



**Orange County Registrar of Voters**  
**COMMUNITY ELECTION WORKING GROUP**  
**MARCH 15, 2018**  
**SANTA ANA, CALIFORNIA**

CEW Chair Lucinda Williams called the meeting to order at 9:35 a.m.

Present:

CEW Chair, Lucinda Williams, City Clerk, City of Fullerton  
Karen Hamman, Director of Community Relations/City Clerk, City of Mission Viejo  
Molly McLaughlin, City Clerk, City of Irvine  
Michelle Lim, Voting Rights Policy Advocate, Asian Americans Advancing Justice, L.A.  
Tim Cheng, Commissioner, Irvine Community Services  
Elizabeth Campbell, Systems Change Advocate, Dayle McIntosh Center  
Gabriel Taylor, Voting Rights Advocate  
Judith Barnes, Senior Community Representative  
Anna Jimenez Plank, Poll Worker Representative  
Suzanne Narducy, Poll Worker Representative  
Fran Sdao, Democratic Party of Orange County  
Randall Avila, Executive Director, Republican Party of Orange County  
Wanda Shaffer, Representative, League of Women Voters of OC  
CEW Vice-Chair, Steven W. Spillman, Chairman, Mission Viejo Investment Advisory Commission  
Justin Berardino, Operations Manager, Registrar of Voters  
Jackie Wu, Community Outreach Manager, Registrar of Voters  
Imelda Carrillo, Election Services Manager, Registrar of Voters  
AnnaSophia Servin, Training and Special Projects Manager, Registrar of Voters  
CEW Secretary, Marcia Nielsen, Candidate and Voter Services Manager,  
Registrar of Voters  
Neal Kelley, Registrar of Voters

**WELCOME AND APPROVAL OF MARCH NOVEMBER 16, 2017 CEW MEETING MINUTES; WELCOME TO NEW MEMBERS; ELECTION OF NEW OFFICERS; OTHER HOUSEKEEPING/LUCINDA WILLIAMS, CHAIR; REGISTRAR OF VOTERS NEAL KELLEY**

CEW Chair Lucinda Williams welcomed the group and led the self-introductions. She then called for review and approval of the meeting minutes from our November 16, 2017 meeting. She welcomed the new members: Michelle Lim, Sandra Perez, Ruben Alvarez, Jr., Jessica Bravo, Marisol Ramirez, and Randall Avila. Karen Hamman made a MOTION to approve the minutes, which was seconded by Molly McLaughlin. The minutes were APPROVED UNANIMOUSLY. CEW Chair Lucinda Williams announced that we had 11 members whose terms expired last year; all 11 members agreed to serve another term. She then asked for volunteers and/or nominations to serve as the new

Chair of the CEW group. CEW Vice-Chair Steven Spillman volunteered to serve. The group affirmed this selection as well as the selection of CEW Chair Lucinda Williams as Vice-Chair. Neal Kelley expressed his thanks to new CEW Chair Steven Spillman and new CEW Vice-Chair Lucinda Williams by presenting them with Certificates of Recognition.

### **OVERVIEW OF 2018 JUNE PRIMARY ELECTION PLANNING; SD29 RECALL PLANNING**

Neal Kelley stated that the military/overseas ballots will go out on April 6, 2018, which is 60 days before the Statewide Direct Primary Election. He added that our office has consistently met the mailing deadline of 45 days prior to an election, which is April 21, 2018. The Voter Information Guides (previously known as Sample Ballot Pamphlets) will be dropped on April 26, 2018. The permanent vote-by-mail ballots will be mailed on May 7, 2018. These ballots will be mailed in a newly designed envelope. Same day registration (Conditional Voter Registration) begins on May 22, 2018 through Election Day. This type of voting can be conducted only at our office and the Early Vote Centers. He then announced that there will be Early Vote Center voting at five locations plus Mobile Voting "Pop Up" sites beginning May 25, 2018.

Neal Kelley declared that there will be a Special Recall Election of Josh Newman, Senate District 29. This election has been consolidated with the Statewide Direct Primary on June 5, 2018.

