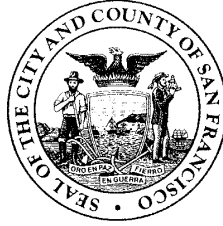


ELECTIONS COMMISSION
City and County of San Francisco

**BUDGET AND OVERSIGHT OF PUBLIC
ELECTIONS COMMITTEE (BOPEC)**

Jill Rowe, Chairperson
Christopher Jerdonek
Dominic Paris



John Arntz, Director of Elections
Nadya Hewitt, Secretary

MEETING MINUTES (DRAFT)

Budget and Oversight of Public Elections Committee (BOPEC)

Wednesday, August 5, 2015

6:00 p.m.

City Hall, Room 421

**1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102**

Order of Business

1. Call to Order & Roll Call

Chairperson Rowe called the meeting to order at 6:00 p.m. and took roll call. Present: Commissioners Rowe, Jerdonek and Paris. Also present: Director of Elections John Arntz. Secretary Nadya Hewitt was absent.

3. Approval of minutes from previous meeting

Commissioner Jerdonek moved to approve the minutes of the June 3, 2015 BOPEC meeting. Commissioner Paris seconded. No public comment. The vote was UNANIMOUS to APPROVE.

4. Discussion and possible action regarding adoption of the Election Plan for the November 3, 2015 Municipal Election.

Director Arntz provided a report and answered questions regarding the Election Plan. Among the new practices Director Arntz noted were: (1) if voters put a Vote By Mail ballot in the mail or overnight mail by Election night and if it arrives at the Department within three days of the election, it will be counted under new state law referred to as "E+3." This will require a software update to track the provisional and vote by mail ballots to that there is no double-counting in the event a voter casts both a provisional and VBM ballot. The Department is creating back-up plans if the software is not updated by the time of the election, which may require manual cross-checking. (2) The

Pilipino language is being added, and the Department is updating the wording for all languages. The Department is creating a uniform script for all poll workers to inform voters of the language options for the ballots. (3) The Department is expanding its open data sets, including posting the Voter Guide election contests in HTML and XML. The Department is also adding more open data files for results after election day. The Department is creating a page on the website listing these open data files and asking people to let them know if they make something from the data so that it may perhaps be provided to voters. (4) The Department is changing the voter guide such that the front cover will now show the voter's polling place. This was recommended as best practices by the League of Women Voters and the vendor is now able to print the cover in this way. (5) The Department's Election Connection videos have been nominated for a national award. (6) The Department is staging flow charts for each division so that election observers can visualize the full process as they observe various election activities. The Department is also adding name plates on the workers' desks, which will allow observers to see names and positions. The Department is also trying to color code processes, for example they may use different colored vests for different parts of the process. This is partially a security feature since it will visually highlight if someone is in an unanticipated place. The Director picked up this idea from his Denver trip. Employee name tags will also be designated by color.

Commissioner Rowe asked, in light of the Department's increasing use of technology, whether the Department has been focusing on cyber-security issues. The Director responded that the voter database and vote tabulation are sealed off and cannot be tampered with. The Department has back-up systems for each part of the process. The City Department of Technology oversees cyber-security for the City, although the Department has not specifically consulted with them. Commissioner Rowe urged such a consultation so that the Department of Technology is familiar with the Department's uses of technology and can spot any security issues of which the Department may not be aware.

Commissioner Paris asked if there is a back-up plan if the RFID process breaks down. The Director responded that RFID is used for asset tracking, and if it doesn't work the Department would track the equipment by scanning the equipment's bar codes.

Commissioner Jerdonek made a number of comments and asked a number of questions, including: (1) He likes the new Election Plan format and appreciates its breadth and depth. (2) What is the "sweep" of the post office? Director Arntz responded that they walk through the areas of the post office where the ballots come in. (3) How will the ballot pads work with different languages? Director Arntz responded that each pad will have all cards for the election. For instance, if it is a three card ballot, each pad would have pages one through three, followed by another pages one through three, etc., such that there is a single pad for each language. (4) It is cool that the Department is showing its PSA's in movie theaters and at film festivals; (5) What is the benefit of RFID? Director Arntz responded that it gives them a chance to receive information in real time to account for items better, and tables are based on information the Department wants without having to ask for specialized reports from the vendor. Commissioner Rowe

asked whether RFID also reduces the amount of labor required and the potential for input error, and the Director responded yes. (6) Where is the IRIS screen located for observers to see? Director Arntz responded that it is back projected onto the window between the cafeteria and the annex.

Commissioner Jerdonek moved to forward the Election Plan in the agenda packet to the full Commission with a recommendation to approve. Commissioner Paris seconded.

Public Comment: Brent Turner stated that the Election Plan looks good and he appreciates the transparency. He further stated that the Logic and Accuracy testing has been shown by national experts to be problematic.

The vote was UNANIMOUS to APPROVE.

2. General Public Comment

Item 2 was taken out of order at the end of the meeting because the sole attending member of the public had stepped out of the room when the item would otherwise have been called. When the item was called, there was no public comment.

Adjourned at 6:41 p.m.