

Members:

Benjamin McMullan
Bill Hershon
Craig McCulloh
Fred Nisen
Michael Levinson
Wilhelmina Riley



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SAN MATEO COUNTY
VOTING ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

Meeting Minutes
September 21, 2017
10:30 a.m. – 12:00 p.m.

(Meeting held at 555 County Center Plaza, 3rd Floor, Redwood City, CA)

Members Present

Craig McCulloh, Chair
Mike Levinson, PCC
Wilhelmina (Sammi) Riley, PCC (via Conference Call)
Bill Hershon, Disability Rights California
Fred Nisen, Disability Rights California
Ben McMullan, Center for Independence for Individuals with Disabilities (via Conference Call)

Staff Present

Anthony Suber, Elections Specialist III, (VAAC Secretary)
Jim Irizarry, Assistant Assessor-County Clerk-Recorder
Diana Izaguirre, Deputy Assessor-Clerk-Recorder (Elections Manager)
Jennifer Tagg, Department Systems Analyst, Elections-Registration Division
Christina Baeza, Administrative Assistant I

Items Discussed

1. Introduction of Committee Members and Announcements
 - J. Tagg requested Remote Accessible Vote by Mail System (RAVBM) is added to the agenda.
2. Review and approved Meeting Minutes from August 24, 2017 Agenda
 - M. Levinson made a motion to approve, seconded by S. Riley, motion carried
3. Remote Accessible Vote by Mail System (RAVBM)
 - The Elections Division is currently planning to install the RAVBM platform as an option for voters during the November 7, 2017 election, if the system is approved by the California Secretary of State (CA SOS). The Elections Division would like to solicit input and feedback from the VAAC regarding materials related to the voting option including but not limited to; Instructions to Voters, marketing materials, etc.
 - J. Tagg reiterated all the information we share at this point is in preparation that a system will be approved, which as of this date has not happened. The CA SOS has public hearing set for September 27, 2017. F. Nisen shared he learned there is a chance that SOS A. Padilla may not attend the hearing. J. Irizarry ensured the VAAC that the Elections Division is working on a good faith basis to implement a RAVBM system, upon CA SOS certification.

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- J. Irizarry discussed in detail the timelines the department is working within to properly and accurately implement the RAVBM system, pending approval by the CA SOS. J. Irizarry informed the VAAC that we have discussed possible vendors and Democracy Live is on the short list. J. Irizarry ensured the VAAC that this is a priority for our department.
- F. Nisen asked if we use the Hart Voting Systems and J. Irizarry confirmed that we do.

ACTION ITEM: A. Suber will ensure we coordinate with the VAAC to get input/feedback on the RAVBM system.

ACTION ITEM: M. Levinson suggested the VAAC draft a memo/statement that would be read at the September 26, 2017 Board of Supervisors meeting. C. McCulloh will draft the memo and share it with the VAAC via email.

4. Voters Choice Act (VCA) Memo and Resolution

- J. Irizarry and C. Baeza shared the report distributed to the Board of Supervisors (BOS) and the Resolution prepared for the BOS. J. Irizarry discussed the plan and expectations. He also confirmed there will be representation at the September 26 BOS meeting from CA SOS office. J. Irizarry also discussed outcomes from the September 12 BOS meeting and the fiscal impacts of the Voters Choice Act that were shared with the BOS. J. Irizarry highlighted the Elections Divisions outreach and education plan for the Voters Choice Act and shared details that the BOS may increase the financial support to enhance the options available to the department.
- C. McCulloh insisted the Elections Division carve out a portion of the funding for outreach specifically geared toward reaching the disability community. We discussed the outreach list that the department has developed and will continue to refine.

ACTION ITEM: F. Nisen will share outreach information that he has access to.

5. VAAC Public Voters Choice Act Hearing

- **PowerPoint:** J. Irizarry reviewed the Power Point and we determined updates are needed to reflect items more specific to the disability community.
- **Voter Options:** F. Nisen wants to ensure that the Elections Division is sharing all the voting choices/options available to voters and not just the Vote by Mail choice.
- **Meeting Title:** Confirmed
 - i. Voters Choice Act for the Disability Community: How it impacts your voting options

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- **Format:**
 - i. VAAC Introduction (Why we are here) and introduction of J. Irizarry – C. McCulloh (5 minutes)
 - ii. PowerPoint for VCA presentation - J. Irizarry (15 minutes)
 - iii. Question & Answer session– J. Irizarry (15 minutes)
 - iv. BREAK – Announced by C. McCulloh (15 minutes) Voting Equipment and Voter Registration tables will be available for attendees
 - v. Public Comment session – C. McCulloh (40 minutes)
Instructions for session: speakers will be asked to identify themselves via comment cards. – A. Suber
Time allotment will be determined by the number of guests/speakers
 - vi. Closing Remarks – J. Irizarry / Mr. Church (5 minutes)
- **Presenters and Speakers:** Confirmed
- **Invitees:** BOS Members, County Manager, Health Systems Deputy

ACTION ITEM: A. Suber will email the VAAC the community partners list that is used for the Mobile Voting Program mailings.

ACTION ITEM: Review the list for D.O.R.A – Voters Choice California. F. Nisen will share the list with the Elections department.

- **Outreach:** The goal is to have an approved flyer and introduction letter by September 25, 2017. Include a social media component with Twitter (T. Dunn), Facebook (Christa from the County). Mr. Church may decide that we will distribute the report prepared from the BOS to all elected officials including City Clerks within the County.

ACTION ITEM: A. Suber will confirm with the BOS office that we can get access to the BOS Chambers prior to 1:00 pm on October 16, 2017 to set up for the public hearing.

- **Logistics:** light refreshments will be served (cookies, fruit, water, etc.). The meeting will be held 1:00 p.m. – 5:00 p.m.
- **Other:**
- **Next Steps:** At the next VAAC meeting on October 5, 2017 a draft agenda of the October 16, 2017 meeting will be distributed.

ACTION ITEM: A. Suber will prepare the agenda for the October 16, 2017 VCA Public Hearing for review

- **Outreach:** TABLED UNTIL NEXT MEETING (invite Elections Outreach Reps.)

ACTION ITEM: F. Nisen will email information related to Outreach

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- **Logistics:** 1:30 p.m. – 4:00 p.m.
 - **Next Steps:** We need to get recommendations on the Power Point for the next meeting and focus on the Format of the meeting including presenters/speakers. Mr. Church or J. Irizarry will present the Power Point on the VCA at the public meeting and the closing remarks.
 - Confirmed meetings for September 21, 2017 and October 5, 2017 to be held at 555 County Center Plaza at 10:30 a.m. – 12:00 p.m.
6. Summary of Action Items for Next Meeting
- There are 8 Action items to follow up on.
 - J. Irizarry shared the letters of appreciation and Certifications that will be sent to all the VAAC members that have served and are no longer on the committee.

Meeting Adjourned at 12:04 p.m.