

# APPENDIX L – VAAC AGENDAS AND MINUTES

## County of Santa Clara

### Registrar of Voters

1555 Berger Drive, Bldg. 2  
San Jose, CA 95112  
Mailing Address: PO Box 611360, San Jose, CA 95161-1360  
(408) 299-VOTE (8683) (866) 430-VOTE (8683) FAX: (408) 998-7314  
www.sccvote.org



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

---

### **Voter Accessibility Advisory Committee Meeting**

1555 Berger Drive, San Jose, CA  
95112 Berger Auditorium  
June 7, 2019, 3:00pm

- I. Introductions**
  - a. Registrar of Voters (ROV) Staff
  - b. Committee members
  
- II. Purpose of meeting**
  - a. Member and Public Input
  - b. ROV
  - c. Mission development
  
- III. Establishment of guidelines and goals of meetings**
  - i. Ground rules
  - ii. Member expectations: handout
  
- IV. Voter's Choice Act (VCA) general discussion**
  - a. Overview
    - i. Changes from traditional polling place model
    - ii. Accessibility requirements for VCA
    - iii. Election Administration Plan
  - b. Questions
  
- V. Public feedback, questions and/or concerns important to Committee**
  
- VI. Recruitment of new members**
  
- VII. Next Meeting: June 18, same time and location**
  - a. ROV Auditorium
  - b. Agenda Creation
  - c. Ideas for additional meetings and dates
  
- VIII. Announcements**
  
- IX. Panel Q&A**

*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.*





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

Santa Clara County Registrar of Voters  
**Voter Accessibility Advisory Committee (VAAC)**  
**Meeting Minutes**

1555 Berger Drive, San Jose, CA 95112

Building 2

June 7, 2019, 3:00pm

**Members Present:** Fred Nisen, Yeshi Teklemichael (via Skype), Christine Fitzgerald, Lisa Quan (via Skype), Nelly Cabuslay, Lisa Cohn, Matt Cohn, James Cohn. (members of public)

**Staff Present:** Darren Tan, Matt Moreles, Virginia Bloom, Rachel Jung, Julie Fletes, Ruth Luo, Edwin Torralba, Alfred Gonzales, Mike Fong, Michael Borja, Eimear Duncan, Robert Wiedlin, Paulo Chang, Lance Nottle, Natalie Goolsby, Kim Sharpe, Bob Nguyen, Chenxi Ye, Patricia Lopez, Magdalena Santa Maria, Vanessa Hamm, Shelby Galaviz, Andrea Solorio, Liz Oviedo, Michelle Tran, Amy Sun, Smita Shah, Kelly Phan, Chipu Mulenga

**Action Items:**

- Bring mission samples to next VAAC Meeting.
- Bring maps to next meeting to show potential Vote Center locations. Forward the information to members prior to the meeting.

**I. Introductions:**

Darren Tan, Administrative Services Manager facilitated the meeting. He welcomed and thanked the committee members for their attendance. Mr. Tan also apologized on behalf of the Registrar that she was not able to attend this meeting.

**II. Purpose of meeting**

a. Member and Public Input:

*Attendees responses*

- i. The importance of creating partnerships with disability community, looking forward to a lot more participation from the community.
- ii. Looking at all aspects of accessibility not just locations but technology also.

b. ROV

- i. To gather input from the Committee and members of the public as the department plans for and develops the implementation of the VCA

c. Mission development

- i. Looking for a clear and concise mission going forward.

**III. Establishment of guidelines and goals of meetings**

a. Ground rules

i. Member expectations:

Mr. Tan gave an explanation of the member expectations from the ROV point of view. He stated that we are still accepting applications for committee members until we reach a more robust committee membership.

