



SAN FRANCISCO FILM COMMISSION SPECIAL MEETING AGENDA

DATE: Tuesday, January 18, 2022

TIME: 9:00 AM

PLACE: **WebEx Event (Attendee Link):**
<https://ccsf.webex.com/ccsf/onstage/g.php?MTID=e25f0684d4165a199d4318bcc1b94836b>

CALL-IN INFO & INSTRUCTIONS: This meeting is being held by teleconference pursuant to the Governor's Executive Order N-29-20 and the Fifth Supplement to the Mayoral Proclamation Declaring the Existence of a Local Emergency.

During the Coronavirus Disease (COVID-19) emergency, the Film Commission's regular meeting room, City Hall Room 416, is closed. Meetings of the Film Commission will convene remotely.

How to Join:

You may join the meeting from a desktop computer, mobile device (not recommended), or telephone. You can learn about WebEx System Requirements for WebEx Events [here](#).

Video Conferencing:

To attend the meeting using the WebEx application, attendees should click on the above link. You will then be prompted to enter the following information:

- First and Last Name: These fields are required to be entered; however, if you wish to remain anonymous, you may type "Public" in the first and last name fields.
- Email Address: This field is required to be entered; however, if you wish to remain anonymous, you may type "Public@public.com" in the email field



- Click the “Join Now” button to join the meeting. *Note: If you click on the link before the meeting begins, you may need to refresh the page to join the meeting.*

Audio Conferencing:

To attend the meeting via phone, call: **1-415-655-0001**. Enter Access Code: **2481 091 7532**.

Public Comment Instructions:

Public Comment instructions using the WebEx platform or through a phone call can be found [here](#). You can find these instructions on our website: <https://filmsf.org/commission-meetings>

Written Comment:

The public is encouraged to submit comments by emailing to film@sfgov.org. This email address will be monitored until **Monday, January 17, 2021 at 5 p.m.** All comments received by the deadline will be read aloud by Film Commission staff up to the three minutes maximum allotted to each commenter. In the subject line of your email, indicate the meeting date and item number. If you do not specify an agenda item number, your emailed public comment will be read under general public comment. Note: if your public comment statement is read aloud by Film Commission staff during an agenda item, this will count as your one opportunity for public comment on that specific item. You will not be able to raise your hand to make additional public comment on the same item if your statement has already been read aloud.

Oral Comment:

Public comment in regard to specific agenda items will be taken at the end of the item. During General Public Comment, members of the public may address the Commission on matters within the Commission’s jurisdiction and not otherwise on this agenda. Each speaker may speak for up to three minutes per agenda item, unless the Chair has announced a different length of time at the beginning of the meeting. Speakers may not transfer their time to another person. Any person speaking during a public comment period may supply a written summary of their comments to be included in the minutes if it is 150 words or less.



To stay informed about the latest news on COVID-19, visit sfdph.org and sign up for the City's alert service for official updates by texting COVID19SF to 888-777.

FILM COMMISSIONERS
Villy Wang - President
Matt Stiker - Vice President
Jim Beaumonte
Claudine Cheng
Tony Delorio
Alix Rosenthal
Jon Rubin
Lynne Newhouse Segal
Jack S. Song
Belle Taylor-McGhee
Julie Veronese

AGENDA:

- 1. RAMAYTUSH OHLONE LAND ACKNOWLEDGEMENT**
- 2. CALL TO ORDER / ROLL CALL**
- 3. APPROVAL OF THE JANUARY 4, 2022 SPECIAL MEETING MINUTES** **Action**
Presentation of and possible action to approve the minutes of the January 4, 2022 Special Commission meeting.
Explanatory Document:
[https://filmsf.org/sites/default/files/Meetings/2022/Minutes%201.4.22%20DR AFTv.3.pdf](https://filmsf.org/sites/default/files/Meetings/2022/Minutes%201.4.22%20DR%20AFTv.3.pdf)
- 4. APPROVAL OF THE SAN FRANCISCO FILM COMMISSION EXECUTIVE DIRECTOR JOB DESCRIPTION** **Discussion/Possible Action**
To review, discuss and approve the job description for the open Executive Director position for the San Francisco Film Commission.
Explanatory Documents:
https://filmsf.org/sites/default/files/Meetings/2022/Film%20Commission%20Director%20Job%20Description%20Draft_V2.pdf
- 5. DISCUSS PROCESS FOR NOMINATING CANDIDATES FOR THE EXECUTIVE DIRECTOR POSITION AND SELECT A NOMINATING COMMITTEE** **Discussion/Possible Action**



To discuss the process of how the Film Commission will nominate possible candidates for the open Executive Director position. To discuss and approve a nominating committee to screen qualified candidates and oversee the process.

