



Orange County Registrar of Voters

COMMUNITY ELECTION WORKING GROUP

APRIL 18, 2013

SANTA ANA, CALIFORNIA

Neal Kelley, Registrar of Voters called the meeting to order at 9:40 a.m.

Present:

Karen Hamman, City Clerk, City of Mission Viejo
CEW Vice-Chair, Linda Andal, City Clerk, City of Anaheim
Lucinda Williams, City Clerk, City of Fullerton
Carl Peterson, Deputy City Clerk, City of Irvine
CEW Chair, Eugene Lee, Voting Rights Project Director, Asian Pacific American Legal Center
Doyoung Kim, President, Korean U.S. Citizens League of Orange County
Zeke Hernandez, President Santa Ana Chapter, LULAC
Hillary Sklar, Attorney, Disability Rights California
Debra Marsteller, Executive Director, Project Independence
Judith Barnes, Senior Community Representative
Anna Jimenez Plank, Poll Worker Representative
Suzanne Narducy, Poll Worker Representative
Norm Dickinson, Republican Party
Wanda Shaffer, President League of Women Voters of North Orange County
Lyle Brakob, Veterans Affairs Representative
Steven Spillman, Chairman, Mission Viejo Planning and Transportation Commission
Ben Hamatake, Community Outreach Manager, Registrar of Voters
Imelda Carrillo, Election Services Manager, Registrar of Voters
Brandy Miller, Community Engagement Manager, Registrar of Voters
CEW Secretary, Marcia Nielsen, Candidate and Voter Services Lead, Registrar of Voters
Neal Kelley, Registrar of Voters

WELCOME AND APPROVAL OF SEPTEMBER 13, 2012 CEW MEETING MINUTES / OTHER HOUSEKEEPING / CHAIRMAN EUGENE LEE

Chairman Eugene Lee welcomed the group, followed by self-introductions. Chairman Eugene Lee called for review and approval of the minutes from our September 13, 2012 meeting. Wanda Shaffer made a MOTION to approve the minutes. The MOTION was seconded by Judith Barnes and APPROVED UNANIMOUSLY.

Neal Kelley thanked the group for its support in helping our office conduct open and fair elections. He listed the group's accomplishments of the past three years, including:
(1) Translated provisional envelopes, (2) Verbiage added to Vote-by-Mail applications,

(3) Changes to language sample ballot pamphlets, 4) Translated Vote-by-Mail envelopes, (5) City registration figures on website, 6) On-site restrooms ADA compliant, (7) Reports of Registration on website, (8) Candidate filing documents on the City Partnership website, (9) ADA equipment grants review, (10) Ramps and thresholds installed by ROV crews, (11) Additional veterans outreach programs, and 12) Expanded language and changes to images on military portal.

OVERVIEW OF U.S. POSTAL SERVICE CHANGES / DISRUPTIONS TO VOTE-BY-MAIL BALLOT DELIVERIES

Justin Berardino discussed recent changes in the U.S. Postal service due to budget constraints. For the first time, service levels for first class mail decreased during the last election, resulting in mail delivery taking two days instead of overnight. He noted that standard service and incoming mail was not affected. He added this could change in the future. He appreciates our great working relationship with Orange County Post Offices.

Justin Berardino discussed the increase in voters dropping off their vote-by-mail ballots at polling places. He said that we received 2,293 vote-by-mail ballots after Election Day. Zeke Hernandez asked about the efficiency of mail delivery. Neal Kelley stated that we explain the deadline by which vote-by-mail ballots must be received in the sample ballot pamphlet, the instructions and on the vote-by-mail envelopes. Postmarks do not count. He added that Senator Correa has introduced a bill that allows for acceptance of vote-by-mail ballots for up to 3 days after Election Day as a way to assist military/overseas voters.

Neal Kelley discussed the Presidential Commission on Election Administration. This group's membership is comprised of not more than nine members appointed by the President of the Election Administration. This study is led by a non-partisan group and will address polling place lines in key battleground states. Their mission is to identify best practices in line management and report these by the end of 2013.

