

Health Service Board Remote Public Comment Protocol

February 8, 2024

Present by Abbie Yant, SFHSS Executive Director, and Holly Lopez,
Board Secretary

Agenda

- Public Comment Practices History and Timeline
- Current
- Questions to Resolve
 - Public Comment Practice
 - Address protocol for disruptions to public comment
- Discussion
- Recommendations

Public Comment Practices History and Timeline

- Boards and Commissions offer public comment on each agenda item and offer general public comment. Policy bodies offer accommodations for members of the public who are unable to provide public comment in person due to a disability.
 - Pre-Pandemic: SFHSS adhered to all accommodation requests. Opportunities for Public Comments available in-person
 - During Pandemic: February 20, 2020-Mayor's Proclamation Declaring Local Emergency
 - Post Emergency Proclamation: February 28, 2023- Mayor ends Public Health Emergency Orders
 - Citywide Guidelines: March 1, 2023-City Administrator shares Citywide Guidelines for Policy Bodies to return to in-person meeting
 - Policy Bodies members required to attend in person
 - Conduct public, hybrid meetings

Public Comment Six Month Report-August 2023-January 2024

- **Public Comment Practice**
 - Offered for each agenda item
 - Participate in-person, remote, or written
 - 3 minutes each unless the President deems new time limits during the meeting
- **Time Allotment on Agenda**
 - Instructions at the start of the meeting: 2 minutes
 - Open Public Comment announced but no callers in the queue: 1 minute
- **City Board Commissioner Practices: Surveyed 41 Boards and Commissions**
 - 21- Offer remote public comment
 - 20- Remote Public Comment for Accommodation only
- **Staff Time: Moderator and Tech Support**

	Aug	Sept	Oct	Nov	Dec	Dec Gov. Com	Jan	Total
Hours of staff time	4.5	2.5	0	4.5	4	1.5	3.25	20.25 per staff
Public Comments	19	1	0	6	2	1	4	33

Discussion

- **Remote Public Comment Options**
 - Continue current practice
 - Limit remote public comment to only requests for accommodations due to a disability

- **Public Comment Protocol for Disruptive Behavior**

Recommendation

- **Remote Public Comment:**
- **Public Comment Protocol for Disruptive Behavior:** *Staff work with City Attorney to update public comment instructions to include disruptive behavior procedures.*