

**ELECTIONS COMMISSION**  
*City and County of San Francisco*

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

Christopher Jerdonek, Chairperson  
Nancy Hayden Crowley  
Renita LiVolsi



John Arntz, Director of Elections

**SPECIAL MEETING AGENDA**  
**(amended 4/9/2023)**

**Budget and Oversight of Public Elections Committee (BOPEC)**  
**of the San Francisco Elections Commission**  
**Monday, April 10, 2023**  
**6:00 p.m.**  
**City Hall, Room 408**  
**1 Dr. Carlton B. Goodlett Place**  
**San Francisco, California 94102**  
**& Remote via WebEx**

The meeting will be held both in person at the location listed above and remotely via WebEx. WebEx details are provided on the following page.

Members of the public may attend the meeting to observe and provide public comment either at the physical meeting location listed above or remotely / online. Instructions for providing public comment remotely / online appear on the last page of this agenda.

In addition to participating in real time, interested persons are encouraged to participate in this meeting by submitting public comment in writing by 12:00 p.m. on the day of the meeting to [chris.jerdonek@sfgov.org](mailto:chris.jerdonek@sfgov.org).

(Continued on following page.)

## **Phone & Video Conferencing**

To access the meeting by telephone, call: 1-415-655-0001

For Global call-in numbers, use [this link](#).

To access the meeting using the WebEx application, use the following link:

<https://sfgov.webex.com/sfgov/j.php?MTID=m65b37d96daace502e4862cd158d5384b>

Event number / access code: 2489 535 5697

Event password: sfvoter (7386837 from phones)

While you may enter your name before joining the meeting, you are not required to do so to participate.

## **Order of Business**

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

A member of the Commission will state the following (from the Commission's October 19, 2022 Land Acknowledgment resolution):

*The San Francisco Elections Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone, who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the ancestors and relatives of the Ramaytush Community and affirming their sovereign rights as First Peoples.*

The Chair has excused the Director of Elections from attending today's meeting, which is permitted by Article VI of the Commission's Bylaws.

### **2. General Public Comment**

Public comment on any issue within BOPEC's general jurisdiction that is not covered by another item on this agenda.

### **3. Elections Commission Website**

Discussion and possible action regarding the Elections Commission's website, including possible changes and additions, as well as the process for updating the website and deciding on website content.

Invited Speaker:

- Amy Martin (she/her/hers), Project Manager, Digital Services

**Attachments:** Website Feedback & Suggestions (Stone); Current Home Page Structure (Jerdonek)

### **4. Approval of Minutes of Previous Meetings**

Discussion and possible action to approve Minutes for the August 10, 2022 and January 31, 2023 BOPEC Meetings.

**Attachments:** Draft Minutes

### **5. 2023 Racial Equity Progress Report**

Discussion and possible action regarding the Elections Commission's portion of the Department of Elections' upcoming 2023 Racial Equity Progress Report. If the Commission would like to include an update on its progress with the Department's submission to the Office of Racial Equity, the Commission will need to submit its update to the Director of Elections by Thursday, May 4, 2023.

**Attachments:** Email re: Progress Report Process (Stone); Progress Report Template & Instructions; Draft Commission Slides (Stone); 2022 Racial Equity Lookback (Stone); Email Correspondence re: April 18, 2022 revised 2021-2023 Racial Equity Plan

### **6. Process to Conduct Future Annual Performance Evaluations of the Director of Elections**

Discussion and possible action regarding the process to conduct future Annual Performance Evaluations of the Director of Elections (so after the 2022 Performance Evaluation currently in progress).

**Attachments:** Commission's March 2016 Guidelines for Evaluation of Director of Elections; Current Performance Plan Template; Draft Performance Plan Template from 2018 Commission Meetings

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

Discussion and possible action regarding items for future agendas.

**Attachments:** Email re: 2023 BOPEC Goals (Stone)

### **8. Adjournment**

**There will be an opportunity for public comment on each agenda item.**

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 hours of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

**Cell phones, pagers and similar sound-producing electronic devices:** The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code):** Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE: Sunshine Ordinance Task Force; 1 Dr. Carlton B. Goodlett Place; Room 244; San Francisco, CA 94102-4689. Phone: (415) 554-7724; Fax: (415) 554-5163; Email: [soft@sfgov.org](mailto:soft@sfgov.org); Website: <http://sfgov.org/sunshine>. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <http://sfgov.org>.

**Lobbyist Registration and Reporting Requirements:** Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue; Suite 220; San Francisco, CA 94102. Phone: (415) 252-3100; Fax: (415) 252-3112; Email: [ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org); Website: <http://www.sfethics.org>.

## **Public Comment Instructions for Remote Participants**

### **When calling in by telephone (preferred):**

When your item of interest comes up, dial \*3 (star button followed by the number 3) on your phone to raise your hand and be added to the public comment line. You will then hear, "You have raised your hand to ask a question." Please wait until the host calls on you.

The line will be silent as you wait your turn to speak. Ensure you are in a quiet location. Before you speak, mute the sound of any equipment around you, including television, radio, or computer. It is especially important that you mute your computer if you are watching via the web link to prevent feedback and echo when you speak.

If you change your mind and wish to withdraw yourself from the public comment line, press \*3 again. You will hear the system say, "You have lowered your hand."

### **Using your computer web browser (when phone not available)**

Make sure the "Participants" side panel is showing by clicking the "Participants" button shown in the picture at the right.



Then, make sure the "Participants" panel is expanded in the side panel by pressing the small arrow indicator in the panel. You should see a list of Panelists, followed by a list of Attendees. At the bottom of the list of Attendees is a small button or icon that looks like a hand (see where the red arrow is pointing in the picture at the right).

Press the hand icon to raise your hand. The host will unmute you when it is time for you to comment. When you are done with your comment, click the hand icon again to lower your hand.