REVIEW OF 1% POST ELECTION AUDIT PROGRAM AND PLANNED UPGRADES AND CHANGES

The California Elections Code requires that a public manual hand tally take place following every election. This is a very manually-driven process in which 1% of the precincts are chosen at random and ballots are tallied by hand to ensure accuracy of the vote. Neal Kelley emphasized that we are moving forward with this grant to assist in improving this process. By the end of 2014 we will report on the pilot project featuring risk limiting audits which have drilled into the data in close contests. We will produce a report that explains variances.

Neal Kelley stated that we are implementing a multi-pronged project to incorporate visual management techniques with this grant. This will assist us in moving the process forward in a digital platform. Data will be scanned and displayed on two locations and will incorporate the use of hand-held digital devices, allowing us to monitor performance indicators in real time and can be accessed remotely. We will be utilizing this system to analyze precinct data; determine bottlenecks and variances; monitor ballot production;

monitor poll worker recruitment; measure our reject rate; determine target cycle time; and evaluate efficiency.

This will be an 18-month project, and will be implemented in the Cypress election. We will report these results in detail by September to the federal government. This is a home grown project, as the software and hardware have been developed in-house. We have recruited a programming specialist from another county agency. Zeke Hernandez asked about how City Clerks are trained in the audits. Neal Kelley responded by detailing the meetings, newsletters, and the City Partnership portals specific to filing needs. We work on maintaining active communication between our office and the City Clerks' offices. Karen Hamman stated that once the election is over, it is over – unless there is a close contest.

NEW COMMUNITY ENGAGEMENT COMMITMENTS AND PROGRAM FOR 2013-2014

Ben Hamatake discussed the calendaring and promoting of speaking engagements. This personal communication is valuable in interfacing with the community. These forums allow us to educate voters, increase voter registration, and recruit poll workers. He noted that this will allow us to promote our services, build relationships and network with the community. We will be targeting community organizations, rotary, toastmasters, cultural clubs, service agencies, senior centers, youth groups, and churches. Ben Hamatake added that the group can be as small as five to ten people or it can be a larger group. He mentioned that we will be using similar strategies as the Speakers' Bureau in 2003.

There was a discussion on outreach and the disabled community. Hillary Sklar asked if we have a broader plan to work with the disabled community. Brandy Miller responded by detailing two upcoming events that we have calendared: Friendly Center Resource Fair in Orange on May 24, 2013 and an engagement at North Orange County Community College District on May 6, 2013 speaking with disabled students about programs and services. Cady added that she spoke at the Mariposa in Irvine and at a senior facility in Anaheim. Ben Hamatake said that we are putting a plan together to address the broader needs of the disabled community.

Ben Hamatake stated our office welcomes feedback from the community. Hillary Sklar added that she has worked with other counties and that she would like to get input from this group. She wants to continue to educate disabled voters on voting by mail, but stated that this is not accessible or private. Justin will forward this information to Neal Kelley. Hillary Sklar asked for technology to be made available, such as election materials in a larger font. Linda Andal expressed that our office and City Clerks often work on parallel tracks and asked that we work collaboratively to encourage participation. Ben Hamatake said this group can help us build lists and events. Hillary Sklar referred us to the Orange County Regional Center. She mentioned that it is important to have accessibility of the meetings themselves to encourage participation. Lucinda Williams asked about outreach to the homeless. Ben Hamatake mentioned that there is a skeletal plan in process. Lucinda Williams volunteered her help. Linda Andal

added that she will forward a list of local media outlets, quarterly newsletter, utility inserts, and other local resources that will allow the City Clerks to help with no cost. Lyle Brakob suggested outreach efforts to veteran organizations, fraternal groups, such as the American Legion, Elks Clubs, VFW, VA hospitals, care facilities and homes. He added that he would like to see measurement results. Zeke Hernandez asked Hillary Sklar about language, disabilities and the crossover of the two. Zeke Hernandez suggested separate meetings with the disabled communities to focus on more effective outreach. Hillary Sklar mentioned the Dale McIntosh Center and other groups, describing how disabilities are not monolithic: They include a wide spectrum of ages, languages, and types of disabilities. She welcomed the collaboration as outreach to the community. Hillary Sklar also mentioned the Los Angeles Coalition to End Hunger and Homelessness (LACEH&H) is a good resource. Chairman Eugene Lee said he appreciated this discussion and felt that it would be beneficial follow-up to have a subset group to partner with the Registrar that would meet outside of the CEW meetings. This group could develop an outreach plan, building lists, discussing accessible formats, and helping develop robust content, augmenting our existing programs. This plan will be presented to Neal Kelley.

