

CGJ Year	Report Title	Recommendation	Response Required	2014 Responses (implementation)	2014 Response Text
2013-14	Survey of San Francisco Commission Websites	R1a. The Mayor's Office on Disability should coordinate with commissions to ensure that statements for accommodation are easily located on commission websites.	Mayor's Office on Disability (MOD)	The recommendation has been implemented.	Upon receipt of the list of boards and commissions from the City Attorney's Office, MOD staff conducted a review of the 39 commission websites . MOD found that the majority of the commission agenda's (32 out of 39) contained an accessibility notice, but at the initial review only 12 of the commission's websites had specific statements for disability accommodations Subsequent to the review, MOD staff identified and contacted all commission secretaries and provided technical assistance via electronic mail and telephone call. To date, 35 out of the 39 commissions now feature an accessibility notice prominently on both their website and agenda material. Of the remaining four commissions, all agenda materials now feature the accessibility notices. Two are in the process of updating their website through their webmaster. And two failed to respond despite multiple attempts to reach them.
2013-14	Survey of San Francisco Commission Websites	R1b. When commission websites are developed to include language support, that support should be provided in the same languages used in the voter's guide.	Mayor's Office on Disability (MOD)	This recommendation will not be implemented by MOD.	As discussed previously, language support matters fall within the jurisdiction of the Office of Civic Engagement & Immigrant Affairs. They will be submitting a separate report addressing their efforts to implement language access.
2013-14	Survey of San Francisco Commission Websites	R1b. When commission websites are developed to include language support, that support should be provided in the same languages used in the voter's guide.	OCEIA (MOD referred item R1b to Office of Civic Engagement and Immigrant Affairs as they are responsible for language support.)	Will Not be implemented at this time.	The LAO specifies which languages are required for language support by authorizing OCEIA to annually determine whether at least 10,000 Limited English Speaking residents speak a shared language other than English. This sets a threshold that three languages meet at this time: Chinese (both Cantonese and Mandarin), Spanish and Filipino (Tagalog). Departments covered under the LAO must provide services in these required languages. This information is validated each year using the best available data from the United States Census Bureau and/or other reliable sources. Departments may use a determination of five percent of Limited English Speaking Persons who use the Department's services Citywide to provide support in languages other than the three currently required. There are a number of issues with website based information and translating this information accurately in language: 1) The LAO does not require ALL information to be translated (only vital information is required) and does not reference website information at all; 2) not all members of the public have access to the internet or are able to read/understand/access or navigate information in written form; and 3) current and common usage of online translation tools are inaccurate, particularly for character-based languages such as Chinese. OCEIA has been working with City departments to develop better online tools and approaches even those this is not required by the LAO or ADA and issued a number of guidance's on language access.
2013-14	Survey of San Francisco Commission Websites	R2. The Mayor should ensure that each commission posts its annual report on the commission website and provides a URL link to the SFPL, promptly.	Mayor	Recommendation will be implemented in the future	By the end of the current fiscal year, a letter will be issued to all boards and commissions encouraging them to post their annual report on their website as well as send an e-copy of the report to the Library and the Board of Supervisors.
2013-14	Survey of San Francisco Commission Websites	R3. All commissions should keep and post to their website a record of commissioner attendance. Maintenance of an ongoing record should be required.	Mayor	Recommendation will not be implemented, not warranted	While boards and commissions should keep and post to their website a record of attendance, this recommendation must be implemented by the individual entities themselves and not the Mayor's Office.
2013-14	Survey of San Francisco Commission Websites	R4. The City Attorney should ensure that there is an annual list of active commissions that is accurate, complete and listed alphabetically.	City Attorney	The recommendation has not been implemented but will be implemented within 90 days	The City Attorney's Office will prepare a list of decision-making boards and commissions created by ordinance or City Charter. The Board of Supervisors, the Mayor, and City agencies sometimes create advisory bodies that have no policy-making authority and whose members are not required to file financial disclosures. The City Attorney's Office does not track those bodies and may not maintain a list of them.

