

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

Viva Mogi, President  
Lucy Bernholz, Vice President  
Roger Donaldson  
Christopher Jerdonek  
Charles Jung  
Jill Rowe



John Arntz, Director of Elections

**REGULAR MEETING MINUTES - **\*\*DRAFT\*\*****

**San Francisco Elections Commission**  
**Wednesday, December 16, 2020**  
**3:00 p.m.**  
**Remote meeting via WebEx**

**Order of Business**

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

**Meeting called to order at 3:01 p.m.**

**Present:** President Mogi, Commissioners: Donaldson, Jerdonek, Jung and Rowe

**Tardy:** Vice President Bernholz, *joined meeting at 3:09 p.m. during Item #2, due to technical difficulties with WebEx*

**Also present:** Director of Elections John Arntz, Deputy City Attorney Jenica Maldonado, and Information Systems Tech James (Jim) Smith  
Quorum met.

**2. Public comment on any issue within the Elections Commission's General Jurisdiction that is not Covered by Another Item on this Agenda**

Pedro Hernandez expressed concern about voters being able to obtain access to information, language translation, and accessibility.

Lauren Girardin thanked the commission for making changes suggested at November 18, 2020 San Francisco Regular Commission Meeting. Changes were made to reflect the local dial-in phone number, making documents accessible to persons with screen readers, and sharing meeting information on Twitter and YouTube readable.

**3. Approval of Minutes of Previous Meetings July 8, July 15, and November 18, 2020**

## **Public Comment**

David Pilpel suggested changes to the meeting minutes for July 8 and 15, and November 18, 2020. Changes noted and will be made prior to posting on the website.

Commissioner Rowe moved to approve meeting minutes for July 8, July 15, and November 18, 2020.

Commissioner Rowe amended her motion to approve, with modifications to correct the acronyms, as suggested by a public commenter, to the July 15 minutes and to approve the November 18, 2020 minutes.

President Mogi suggested presenting July 8, 2020, meeting minutes at next meeting.

Seconded: Commissioner Jerdonek

President Mogi	Yes
Vice President Bernholz	Yes
Commissioner Jerdonek	Yes
Commissioner Donaldson	No
Commissioner Rowe	Yes
Commissioner Jung	Yes

5 Yays 1 Nay 0 Abstain  
Motion passed

## **4. Redistricting Task Force Committee**

Commissioner Donaldson reviewed the memo prepared by Commissioner Rowe and the Redistricting Task Force (RTF) application with suggested revisions by Commissioner Jung. Commission members discussed the revised application extensively, and revisions were made accordingly.

President Mogi moved to adopt the RTF application with the proposed amendments discussed by the commissioners.

Commissioner Rowe motioned to adopt the application, as amended, for the 2020 RTF.

Commissioner Donaldson seconded.

Commissioner Jerdonek discussed with Deputy City Attorney (DCA) Maldonado the effect of Prop C on the application amendments.

## **Public Comment**

David Pilpel made suggestions to application.

Jen Tse wanted to bring attention to the number of meetings the RTF will need to attend.

Lauren Girardin suggested questions to ask on the RTF application and during interviews.

Pedro Hernandez expressed concern on how the public will be notified of the upcoming RTF, and ensure proper representation for all communities.

Commissioner Rowe discussed areas for improvement to the RTF memo, and application criteria and processes, based on public commenters' feedback.

President Mogi suggested revisiting the documents for RTF applicants due to feedback from public comment. Provided option to Commissioner Donaldson to defer the approval of the application due to changes.

Commissioner Jerdonek suggested incorporating categories mentioned in the charter, and Prop C language.

Commissioner Rowe withdrew her motion.

## **5. Commissioners' Reports**

This is Commissioner Rowe's last meeting. Commissioners expressed their gratitude for her commitment and contributions to the Elections Commission. Commissioner Rowe expressed her gratitude also.

President Mogi reported sending a letter to Mayor Breed and cc'd the California delegates to commend Director Arntz for his hard work during this year's elections. The Board of Education (BOE) has opened its application process for the open seat on the Elections Commission. President Mogi asked to post on Twitter the contact information for Mark Sanchez, President of the BOE, and Esther Casco.

