1. **Call to Order and Roll Call.** The Commission on the Environment Operations Committee meeting was convened at 5:04 p.m. (Present: Commissioners Stephenson and Commissioner Wan)

2. **Approval of Minutes of the August 10, 2016 Commission on the Environment Operations Committee Meeting.** (Explanatory Document: August 10, 2016 Draft Minutes) (Discussion and Action)

   Upon motion by Commissioner Stephenson and second by Commissioner Wan, the minutes of the August 10, 2016 Commission on the Environment Operations Committee meeting were approved without objection (Aye: Commissioners Stephenson and Wan; Nos: None).

   There was no public comment.

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. **Operations Committee recommendation that the Commission on the Environment amend its bylaws to change the Committee’s regular meeting time.** Speaker: Guillermo Rodriguez, Policy and Communications Director (Discussion)

   Anthony Valdez, Commission Affairs Manager, discussed the need to amend the bylaws to change the regular meeting time of the Commission and Committees. The amendments would allow the Operations Committee to meet regularly in January to discuss the Department budget.
Member Stephenson indicated support.

Member Wan indicated support.

Upon motion by Commissioner Stephenson and second by Commissioner Wan, the Operations Committee recommended that the Commission on the Environment amend its bylaws to change the Committee’s regular meeting time without objection (Aye: Commissioners Stephenson and Wan; Nos: None).

There was no public comment.

5. **Outreach Update.** Updates on the Department of the Environment’s Outreach program and initiatives. Speakers: Donnie Oliveira, Program Manager, Outreach (Discussion)

Donnie Oliveira, Program Manager, Outreach discussed the real foodies compost campaign.

Commissioner Stephenson asked about the reach and cost of the campaign.

Donnie Oliveira discussed outreach by the Step Up Power Down campaign, household hazardous waste and the SF Moves Campaign.

Commissioner Wan asked if there would be Chinese translation for the real foodies compost campaign, discussed the use of WeChat among the Chinese community as a way to increase outreach, the opportunity to use Lunar New Year as an opportunity to help with the Zero Waste campaign and about food waste recovery in San Francisco.

Donnie Oliveira discussed the Department of the Environment’s strategic plan framework, communication with key stakeholders, the roadmap to deliver the objectives and strategies and community meetings hosted by members of the Commission on the Environment.

Commissioner Wan asked about whether the strategic plan was completed.

Commissioner Stephenson asked about what the goals for the community outreach will be.

Public Comment:

Unidentified speaker asked what the goal is for people who land on the Department’s websites and where funding for the Department comes from.

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

Anthony Valdez, Commission Affairs Manager, discussed future agenda items including the budget discussion in January and upcoming discussions on internal branding at the Department and CRM implementation.

Commissioner Stephenson asked if the budget could be divided into programs within Department areas.
There was no public comment.

7. **Adjournment** The meeting was adjourned at 5:40 p.m.

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, January 18, 2017 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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