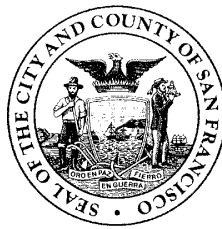


ELECTIONS COMMISSION
City and County of San Francisco



Jill Rowe, President
Christopher Jerdonek, Vice President
Rosabella Safont
Winnie Yu
Charles Jung
Dominic Paris
Roger Donaldson

John Arntz
Director of Elections

Elections Commission Meeting
Wednesday, October 19, 2016
6:00 p.m.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

DRAFT MINUTES

1. Call to Order & Roll Call

President Rowe called the meeting to order at 6:00 pm. PRESENT: Commissioners Rowe, Jerdonek, Safont, Yu, Paris and Donaldson. Commissioner Jung's absence was excused. ALSO PRESENT: Director Arntz, Deputy City Attorney Josh White.

2. General Public Comment

Brent Turner, of CAVO, spoke regarding SB 450, which just passed and calls for counties to decide whether to close polling places and move to a voting center model. He asked who will make the decision as to which poll sites will close, and warned that economically challenged communities might be disenfranchised. He would like to see this issue on a future meeting agenda.

3. Approval of Minutes for Previous Meetings

Commissioner Jerdonek moved to approve the minutes for the September 21, 2016 Elections Commission Meeting. Commissioner Donaldson seconded the motion.

No public comment.

The roll call vote was unanimous to approve the minutes.

4. Commissioners' Reports

Commissioner Jerdonek reported that the NBC Bay Area segment aired twice, and is available on-line.

Commissioner Paris visited an Elections Department open house.

Public Comment: Brent Turner discussed open source. He believes the business community will come forward en masse now that money has been allocated by the City and County of San Francisco. He stated that OCET is now involved, but was not

invested in open source previously. He stated that OCET projected the cost of an open source system at \$18 million, whereas others projected \$6 million.

5. Director's Report

Director Arntz provided a written report prior to the meeting, a copy of which is attached.

Director Arntz reported that the Department has been very busy. It has increased the number of people on the phone bank to over 20 now. It issued more than 306,000 unique vote by mail ballots. 62% of voters requested VBM. There are currently no lines at the City Hall voting center, where over 1,000 people have voted. This compares to 2008, when we had lines wrapping around City Hall. We have plans in place to ensure this does not re-occur. The Department is still looking to fill in some poll workers in certain areas. The thick ballots are slowing things down because they are being folded as one into the envelopes. We are looking at a 72% turn-out like 2008, which was the most in history. We are current on emails and calls coming into the Department. There is no line at the front counter. Everything is going as expected. The equipment testing will complete this week. Poll worker classes have been going on for a month, and inspector classes begin next week.

Commissioner Jerdonek asked about the inmate voting program. The Director responded that it is local. We work with the Sheriff's Office of Prison Legal Services who have direct contact with the inmates. That office registers the voters, delivers the VBM ballots, and collects them. It is a very good and active process.

There was a discussion about election security. The Director stated that the voting system and voter registration database in San Francisco are never on the internet, so there is no way to hack into them. The Department conducts regular scans, which have not shown any security problems. The Department does not collect confidential information on non-secure sites on the internet. Poll workers are trained to call the Department if any seals are broken on the voting machines.

Commissioner Rowe inquired about complaints from Eric Jaye and the Jane Kim for Supervisor campaign that the Department had sent out a stand-alone mailer with party endorsements, which they believe created the appearance that the Department endorsed Ms. Kim's opponent Scott Weiner. The Director stated that the Department is legally required to include the State party endorsements in the voter information pamphlet if those parties request it. This year, the State Democratic Party sent the Department an email asking for their endorsement of Mr. Weiner to be included in the VIP. The request went to an email address that was not closely monitored, and the Department did not realize that the request had been made, in part because State parties do not always make such a request. Because the VIP's had already gone out without this legally required information, they looked for options to comply with law. The Department received a sample from Sacramento County in 2014, which included all endorsements and not just the omitted one, in order to limit the attention drawn to any particular candidate. They acted as quickly as possible so that the supplemental mailers would arrive near the time the VIP's arrived. Eric Jaye made a FOIA request, but there were no responsive documents because there was no conversation or email with the local Democratic Party

regarding this issue. They have never had this particular issue arise, so this is the first time they have done this particular kind of supplemental notice. In 2012 or 2014, 110,000 people got VIP's with the same polling place, so the Department sent supplemental notices to them. Nothing was done in order to favor a particular candidate. In order to try to prevent this in the future, they will make sure the State Parties have instructions with a particular method of providing notice of their endorsement. They may also call the State Parties if no endorsement has been received near E83, which is the deadline for notifying the Department of an endorsement to be included in the VIP.

