



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**

SPECIAL MEETING MINUTES APPROVED

**MONDAY, NOVEMBER 14, 2016, 12:00 P.M.
CITY HALL, ROOM 400
SAN FRANCISCO, CA 94102**

COMMISSION MEMBERS: Commissioners Jacquelyn Omotalade (President), Elmy Bermejo (Vice-President), Lisa Hoyos, Heather Stephenson, Johanna Wald and Sarah Wan

ORDER OF BUSINESS

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

- 1. Call to Order and Roll Call.** The Commission on the Environment meeting convened at 12:00 p.m. Present: Commissioners Jacquelyn Omotalade, Elmy Bermejo, Lisa Hoyos, Heather Stephenson, Johanna Wald and Sarah Wan.
- 2. Approval of Minutes of the September 27, 2016 Commission on the Environment Regular Meeting.** (Explanatory Documents: September 27, 2016 Draft Minutes) (Discussion and Action)

Upon motion by Commissioner Stephenson, second by Commissioner Hoyos, the September 27, 2016 meeting minutes were approved without objection (Ayes: Commissioners Omotalade, Bermejo, Hoyos, Stephenson, Wald and Wan; Noes: None; Absent: None)

There was no public comment.

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

There was no public comment.

PRESENTATIONS AND AWARDS

- 4. Review and Approval of Resolution File 2016-12-COE commending Tom Owen, retiring Deputy City Attorney, for service to the Department and Commission on the Environment.** (Explanatory Document: Draft Resolution 2016-12-COE) Sponsor and Speakers: Commissioner Johanna Wald and Deborah Raphael, Director (Discussion and Action)

Director Raphael discussed the important role of the City Attorney's Office and commended Tom Owen for his work on behalf of the Department of the Environment.

Commissioner Wald asked Anthony Valdez, Commission Affairs Manager, to read aloud Resolution File 2016-12-COE.

Commissioner Wald commended Tom Owen on behalf of the Commission on the Environment.

Commissioner Stephenson discussed working with Tom Owen.

Commissioner Bermejo thanked Tom Owen.

Commissioner Omotalade thanked Tom Owen.

Commissioner Hoyos thanked Tom Owen.

Commissioner Stephenson made a non-substantive change to the resolution to change the spelling of Tom's name.

Upon motion by Commissioner Stephenson, second by Commissioner Wald, Resolution File 2016-12-COE was approved without objection (Ayes: Commissioners Omotalade, Bermejo, Hoyos, Stephenson, Wald and Wan; Noes: None; Absent: None)

There was no public comment.

Commissioner Wald presented the Environmental Service Award to Tom Owen.

Tom Owen thanked the Commission and introduced the new Deputy City Attorney.

REGULAR AGENDA

5. Review and Approval of Resolution File 2016-11-COE amending the Commission on the Environment's Bylaws to change the Operations Committee regular meeting schedule.

(Explanatory Documents: Draft Resolution 2016-11-COE) Speaker: Anthony Valdez, Commission Affairs Manager (Discussion and Action)

Anthony Valdez, Commission Affairs Manager, discussed the need to change the regular meeting date for the Operations Committee to bring the regular the meeting date to be more in line with the regular business of the Committee.

Upon motion by Commissioner Hoyos, second by Commissioner Stephenson, Resolution File 2016-11-COE was approved without objection (Ayes: Commissioners Omotalade, Bermejo, Hoyos, Stephenson, Wald and Wan; Noes: None; Absent: None)

Commissioner Stephenson indicated support for the resolution.

There was no public comment.

6. Review of the Proposed 2016-2020 Department of the Environment Strategic Plan. Sponsor: Deborah Raphael, Director; Speakers: Donnie Oliveira, Program Manager, Outreach (Explanatory Document: Proposed 2016-2020 Department of the Environment Strategic Plan) (Discussion)

Director Raphael discussed the “Why?” of the department, how the City has changed around the Department, the need for the Department to evolve as the City and world changed, creating a strategic plan with direction, boundaries and the nature of the journey, the impact of influencers such as the Commission on the strategic plan, the various layers of the plan.

Director Raphael commended Donnie Oliveria, Program Manager, Outreach, Meister Consulting, School of Thought and FM3.

Donnie Oliveria, Program Manager, Outreach discussed the strategic plan including the Department's mission statement, the Department logo and brand, the process, internal feedback, creating a plan that is dynamic.

Julie Curti, Meister Consulting Group, discussed the strategic plan process design, including the background of Meister Consulting Group, sourcing information and ideas, workshop process and topics, selection of strategies and goals, the five pathways to synthesis.

Lucia Del Puppo, Fairbanks, Maslin, Maullin Metz & Associates (FM3) discussed brand strengthening research that was performed for the strategic plan, research methodology, alignment of perceptions of the Department, Department strengths, Department weaknesses, messaging that best fits the Department, suggested goals for SFE.

Donnie Oliveria, Program Manager, Outreach presented the new mission statement, the seven objectives, key strategies and performance measurement for each of the five pathways. The five pathways are promoting healthy communities and ecosystems, achieving a carbon-free future, strengthening community resilience, eliminating waste and amplifying community action. Donnie then discussed next steps for the strategic plan, extended an invitation to each commissioner to hold a community workshop to hold conversations about the plan in the community, and asked Julie to give an outsiders perspective on the Department's process.

