

ELECTIONS COMMISSION
City and County of San Francisco



Gerard Gleason, President
Jill Rowe, Vice President
Richard P. Matthews
Catalina Ruiz-Healy
Rosabella Safont
Arnold Townsend
Winnie Yu

John Arntz
Director of Elections

Tachina Alexander
Commission Secretary

Elections Commission Meeting

Wednesday, June 20, 2012

6:00 p.m.

**City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102**

Order of Business

- 1. Call to Order & Roll Call**
- 2. Welcome new Commission Secretary Tachina Alexander**
- 3. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.**
- 4. Approval of Minutes from previous meetings.**
Discussion and possible action to approve the Minutes of the May 16, 2012 Elections Commission Meeting. (attachment: May 16, 2012 draft minutes)

5. Director's Report

- Update on June 5, 2012 Consolidated Primary Election
- Division Updates

Budget/Personnel	Technology Division
Campaign Services	Voter Services
Outreach	
Publications	
Poll Worker Division	

6. Commissioners' Reports

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

NEW BUSINESS

- 7. Report back on individual Commissioner observations from the June 5, 2012 Consolidated Primary Election.**
- 8. Discussion and possible action regarding items for future agendas.**

Adjournment

There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

Cell phones, pagers and similar sound-producing electronic devices: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Disability Access: The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

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DRAFT MINUTES
Elections Commission Meeting
Wednesday, May 16, 2012
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

1. Order of Business

2. Call to Order & Roll Call. President Gleason called the meeting to order at 6:06pm. Present: President Gleason, Vice President Rowe, Commissioners Matthews, Safont, Townsend, and Yu. Commissioner Ruiz-Healy arrived at 6:08pm.

3. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.

No public present.

4. Approval of Minutes from previous meetings.

(a) Commissioner Matthews moved to approve the Minutes of the March 21, 2012 Elections Commission Meeting; Vice President Rowe seconded. No public comment. President Gleason, Vice President Rowe, Commissioners Matthews, Safont, Townsend, and Yu voted 'Yes'; zero 'No' votes. Motion adopted.

(b) Commissioner Matthews moved to approve the Minutes of the April 18, 2012 Elections Commission Meeting; Vice President Rowe seconded. No public comment. President Gleason, Vice President Rowe, Commissioners Matthews, Safont, Townsend, and Yu voted 'Yes'; zero 'No' votes. Motion adopted.

5. Director's Report

There have been three issues with ballots and voter guides and the Department has been working to resolve those. It has issued new Vote-by-mail (VBM) ballots for the Peace And Freedom (PAF) party to address that a name of a candidate had been left off their contest for county central committee.

The second issue is that all VBM ballots were printed with tear-off stubs that say that the ballot is for the American Independent party regardless of the actual party for which that ballot was printed. This is of no consequence to the vote or tabulation and does not affect the content of the ballot, but could be confusing or alarming to voters who might

wonder whether they got the right ballot. A postcard has been sent to all VBM voters to explain the issue with the stubs misprint.

Director Arntz apologizes to any voters who were confused by any of these issues. The Department tries to make the voter experience as easy as possible and regrets these errors.

The third issue is an image of a sample ballot that was misprinted in some Voter Information Pamphlets (VIP) for one ballot type. This image should be mailed to those affected voters on May 17. The Department has received no calls about this issue.

Due to the ballot layout caused by California's new primary system and the required explanatory language, some voters have called the Department saying they were unable to find Barack Obama's name on the ballot. This has been the reason for most calls to the call center other than calls regarding voter registration questions.

The Department is currently receiving approximately 100 calls per day. In the last presidential primary in February 2008, it received about 300 calls per day.

VBM ballots were sent last week. As of this meeting, approximately 19,400 had been returned.

Vice President Rowe said that it seemed the Department was acting quickly and appropriately. She asked what the response was from the PAF central committee candidate whose name was left off the ballot. Director Arntz said that he was the person who discovered the error, and that he has been satisfied with the Department's response. Vice President Rowe asked what steps would be taken to prevent this in the future. Director Arntz said that there are no guarantees that errors will not happen in the future in a system with 41 ballot types printed in three languages. Also, the Department combined the Publications and Outreach divisions so that the Outreach manager can provide support in preparing the ballots. The length of time required to complete the hiring process for this position, however, did not allow for this person to assist in ballot preparation for this election. Also, the Department will review its processes associated with ballot preparations and including the checklists it uses when proofing material prior to printing.

Director Arntz said that the responsibility for the stub misprint is the vendor's but that the Department did not spot the incorrectly formatted stub information before printing and that the responsibility for the PAF candidate omission is the Department's.

As a result, the logic and accuracy testing is five days behind schedule, but it should be completed in time. The Director invites any suggestions for further response to these issues.