Additionally, there will be a Special Primary Election in State Senate District 32, Tony Mendoza's vacated seat on the June ballot. This will be held in conjunction with Los Angeles County. If a Special General Election is required, the election will be held on August 7, 2018. The dates of candidate filing run until 59 days prior to the election, making it difficult to have ballots prepared for the military/overseas voters.

The Election Academy begins a new session on March 28. New curriculum has been created to enhance this six-week program, which was developed to educate the public on the elections progress. There will be a record number of attendees for this session.

Neal Kelley next addressed the polling place re-alignment plan. We have been evaluating our aging voting equipment and have conducted data analysis to determine the most efficient way to serve the voters. This analysis utilized the total number of registered voters and the total number of polling place voters. In some instances, this included the vote-by-mail voters turning in their ballots at polling places. Historic voter turnout in similar election years and the number of polling place voters was determined, evaluating the polling place facilities and anticipation of future voter turnout. This plan anticipates only a 10% reduction of polling places in Congressional Districts 39, 45, 48, and 49, and Voting Rights Act areas. There will be less than a 15 – 18% reduction in all other areas in the County. Imelda Carrillo added that we will only make changes that make sense. In many areas, there will not be any changes or minimal impact.

Neal Kelley next discussed our Mobile “Pop Up” Voting unit. He offered a tour following this meeting. He said that he welcomed suggestions for locations, but stated that our office would make these decisions based on where it will have the most impact for voters. He added that this will reflect the new marketing materials which message vote-by-mail voting, the Voter Information Guides and the iconic “I Voted” sticker. Neal Kelley explained that there would be a lift for voters with disabilities.

Security continues to be an important focus of our elections. In response, Neal Kelley reported that we are releasing the Election Security Playbook, detailing how we plan to address network and physical protections to protect the votes. He continued by stating that there is a companion document detailing internal planning that is confidential and will not be released. He will send this to CEW members shortly.

Neal Kelley next discussed the investment in the new mailing system and printing equipment at Printing and Graphics. We will be able to do roll printing, cutting down on waste and improving efficiencies. This new equipment allows us to spray information on the return vote-by-mail envelope. He showed the group the new envelope and asked the CEW members complete a brief survey. He pointed out that the election logo is clear, making it easy for voters to identify that the mail is from our office. Also, Neal Kelley noted that the envelope is four-color for increased visibility and contains plain language and election specific data. There will be full service tracking on both the outer and inner envelopes. He announced that OC Ballot Express, a mobile-friendly service, will be a new method for a voter to track the status of his/her vote-by-mail ballot from the time it is printed through the time it is adjudicated.

### **UPDATE FROM CEW VOTING ACCESSIBILITY COMMITTEE AND CEW VOTING LANGUAGE COMMITTEES**

Imelda Carrillo reported on the CEW Voting Accessibility Committee that has been working diligently to provide additional levels of focus. We partnered with the Braille Institute of America for two events scheduled in February and March. These were opportunities to register voters and gave us the opportunity to demonstrate our accessible equipment. These meetings have allowed us to work with members in creating ADA vignettes in an effort to develop content for the Poll Worker Resource Center. These videos will focus on the messaging of people first and will be ready mid-April. Imelda Carrillo added that AnnaSophia Servin will be adding enhanced disability sensitivity training and etiquette to the poll worker training.

Neal Kelley added that our office will be participating in a pilot program that features an online marking solution for June or November. This will allow voters with disabilities to vote privately and independently in their homes if they are unable to make it to their polling places.

Jackie Wu announced that she and Michelle Lim were appointed the co-chairs of the CEW Voting Language Committee. She stated that the new state required languages determined in gubernatorial election years are Tagalog and Farsi (Persian), and that we

are no longer supporting Hindi, Khmer, and Japanese. She explained that with the implementation of AB 918, we will be preparing a facsimile ballot in these languages. She added that the translations of the new vote-by-mail envelope will be reviewed at the next CEW Voting Language Committee Meeting.

Imelda Carrillo displayed a map of the November 2016 Vote Center Pilot locations, including Anaheim, Westminster, Costa Mesa, Mission Viejo, Santa Ana, Irvine and UCI. We plan on implementing this program in 2018.