Brandy Miller brought up the MyBallot program for 2013. She detailed the three-part series in eight schools between February and May. We are holding an event with the students from Bolsa Grande today, and will work with Los Amigos, Loara, Marina, and Corona Del Mar in this time period. Upcoming MyBallot events will be at Rancho Santa Margarita Catholic School, Capistrano Valley and Segerstrom High Schools. This program has assisted us in the recruitment of student poll workers for next year.

DISCUSS PENDING MOVE TO DIGITAL PLATFORM FOR ADA ASSESSMENTS

Imelda Carrillo spoke about finalizing purchasing details of the ADA grant funding. We are transitioning from a paper ADA survey to electronic data. We began research in electronic processing in 2011, and moved forward with the purchase of iPads in January 2013. The IT and Election Services units are working collaboratively to create effective applications. These applications allow the user to draw floor plans, include stairs and paths of travel, showing 360 degrees of the polling place, enabling the surveyor to take pictures of entrances and parking lots. This will assist Inspectors in planning polling place set-up. Next month, 350 surveys will be completed on the iPads. This year, we will do 913 surveys with the extra help that has been hired to assist. We will need to transfer old surveys to electronic formats. Data is prefilled in an Excel file and is imported into EIMS in a searchable format.

There was a discussion on how these applications could assist poll workers in setting up polling places. Hillary Sklar added that it would be helpful to view the differences between the facility as it was surveyed and how it is utilized on Election Day. This would assist poll workers in considering potential obstacles for disabled voters. Imelda Carrillo said that we make every effort to communicate this with Inspectors, but sometimes schools change the location of the polling place within the facility. Judith Barnes suggested that schools use polling places for instructional purposes, educating students about voting. AnnaSophia Servin said that some aspects of polling place set up, such as consideration of the electrical configuration should be easier to communicate with the

iPads. She added that poll workers are encouraged to set-up early to account for potential accessibility problems, but not all facilities are available. Hillary Sklar mentioned that electrical cords can be a hazard for disabled voters. Judith Barnes said that belkins are available for Inspectors to help with this potential problem.

CITY OF CYPRESS ELECTION

Neal Kelley discussed the specifics of the Cypress Special Municipal Election on June 25, 2013. Measure A is a simple single question that will be posed to the 30,000 registered voters in Cypress related to amending the specific plan. There will be 16 polling places and 70 poll workers. This election could not be all mail ballot because the initiative process was the method used to bring the question before the voters. Neal Kelley stated that he anticipates a 20-25% turnout.

Neal Kelley wanted to brief the group on changes to voter registration. For the General Election last November, we had 1.6 million registered voters. To keep our voter file updated, we purged and moved 300,000 voters from the active to inactive lists. Voters that had not voted in the last four years were moved to inactive. Our county now has 1.4 million registered voters. This will help decrease the cost of mailing 300,000 sample ballots and ballots that would have been returned as undeliverable. We have mailed out postcard notifications to these voters; if they respond, we move them back to the active file. This will increase the size of the Inactive part of the roster. Our goal is to maintain and update our voter file. Neal Kelley will send data to the group electronically reflecting the number of voters affected by this move.

ADDITIONAL HOUSEKEEPING

Chair Eugene Lee thanked the ROV staff for providing key information and updates on the agenda. Our next meeting will be determined following a summer break.

Zeke Hernandez made a MOTION to adjourn, which was seconded by Suzanne Narducy and APPROVED UNANIMOUSLY.

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Marcia Nielsen, Secretary