Language Accessibility Advisory Committee Meeting MINUTES
1400 Park moor Ave., San Jose, CA 95126
Sobrato Center for Nonprofits, Mountain View Room
November 21, 2019- 1:30pm

Attendees: Shannon Bushey, Virginia Bloom, Darren Tan, Evelyn Mendez, Bob Nguyen, Mike Fong, Paulo Chang, Nina Reyes, Alfred Gonzales, Julia Saenz, April Bracamonte, Kellie Siegel

Members: Nicole Wong, Vishnu Karnataki, Jessica Ho (via Skype), Merryl Kravitz

Follow-up items from previous meeting -

I. Review of minutes
   a. Members reviewed and motioned to approve the previous meeting minutes
   b. Introduction of ROV April Bracamonte (Election process supervisor), her and her staff handle all the vote centers/layouts and staff recruitment that work at the vote centers
   c. ROV confirmed the last LAAC meeting is set for Thursday, December 19th at Sobrato

II. Election Administration Plan update
   a. ROV to post EAP English version today (11/21)
   b. ROV will send an email out when the other languages are available and posted online. Most likely a week after Thanksgiving
   c. Member asked if ROV would show what sections changed and post it up to members. ROV to discuss with EAP Team if we may do this

III. Voting Equipment Demo
   a. December demo of Ballot Marking Devices CONFIRMED
      • The Ballot Marking devices will be brought in and setup for demonstration on Dec. 19th
      • This device will allow anyone to use as an alternate way of voting other than paper ballots. It comes with a touch screen, audio ballot voting, etc.
   b. Tour and demo of equipment of voting equipment at training facilities: January
      • ROV confirmed the demo will be available to show other people as available
      • The Mock Vote Center will be setup at the ROV office at 1555 Berger Drive in San Jose.
      • The next agenda will have the dates to schedule a demo.
IV. Outreach
   a. Update
      • ROV goal is to continue to setup more dates for outreach and to conduct more committee meetings
   b. Staffing of Vote Centers
      • Advertisement is on social media and next door for staffing at vote centers and the need for bilingual workers
      • We are also hiring at our office and in need of people that speak and write in Khmer, Spanish, Japanese, Chinese, Hindi and Korean
      • ROV confirmed the Election Aide position was approved by the County of Santa Clara Board of Supervisors
      • We ask for members help and to spread the word of open positions at ROV
   c. Recruitment of new members via social media
      • Member suggested for LAAC recruitment to consider giving a small stipend to encourage others in communities to attend, or consider evening meetings and offer food

V. Vote Center and Ballot Drop off maps
   • Map layouts were presented of the available drop off boxes and vote centers locations
   • ROV to finalize vote center locations list and available in January 2020
   • A layout of the Palo Alto center was shared as an example as ROV developed a layout for each of our vote centers of actual dimensions

VI. Language workshop strategy and brainstorming discussion (member requested)
   • Member asked which workshops is ROV working with
   • Suggests the type of flow to make the workshops more effective with a larger turnout and more interactions
   • Member confirmed that the Vietnamese community center is opening up

VII. Agenda creation for next meeting
   • Members would like to continue to hear about ROV employment and volunteer opportunities needed and the job responsibilities for each

VIII. Announcements
   • PLA working on a few video’s such as “How to vote?” “What to expect at a vote center?” “How to register to vote, accessibility, vote by mail, vote by polling place.”
   • Also, a tool kit to start disseminating information
   • ROV confirmed its partnership with 49ers
   • We are working on the Earthquakes and the Sharks
   • Members are encouraged to email to add to the next meeting agenda

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

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