

**ELECTIONS COMMISSION**  
*City and County of San Francisco*

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



John Arntz, Director of Elections

**MEETING MINUTES (DRAFT)**

**San Francisco Elections Commission**  
**Wednesday, March 18, 2015**  
**6:00 p.m.**  
**City Hall, Room 408**  
**1 Dr. Carlton B. Goodlett Place**  
**San Francisco, California 94102**

**1. Call to Order & Roll Call**

President Jerdonek called the meeting to order at 6:00 p.m. Present: Commissioners Jerdonek, Jung, Paris, Rowe, and Yu. Commissioner Safont arrived at 6:03 p.m. during item 4. The seat appointed by the City Attorney is currently vacant. Also present: Director of Elections John Arntz and Deputy City Attorney Joshua White.

**2. General Public Comment**

None.

**3. Approval of Minutes for previous meeting**

Moved by Commissioner Jung and seconded by Commissioner Yu to approve the draft minutes of the February 18, 2015 Elections Commission Meeting. No public comment. The vote was UNANIMOUS to approve.

**4. Commissioners' Reports**

President Jerdonek reported that the March 17 San Francisco Examiner had an article on a charter amendment introduced by Supervisor Avalos to lower the voting age to sixteen for municipal elections.

President Jerdonek received from former Commissioner Matthews on March 16 the information regarding the Commission's past legislative initiatives. The following day he also received from former Commissioner Matthews a draft Annual Report, which will be on the agenda for the next Commission meeting.

Regarding the annual evaluation of the Director of Elections, President Jerdonek requested and received from Director Arntz a list of the names of the various managers

in the Department. He will select from that list the Department employees to invite to be interviewed for the evaluation. He is also in the process of finalizing a date for the Special Meeting at which the interviews will take place. The meeting will probably be in April.

President Jerdonek reported that there have been a number of administrative tasks to handle this past month, including Commissioner Matthews leaving, a new Commissioner joining, and the Filing Officer duties related to the upcoming ethics filing deadlines, which all Commissioners should have received an e-mail about. President Jerdonek is working on a packet to document many of these tasks. The document will assist with things like on-boarding new Commissioners and the new Commission Secretary, and it will cover things like what to do when a Commissioner departs, how to hold meetings, and Filing Officer duties.

President Jerdonek introduced the new Commissioner Dominic Paris to the Commission, who was sworn in on March 6.

Commissioner Paris introduced himself as a resident of the Upper Haight. He studied elections and voting and worked in San Mateo County for about a year before his current job. He is also in the process of getting a Master's in public policy with an emphasis on elections and voting from Suffolk University.

No public comment.

## **5. Director's Report**

Director Arntz reported on Departmental activities.

Admin Division: The Admin Division is continuing its hiring of new employees. The Department is reviewing its driving policies in response to a request from the City to review policies around driving while under employment. They are also reviewing emergency procedures. The Department is in Phase Two of the RFID program, which is writing the software to meet the requirements. The hope is that this will be completed by July so testing can begin that month.

Director Arntz reported that he visited Pier 31. At a previous meeting, he reported that he visited Pier 70, which was too expensive. The issue with Pier 31 is that the roof requires rehabilitation, which would take twelve to eighteen months. Director Arntz said the Port thinks the Department can probably stay in Pier 48 through the June Primary, which would give the Department time to move to Pier 31 after. This is because the Giants indicated that they will probably not assume control of Pier 48 until November 2016. Director Arntz said the next step is to get that in writing.

Director Arntz said that the District Attorney's Office contacted him and indicated that they will not prosecute the pollworker that former Commissioner Matthews observed

doing improper practices at his polling place. The District Attorney's Office said that there was insufficient evidence to support going to trial.

Ballot Distribution: Ballot Distribution spent time in Contra Costa County observing their procedures, since Contra Costa and Alameda Counties are both conducting elections. Six or seven employees went to observe.

Campaign Services: The signature-in-lieu of filing fees begins on March 31, which covers the contests for Mayor and District 3 Supervisor. Director Arntz reported on the numbers of candidates that are circulating petitions.

The Department has begun supporting credit card transactions for purchases made at the Department.

Outreach Division: Today is the 137<sup>th</sup> anniversary of the Department of Elections. Outreach is working with neighboring counties to see if they can do a joint, trans-County outreach effort. Outreach is also translating their PSA videos into Chinese, Spanish, and Filipino.

Pollworker Division: The Pollworker Division is working with the Outreach Division to make the appearance of their materials have a uniform look and feel across Divisions (fonts, colors, etc). They are continuing the "Be A Voter" brand. They will be using a new interactive, live process to provide sign language over a video monitor when needed. The Department is working with schools to see how they can support the state-mandated voter education efforts that schools are required to provide students.

