**Elections Commission Special Meeting**

**Wednesday, October 16, 2013**

**6:00 p.m.**

#### City Hall, Room 421

#### 1 Dr. Carlton B. Goodlett Place

#### San Francisco, California 94102

**DRAFT MINUTES**

1. Call to Order & Roll Call

Commissioner Jill Rowe called the meeting to order at 6:02pm. PRESENT: Commissioners Rich Matthews, Rosabella Safont, Jill Rowe, Winnie Yu,

Catalina Ruiz-Healy, and Gerard Gleason. ALSO PRESENT: Director of Elections JohnArntz, Deputy City Attorney Andrew Shen, and Commission Secretary Tachina Alexander

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

Brent Turner informed the Commission legislation was signed

into law a couple of weeks ago, SP360, which allows the state to self-certify

voting systems and paves the way for open-source voting systems. LA County

announced they will implement open-source voting software systems which are

comparable to the 2008 open-source paper ballot printing system. There also is

a chance that an internet or capture component to this system and he will report

back on any future progress.

1. **Approval of Minutes from previous meetings.**

Commissioner Matthews moved to approve the Minutes of the October 2, 2013 Elections Commission Meeting and it was seconded by Commissioner Ruiz-Healy. The roll call vote was UNANIMOUS to APPROVE the minutes.

NO PUBLIC COMMENT

**4. Director’s Report.**

Director Arntz

Division Reports

A. Administrative (Budget/Personnel) – Getting requisitions for materials and

supplies together for elections as well as day time staffing preparations

due to additional personnel needs.

B. Ballot Distribution – Preparing to deliver materials as well as working out

the process to deliver bags with ballots to Inspectors, parking permits and

badges, Election Day street signage around City Hall, etc.

C. Campaign Services - Had an open house today from 2pm - 5pm with some

attendees. The write-in period will end October 22, 2013 and registration

ends October 21, 2013.

D. Outreach - They’ve distributed polling place mailers to schools,

departments, library branches, community newspapers, and buses as well

as bus shelters in Chinese, Spanish and English. There are two upcoming

presentations that the Elections Commission are invited to attend; Friday

October 18th at 2pm. Training for curbside voting pick-up will be Monday

October 21st at 3pm. On Election Day each entrance of City Hall will be

staffed for vote-by-mail ballot collection. Many upcoming registration events

and presentations all of which are listed on the Department’s website.

E. Poll Workers - They have sufficient numbers of clerks and inspectors

assigned to polling places but are still recruiting standbys. Clerks have

been trained and inspector classes begin October 29th - November 2nd.

The Department offered an online bilingual training for the first time and

150 have taken class to date. All Field Election Deputies (FEDS) have

been hired, assigned territories, and training is assigned to them either on

Sunday October 21st or October 27th in room 34.

F. Precinct Services - Elise Kennedy, longest serving poll worker (Harry

Truman was her 1st election), passed away and Precinct services attended

her service. They’ve created polling place change signs with blinking LED

lights, put together FED territory maps for technicians who work with the

vendor that technically supports the voting equipment.

G. Publications - Mailed voter guides out and met with vendor to finalize

preparations for June 2014 election. Reviewing proofing documentation

and temps training process.

H. Technology - Providing a lot of support and working on phone app for

FEDS. They’ve released the beta for the first field test in anticipation of

receiving any feedback regarding technical bugs. Although it’s still in beta

form the intent is to use it for the upcoming election.

I. Voter Services - Performing voter file maintenance. 35 voters per day,

higher than initial projections, have shown up for early voting. Processed

some vote-by-mail ballots and only 19 voters have registered online.

J. Warehouse - Getting supplies ready for election, completed equipment

testing, and completed maintenance.

Commissioner Comments

Commissioner Matthews inquired about the future site of the warehouse

and Director Arntz stated that he had not found a site that was feasible

within the city limits. However the City located a building in Brisbane which

is optimal for the needs of the Department which has potential promise and

will be available next year.

