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

   b. ROV

      a. 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

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

   II. 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:
   1. At the EAP meetings will accessibility be discussed or is it a concern?
   2. What will be discussed at the EAP meetings?
   3. Will there be multiple EAP meetings? Do they start next week?
   4. Will only one meeting focus on accessibility?
      a. 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.
   5. When do you expect the EAP to be drafted?
      a. RESPONSE: The department deadline to complete the draft EAP is fourteen (14) days before the EAP public meeting scheduled on 830.
   6. 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.
      a. 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.
   7. 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?
      a. 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.
8. Some fliers were not accessible or screen reader friendly, had days and dates but not times. Consider simple text, days, dates and times-a straightforward message.
   a. 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
   1. It might be a good idea to have a co-chair at bigger meetings and meeting in the future.
   2. Have you taken into consideration different times that might work better for members?
      a. 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

   i. 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.

   i. Request from Attendee: Debrief of the EAP meeting

   c. Ideas for additional meetings and dates:
      i. Mr. Tan stated that the ROV is open to going to other locations that work for members. Attendee suggested meetings at her location as it's very accessible to members of public.

VIII. Announcements

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

IX. Panel Q&A

   i. Idea from Attendee: to have a voting concierge at Vote Centers to help those with disabilities.
   ii. Attendee question: Have you reached out to different community organizations regarding the meetings?
      a. 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
   iii. Attendee question: Do you have the EAP meeting notices on the website?
      a. RESPONSE: Yes.

Meeting adjourned at 4:30 p.m.