Commissioner Paris asked Director Arntz to confirm whether someone can be a pollworker even if they are not a citizen. Director Arntz said he would check on that.

Precinct Services: Precinct Services also observed the processes at Contra Costa County. They are also looking further into the use of tablets while locating and setting up polling places.

Publications: Publications is reviewing all of the forms, especially with respect to Filipino.

Technology Division: The timesheet application should be done by this month. They are also reviewing the ballot-tracking program since there was a gap of three to five thousands ballots in the tracking, which is separate from the canvass totals.

President Jerdonek asked Director Arntz to comment on the Charter amendment introduced by Supervisor Avalos. Director Arntz said that there are still questions as to whether the amendment would apply to School and Community College District elections. There are also various processes that would have to be figured out, like how to restrict the ballot to local elections for sixteen and seventeen year olds. For example,

would this be done at the polling place or by mailing them a ballot. Director Arntz noted that even if the amendment goes on the ballot in November, the Department would not have to have the processes decided before then. The voter registration database is another issue, because currently it wouldn't accept a sixteen year old. There is also a bill in Sacramento that would allow seventeen year olds to vote in a primary if they will be eighteen by November, which is a Constitutional amendment.

Commissioner Paris emphasized that whatever process is chosen should be as easy for pollworkers as possible.

No public comment.

## **6. Requesting Information from the Department of Human Resources**

President Jerdonek explained that this item is something that he forgot to raise at the last meeting during the agenda item about the procedures for the annual performance evaluation of the Director of Elections. He stated that at an earlier meeting, members of the Commission had expressed interest in receiving certain reports from the Department of Human Resources. President Jerdonek asked Deputy City Attorney White if he could explain what he learned on this issue.

Deputy City Attorney White replied that DHR could provide the Commission with reports that would be compilations of summaries of DHR grievances and EEO complaints that were filed within the Department by Department of Elections employees. The reports would provide to the maximum extent possible the non-confidential information regarding any complaints and grievances.

Commissioner Rowe asked if the report would become public if the Commission were to request it. Deputy City Attorney White replied that he believed the report would normally become a public document. However, if the Commission were reviewing the report in the context of a performance evaluation of the Director and so in the context of a closed session, then the report would be exclusive to the closed session.

Moved by Commissioner Rowe and seconded by Commissioner Jung to request that the Department of Human Resources provide a biannual report to the Elections Commission regarding any complaints and grievances filed by Department of Elections employees. No public comment. The vote was UNANIMOUS to approve.

Deputy City Attorney White offered to make the request to DHR and said that he would tell DHR that the Commission would like the first report as soon as possible. President Jerdonek thanked Deputy City Attorney White for the offer.

## **7. Discussion and possible action regarding process for hiring an executive secretary for the Elections Commission**

President Jerdonek reviewed with the Commission the current status of the hiring process for the Commission Secretary position. He stated that at the last Commission meeting, he had said that DHR was in the process of screening applicants for minimum qualifications. He reminded the Commission that at the August meeting the Commission had voted for the President to contact the two runners-up from the previous hiring process last Spring, and to reopen the hiring process if neither was interested in the position.

President Jerdonek said that around the time of the last Commission meeting, he learned that the runners-up had never been contacted. However, the job was reposted in January, meaning that the actions were done out of order from the August motion. President Jerdonek said that he wanted guidance from the Commission as to whether he should go back and contact the runners-up as in the original motion, or skip that step and continue with the review of applicants for the January posting. He said that his preference was to contact the runners-up first.

Commissioner Paris asked if there were any HR policies around selecting one of the original applicants. President Jerdonek said that he had spoken with the Commission's HR representative, and the HR representative said that it would be fine for us to do that. However, if we were to contact one of the runners-up, any job offer should be a conditional job offer subject to HR checking that the applicant meets any eligibility requirements.

Moved by Commissioner Jung and seconded by Commissioner Paris that the Commission President contact the runners-up from last spring in sequence as in the August motion and to proceed with hiring one of them if either is interested, and if not, to return to reviewing the applicants for the January posting. No public comment. The vote was UNANIMOUS to approve.

Commissioner Rowe said that if the two runners-up decline and the Commission needs to interview applicants, she would prefer that the interviews take place during a regular meeting. President Jerdonek agreed. No public comment.

## **8. Discussion and possible action regarding items for future agendas**

No public comment. No Commissioner discussion.

**Adjourned at 6:42 p.m.**