10. Adjournment. The meeting was adjourned at 7:31 p.m.

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, November 9, 2016 at 5:00 p.m. in City Hall, Room 421.

*If a quorum of the Commission on the Environment is present, it will constitute a Special Meeting of the Commission on the Environment. The Commission Affairs Manager shall make a note of it in the minutes, and discussion shall be limited to items noticed on this agenda.

** Copies of explanatory documents are available at (1) the Commission's office, 1455 Market Street, Suite 1200, San Francisco, California, 94103 between the hours of 9 a.m. and 5 p.m., Photo identification is required for entry to the building. (2) on the Commission's website <http://www.sfenvironment.org/commission>; (3) upon request to the Commission Affairs Manager, at telephone number 415-355-3709, or via e-mail at Anthony.E.Valdez@sfgov.org. If any materials related to an item on this agenda have been distributed to the Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 during normal office hours or will

be made available on the Commission's website <http://www.sfenvironment.org/commission> as attachments to the agenda.

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Posted: November 23, 2016