

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



Language Accessibility Advisory Committee Meeting

1400 Parkmoor Ave., San Jose, CA 95126
Sobrato Center for Nonprofits, Mountain View Room
October 22, 2019- 1:30pm

Attendees: Shannon Bushey, Virginia Bloom, Darren Tan, Evelyn Mendez, Mike Fong, Paulo Chang, Alfred Gonzales, Janora Blow, Liz Oviedo, Michael Borja

Members: Nicole Wong, Vishnu Karnataki, Jessica Ho (phone), Francisco Valenzuela

Action Items:

- A request for the LAAC/VAAC members to help assist the ROV in recruiting VC workers
- Nicole to connect with Sunnyvale contacts and forward job fair information to her contacts
- Paulo and Darren to add Shannon to all the committee emails
- Possible recruiting of additional members for the LAAC committee

I. Follow-up Items from previous meeting

- The ROV acknowledges request for demo of new voting system. Staff reported that the certification for the new voting system was recently updated. The ROV will be testing all the new systems and will invite the committee members.
 - a. Review of minutes
 - Staff advised that minutes will be more summarized. Members reviewed and approved the minutes from the previous LAAC meeting.
 - b. Update on Voter Action Request form
 - An updated version of the Voter Action Request Form (VARF) was presented to the committee members.
 - Staff clarified the options for updating a voter's address.
 - Members inquired if adding translated names of the various languages would help expand the use of the form. Staff responded that the form is translated into all required languages.
 - A member asked how the ROV deals with illegible documents received from voters. Staff shared processes of comparing documents contained within the database.

II. Election Administration Plan (EAP) update

- Updates were provided to the committee. The English and translated versions of the EAP have all been posted on the website. It was reported that feedback from the SOS was received, requesting to clarify:



- a. On Third mailer: clarify the cutoff date for the people who will receive this direct mailer.
- b. Add the year of purchase of new voting system and the security of the system.

- The feedback log is posted online with over 200 feedback/comments.

Members asked how the community may find out how their feedback was received. Staff stated that the public is welcome to call or email any comments and feedback to our office.

III. Outreach

a. Update

- An updated Outreach events list was sent to the Members. It was announced that there will be upcoming job fairs in North and South County. A request was made for the LAAC/VAAC members to help assist the ROV by sharing our job fair announcements to their contact lists.
- Staff announced that permanent staff have been hired for the proofing of elections materials in Korean, Hindi, Japanese and Khmer languages.
- Member asked if feedback is gathered from the language communities, to which staff responded in the affirmative.

IV. Direct Mailer Feedback

- Staff presented the final drafts of the direct mailers to the Members.
- Members suggested additional language on QR Codes for mailers.

V. Agenda creation for next meeting

- Tuesday, November 21st at 1:30 pm

VI. Open Discussion

It was announced that December will be the last month of the regular monthly meeting schedule until after the March Election. Members are welcome to continue with dialog via email.

- a. Member asked if candidates were being provided VCA outreach materials for their use in spreading the word to voters. Staff responded that a Media Tool Kit was being prepared to share with interested parties.

VII. Announcements and Open Discussion

- a. Member thanked the ROV staff for giving a VCA presentation to the North East Medical Services.

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, no later than five working days prior to the meeting.