Commissioner Rowe urged caution and discussion with the City Attorney's office about calling State Parties near E83, which might aid the State Party-endorsed candidates if the State Party would otherwise not have made the submission

Commissioner Paris commented that the Department made the right decision by doing the full endorsement slate rather than just the one Supervisor race at issue.

Commissioner Jerdonek asked how the Director draws the line on when a correction will go out. The Director said that it was required by law and was missing from the VIP, so they decided to put the notice out.

Commissioner Paris commented on a complaint the Commission had received regarding the blue and red coloring of the feet tracks in the City Hall voting center. Deputy City Attorney White stated that the floor is white and the decals are red and blue, so they are the colors of the flag. Commissioner Paris stated that contrary to the report, each set of two feet is blue or red (not blue on the left track and red on the right track).

No public comment.

6. 2015 Annual Report

Commissioner Paris moved to approve the 2015 annual report submitted by Commissioner Jerdonek, who was the 2015 Commission President. Commissioner Safont seconded.

No public comment.

The vote was unanimous to approve.

7. Future Agenda Items

Commissioners suggested future agenda items for SB 450, internet voting, and open source voting.

Public Comment: David Carey asked for a future agenda item on progress regarding renewal of the current voting system.

11. Adjournment

The meeting was adjourned at 6:45 pm.



City and County of San Francisco
Department of Elections

John Arntz, Director

Memorandum

To: Elections Commission
From: John Arntz, Director
Date: October 14, 2016
RE: Director's Report: October 19, 2016, Elections Commission Meeting

Following is a brief statement of the work in which the Department of Elections (Department) is engaged relevant to the November 8, 2016 election.

- A. To ensure the Department can conduct the November 8 election in a free, fair, and functional manner, the Department continued to identify the necessary resources to procure, personnel to hire, and to recruit, assign, and train poll workers and field support personnel.**
1. In accordance with the City's procurement policies, the Department continued to purchase materials and supplies and procure services necessary to conduct the November 8 election.
 2. Following the Department of Human Resources' procedures, the Department hired and onboarded nearly 350 temporary employees to assist with various election tasks such as administering voting at the Voting Center, processing vote-by-mail ballots, providing support to polling places on Election Day and ensuring compliance with accessibility requirements set by the Americans with Disabilities Act (ADA) and language assistance required by federal, state, and local laws, and assisting with the post-election Canvass.
 3. Following California Elections Code section 12302, the Department continued recruiting poll workers. The Department announced the opportunity to serve as a poll worker in several media: ads in 15 neighborhood newspapers, including newspapers that serve Chinese-, Japanese-, Korean-, Spanish -, or Vietnamese-speaking communities; ads in the San Francisco Examiner and SF Weekly; 30-second public service announcements airing on SFGovTV and in local theaters; digital posters displayed on hand-sanitizing stands at grocery store entrances; and postcards sent to residents of neighborhoods where poll workers are needed. As of October 12, the Department recruited 652 Inspectors (recruitment goal met), 2,131 Clerks/Student Clerks (249 still needed).
 4. In relation to California Elections Code section 12302, the Department provided presentations in San Francisco public and private schools to engage high school students in the elections process by volunteering as poll workers in the November 8 election.
 5. In consideration of California Elections Code sections 12309 and 12309.5, the Department commenced poll worker training to prepare more than 2,900 volunteers in 130 classes and training labs for their service on Election Day; training for 82 Field Election Deputies will occur during the next two weekends in City Hall.
- B. To provide appropriate services to voters, the Department continued reviewing, updating, and finalizing plans and procedures; continued preparing materials, supplies, and election-related information; began testing voting equipment; and initiated activities associated with the processing of vote-by-mail ballots.**
1. The Department commenced Logic and Accuracy testing of all voting equipment to be used in the November 8 election, which is expected to be completed no later than October 21.
 2. In accordance with California Elections Code Division 3, the Department issued over 291,000 ballots to permanent vote-by-mail voters, 7,042 ballots to military and overseas voters, and 5,978 ballots to voters who requested to vote by mail only in the November 8 election. The Department began processing and reviewing signatures on the returned vote-by-mail ballot envelopes (approximately 1,800 envelopes have been received).