*Attendee input:*

1. As of now how are we, the ROV, making decisions on member applications?

- a. RESPONSE: Currently, the ROV is accepting all applications to join the VAAC. Once a robust membership is established, the committee will decide the final number of members
2. How many members are we expecting based on Secretary of State (SOS) guidelines?
  - a. RESPONSE: Per the SOS, based on our registered voter count, there should be seven (7) members
3. How many registered voters are in Santa Clara County?
  - a. We currently have over 900,000 registered voters in Santa Clara County

#### **IV. Voter's Choice Act (VCA) general discussion**

a. Overview provided by Paulo Chang, Precinct Operations Division Manager on:

- i. Changes from traditional polling place model
- ii. Language requirements for VCA
- iii. Election Administration Plan
- iv. All the input from committee members will be considered for EAP
- v. handouts provided to committee members for each EAP meeting

b. Questions

*From Attendees:*

- i. At the EAP meetings will accessibility be discussed or is it a concern?
- ii. What will be discussed at the EAP meetings?
- iii. Will there be multiple EAP meetings? Do they start next week?
- iv. Will only one meeting focus on accessibility?
  1. RESPONSE to questions 1-4: There are 11 scheduled EAP meetings. These meetings are a forum-based format where the public will have the opportunity to provide input and ask questions. Each meeting has a focus community, but any member of the public can attend any meeting. The accessibility focused EAP meeting is scheduled for Thursday, 6/13
- v. When do you expect the EAP to be drafted?
  1. RESPONSE: The department deadline to complete the draft EAP is fourteen (14) days before the EAP public meeting scheduled on 8/30.
- vi. What are you doing to advertise the meetings? – Attendee mentioned that he did not hear about the meetings until today and he is concerned how many more people may not know about it.
  1. RESPONSE: The ROV has collected a database of various email contacts that includes stakeholders, CBOS, County and City Officials and Special/School Districts. We have sent out emails to this contact list. The Precinct Operations Division's outreach team also attends events where activities are advertised. All public meetings are also posted on the department's public website and updated as new meetings become available
- vii. During this time, will there be a list of different voting centers, prior to the publication, so we can see how accessible they will be?
  1. RESPONSE: The ROV is currently still actively seeking vote centers for the March Election. Many locations are still being sought and some are being negotiated. The Precinct Operations division will have drafts of confirmed locations available for upcoming VAAC meetings
- viii. Some fliers were not accessible or screen reader friendly, had days and dates but not times. Consider simple text, days, dates and times-a straight forward message.
  1. RESPONSE: The ROV will definitely take this input in consideration when sending future email communications

#### **V. Public feedback, questions and/or concerns important to Committee**

*Attendee Input*

- a. It might be a good idea to have a co-chair at bigger meetings and meeting in the future.
- b. Have you taken into consideration different times that might work better for members?

- i. RESPONSE: Yes. The ROV would like to have the committee provide information on location, dates and frequency of the VAAC meetings.

**VI. Recruitment of new members**

Mr. Tan asked the committee members to extend the meeting information to friends or colleagues and any other contacts they may have as the department continues its outreach efforts. He also informed all the committee members that all their suggestions to date and contacts they have provided have been reached out to. There has been a positive response and we expect to grow as we go forward.

**VII. Next Meeting:**

Mr. Tan announced that the next meeting will be held on June 18, same time and location, Berger Auditorium. He also discussed the Agenda Creation and asked Attendees for input.

- a. *Request from Attendee:* Debrief of the EAP meeting
- b. Ideas for additional meetings and dates:
  - i. Mr. Tan stated that the ROV is open to going to other locations that work for members.
  - ii. Attendee suggested meetings at her location as it's very accessible to members of public.

**VIII. Announcements**

- a. Mr. Tan announced the EAP meeting scheduled for June 12<sup>th</sup>
- b. It was also announced to committee members the training video they are currently working on to improve service to disability community. Its open to anyone who would like to be a part of it. It consists of eleven questions.

**IX. Panel Q&A**

- a. Idea from Attendee: to have a voting concierge at Vote Centers to help those with disabilities.
- b. *Attendee question:* Have you reached out to different community organizations regarding the meetings?
  - i. RESPONSE: Yes, the Precinct Operations Outreach Team has a list of organizations that they reach out to. The department is always looking for more referrals of contacts
- c. *Attendee question:* Do you have the EAP meeting notices on the website?
  - i. RESPONSE: Yes.