Julie Curti discussed what to expect from the strategic plan, the balance in the plan to serve both people and the plant, collaboration with other Department, the focus on equity, accessibility to programs through a customer service focused model, innovation in the plan including specific examples and the clear pathway forward.

Donnie discussed replicating the success of the zero waste Chinatown community council with the meetings in the community.

Commissioner Stephenson asked for more explanation about the difference between location based and affinity based workshops held by commissioners.

Commissioner Wan encouraged commissioners to go into their communities to listen, the success of the zero waste Chinatown community council and how helpful it was to have the consultants assist with the process.

Commissioner Wald expressed appreciation for the document, asked about the thought behind the organization of the five pathways, the need to remember than many of the objectives require

collaboration with other departments, and asked how the document will be used to make resource allocation decisions.

Director Raphael discussed collaboration with other departments, the Department's history of using strategic plans and how the Department and Commission make use of the current plan.

Commissioner Stephenson asked about whether or not the strategies are in order.

Commissioner Bermejo indicated support for the community meetings.

Commissioner Omotalade indicated support for the community meetings.

Commissioner Hoyos discussed creating a system for indicating progress and bringing together constituencies for the community meetings.

Commissioner Wan asked about creating achievable expectations, goals and an annual plan.

Public Comment:

Unidentified speaker urged the public to engage in the community meetings.

Anastacia Glikshtern discussed the use of herbicides in San Francisco, the natural areas program and a resolution by the West of Twin Peaks Community Council.

No action was taken.

- 7. Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report and Department Awards and Accolades) Speaker: Deborah Raphael, Director (Discussion)

Director Raphael discussed passage of the Better Roofs Ordinance by the Board of Supervisors, the electric vehicle strategy and a hearing by Supervisor Katy Tang, the upgraded facilities in Pier 96 including increased sorting capacity, the upcoming rate process and the application before Recology, an award by Harvard University presented to the safe nail salon program and staff implicit bias trainings.

There was no public comment.

- 8. Operations Committee Report.** Highlights of the November 9, 2016 meeting. (Discussion)

Commissioner Stephenson discussed the November Operations Committee meeting including a discussion about changing the bylaws, the strategic plan and a presentation on the various outreach programs.

There was no public comment.

- 9. Announcements.** (Discussion)

There were no announcements.

There was no public comment.

10. President's Announcements. (Discussion)

Commissioner Omotalade indicated interest in learning more about the garbage rate process including an invitation for Public Works to present and would like to meet new ratepayer advocate and discuss how they are engaging the public in the process at a future meeting.

Public Comment:

Anastacia Glikshtern discussed zero waste in public garbage bins and herbicides.

11. Commission Affairs Manager Written Report. (Explanatory Document: Commission Affairs Manager Report) Speaker: Anthony Valdez, Commission Affairs Manager (Discussion)

Anthony Valdez, Commission Affairs Manager, noted that the Commission Affairs Manager report is in the Commission packets.

There was no public comment.

12. New Business/Future Agenda Items. (Discussion and Possible Action)

Anthony Valdez, Commission Affairs Manager, discussed the regular items at the next Commission meeting including consideration of a recommendation by the Operations Committee on the Department budget, election of the president and vice-president of the Commission, a recommendation by the Policy Committee on the Reduced Risk Pesticide List and that President Omotalde was taking nominations for the Environmental Service Award.

Commissioner Wald asked about the Policy Committee Report.

Commissioner Stephenson expressed interest in holding a joint meeting with the Recreation and Parks Commission or another.

Commissioner Hoyos recommended permanently adding committee reports to all Commission agendas.

13. Public comment on all matters pertaining to the subsequent closed session on Public Employee Performance Plan and Appraisal Report.

There was no public comment.

14. Vote on whether to hold closed session to evaluate the performance of the Executive Director, Deborah Raphael. (Cal. Govt. Code § 54957; SF Admin. Code § 67.10(b).) (Action)

Upon motion by Commissioner Wald, second by Commissioner Hoyos, the Commission moved to closed session without objection (Ayes: Commissioners Omotalade, Bermejo, Hoyos, Stephenson, Wald and Wan; Noes: None; Absent: None)

15. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE PLAN AND APPRAISAL REPORT

Possible closed session to evaluate the performance of the Executive Director, Deborah Raphael.
(Explanatory Document: Performance Plan and Appraisal Report) (Cal. Govt. Code § 54957; SF Admin. Code § 67.10(b).) (Discussion and Possible Action)

The Commission moved into closed session at 1:47 p.m. and reconvened in open session at 3:08 p.m. Present for the closed session were Commissioners Omotalade, Bermejo, Hoyos, Stephenson, Wald and Wan.

OPEN SESSION

Reconvene in open session:

Vote to elect whether to disclose any or all discussions held in closed session. (SF Admin. Code § 67.12(a).) (Action)

Upon motion by Commissioner Wan, second by Commissioner Stephenson, the Commission voted not to disclose any or all discussions held in closed session without objection (Ayes: Commissioners Omotalade, Bermejo, Hoyos, Stephenson, Wald and Wan; Noes: None; Absent: None)

16. Adjournment. The meeting adjourned at 3:12 p.m.

The next Regular Meeting of the Commission on the Environment is scheduled for Tuesday, January 24, 2016, 5:00 p.m. at City Hall, Room 416.

** 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 within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Commission 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 or meeting minutes.

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Posted: February 7, 2017