



Assessor-County Clerk-Recorder and Elections

San Mateo County Voting Accessibility Advisory Committee

Meeting Minutes
April 14, 2016
10:30 A.M.

Members Present

Craig McCulloh, Chair
Vincent Merola, Vice Chair
Mike Levinson
Trinh Phan
Randy Jones
Wilhelmina (Sammi) Riley

Staff Present

Jim Irizarry
Anthony Suber, Secretary
Karla Gallegos
Michelle Yue

Items Discussed

1. Introduction of Committee Members

All members in attendance were recorded

2. Review and approved Meeting Minutes from January 14, 2016 Agenda

V. Merola motioned to approved, M. Levinson 2nd the motion and it carried.

3. Elections Staff Report

- a. Review of where the Elections division stands with our HAVA funds presently, no funds has been spent as of this date.
- b. Discussed key dates for the 2016 Presidential Primary including; close of registration, early voting, main vote by mail mailing and anticipated voter turnout numbers.

- c. Reviewed our proposed curbside voting plan and mobile voting center plan. Procedures will be discussed with VAAC when they are complete. Members agreed to offer advice and contributions toward developing a questionnaire that would be used to help qualify possible mobile voting participants. Elections staff discussed having the mobile voting center available during the entire early voting period 29 days before election day. A flyer will be developed to help provide education to voters who will be most impacted by this option. Two agencies that serve San Mateo County that are targets for outreach are: Vista Center (Visually Impaired) and Lighthouse (Blind & Visually Impaired). The Elections division can perform outreach to these agencies and possibly arrange dates to set up equipment to do early voting.
 - i. R. Jones inquired how many Voters 1 mobile voting center could serve on election day. We discussed having at least 2 teams of staff members trained to prepare for the demand.
 - d. We can list board member names and affiliations on www.Shapethefute.com
 - i. Consider attending a State VAAC meeting or dial into a State VAAC call and or partner with other counties VAAC for broader outreach efforts.
4. DemocracyLive – LiveBallot review and discussion
- a. Online Voting Platform – Ballot Delivery, Ballot Marking, etc.
Jim Irizarry plans to use General funds for DemocracyLive contract and not HAVA 261 funds, this is not official.
Mike Levinson and Leonardo have tested the demo site and notices some issues with the user interface on the test page. They have communicated some of those issues with the representatives from DemocracyLive and will continue to test the site as needed.
Vincent Merola wants to get information on what needs to happen to allow voting electronically. He is interested in learning what steps are needed from ballot distribution to ballot return and will begin to research these items. J. Irizarry explained briefly there are no approved systems in the State of California for ballot marking and return.
5. Discussion on Registering People with Disabilities to Vote
- Vincent and Craig informed the board that there will be a festival on September 17, 2016 being held by the Commission on Disabilities. VAAC and Elections team will set up a table for voter outreach and education. We discussed advertising changes to voting options at the event in addition to notices to City Clerks and our press release schedules. VAAC members intend to share voter registration deadlines with their networks to assist in the outreach activities.

6. Polling Places

a. Selection and ADA Surveys

M. Yue reviewed the number of polling places and ADA survey of new polling places. K. Gallegos and M. Yue discussed transitioning Brisbane polling place and South San Francisco polling place to more accessible venues.

b. Disability Sensitivity

M. Yue reviewed the disability sensitivity guidelines and language that Poll Workers and Election Officers are trained to use as a part of the curriculum. The recruitment flyers and poll worker's needs was also presented to the VAAC. R. Jones shared his concerns regarding specific language used on the SOS disability sensitivity information hand out. M. Yue will email documents to the VAAC for review

7. Meeting adjourned at 12:10 p.m.