### **Public Comment**

Lauren Girardin asked questions regarding the open seat on the Elections Commission.

Pedro Hernandez expressed gratitude for Commissioner Rowe's service.

Rebecca Chappell introduced herself to the commission, as she will be replacing Commissioner Rowe.

## **6. Director's Report**

Director Arntz thanked the commission for the letter of commendation and Commissioner Rowe for all her support. He also reported the Mayor's Office indicated all departments could expect budget cuts. The budget review will require two public hearings, at Budget and Oversight of Public Elections Commission (BOPEC), and the Elections Commission.

Commissioner Jerdonek asked Director Arntz if there was further discussion on a grant from the Center for Tech and Civic Life (CTCL). Director Arntz stated the Board of Supervisors approved acceptance of the CTCL grant.

### **Public Comment**

David Pilpel commented on BOPEC and Elections Commission meetings timelines.

Pedro Hernandez commented on post-election voting details.

Lauren Girardin asked if there is an update on when the Request for Proposal (RFP) for the redistricting vendor will be issued.

Commissioner Jerdonek asked Director Arntz if there is a process for the public to know when the RFP for the redistricting consultant has been issued. Director Arntz will explore how to make an announcement.

## **7. Racial Equity Action Plan (REAP)**

President Mogi and DCA Maldonado discussed the requirements of the ordinance for every City department. All departments are expected to prepare a REAP and present it by the end of the calendar year. The Office of Racial Equity has prepared a template for use by commissions.

Director Arntz presented and gave background on the Department of Elections REAP.

Commissioner Jerdonek asked Director Arntz if the City tracks racial information. Director Arntz stated information provided by employees when hired is optional.

President Mogi asked for the response rate on survey input from the Director's team. Director Arntz responded with statistical information. President Mogi asked for individual input and proposed Elections Commission members form committees to discuss and make recommendations on REAP.

Motion made by Commissioner Rowe to recommend Director Arntz include the draft Section 7 with two modifications: 1) Section 7.2.3 will be carried out consistently with

opens meetings laws: and 2) there will be a notation that addresses advising appointing authorities of equity goals when any openings arise.

Seconded by Commissioner Donaldson.

Public Comment – None.

President Mogi	Yes
Vice President Bernholz	Yes
Commissioner Jerdonek	Yes
Commissioner Donaldson	Yes
Commissioner Rowe	Yes
Commissioner Jung	Yes

6 Yays Nay 0 Abstain  
Motion passed and carries

#### **8. Agenda items for future meetings**

- 1) Review of RTF Application
- 2) Formally review election
- 3) Read acknowledgement text on Ohlone Community prior to each meeting
- 4) Election of Commission Officer

Public Comment – None.

#### **9. Annual Performance Evaluation of Director of Elections**

Public Comment – None

Motion to meet in closed session by Commissioner Donaldson  
Seconded by Vice President Bernholz

President Mogi	Yes
Vice President Bernholz	Yes
Commissioner Jerdonek	Yes
Commissioner Donaldson	Yes
Commissioner Rowe	Yes
Commissioner Jung	Yes

6 Yays Nay 0 Abstain  
Motion passed and carries

Break prior to commencement of closed session at 5:57pm

Return from break 6:03 pm

Discussion in closed session commenced at 6:05 pm. The following Elections Commission members were in attendance: President Mogi, Vice President Bernholz, Commissioners Jerdonek, Donaldson, and Jung. Also in attendance Deputy City Attorney Jenica Maldonado, and Elections Commission Secretary Martha Delgadillo.

Closed session ended at 6:56 pm.

Motion was made by Jill Rowe to keep the closed session confidential due to employee privacy.

Commissioner Jung seconded.

President Mogi	Yes
Vice President Bernholz	Yes
Commissioner Jerdonek	Yes
Commissioner Donaldson	Yes
Commissioner Rowe	Yes
Commissioner Jung	Yes

6 Yays 0 Nay 0 Abstain  
Motion passed and carries

President Mogi announced all items discussed were confidential, except the submission of the evaluation to the director.

**Adjournment at 7:00 pm**