

Nonprofit Contractor Policy Regarding Public Access

As a non-profit agency with contracts totaling more than \$250,000 in public funds from the City and County of San Francisco to provide vital human and social services to community members, it is the policy of this organization to comply with San Francisco Administrative Code Section 12L, the Nonprofit Public Access Ordinance.¹

Jewish Family and Children's Services will comply with the Nonprofit Public Access Ordinance in the following ways:

I. Public Access to Meetings (per SEC. 12L.4)²

The Board of Directors of Jewish Family and Children's Services will designate and hold two public meetings per year. Issues addressed by the Board at these designated meetings will be of approximately the same general nature and significance to the agency as those addressed at regular or special meetings.

Unless otherwise specified through actions of the Board of Directors, our regular April and December Board Meetings have been designated as public meetings each year. If either public meeting does not achieve a quorum, the Board of Directors will designate a subsequent meeting as public. The policies in the sections described below will apply to all designated public meetings.

A. Closed Sessions

It will be the policy of this agency that the Board of Directors will have the discretion to close a portion of a designated public meeting when:

- Discussing any matters pertaining to the particular recipients of services or donors to the agency when the discussion would necessarily reveal the identity of the clients or donors.
- Discussing any matters pertaining to litigation; real estate negotiations; the appointment, employment, evaluation of performance, or dismissal of an employee of the nonprofit organization; labor negotiations in which the nonprofit organization is involved.
- Hearing complaints or charges against an employee of the nonprofit organization.
- Discussing attorney-client privileged information, or information that constitutes a trade secret.

B. Public Comment

At every designated public meeting, the public will have an opportunity to directly address the Board of Directors on any item of interest to the public relating to the operations of or services provided by Jewish Family and Children's Services.

C. Notice

JFCS' Executive Assistant will provide the public with notice of each designated public meeting at least 30 days in advance of the meeting. The notice will include the date, time, and location of each designated public meeting. The information will be available [here](#) by 4:00 pm, 30 days in advance of each meeting.³ The Executive Assistant will retain a copy of the public board meeting postings for at least one year. These will be

¹ See <http://www.sfbos.org/index.aspx?page=5553> for full text

² Nonprofit organizations engaged primarily in the provision of abortion counseling services, domestic violence sheltering services, or suicide prevention counseling services are exempt from SEC12L.4(a)(1) requiring public access to meetings.

³ See http://sfpl.org/uploads/files/1/26/SFnonprofit_factsheet.pdf for posting information.

used to show proof of compliance with the San Francisco Administrative Code during any annual contractual fiscal and compliance monitoring that may occur.

II. Public Access to Records (SEC. 12L.5)

A. Disclosure of Financial Information

It is the policy of this organization that the following financial information will be available for public inspection and copying:

- Most recent budget as already provided to the City in connection with contract applications or renewals.
- Most recent filed State and federal tax returns (except to the extent the returns are privileged).
- Any financial audits and/or performance evaluations performed by or for the City pursuant to our contract(s) with the City, as long as
 - We have such documents in our possession
 - We are allowed to disclose the information in the documents per our contract with the City, and
 - The information relates to performance under contract within the past two years.

Disclosure of any financial information requested by a member of the public outside of these parameters will be at the discretion of the Executive Director.

It will be the policy of this agency that the Executive Assistant will prepare a packet of financial information annually, to be stored in the administrative office of Jewish Family and Children's Services. Requests for the financial information by members of the public will be directed to [designated staff position], who will make the packet available to the requesting party within 10 days.

The packet will be available for inspection at 2150 Post Street during normal business hours, which are 9:00 am to 5:00 pm, Monday through Friday, excepting national and Jewish holidays.

If the member of the public requests the packet by photocopied or mailed, the Executive Assistant will collect \$.20 per page to be photocopied and/or the cost for first class mail in advance of complying with the request and will supply or mail the packet within 10 days of receipt of funds.

B. Dispute Resolution

Grievances by a member of the public related to public access to records will be managed by the Executive Assistant, who will forward such grievances to funding City agencies. If necessary, we may choose to seek an advisory opinion from the Sunshine Ordinance Task Force.

C. Donor Confidentiality

It is the policy of this agency that disclosure of financial information that reveals the identity of any donors or amounts or nature of individual donations will be at the discretion of the Executive Director.