**X. Meeting adjourned at 4:30 p.m.**

# County of Santa Clara

## Registrar of Voters

1555 Berger Drive, Bldg. 2  
San Jose, CA 95112  
Mailing Address: PO Box 611360, San Jose, CA 95161-1360  
(408) 299-VOTE (8683) (866) 430-VOTE (8683) FAX: (408) 998-7314  
www.sccvote.org



---

### **Voter Accessibility Advisory Committee Meeting**

1555 Berger Drive, San Jose, CA 95112

Berger Auditorium

June 18, 2019, 3:00pm

- I. Introductions
  - a. New committee members (if any)
  
- II. Follow-up Items from previous meeting
  - a. Review of minutes
  - b. EAP debrief
    - i. *Second accessibility meeting added 7/10*
  - c. Mission development
  
- III. Meeting schedule
  - a. Frequency
    - i. Dates
    - ii. Times
  - b. Potential locations
  
- IV. Election Administration Planning
  - a. Vote Center Maps (Mapping Division)
    - i. 11-days
    - ii. 4-days
    - iii. Drop-box locations
  - b. Outreach Plan (Public and Legislative Affairs Division)
  
- V. Recruitment and outreach (Member suggested)
  - a. Recruitment of new members
  
- VI. Agenda creation for next meeting
  
- VII. Announcements
  
- VIII. Panel Q&A

*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.*



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

Santa Clara County Registrar of Voters  
**Voter Accessibility Advisory Committee (VAAC)**  
**Meeting Minutes**

1555 Berger Drive, San Jose, CA 95112  
Building 2  
June 18, 2019, 3:00pm

**Members Present:** Fred Nisen, Monique Moore, Yeshe Telemichael (Via Skype), Jennifer Lucas, Matt, James and Lisa Cohn, Christine Fitzgerald (via Skype)

**Staff Present:** Shannon Bushey, Darren Tan, Virginia Bloom, Eimear Duncan, Rachel Jung, Alfred Gonzales, Paulo Chang, Liz Oviedo, Mike Fong, Martin Weakley, Eric Kurhi, Ruby Naranjo, Christina Rivas-Louie, Carmelita Aldana, Iliena Hernandez, Michael Borja, Janora Davis, Smita Shah, Robert Wiedlin, Lorenzo Castaneda, Aaron Wong, Jose Posadas.

**Action Items:**

- Is the county allowed to contact DMV to ask who has a disability placard so we can target them?
  
- I. Welcome and Introductions** – Darren Tan, Administrative Services and Shannon Bushey, ROV.
  - i. Staff introductions
  - ii. Committee members
    - The committee reminded members that participation doesn't necessarily mean they have to be members; meeting participation and input is always encouraged
  
- II. Approval Previous Meeting**
  - i. Committee members did not have time to review previous minutes
  
- III. Actionable Items**
  - i. Recapped on the EAP meeting relative to Vote Centers, Drop Box, adverts and outreach
  - ii. Volunteer Inputs: San Mateo County has greeters at the vote centers. Take into consideration the invisible disabilities. One of the members mentioned that their office is involved in disability awareness training. DRC has a Train the Trainer Program. These are easy ways to achieve these goals. Simple ways that are being over-looked at Vote Centers.
  - iii. ROV RESPONSE: ROV is willing to get involved in their organization's training to view it from a different aspect. The goal of ROV is to make people feel comfortable at Vote Centers to ask for help. Members do not have to wait for meetings to give input, they are free to email and share their resources.
  
- IV. Mission Development**
  - i. Handouts of other Counties VAAC Mission and Goals were provided to the committee as an example to guide them in developing our mission and goal. The members are encouraged to provide their input, goals and ideas to help us finalize a mission statement for the committee. It is expected the words "inclusive and accessible" will be included.
  - ii. Volunteer: County of San Francisco were very pro-active and their ideas of collaboration and partnership. Make sure the mission is easy to understand, refer to DRC website for their VAAC statement for ideas. Simple message the better, big picture, do not get bogged down in details.
  
- V. Meeting Schedule**
  - i. Frequency:

- The ROV would like to have all the input needed in order to meet deadline for the EAP draft. As it gets closer to the election it may only be viable to meet quarterly and possible ad-hoc meetings as needed or even email members for their input on any issues that may arise.
  - Members have suggested to meet once a month.
- ii. Time:
- Some members preferred morning and others afternoon due to their schedules. The ROV suggested to potentially alternate between morning and afternoon meeting times to accommodate both requests.
- iii. Location:
- Some members have expressed their concern that having the meeting in multiple locations will be confusing to members and the commitment level may be lower. People would like locations they are familiar with as it is easier for them to attend.
  - The ROV will be scheduling meetings at member suggested locations. The aim of the committee is to be accessible to all members and potential members. The intent of different locations is to expose the department to all areas of the county. The goal is to target the area where the majority of interested people are located and center the meeting there. One suggestion from other counties who have implemented VCA is for the ROV to go out to all areas of the community. One reason of the ROV in doing its outreach program is to explain the huge disconnect in the community about VCA. The ROV needs to do its due diligence to reach out to the wider community. This will be added as a future agenda item.

