

County of Santa Clara

Registrar of Voters

1555 Berger Drive, Bldg. 2
San Jose, CA 95112
Mailing Address: P.O. Box 611360, San Jose, CA 95161-360
(408) 299-VOTE (8683) (866) 430-VOTE (8683) FAX: (408) 998-7314
www.sccvote.org



Language Accessibility Advisory Committee Meeting Minutes July 30, 2020 | 1:30-3:00 via Zoom

Join Zoom Meeting

<https://sccgov-org.zoom.us/j/93895090649>

Meeting ID: 938 9509 0649

Dial in number: (669) 900-6833 US (San Jose)

Members: David Kim, Francisco Valenzuela, Christopher Chin, Merryl Kravitz, Jenny Panighetti, Jessica Ho

Staff: Virginia Bloom, Evelyn Mendez, Mike Fong, Paulo Chang, April Bracamonte, Julia Saenz, Alfred Gonzales, Liz Oviedo, Iliena Hernandez, Bob Nguyen, Michael Borja, Chipu Mulenga, Fangchun Tsai, Stephen Klein, Kellie Siegel.

1.) Review and approve minutes of June 25, 2020

- David Kim motioned to approve minutes, seconded by Christopher Chin.

2.) ROV Division Reports

a. Vote by Mail Division (VBM) (Alfred Gonzales, VBM Division Manager)

- Report on Remote Accessible Vote by Mail (RAVBM) and County Voter Information Guide (CVIG) daily usage from March Primary Election. Report shows increase in usage as election day approached.

b. Ballot Layout Division (BLD) (Liz Oviedo, BLD Manager)

- ROV Guide to Translated Languages
 - Translated materials for federally mandated languages (Vietnamese, Tagalog, Chinese, Spanish, English) include: Official Ballots in paper, audio, and on touch screen devices, CVIGs, eBooks, all related election material and notifications that go out to voters.
 - Translated materials for state mandated languages (Khmer, Japanese, Korean, Hindi) include: Official ballots in paper, audio, and on touch screen devices, Voting Instructions, VBM applications, Voter Action Request Form (VARF), and any election related materials and notifications that go out to voter.
 - Translated materials for new state mandated languages (Punjabi, Telugu, Gujarati, Tamil, Nepali) include: Facsimile ballots, facsimile ballot application in all languages on CVIG and online in all languages, VBM application, and VARF.
 - Signage in all languages will be translated at Vote Centers.
 - Election Administration Plan (EAP) has been translated in all 14 languages and is available on website.
 - Bilingual staff will be available at ROV and Vote Centers.

c. Precinct Operations Division (POD) (Paulo Chang, Precinct Operations Manager)

- Voter Education Outreach Coalition (VEOC) – Update from the 7/22 meeting
 - Large growth in members participating compared to previous meetings.

- Members recommended more voting outreach and education at colleges so students are informed before election day that they may need to reregister to vote if they are studying in a different county. This may help prevent long voting lines at colleges.
- Curbside Voting – Rainy Day Plans
 - Ponchos will be provided to Vote Center staff.
 - Curbside voting may vary depending on the specific Vote Center and the space available. Options may consist of an outdoor set up if coverage is available and an option for the public to vote from their car.
- Vote Center Sites Update – (April Bracamonte, Supervisor POD)
 - 100 vote centers confirmed. Every VC will be staffed with 2 Leads, Election Aides, and volunteers. Bilingual staff will be available.
- Vote Center Staffing Update – (April Bracamonte, Supervisor POD)
 - Training classes start end of August. Due to social distancing requirement, classes are starting earlier to accommodate smaller class sizes.
 - Training time has been reduced from 7 to 5 days for Leads and 3 to 2 days for Election Aides.
 - Training sites will be set up with pods of voting equipment. Each person will be assigned their own pod to learn on to mitigate cross contamination risks.

d. Public and Legislative Affairs Division (PLA) (Evelyn Mendez, PLA Manager)

- Advertising and Messaging for November Election – sharing our preliminary plans and request for feedback.
 - Current advertising announcements available in all languages:
 - “Be heard by November 3rd!”
 - Voting date reminders: Vote Centers open 10/31 & early voting begins 10/5
 - Safest way to vote is through mail
 - “How to” Videos are posted and are being subtitled in all languages.
 - Advertising outlets for Presidential Election:
 - Bart Stations with messaging to “Vote Safe, Vote from Home.”
 - Grocery cart advertising secured at Safeway, Lucky, and FoodMaxx in Korean, Spanish, and Chinese.
 - VTA buses will have advertising on the side, back, and inside of buses.
 - 19 billboards will advertise throughout the county
 - Caltrain will be wrapped with messaging reminding people to vote and to vote from home.
 - Other outlets in all languages include: Radio, TV, digital, social media, and print in all languages.

e. Admin Services Division (ASD) (Iliena Hernandez, Acting ASD Manager)

- Presentation of Recruitment flyer and request for feedback
 - Flyer is posted on Santa Clara County’s main website under “Hot Topics,” and internally on ROV’s public website.
 - Flyer expresses need for bilingual hiring. There are multiple employment opportunities to help in the office and at the vote centers.
 - ROV requests LAAC members to share flyer with their community groups.
 - Member asked if ROV needs help recruiting people who speak and write in a specific language. ROV confirmed there is higher need for Japanese, Khmer Korean, Hindi, Tagalog, Punjabi, Telugu, Gujarati, Tamil, and Nepali speakers.

- ROV also recruits for volunteers. Commitment is short term and there are various options available. Volunteers are paid a stipend and do not have to go through county's hiring process.

3.) **Election Administration Plan (EAP) Addendum - Virginia Bloom, Assistant Registrar of Voters**

- EAP informs voters on the Voter's Choice Act. It provides information on all services available, including languages, locations, and voting options.
- Addendums to the EAP have been made due to public feedback and election changes implemented due to COVID-19 in accordance to the executive orders and the SOS mandate for materials and language assistance to be provided in 5 additional languages.
- ROV is soliciting the EAP for public feedback. Feedback form is available online until August 16th. Members are encouraged to review and submit their feedback.

4.) **Next steps**

- Future meeting key dates
 - i. **Aug 27**
- Future agenda items