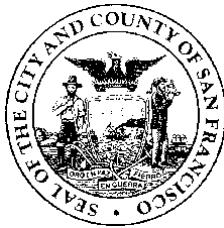


ELECTIONS COMMISSION
City and County of San Francisco

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

Christopher Jerdonek, Chairperson
Nancy Hayden Crowley
Renita LiVolsi



John Arntz, Director of Elections

SPECIAL MEETING AGENDA

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

Thursday, December 7, 2023

6:30 p.m.

City Hall, Room 416

**1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102
& Remote via WebEx**

Order of Business

1. Call to Order & Roll Call

VP Jerdonek called the meeting to order at 6:37PM.

Present: Vice President Chris Jerdonek, Commissioner Renita LiVolsi, Commissioner Nancy Hayden Crowley.

Also present: Commission Secretary Marisa Davis.

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

Commissioner LiVolsi stated the Land Acknowledgment.

2. General Public Comment

In Person or Remote

There was no public comment.

3. Approval of Minutes of Previous Meetings

After a review of the April 10, 2023 BOPEC Meeting Minutes, the Committee made a motion to approve the meeting minutes.

MOTION TO APPROVE BOPEC MEETING MINUTES OF APRIL 10, 2023

Vice President Jerdonek	YAY
Commissioner Hayden Crowley	YAY
Commissioner LiVolsi	YAY

3 Yays, 0 Nays. Motion passes.

4. Proposed Commission policy regarding writing a letter to the appointing authority when a Commission vacancy occurs

Chair Jerdonek presented a template letter to submit to the appointing authority's office upon term end and/or resignation of a Commissioner. Commissioner LiVolsi recommended a tweak in the language to emphasize a commitment to diversity when filling the Commissioner slot. The BOPEC Committee reviewed and made a motion to forward the letter to the full Commission for review and final approval.

MOTION TO FORWARD APPOINTING AUTHORITY TEMPLATE LETTER TO FULL COMMISSION FOR REVIEW

Vice President Jerdonek	YAY
Commissioner Hayden Crowley	YAY
Commissioner LiVolsi	YAY

3 Yays, 0 Nays. Motion passes.

5. Process to Conduct Future Annual Performance Evaluations of the Commission Secretary

A review of the proposed performance evaluation for the Commission Secretary was presented. Comments included getting approval from the union as well as DHR review to ensure proper compliance. Also discussed was the coordination and timing of the review to keep the process efficient and timely.

MOTION TO FORWARD COMMISSION SECRETARY ANNUAL PERFORMANCE EVALUATION TO FULL COMMISSION FOR REVIEW

Vice President Jerdonek	YAY
Commissioner Hayden Crowley	YAY
Commissioner LiVolsi	YAY

3 Yays, 0 Nays. Motion passes.

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

A review of the proposed annual performance evaluation for the Director of the Elections Department was presented. Discussion centered on how to solicit and process feedback, timeline, and whether to incorporate a 360-degree format. A review of the proposed evaluation form should be reviewed by the DCA to ensure it is legally compliant and also a review by the applicable union representing the director.

MOTION TO FORWARD ELECTION DIRECTOR ANNUAL PERFORMANCE EVALUATION TO FULL COMMISSION FOR REVIEW

Vice President Jerdonek	YAY
Commissioner Hayden Crowley	YAY
Commissioner LiVolsi	YAY

3 Yays, 0 Nays. Motion passes.

7. Adjournment 7:21 PM.