6. CLOSED SESSION: PUBLIC EMPLOYEE APPOINTMENT – REVIEW OF POTENTIAL CANDIDATES FOR APPOINTMENT AS EXECUTIVE DIRECTOR OF THE FILM COMMISSION

- a. Public Comment on matters to be discussed in Closed Session.
- b. Consider Adoption of Motion on whether to conduct the item below in closed session. (San Francisco Administrative Code Section 67.10(b)).

THE FILM COMMISSION WILL GO INTO CLOSED SESSION FOR DISCUSSION REGARDING THE FOLLOWING:

Public Employee Appointment: Consideration of Potential Candidates for Executive Director of the Film Commission. This item may be held in closed session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

FOLLOWING THE CLOSED SESSION, THE FILM COMMISSION WILL RECONVENE IN OPEN SESSION.

7. ADJOURNMENT

Action

(Requires motion and public comment)

NOTE: Public comment will be taken before or during each item of the agenda.

Notices

Any materials distributed to the members of the Film Commission within 72 hours of the meeting or after the agenda packet has been delivered to the members are available for inspection at 1 Dr. Carlton B. Goodlett Place, Room 473, San Francisco, CA 94102, during regular business hours. Info: May Liang, 415-554-6251

PLEASE NOTE: The Film Commission often receives documents created or submitted by other City officials, agencies or departments after the posting of the Film Commission agenda. For such documents or presentations, members of the public may wish to contact the originating agency if they seek documents not yet provided to the Film Commission. Public comment in regard to specific items will be taken before or during consideration of the item.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.



In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

DISABILITY ACCESS

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact May Liang, 415-554-6251 or may.k.liang@sfgov.org, at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, City Hall Room 244, San Francisco CA 94102-4689; by phone at 415-554 7724; by fax at 415-554-5784; or by email at sof@sfgov.org.

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

LANGUAGE ACCESS

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon requests. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact the Commission Clerk May Liang at 415-554-6251 or may.k.liang@sfgov.org at least 48 hours in advance of the hearing. Late requests will be honored if possible.

LOBBYIST ORDINANCE

Individuals and entities that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100-2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, telephone 415/252-3100, fax 415/252-3112 and website: www.sfgov.org/ethics.



1 DR. CARLTON B. GOODLETT PLACE, ROOM 473, SAN FRANCISCO, CALIFORNIA 94102 TEL:
(415) 554-6241 FAX: (415) 554-6503

Para preguntas acerca de la reunión, por favor contactar el 415-554-6251. El timbrado de y el uso de teléfonos celulares, localizadores de personas, y artículos electrónicos que producen sonidos similares, están prohibidos en esta reunión. Por favor tome en cuenta que el Presidente podría ordenar el retiro de la sala de la reunión a cualquier persona(s) responsable del timbrado o el uso de un teléfono celular, localizador de personas, u otros artículos electrónicos que producen sonidos similares.

CONOZCA SUS DERECHOS BAJO LA ORDENANZA SUNSHINE

El deber del Gobierno es servir al público, alcanzando sus decisiones a completa vista del público. Comisiones, juntas, concilios, y otras agencias de la Ciudad y Condado, existen para conducir negocios de la gente. Esta ordenanza asegura que las deliberaciones se lleven a cabo ante la gente y que las operaciones de la ciudad estén abiertas para revisión de la gente. Para obtener información sobre sus derechos bajo la Ordenanza Sunshine (capítulo 67 del Código Administrativo de San Francisco) o para reportar una violación de la ordenanza, por favor póngase en contacto con:

Administrador del Grupo de Trabajo de la Ordenanza Sunshine (Sunshine Ordinance Task Force Administrator)
City Hall – Room 244 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724 (Oficina); 415-554-5163 (Fax);
Correo electrónico: SOTF@sfgov.org

Copias de la Ordenanza Sunshine pueden ser obtenidas del Secretario del grupo de Trabajo de la Ordenanza Sunshine, la Biblioteca Pública de San Francisco y en la página web del internet de la ciudad en www.sfgov.org. Copias de documentos explicativos están disponibles al público por Internet en <http://www.sfbos.org/sunshine>; o, pidiéndolas al Secretario de la Comisión en la dirección o número telefónico mencionados arriba.

