

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

Marisa Davis, Commission Secretary

SPECIAL MEETING MINUTES (DRAFT)
(Approved XXXX)

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

Order of Business

1. Call to Order & Roll Call

Chair Jerdonek called the meeting to order at 6:06 p.m.

Roll call:

Present: Chair Christopher Jerdonek, Commissioner Nancy Hayden Crowley, and Commissioner Renita LiVolsi.

Commissioner LiVolsi stated the Commission's Land Acknowledgment.

Chair Jerdonek announced that he had previously excused Director Arntz from attending because none of the agenda items relate directly to the Department. This is permitted by the Commission's Bylaws.

2. General Public Comment

No public comment.

3. Elections Commission Website

Chair Jerdonek reviewed documents in the agenda packet for this item. He then introduced Amy Martin (Project Manager, Digital Services), the invited guest for this

item. Ms. Martin next gave a presentation about the capabilities and features of the Commission's new website.

The committee discussed the website with Ms. Martin and asked questions. After Ms. Martin left, the committee discussed what changes or additions the Commission might like to make to the website.

Following the discussion, Chair Jerdonek moved that BOPEC recommend to the full Commission that the Commission add information about the Commission's demographics to the Commission's web site. Chair LiVolsi seconded the motion.

No public comment.

The motion passed unanimously.

4. Approval of Minutes of Previous Meetings

Chair Jerdonek said that because the two minutes documents were added to the agenda packet so late, he was postponing discussing them at today's meeting.

No public comment.

5. 2023 Racial Equity Progress Report

Chair Jerdonek explained that the Commission has until May 4 to submit to the Department an update on its Racial Equity Progress for inclusion in the Department's report. He also reviewed the documents that were included in the agenda packet. One of the documents was a document that President Stone prepared that BOPEC could use as a starting point for its discussion.

The committee discussed what edits to make to the draft that President Stone prepared. Following the discussion, Commissioner Hayden Crowley moved and Commissioner LiVolsi seconded to recommend to the full Commission slides for the Commission's 2023 Racial Equity Progress Report with the following three changes to President Stone's original draft:

1. Under 2022 Priorities & Progress (External / Policies), add the bullet:
"Voted 4-2 to move forward for racial equity and open up a competitive selection process for the Director of Elections position to allow a diverse group of applicants to apply"
2. Under 2023 Goals, add the bullet: "Recommend that all appointing authorities consider racial diversity when there is an opening on the commission. It is in the best interest of the residents of San Francisco and essential that under-represented communities be given the opportunity to serve as commissioners on the Commission."

3. Under 2023 Goals, changed:
“Establish a more equitable open and competitive selection process for the Director of Elections position” to read:
“Establish a timely, transparent, and equitable competitive selection process for the Director of Elections position”

Public comment:

Mr. Brent Turner thanked the committee for their attention to racial equity and said that attempting to move to an open source voting system is to help ensure that there is racial equity in elections.

The motion passed unanimously.

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

Chair Jerdonek reviewed the agenda packet documents.

The committee brainstormed some ideas for how to approach the annual evaluation process going forward.

Commissioner LiVolsi expressed support for Commissioner Hayden Crowley’s idea to conduct the evaluation in July. Commissioner Hayden Crowley reiterated her support for conducting the evaluation in July, in part because the fiscal year ends on July 31. She also expressed the need for the Commission to have a checklist of what to do and when to ensure that things move forward, including any preparation that needs to be done in May and June, etc. Commissioner LiVolsi agreed.

Commissioner LiVolsi mentioned the idea of asking the employees to anonymously evaluate the head of their Department, which happens at her workplace. The idea of a 360 Review was also discussed.

Commissioner Hayden Crowley offered to start researching what types of things are allowed during an evaluation, for example by asking DHR, the City Attorney, and the Municipal Executive Association (MEA).

Chair Jerdonek mentioned that having information about employee turnover would be useful when evaluating the Director. Commissioner LiVolsi agreed, but said it was important to distinguish between Civil Service and temporary employees in that information. The information about non-temporary employees was more important to start with.

Commissioner Hayden Crowley moved and Commissioner LiVolsi seconded that BOPEC recommend to the full Commission that the Commission change the Annual Performance Evaluation Process of the Director to start with pre-planning as early as March and then culminate in a meeting in June of each year devoted solely to reviewing the Director, with the final evaluation delivered in July. This will align with the fiscal year and allow the Commission to be done well in advance of the selection process.

Public comment:

Mr. Brent Turner spoke in support of the motion and said that the evaluation should include whether the Director is forthright with the Commission.

The motion passed unanimously.

7. Agenda items for future meetings

Chair Jerdonek reviewed for BOPEC the BOPEC Goals document that President Stone had prepared and was included in the agenda packet. The document included other topics for BOPEC to discuss during the year.

Commissioner Hayden Crowley reviewed the items on the current agenda to see what items should be discussed again.

No public comment.

8. Adjournment

The meeting was adjourned at 8:20 p.m.