

ELECTIONS COMMISSION
City and County of San Francisco

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

Roger Donaldson, Chair
Dominic Paris
Rosabella Safont



John Arntz, Director of Elections

Don Chan, Secretary

MEETING MINUTES

**Budget and Oversight of Public Elections Committee (BOPEC)
of the San Francisco Elections Commission**

Wednesday, September 6, 2017

6:00 p.m.

City Hall, Room 421

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

1. Call to Order & Roll Call Called to order at 6:00 pm. All members present at the gavel. Director of Elections John Arntz, Secretary Don Chan also present.

2. General Public Comment

There were none.

3. Approval of Minutes for Previous Meeting

Commissioner Safont moved, to approve, seconded by Vice President Paris. Upon voice vote, the motion carried unanimously

4. Progress of the San Francisco Open Source Voting System project

Commissioner Donaldson reported that he was able to attend the OSVTAC's first meeting where they were oriented to what and how the committee would be dealing with within the prescriptions of the Brown Act and Sunshine Ordinance, the Committee has held a second meeting where they approved a draft of their initial report to the Commission (document included in this Committee's packet). They seem to be making progress on defining the parameters of their work.

He asked for an update on the Department's RFP process. Director Arntz reported that they had chosen a contractor (Slalom), and they were now awaiting the approval to contract, from the Civil Service Commission (September 18). Once they get that, they can begin the work. Initial discussions with the contractor have covered the work plan. They expect to have 1-3 staff housed in the Department, daily. He will meet with them daily.

There was a short discussion about what the waiting period was before the contract would be approved. No details about the contract were available for discussion before final approval of the contract.

5. Evaluation Procedures for Director of Elections

Commissioner Donaldson passed out a couple of documents that were not available in their packet of materials before the meeting. He reviewed that he had had conversations with the City's Human Resources Department (Donna Kotake) regarding the process followed by other commissions, and the guidelines used by this Commission, and gotten documents related to evaluations of Department Heads that the City uses (copies given to Committee members). It was suggested to use categories the commission developed, inserted into the forms used by Human Resources, to do the "retrospective" year evaluation. He said that the section 2.3 (implementing commission policies) could be amended to include such things as the Open Source initiative, as discussed in the Commission meeting.

It was further recommended not to use employee surveys or interviews. In alignment with evaluations processes followed by others, the Commission would begin to do prospective goals setting plan, which would form the basis of doing the year-end evaluation. And if the Department of Human Resources does initiate its Employee Engagement Survey, then this Commission could utilize that resource as well.

Vice President Paris said he agreed that the Human Resources process presented was superior to the Commission's past process, and should be used. What is the starting point (FY? Calendar?) Commissioner Donaldson referred to the document, showing a timeline for implementation.

Vice President Paris suggested rather than just cut and paste (the Commission's items into the Human Resources's forms), that there should only be as many items as there are sections to the form (4). –with the exception of the technology aspect. This would simplify the process.

The Committee reviewed the document and timelines set forth therein: from Sept to Sept. The Director's self-evaluation would be in October.

Vice President Paris moved that this approach as discussed be adopted. Commissioner Safont seconded. Commissioner Donaldson offered the amendment that the process be utilized in its entirety, using the Commission's 'guidelines' in the Human Resources forms, this year to close out, and just the Human Resources forms starting next year. The amendment was accepted. Upon voice vote the motion carried unanimously.

There being no further business, the meeting was adjourned at 6:32 p.m.