ACCESO A IDIOMAS

De acuerdo con la Ordenanza de Acceso a Idiomas “*Language Access Ordinance*” (Capítulo 91 del Código Administrativo de San Francisco “*Chapter 91 of the San Francisco Administrative Code*”) intérpretes de chino, español y/o filipino (tagalo) estarán disponibles de ser requeridos. Las minutas podrán ser traducidas, de ser requeridas, luego de ser aprobadas por la Comisión. La asistencia en idiomas adicionales se tomará en cuenta siempre que sea posible. Para solicitar asistencia con estos servicios favor comunicarse con el Secretario de la Comisión May Liang al 415-554-6251, o may.k.liang@sfgov.org por lo menos 48 horas antes de la reunión. Las solicitudes tardías serán consideradas de ser posible.

ORDENANZA DE CABILDEO

Individuos y entidades que influyen o intentan influenciar legislación local o acciones administrativas podrían ser requeridos por la Ordenanza de Cabildeo de San Francisco (SF Campaign & Governmental Conduct Code 2.100) a registrarse y a reportar actividades de cabildeo. Para más información acerca de la Ordenanza de Cabildeo, por favor contactar la Comisión de Ética: 25 de la avenida Van Ness, Suite 220, San Francisco, CA 94102, 415-252-3100, FAX 415-252-3112, sitio web: sfgov.org/ethics.



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Kung mayroon kayong mga tanong tungkol sa miting, mangyaring tumawag lang sa 415-554-6251. Ang pagtunog at paggamit ng mga cell phone, mga pager at kagamitang may tunog ay ipinagbabawal sa pulong. Paalala po na maaring palabasin ng Tagapangulo ang sinumang may-ari o responsible sa ingay o tunog na mula sa cell-phone, pager o iba pang gamit na lumilikha ng tunog o ingay.

ALAMIN ANG INYONG MGA KARAPATAN SA ILALIM NG SUNSHINE ORDINANCE

Tungkulin ng Pamahalaan na paglinkuran ang publiko, maabot ito sa patas at medaling maunawaan na paraan. Ang mga komisyon, board, kapulungan at iba pang mga ahensya ng Lungsod at County ay mananatili upang maglingkod sa pamayanan. Tinitiyak ng ordinansa na ang desisyon o pagpapasya ay ginagawa kasama ng mamamayan at ang mga gawaing panglungsod na napagkaisahan ay bukas sa pagsusuri ng publiko. Para sa impormasyon ukol sa inyong karapatan sa ilalim ng Sunshine Ordinance (Kapitulo 67 sa San Francisco Administrative Code) o para mag report sa paglabag sa ordinansa, mangyaring tumawag sa Administrador ng Sunshine Ordinance Task Force .
City Hall – Room 244 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724 (Opisina); 415-554-7854 (Fax)
E-mail: SOTF@sfgov.org

Ang mga kopya ng Sunshine Ordinance ay makukuha sa Clerk ng Sunshine Task Force, sa pampublikong aklatan ng San Francisco at sa website ng Lungsod sa www.sfgov.org. Mga kopya at mga dokumentong na nagpapaliwanag sa Ordinance ay makukuha online sa <http://www.sfbos.org/sunshine> o sa kahilingan sa Commission Secretary, sa address sa itaas o sa numero ng telepono.

PAG-ACCESS SA WIKA

Ayon sa Language Access Ordinance (Chapter 91 ng San Francisco Administrative Code), maaaring mag-request ng mga tagapagsalin sa wikang Tsino, Espanyol, at/o Filipino (Tagalog). Kapag hiling, ang mga kaganapan ng miting ay maaring isalin sa ibang wika matapos ito ay aprobahan ng komisyon. Maari din magkaroon ng tulong sa ibang wika. Sa mga ganitong uri ng kahilingan, mangyaring tumawag sa Clerk ng Commission May Liang sa 415-554-6251, o may.k.liang@sfgov.org sa hindi bababa sa 48 oras bago mag miting. Kung maari, ang mga late na hiling ay posibleng pagbibigyan.

LOBBYIST ORDINANCE

Ayon sa San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100], ang mga indibidwal o mga entity na nag iimpluensiya o sumusubok na mag impluensiya sa mga lokal na pambatasan o administrative na aksyon ay maaring kailangan mag register o mag report ng aktibidad ng lobbying. Para sa karagdagan na impormasyon tungkol sa Lobbyist Ordinance, mangyaring tumawag sa San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: sfgov.org/ethics



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