**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**