NO PUBLIC COMMENT

5. Discussion and possible action regarding potential revisions to Municipal

Elections Code Section 530*,* including with regard to formatting of ballot

arguments in the Voter Information Pamphlet and authorship of ballot

arguments by persons other than eligible San Francisco voters.

Commissioner Matthews referred to the “PS” in the Voter Information Pamphlet

in which the Commission discussed its confusion and the Commissions role in

clarifying it. Additionally, in section 530 the authorship is misleading to the voters

and clarification for both matters is essential prior to the 2014 election.

Commissioner Rowe was in agreement that some action needed to be taken as

the Commission has the ability to set general policies but the better option would

be to have the Board of Supervisors codify the code but the concern is how to get

them to do so.

Deputy City Attorney Andrew Shen assured the Commission that it was not

complicated but just a matter of designating one or two Commissioners to

approach a Board of Supervisor member who would be willing to address this

issue to the board. Given the law the Board would need to take it up in January

and adopted by February.

Commissioner Gleason circulated a document entitled “Draft Proposed Changes

to San Francisco Municipal Elections Code: SF Elections Commission October 16,

2013.” He believes that this is a minor issue but should approach Board President

Chiu and get his input.

Director Arntz sited that the formatting, italicization of names, and asterisks for

identification of name purposes needs adjusting as well. If a template is made

clarify when italicization, bolding, etc. is allowed because whatever guidance is in

the code is what the Department is going to follow.

Commissioner Rowe encouraged the Commissioners to forward any additional

ideas to her prior to the November meeting.

Deputy City Attorney Andrew Shen followed up on a comment made by

Commissioner Gleason at the previous meeting regarding the City Attorney’s

opinion regarding this issue. His research yielded no documentation where he

addressed this issue. He also wanted to flag one policy issue, in regards to

Commissioner Gleason’s draft, 530b mentions, in terms of authors, associations

or organizations but does not impose residency or registration requirements on

them. In subsection (d) in terms of authorization, “the signature of at least one of

the principle officers must be provided and that principle officer must be a San

Francisco registered voter” but doesn’t speak to the other principles in the

organization. What is the specific requirement for all principles?

Commissioner Gleason would like to make sure that for future elections, the

request for waiver remains specific as the Director has been doing, and not

general; it should include the number of employees and the category of work.

NO PUBLIC COMMENT

6. Discussion and possible action regarding scheduling and procedures for

conducting performance reviews for Commission Secretary and Director of

Elections.

Commissioner Rowe stated that the process for reviews of the Commission

Secretary and the Director of Elections are approaching and needs to be done

by December. Since the self-review process worked last year the Commission

will continue to use it. Commissioner Rowe will circulate a basic written

evaluation to each Commissioner to be completed and returned to the

President.

NO PUBLIC COMMENT

**7**. **COMMISSIONER REPORTS**

Mayor’s office has still not appointed a replacement Commissioner

NO PUBLIC COMMENT

8. Announcements

**9**. **Discussion and possible action regarding items for future agendas.**

A. Municipal Elections Code #530

B. Evaluations

**10. Discussion and possible action regarding request for schedule changes by**

**public employee: Commission Secretary Tachina Alexander.**

Proposedschedule change for Tachina Alexander from Tue 8-5,Wed 8-5 or 1-end

of meeting and Thur 9-1 to Mon 8-5, Tues 8-12, Wed 8-5 or 1-end of meeting

Commissioner Rowe expressed concern regarding the posting of the agenda will

add on a day and she would be out possibly for 5 consecutive days.

Commissioner Matthew’s expressed concern regarding mail, however infrequently

sent, not reaching the Commissioners in a timely fashion due to her being out for 4

consecutive days.

Commissioner Rowe proposed that for now it be granted on an interim basis to

see how it works out and revisit it at a later date. She then inquired about whether

there was a need for a vote on this issue.

Deputy City Attorney Andrew Shen was not familiar with the need for the

Secretary’s schedule change to be brought before the Commission however he

advised that a vote need not take place nor has it historically been done every time

there is a request for a change.

NO PUBLIC COMMENT

**ADJOURNMENT 7:21pm**