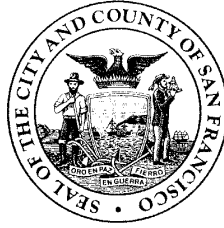


**Elections Commission**  
*City and County of San Francisco*

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



John Arntz, Director of Elections

Nadya Hewitt, Secretary

**MEETING MINUTES**

**San Francisco Elections Commission**  
**Wednesday, April 20<sup>th</sup> 2016**  
**6:00 pm.**  
**City Hall, Room 408**  
**1 Dr. Carlton B. Goodlett Place**  
**San Francisco, California 94102**

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

President Rowe started the meeting at 6:05pm. In attendance: Commissioner's Safont, Yu, and Jerdonek. Commissioners Jung and Donaldson had excused absences. Commissioner Paris arrived at 6:18pm. Deputy City Attorney Josh White and Director of Elections John Arntz were also in attendance.

**2.) General Public Comment**

None

**3.) Approval of Meeting Minutes for Previous Meetings**

Commissioner Jerdonek moves to approve both the February 17<sup>th</sup> and March 16<sup>th</sup> minutes. Commissioner Safont seconds and the vote passes unanimously.

**4.) Commissioners Reports**

President Rowe reported that the City Employee Waiver was forwarded and approved by the Supervisors. President Rowe also received an email complaint from a campaign manager regarding control sheet signature uniformity. President Rowe acknowledged that the next administrative task for the department is setting up the meeting with department employees for the Director's Evaluation. Vice President Jerdonek has been in a series of meetings and outreach concerning open source voting. Vice President Jerdonek has been in contact with Jason Free of LAFCO who is working on a report regarding voter participation. Vice President Jerdonek is also working to raise awareness to secure funding for open source voting by getting involved with the

community by presenting for San Francisco Tech Dems and the Harvey Milk Democratic Club. Vice President Jerdonek reported that the DCCC passed a resolution to encourage the Mayor to fund the open source project.

Brent Turner spoke as a member of the public thanking the Commission for their efforts.

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

The Director circulated a written report in advance of the meeting, copy attached. Director Arntz answered Commission questions regarding the various duties of the Elections Department (Please see supplemental Director's Report) Director Arntz reported on the Mock Election with the Secretary of State's Office and programs to teach high school ambassadors on the voting processes. Director Arntz noted that individuals that are not aware of the voting processes have challenges.

#### **6.) Items for Future Agendas**

Commissioner Paris revisited open source requirements and next steps.

Brent Turner spoke as a member of the public seconding next steps for open source.

Meeting was adjourned at 6:48pm

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City and County of San Francisco  
**Department of Elections**

John Arntz, Director

## Memorandum

**To:** Elections Commission  
**From:** John Arntz, Director  
**Date:** April 15, 2016  
**RE:** Director's Report: April 20, 2016, Elections Commission Meeting

Following is a brief statement of the work in which the Department of Elections (Department) is engaged relevant to the June and November 2016 elections.

- A. To ensure the Department can properly conduct the upcoming elections, the Department continued to identify the necessary resources to procure, personnel to hire, and to recruit and assign poll workers.**
1. In accordance with the City's procurement policies, the Department continued to purchase materials and supplies and procure services necessary to conduct the June and November 2016 elections.
  2. Following Department of Human Resources' procedures, the Department hired nearly 120 temporary employees to assist with various election tasks. The Department expects to hire nearly 130 additional temporary employees within the next month to assist with activities such as administering voting at the Voting Center, providing support to polling places on Election Day, and assisting with the post-election canvass. Additionally, the Department began planning the necessary staffing schedules and resources in anticipation of 13 statewide petition initiatives expected to be submitted at the end of April, of which an unknown number will require review and verification of all petition signatures.
  3. Associated with state elections code sections regarding poll worker recruitment, the Department is posting ads on Facebook, emailing voters who provided an email address, placing ads in BART stations and in local and language-specific newspapers, and providing flyers and postcards to community-based organizations. As of April 12, the Department had recruited 317 inspectors and 915 clerks, needing to recruit 249 and 991, respectively. Included in these totals are goals to recruit 514 bilingual Chinese speakers, 171 bilingual Spanish speakers, and 110 bilingual Filipino speakers based on criteria that consider voter requests for translated materials and countries of birth. Additionally, the Department is recruiting bilingual poll workers for precincts identified by the Secretary of State's office as possibly requiring language assistance in Vietnamese, Korean, or Japanese.
  4. In relation to California Elections Code section 12302, the Department provided presentations in San Francisco high schools to educate students on their opportunities to participate in the June election as poll workers. Additionally, the Department has contacted other organizations that serve youth in San Francisco, including the Boys and Girls Club and the High School Student Advisory Committee.
- B. To provide appropriate services to voters, the Department continued reviewing, updating, and finalizing plans and procedures; continued preparing materials, supplies, and election-related information; and began testing equipment and processes.**
1. To effectuate voting, the Department completed the layout and proofing of 600 ballot versions and was able to format the content on two cards despite a U.S. Senate contest with 34 candidates and a Democratic County Central Committee contest with 39 candidates and which required 14 write-in spaces. Further, the Department has begun reviewing ballot content imported into the touch screen equipment and is preparing for the recoding of audio content in English, Cantonese, Mandarin, Spanish, and Filipino.
  2. In accordance with the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) and California Elections Code, the Department concluded preparations for the transmission of ballots to UOCAVA voters before Saturday,

April 23, by mail or electronically, according to the method designated by UOCAVA voters. Data extracts for these voters have already occurred. The next large data extract will occur on April 21 for the permanent vote-by-mail voters.