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CGJ Year	Report Title	Finding	Response Required	2014 Responses (Agree/Disagree/Disagree Partially)	2014 Response Text
2013-14	Survey of San Francisco Commission Websites	Finding 1 A statement that informs the process of requesting accommodation for physical disability and/or language support is not easily found or present on many commission websites.	Mayor's Office on Disability (MOD)	Partially Agree	The Mayor's Office on Disability is the City's ADA compliance office and in this capacity it is our mission to ensure that all City and County programs, services and activities are compliant with Title 11 of the Americans with Disabilities Act (ADA). Providing a notice of the right to request disability accommodations and the process by which to do so is one of the fundamental administrative requirements of Title II of the ADA. While the ADA is clear that notice is required, it does not specifically state that notice shall be posted on a website (as opposed to including the information on a meeting Agenda), however we agree that this is a best practice because it makes the information easier to find. In accordance with the ADA, boards and commissions must provide communication access to people with disabilities; therefore all print and electronic communications must include an accessibility notice so that residents with disabilities have an equal opportunity to participate in the meetings. MOD conducts frequent training to various City departments and staff and emphasizes key elements of conducting fully accessible meetings including providing an accessibility notice in all event communications. The ADA, however, does not specifically address the needs of Limited English Proficiency (LEP) for San Francisco residents. The Language Access Ordinance (LAO) is the specific mandate that addresses this issue. The Office of Civic Engagement & Immigrant Affairs (OCEIA) is specifically tasked with monitoring and enforcing compliance with the LAO. Upon receiving the CGJ report, MOD immediately notified OCEIA and they will be preparing a separate report on the notification for language access.
2013-14	Survey of San Francisco Commission Websites	Finding 1 A statement that informs the process of requesting accommodation for physical disability and/or language support is not easily found or present on many commission websites.	OCEIA (MOD referred item R1b to Office of Civic Engagement and Immigrant Affairs as they are responsible for language support.)	Partial Agreement	Disability accommodations are under the purview of MOD and MOD has responded separately to this issue. Language Access laws in San Francisco were enacted by the Board of Supervisors in 2001, first as the Equal Access to Services Ordinance and amended in 2009 as the Language Access Ordinance (LAO). OCEIA has been overseeing LAO compliance since 2009 and has been training city departments annually on requirements and responsibilities. All city departments that provide information or services to the public are covered under the LAO. In addition, 26 named Tier 1 Departments must meet additional requirements and file annual compliance plans with OCEIA. The LAO does not specifically address requirements for website information.
2013-14	Survey of San Francisco Commission Websites	Finding 2 Fewer than 50% of the commissions post an annual report as required.	Mayor	Agree	City Charter section 4.103 mandates that, "each board and commission of the City and County shall be required by ordinance to prepare an annual report describing its activities, and shall file such report with the Mayor and the Clerk of the Board of Supervisors." However, while posting an annual report should be considered a best practice, this specific language does not specifically require posting on a website.
2013-14	Survey of San Francisco Commission Websites	Finding 3 Commissioner Attendance records are not readily available to the public. To discover this information after the fact is difficult.	Mayor	Disagree	Attendance records for Mayoral appointees are posted online on the Mayor's website. The "Mayoral Appointments" page links to quarterly attendance reports for boards and commissions
2013-14	Survey of San Francisco Commission Websites	Finding 4 There is no easy reference to all of the commissions in San Francisco. The most complete list the Jury was able to find is located in the Index of the City Attorney Opinion 2010-01, (pages 98-99).	City Attorney	Partially agree	There are a number of resources on City websites that list active commissions, including three that are particularly useful. First, the San Francisco Conflict of Interest Code (S.F. Campaign and Governmental Conduct Code, Article III, Chapter 1) lists all City decision-making bodies whose members must file Statements of Economic Interests with the City's Ethics Commission. Second, as the Jury's report notes, City Attorney Opinion 2010-01 lists City boards and commissions, along with a description of their duties and powers. This Office recently updated and re-issued that opinion as City Attorney Opinion 2014-01, available on the City Attorney's website at <a href="http://www.sfcityattorney.org/modules/showdocument.aspx?documentid=1734">http://www.sfcityattorney.org/modules/showdocument.aspx?documentid=1734</a> . Third, under Government Code Section 54972, the Clerk of the Board of Supervisors annually publishes a list of all boards, commissions, committees and task forces to which the Board of Supervisors makes appointments. The most recent such publication is available at <a href="http://www.sfbos.org/Modules/ShowDocument.aspx?documentid=47458">http://www.sfbos.org/Modules/ShowDocument.aspx?documentid=47458</a> . Although these three resources include information about all active commissions in the City, there is no alphabetical listing of active commissions easily accessible to the public.