3. The Department began mailing notices to voters whose vote-by-mail ballots require corrective actions to comply with California Elections Code section 3019 to be counted, such as when the returned envelope was not signed, or when the review of signature is inconclusive.
4. The Department mailed notices to prospective voters who registered to vote online but do not have a signature on file with the Department of Motor Vehicles (DMV) or have declined to authorize the use of their DMV signature to inform applicants of steps that they must take to complete the registration process to be eligible to vote.
5. The Department has been working with the Prisoner Legal Services unit of the San Francisco Sheriff's Department to provide eligible inmates with voter services for the November 8 election through the Inmate Voter Program, including facilitating the voter registration process, processing vote-by-mail applications, issuing and collecting vote-by-mail ballots, and providing inmates with voting information.
6. To enable voters to access their information online, the Department provided various tools that allow people to determine whether their registration information and language preferences for election materials are up to date and accurate, to track their vote-by-mail ballot as it moves through the steps of the election process, and to access polling place details.
7. To ensure proper operations of polling places on Election Day, the Department concluded the necessary planning and preparation of materials for its Election Center. The Department will conduct a series of training sessions with nearly 50 employees from several divisions who work on various phone banks in the Election Center and those from additional teams based elsewhere in City Hall who interact with the Election Center via Incident Reporting Information System database.
8. To ensure expeditious assistance to voters and to address the increased volume of telephone and email inquiries, the Department expanded its phone and email assistance staff with a twenty-member team tasked specifically with answering public inquiries through Election Day. In addition to regular business hours, the Department's telephone lines will be open during the three weekends before the election. The Department will extend its usual phone bank hours—adding weekend hours on October 22-23—to meet an anticipated increase in call volume before the Monday, October 24, voter registration deadline. To provide equal access to information for voters with limited English proficiency, the Department increased the number of staff on dedicated lines for Cantonese, Mandarin, Spanish, and Filipino speakers.
9. In accordance with California Elections Code section 12286, the Department designated polling places for each of the City's 576 precincts, and is preparing resources and personnel to deliver and retrieve voting equipment and supplies to and from polling places and ensuring poll owners received their delivery appointments letters, identified who is responsible for opening the site on Election Day, and provided relevant contact information should a polling place not be open when poll workers arrive to set up the sites.
10. In preparation for transmitting election results to the Secretary of State, the Department participated in a series of testing sessions. The Department held several informational sessions to raise personnel security awareness and inform staff about ways to recognize and respond to potential threats, such as phishing emails, viruses, etc.

C. The Department undertook many actions to facilitate the engagement of voters to participate in the November 8 election, to provide voters with information regarding the election, to provide voters with information regarding the Department's services, to continue providing information and services that are transparent and accessible.

1. In accordance with San Francisco Municipal Elections Code section 502, the Department mailed the Voter Information Pamphlet (VIP) to approximately 460,000 voters. To provide election information in accessible formats, the Department finalized the layout of the large-print versions of the VIP; posted PDF versions of the VIP in English, Chinese, Filipino, and Spanish as well as HTML/XML versions; distributed the VIP to the San Francisco Public Library, various university libraries, residential, and other facilities; and prepared materials for the recording of the audio version of the VIP. The Department is also in the process of distributing the large-print and audio VIPs to voters who have requested them.

2. To comply with California Elections Code section 13302 (b), the Department mailed revised information about party endorsements to approximately 460,000 voters when the Department became aware of an omission in the VIP related to the Democratic Party endorsements for voter-nominated offices. The Department was able to correct the endorsement information in other versions of the pamphlet, including the translated, online, audio, and large-print versions.
3. To provide early voting opportunities, the Department opened its City Hall Voting Center where anyone registered to vote in San Francisco can cast a ballot prior to or on Election Day (nearly 500 voters have cast their vote). In addition to regular business hours, the Voting Center will be open during the two weekends before the election, and during voting hours on Election Day.
4. To increase transparency of the election processes and to provide an avenue for public observations, the Department hosted an Open House, and prepared and made available to the public observation materials, such as the Observer Guide and a schedule of election activities that can be observed in person and will be broadcast on **SF Elections Live**.
5. To continue to educate voters and potential voters about ranked-choice voting, the Department employed various outreach methods, including print and online advertising, presentations at community events, and a direct-mail campaign. The Department mailed an informational postcard to 143,569 voters who will use ranked-choice voting in this election, produced a new **video** that explains the main concepts of ranked-choice voting, and included information about ranked-choice voting in the Voter Information Pamphlet mailed to every registered voter.
6. To disseminate November 8 election information, including key deadlines, the Department issued nearly 20 press releases in the past month addressed to various organizations, interested members of the public, campaigns and candidates, and media representatives; maintained an active social medial presence, regularly issuing tweets and Facebook updates; and conducted an extensive outreach campaign, providing informational materials to over 700 civic partners through a variety of means, distributing materials at events, fairs, and festivals across the City, posting 1,000 informational materials inside Muni vehicles, in 22 Muni and BART stations, and on the exterior of 100 Muni vehicles, place ads in local newspapers such as San Francisco Examiner, SF Weekly, Bay Area Reporter, 14 San Francisco neighborhood newspapers, the Asian Journal, Philippine News, Vietnam Daily News, Sing Tao, World Journal, La Opinion de la Bahia, El Tecolote, Nichi Bei Weekly, and the Korean Times, and broadcasting a series of "Be A Voter" videos on Comcast Spotlight, on SFGovTV and in local theaters.