### **EARLY VOTING VOTE CENTER LOCATION SELECTION CRITERIA; MOBILE “POP UP” VOTING PREVIEW**

AnnaSophia Servin next discussed 2018 Vote Center selection criteria. These considerations included evaluating public transportation, population centers, language minority communities, low income communities, rates of household vehicle ownership, and communities with historically low vote-by-mail use and traffic patterns. She displayed a countywide map depicting the decrease in polling place usage from 2008 – 2016 and discussed factors that assist our office in determining the placement of Vote Center locations throughout the County. This criteria included visibility, buildings with accessibility accommodations, substantial and adequate parking, and lighting for extended hours. Additional criteria includes the potential to have larger rooms that can hold more voting equipment and space for two check-in stations, drive-through ballot drop off and strong Internet connectivity. Neal Kelley reminded the group that we have five draft location sites for the June Primary, including Mission Viejo, Irvine, a more accessible site in Costa Mesa, Fullerton, the Registrar of Voters and Pop Up Voting sites, but we are asking for input from the group before this is finalized.

AnnaSophia Servin then elaborated on the Mobile Voter Center or “Pop Up Voting”. We plan on debuting this unit in the Santa Ana Civic Center on the first day of Early Voting. This will be a fully functional Vote Center featuring full service Vote Center Services. We are considering other sites for “Pop Up” Days that will be beneficial to voters, such as California State University, Fullerton or UCI.

### **UPDATE ON ELECTION SECURITY AND BALLOT INTEGRITY PROGRAMS; PILOT RISK LIMITING AUDIT FOR JUNE**

Neal Kelley began a discussion on election security and the briefings he has received. He affirmed that Election ISAC (Elections Infrastructure Information Sharing & Analysis Center) has been developed and has established communication protocol for California Elections Officials. Information that is deemed to be a threat is sent to us immediately; in the event there is a threat, they assist in mitigation efforts. The protocol is to report any attempted intrusion to the Secretary of State and to law enforcement officials as appropriate. There is also a Sector Specific Plan that is being worked on by the Government Coordinating Council. This will be the guiding document for all Elections Officials moving forward.

Justin Berardino discussed the Election Security Playbook that will be released soon. This will include audits and assessments that have been performed. One of the guiding principles that we use in cybersecurity is anticipation of potential risks and mitigation of those risks. We employ administrative, technical and physical controls. Training, practice and incident response is a huge part of our Security Playbook. We also try to apply widely accepted standards, such as the application of NIST and other widely accepted frameworks.

Neal Kelley added that there currently aren't any federal standards for voting security, but the Voluntary Voting Systems Guidelines contains development guidelines for secure voting systems. He addressed the 2018 Risk Limiting Audit Pilot that will be conducted in June. We will be working with three universities: Princeton, Tufts, and MIT to establish a plan. This audit provides that check that the voting and security systems are accurate, which verifies that the vote count is correct. He added that because we have a legacy system, we will also be conducting a ballot polling audit.

### **PREVIEW OF REAL-TIME DATA VISUALIZATIONS; E-POLL BOOK PILOT; OC BALLOT EXPRESS**

Jose Macedo discussed Data Central and demonstrated real time data visualization, using Power BIs to enhance the way we present real-time election data and share insights. We will continue to develop this through April. Neal Kelley added that we will work on making this accessible for voters with disabilities.

Mike Hiram stated that we plan to use electronic poll books at Early Vote Centers. We went through an extensive RFP process and evaluated different vendors. He discussed the advantages of electronic poll books, including line management and voter check-in which will significantly reduce wait times. Other advantages include voter look-up tools, poll worker communication, and update voter information in real time. There are multiple layers of security. Neal Kelley added that the line management capabilities of the electronic poll books will significantly enhance the voters' experience.

The next meeting will be held in July or August; CEW members will be notified by email.

Judith Barnes made a MOTION to adjourn, which was seconded by Wanda Shaffer and APPROVED UNANIMOUSLY.

The meeting concluded at 11:30 a.m.

Respectfully submitted,

Marcia Nielsen, Secretary