

# County of Santa Clara

## Registrar of Voters

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**VOTER'S CHOICE**  
Registrar of Voters  
Santa Clara County

### Voting Accessibility Advisory Committee Meeting

6203 San Ignacio Ave Suite 200, San Jose, CA 95119  
San Andreas Regional Center, Big Sur Room  
October 29, 2019- 1:30pm  
VTA Transit Line 42

Members Present: Jennifer Lucas, Cheryl Hewitt, Maya Bareket, Christine Gianola, Bill Herson, Fred Nisen, Megan Wheelehan, John Palmer, Francisco Valenzuela, Javier Zaldivar, Christine Fitzgerald, Lisa Quan, Octavio Salavar

Staff Present: Darren Tan, Virginia Bloom, Shannon Bushey, Janora Blow, Nina Reyes, Paulo Chang, Alfred Gonzales, Eric Kurhi, Mike Fong, Bob Nguyen

#### I. Follow-up Items from previous meeting

- Review of minutes –
  - ROV addressed the new format of the meeting minutes is to capture key and action items.
  - Members approved motion to proceed in recording the minutes for preparation of the minutes only.
  - Announced that an email was sent to the committee to confirm final two meeting dates:
    - Monday, November 25 at 1:30 pm – at SVILC
    - Tuesday, December 17 at 1:30 pm – at SVILC
  - If ROV happens to have a demo at one of these meetings and a member is unable to make it, ROV will reach out to committee member(s) to reschedule the demo upon consensus of the committee members.
- Election of Committee Chairperson
  - ROV confirmed Christine Fitzgerald as the chairperson and the alternate chairperson as Maya Bareket. The alternate chair will assist with the meeting when the chairperson is unable to attend.

#### II. Election Administration Plan update-

- The EAP draft was submitted to the Secretary of State and only two items required clarification:
  - 1 – ROV new voting system to **add the year the new voting system was acquired into the report** and note the voting system is **more secure**.
  - 2 – The third direct mailer which is directed to voters that register after the 15-day cut-off, that it is not a countywide mailing. ROV to provide updates at next meeting.

#### III. Voter Registration Division –

- a. Voter Action Request Form – is available online
- The VARF form is for the voter to update their contact info **only**. (i.e.-residence address, mailing address, phone number and email address. Voter may also call ROV to update their information.)
- ROV added the language preference on this form and the option to obtain the county voter information guide either electronically, or by mail.
- Member requested that the Disability Rights of California statewide voter hotline be put in the voter guide.
- ROV asked member to send a sample of another county page with this information.
- ROV in process of building an accessible new page related to RAVBM.



- Member asked for an update on the E-poll book for those with disabilities that are unable to sign. ROV to report back at next VAAC meeting.
- b. Direct to Voters Mailers –
- ROV reviewed and discussed Trifold and Bifold mailers.
- Member asked about privacy concerns of the mailer. ROV explained voters may put the mailer in an envelope, tape or staple the mailer shut, then mail out.
- ROV discussed meeting with Civic Center for Design who assist in reviewing content of the direct mailers. The feedback given to ROV was in reference of the selection of colors, simplify content and focus on attention grabbers.
- IV. Outreach –
  - Update
  - ROV currently have 15 upcoming outreach events, including participating in the Veteran’s Day parade.
  - ROV is also doing outreach online via advertisement and via social media.
  - Member asked if outreach will schedule events at libraries. ROV does not due to the space size.
  - ROV Outreach to reconnect with SARC for language workshops in Vietnamese and Spanish speaking communities.
  - ROV to work with SARC to schedule and setup outreach event the first week of December/early January in English, Vietnamese and Spanish.
  - ROV providing “how to” video’s - how to vote by mail, how to vote at a Vote Center, and a how to use a remote accessible ballot by mail video. Staff stated that the script will be shared with the members once it is complete.
  - Member offered to hold a public demo at the SARC
    - ROV announced the need for actors in making these video’s Member expressed interest in being actors and to volunteer as a worker at a Vote Center.
    - ROV to reach out to those members that have expressed interest.
- V. Agenda creation for next meeting –
  - ROV confirmed two more meetings remaining before the upcoming Election. Meetings will resume after the election.
  - Members are encouraged to communicate via email with inquiries or comments.
  - The standing item is to demo the voting equipment. ROV target date is December meeting for the demo
- VI. Announcements –
  - ROV confirmed a drop box to be placed at SARC right outside on the 1<sup>st</sup> floor of the main doors.
  - Member explained SARC group might be interested in participating in the VAAC committee.
  - ROV thanked SARC for allowing us to utilize their meeting space.

**Conference call-in number: 1(844) 419-4706, access code: 4337593917#**

*These facilities are accessible facilities. Requests for documents in accessible formats, interpreting services, assistive listening devices, or other accommodations should be made by calling the Registrar of Voters, Administrative Services Division at (408) 918-9169 or by emailing your request to [voterschoice@rov.sccgov.org](mailto:voterschoice@rov.sccgov.org), no later than five working days prior to the meeting.*