## **VI. Election Administration Planning**

- i. Vote Center Maps presentation and general discussion by Aaron Wong, Mapping Division
- 11-days
  - 4-days
  - Drop-box locations
- i. Aaron explained the breakdown of each map showing division of areas into 11 and 4 day for potential Vote Center locations. There will be 1 Vote Center per 50,000 for 11 days, and 1 Vote Center per 10,000 for 4 days. It was also explained that ROV were using census for the map breakdown. All voters will receive information on VCs on the CVIG. ROV website will have the 'location closest to me' for all drop box locations. Shannon explained about the drop boxes and numbers required. For the mobile vote center, there are certain criteria and guidelines for the ROV to work on. ASL will be handled through Voiance, Facetime/Video Conferencing. Asked all members to email suggestions of VCs to ROV @ Voters Choice.
- iii. Member Discussion: Not all people do not identify as having a disability through the census. It's hard to determine specific areas where people with disabilities are. Concerned about how the rural locations in South County and the accessibility of those VCs. Need to promote the hours on a mailing. Go to town meetings to bring up the issue and highlight the needs for VCs. Make sure drop-boxes are at a reasonable height for everyone. Concern regarding the use of Facetime and video conferencing was raised that it will need full body videos/screens for interpretation purposes.

## **VII. Advertisements and Outreach discussion by Eric Kurhi, Public and Legislative Affairs.**

- i. How to outreach to various communities, what publications and other ideas.
- ii. Member Suggestions/Questions - Is the county allowed to contact DMV to ask who has a disability placard so we can target them? (RESPONSE: this is unlikely but the ROV will consider exploring and reaching out) Consider an interactive challenge, create a Hashtag challenge.

## **VIII. Public feedback, questions and/or concerns important to Committee**

### **IX. Recruitment of New Members**

### **X. Next Meeting**

- i. Next Meeting Agenda Creation

- Debrief from the second EAP accessibility meeting
- Future locations for VAAC Meetings
- How to recruit new members
- Maps, outreach and Vote Centers. (Continue conversation from this meeting)

**XI. Announcements**

**XII. Panel Q&A** - questions were asked throughout the meeting and the Q&A session received no additional questions.

**XIII. Meeting Adjourned at 4:45 PM**

# County of Santa Clara

## Registrar of Voters

1555 Berger Drive, Bldg. 2  
San Jose, CA 95112  
Mailing Address: PO Box 611360, San Jose, CA 95161-1360  
(408) 299-VOTE (8683) (866) 430-VOTE (8683) FAX: (408) 998-7314  
www.sccvote.org



---

### **Voter Accessibility Advisory Committee Meeting**

25 N. 14<sup>th</sup> St., Suite 1000, San Jose  
Silicon Valley Independent Living Center  
July 16, 2019, 10:00am

- I. Introductions
  - a. New committee members (if any)
  
- II. Follow-up Items from previous meeting
  - a. Review of minutes
  - b. EAP Accessibility Consultation debrief
  - c. Mission creation
  
- III. Finalize Meeting Logistics
  - a. Hub location
    - i. PROPOSED: SVILC
  - b. Meeting frequency: Monthly (CONFIRMED per previous meeting)
    - i. Until December
    - ii. Quarterly after the conclusion of the Election
  - c. Co-chair discussion (member suggested from LAAC)
  
- IV. Election Administration Planning
  - a. Election Materials
  - b. RAVBM: Presentation by Vote By Mail Division
  - c. Voter Education and Outreach Coalition
  
- V. Recruitment and outreach
  - a. SCDD Newsletter (Thank you, Jennifer!)
  
- VI. Agenda creation for next meeting
  
- VII. Announcements
  
- VIII. Panel Q&A

*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.*