President Gleason asked to confirm that there are still party-specific ballots even though California has changed its primary system to a "top two runoff" regardless of party. Director Arntz said that there are because there are voter nominees for some offices and party nominees for others, and there are still county central committee contests.

Budget: Conversations with the Mayor's office in the last couple of weeks, mostly on the item of temporary staffing. No changes yet. The Mayor's office would like the Department to get below the November 2008 numbers. This might be possible because of improved efficiencies in the Department, but not yet certain.

RFID: The Department will have a pilot program in place by June. They want to tag all memory cards for the touch-screen devices and the memory cartridges for the optical scanners, as well as the rosters and VVPATs.

Ballot Distribution: All precinct ballots have been received from the printer. All VBMs were been mailed out last week.

The Department is going to try to use the machine that assists in verifying signatures for VBMs to speed up the processing of provisional ballots to see whether that works.

Campaign Services: Holding an open house on May 17.

Deadline for qualifying for write-in candidates: May 22.

Observer Guide: Finished and due to be posted online May 17. The Director says that it will be the most comprehensive of any election department in the nation.

Deadline for voter registration for the June election: May 21.

Pollworkers: 2,400 (87%) have been recruited so far. This includes 800 students so far with 170 student applications pending. The Director said that we are blessed in this county to have so many interested students, especially in an election after the school year; other counties get just a handful.

All Field Election Deputies have been recruited.

Precinct Services: All polling places have been acquired, and the Department is in the process of getting keys for some of them. Department personnel are cleaning out some of the garages as part of the deal, a service based on certain criteria. The Department has had to build temporary flooring, ramps for disabled access, and other necessary improvements.

June 1 is the deadline for re-precincting. This is necessary for the November election for petitioning, etc. since June 1 is when candidates can begin circulating petitions in-lieu-of-signing-fees for the November election.

Technology: Database work is ongoing. The online polling place look-up is live now. This time, the ballot type and specific sample ballot show up automatically when a polling place is identified.

Voter services: There are approximately 40 voters per day voting early (compared to 100/day in the 2008 primary).

Commissioner Yu suggested Hiresfyouth.org to locate more young pollworkers.
Commissioner Ruiz-Healy suggested Taskrabbit.com.

President Gleason commented that primaries are like marathons compared to other elections, that proofreading 217 ballot types is very difficult. He appreciates the Director's one-page explanation of California's new primary system that was printed in the VIP. President Gleason also appreciated the VIP cover feature on the tree on the traffic island on Doyle Drive.

Vice President Rowe suggested that the Department's website link to the state VIP; she said she looked but could not find such a link. The Director said he would check on that.

6. Commissioners' Reports

None. No public comment.

7. Discussion and possible action regarding individual Commissioner observation activities for the upcoming June 5, 2012 Consolidated Primary Election.

Vice President Rowe and Commissioner Matthews will serve as Inspectors at polling places. Commissioner Ruiz-Healy said she would like to help if possible. Commissioner Townsend said he will stay out of the way of people working on the election. President Gleason said he would vote by mail for the first time ever because he will be out of town. Director Arntz suggested that President Gleason could then use the online service to find out whether his VBM was received and counted.

8. CLOSED SESSION at 6:42 pm.

No public comment prior to closed session.

Director Arntz was excused for the remainder of the meeting by President Gleason.

Closed Session is held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss annual performance evaluation of a public employee. Discussion and possible action.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION Commission Acting Secretary Gail Hilliard

Return from Closed Session at 7:32 pm.

9. Discussion and possible action regarding closed session action and deliberations.

Commissioner Matthews moved that the Elections Commission finds that it is in the best interest of the public not to disclose its closed session deliberations regarding the performance evaluation of the Acting Commission Secretary. Vice President Rowe seconded. No public comment. Vote was UNANIMOUS to adopt.

10. Discussion and possible action regarding process for filling post of permanent Secretary for the Election Commission.

(A) Moved by Commissioner Matthews that DHR close the job posting for Commission Secretary at the end of May 23. Commissioner Ruiz-Healy seconded. No public comment. Vote was UNANIMOUS to adopt.

(B) Moved by Commissioner Matthews that the Commission hold a meeting on June 6 at 6:00 pm to interview candidates for Commission Secretary, followed by discussion and ranking of the candidates in order of preference. Commissioner Ruiz-Healy seconded. No public comment. Vote was UNANIMOUS to adopt.

(C) Commissioner Matthews will continue reviewing the incoming applications and doing the first round of interviews before the June 6 meeting. The sense of the

Commission is that Commissioner Matthews should submit five applicants for the June 6 meeting, staggered at 20 minute intervals.

11. Discussion and possible action regarding items for future agendas.

None suggested.

Adjourned at 8:06pm.