3. In preparation of receiving, then processing, ballot cards, the Department and ballot printing vendor are finalizing the ballot order according to various packaging specifications; the Department has initiated the maintenance of the equipment that scans and sorts returned vote-by-mail ballots and set up the parameters for the equipment, is reviewing ballot tracking reports and data collection related to ballot processing, and reviewing and updating procedures for the publicly displayed flow charts and the color coded steps involved in ballot processing.
4. To facilitate asset tracking associated with election operations, the warehouse, logic and accuracy team, IT Division, and the Ballot Distribution Division will conduct a mock election using the Radio Frequency Identification (RFID) system in advance of implementing phase that includes logic and accuracy.
5. Associated with the implementation of the statewide registration database, VoteCal, required under the federal Help America Vote Act, the Department participated and concluded the full-scale, statewide, mock election led by the Secretary of State's office. Regarding the registration database, the Department continued the processing of approximately 19,000 returned post cards from voters with no party preference (NPP). The cards informed these voters that the American Independent, Democratic, and Libertarian parties have granted their permission to NPP voters to vote using those parties' primary ballots. Additionally, the Department continued to process the approximately 2,000 returned post cards from voters requesting to receive election materials in Chinese, Filipino, or Spanish.
6. Pursuant to California Elections Code section 8601, the Department reviewed its processes and forms related to the beginning of the Write-In Candidate period for state and federal offices on April 11.
7. To provide polling places to voters, the Department has located 47 polling places of the 55 precincts for which no locations were secured after availability letters were issued. The Department intends to locate sites in the remaining eight precincts before April 20 to have addresses to all polling locations printed onto the back cover of all Voter Information Pamphlets. Prior to finalizing polling locations the Department will reference the sites' addresses with the Megan's Law database which lists the residences of convicted sex offenders, as required by California Elections Code section 12287.5. The setting of delivery routes will begin after sending appointment letters during the week of April 25.
8. In preparation from moving warehouse operations from Pier 48 to Pier 31, the Department met with representatives from the Department of Public Works (DPW) and the Port Authority to discuss improvements to Pier 31 prior to the Department's move. The Department is in the process of funding a work order to facilitate that agency's formally commencing its actions to design and plan various elements of the improvements.

**C. The Department undertook many actions to facilitate the engagement of voters to participate in elections, to provide voters with information regarding the primary election, to provide voters with information regarding the Department's services, to continue providing information and services that are transparent and accessible,**

1. To engage voters to participate in the June election and to provide election-related information, the Department mailed a large quadrilingual postcard to all 362,452 San Francisco households announcing the June 7 election, with key dates, and the availability of assistance from the Department in English, Chinese, Filipino, and Spanish. Additionally, the Department distributed outreach packages to 487 community-based organizations, 120 San Francisco Unified School District locations, 130 City and County of San Francisco sites, and the offices of every member of the Board of Supervisors. The packages included election information posters in the aforementioned four languages, poll worker-recruitment poster; an order form for more materials or event; and a cover letter indicating that the Department encourages the mentioning of election information in newsletters, websites, and social media postings. Additionally, the Department nearly completed the production of informational videos: the fourth installment in the 30-second public service announcement series entitled "Do you vote by mail?", and the first installment of a Department-produced three-minute educational video entitled "Vote by Mail." The videos will be

produced in English, Cantonese, Mandarin, Spanish, and Filipino and ready for release in early May. The Department is seeking a greater presence on television and radio and on April 19 will appear on KTSF television Filipino News hour to explain the election services available in Filipino and to recruit bilingual Filipino poll workers.

2. To increase transparency of the election processes, the Department began the planning associated with hosting an Open House on Thursday, May 12. During the Open house, the public will have an opportunity to observe the operation of the phone bank and the City Hall Voting Center; the operation of the Poll Worker Recruitment office; the scanning of returned vote-by-mail ballot envelopes prior to signature verification, signature verification, the opening of returned vote-by-mail ballot envelopes, and the extraction of ballots from returned envelopes, among other processes. To further facilitate public observation of election activities, the Department will continue broadcasting many activities on its website channel "SF Elections Live" such as candidate workshops, logic and accuracy testing of voting equipment, the extraction of ballots from returned vote-by-mail envelopes, the processing of vote-by-mail ballots; and the Election Center.
3. To increase access to election information the Department designed the front cover of the voter guide to inform voters of their language preference and the language style of the sample ballots included in the pamphlet. The cover also includes an image of the online voter information pamphlet to provide notice to all voters of its availability, which, by extension, the availability of the pamphlet online in Chinese, Filipino, and Spanish. Another element of voters using the online voter information pamphlet is reduction of the Department's carbon footprint. Additionally, the Department met representatives from the Library for the Blind and Print Disabled to discuss the production and provision of the voter information pamphlet in various audio formats. Regarding accessible services, the one member of the Department will attend training this month in Sacramento regarding methods to use when surveying polling places for accessibility. Regarding the accessing of election services and materials, the Department is in contact with Prisoner Legal Services to provide opportunities for eligible inmates in county jails to participate in the June election using vote-by-mail ballots.
4. In preparation for the November 2016 election, the Department conducted a candidate workshop regarding filing for the contests for the Board of Supervisors office. In accordance with the local Municipal Elections Code, on April 5 the Department began issuing petitions for potential Supervisorial candidates to collect signatures-in-lieu-of filing fees.