



## **Assessor-County Clerk-Recorder and Elections**

### **San Mateo County Voting Accessibility Advisory Committee**

Meeting Minutes  
September 28, 2015  
1:00 P.M.

#### **Members Present**

Craig McCulloh, Chair  
Vincent Merola  
Randall Jones  
Mike Levinson

#### **Staff Present**

Jim Irizarry  
Lupe Marin  
Anthony Suber, Secretary

#### **Items Discussed**

1. Introduction of Committee Members

Anthony Suber was introduced as a new San Mateo County staff member and the Secretary for the VAAC committee moving forward.

2. Review and approve Meeting Minutes from August 26<sup>th</sup>, 2015.

Minutes were read out loud by Anthony Suber verbatim. C. McCulloh made a motion to accept the minutes and V. Merola seconded the motion. The Motion carried.

3. Election of Vice Chair

There was a suggestion to connect with Senior Centers within the areas to increase our VAAC participation and ensure there is ample representation from a member of the community, Specifically the Senior / Elderly demographic. It was

discussed to use the original email that was used to perform recruitment and outreach with some modifications.

The group made a consensus decision to table the conversation regarding electing a Vice Chair. C. McCulloh made the motion and it was seconded by V. Merola. The motion carried. It was agreed that this item would appear on the next agenda.

#### 4. Discussion regarding additional committee members

Sue Digre was proposed as a possible member. Her agency serves persons with developmental disabilities. Center for Independence of Individuals with Disabilities representatives will investigate recruiting “consumers” to participate in the VAAC. Craig McCulloh will spearhead the recruitment efforts and share emails with his network. It was agreed that this item would appear on the next agenda.

#### 5. Review of Election materials provided including: All-Mailed Ballot brochure, 3-Step Inserts, Universal Polling Place list, Outreach Marketing Material, and Voter Information Pamphlet

Anthony Suber emailed a PDF of the brochure and 3-step insert out to the group for review and distribution. Jim Irizarry discussed the elections division website, [www.shapethefuture.org](http://www.shapethefuture.org) and that all the materials and information was available there.

The group had a fruitful and detailed conversation regarding formal FONT and print size for printed materials. It was instructed that “ARIAL 18” is the standard FONT and print size used to accommodate persons with visual impairments. The specific language recommended by the group for printed materials would read as such, “Accessible format...”

The critiques and evaluation of the Voter information Pamphlet was that there is a need for:

- High contrast background for the visually impaired.
- Increase the FONT and Size to “ARIAL 18”
- Black against /grey FONT
- Include language accommodations for accessibility

A conversation ensued regarding how voters get Voter Information Pamphlets or elections materials if they are listed as “Inactive”. This may include a large amount of persons with disabilities. It was suggested H. O’Connor, Elections

Specialist III whom oversees the Voter Registration unit be invited to our next VAAC to discuss procedures.

Reference: Article 2. Residency Confirmation Procedures - 2220. Preelection residency confirmation; form of postcard

#### 6. Vote by Mail Procedures

Members were curious how the Phone Bank records and logs any calls and if we can review transcriptions or logs of the types of calls and issues that are received. Members were informed about the procedures regarding documenting calls and the nature of most calls. Members were interested in learning more about the way calls are processed and documented.

#### 7. Follow up discussion regarding findings for transportation and shuttle service

Lupe Marin shared her findings with the members. She informed the group that there were little to no additional services / options being provided by Redi-Wheels or Samtrans to accommodate for Election Day (November 3<sup>rd</sup>). Several members echoed her findings and shared similar challenges in coordinating transportation for persons with disabilities. The conversation regarding the exact message that Paratransit would have on its recording for persons with disabilities and when that message would be made available will be followed up on by M. Levinson.

A suggestion to use "Taxi Vouchers" was posed to the group as an alternative to public transportation by C. McCulloh. Jim Irizarry shared the procedural requirements for budgetary amendments and approval to shed light on the reality of this happening for the upcoming election. The group discussed examining possible alternatives for the next election in 2016. V. Merola volunteered to investigate Mobile voting options as a pilot project. Where a van would be used to bring voting materials and equipment to pre-approved voters for participation. V. Merola will bring his research and findings to the VAAC's next meeting for review. The group collectively decided to have the "Transportation" agenda item to re-appear on our next Agenda.

#### 8. Follow up discussion regarding Audio instructions

M. Levinson discussed his findings and challenges. He informed the group that there is no after hour's message and that option "3" ends the call. The group is interested to know if we can get a recording of UPP's listed for the next elections. Staff will take the issue to our office and discuss options with our in-house IT analyst.

9. We agreed to have the next VAAC next meeting on October 16<sup>th</sup> @ 10:30 A.M.  
There being no further order of business and the meeting was adjourned at 2:46  
P.M.