



Orange County Registrar of Voters

COMMUNITY ELECTION WORKING GROUP SEPTEMBER 18, 2014 SANTA ANA, CALIFORNIA

Vice-Chair Lucinda Williams called the meeting to order at 9:40 a.m.

Present:

CEW Vice-Chair Lucinda Williams, City Clerk, City of Fullerton
Eugene Lee, Asian Americans Advancing Justice, Los Angeles
Jacqueline Wu, OCAPICA, Representative
Uyen Hoang, OCAPICA, Representative
Doyoung Kim, President, Korean U.S. Citizens League of Orange County
Anna Jimenez Plank, Poll Worker Representative
Suzanne Narducy, Poll Worker Representative
Wanda Shaffer, Representative, League of Women Voters of OC
Lyle Brakob, Veterans Affairs Representative
Kay Cotton, Candidate and Voter Services Manager
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 MARCH 13, 2014 CEW MEETING MINUTES / ELECTION OF CHAIR / OTHER HOUSEKEEPING / VICE CHAIR LUCINDA WILLIAMS

Vice-Chair Lucinda Williams welcomed the group, followed by self-introductions. She welcomed new member Molly McLaughlin, City Clerk of the City of Irvine. She stated that we will postpone the approval of the meeting minutes and election of a new chair until the end of the meeting.

Neal Kelley addressed the group and acknowledged Jacqueline Wu and Uyen Hoang, representatives from OCAPICA. He then introduced Astrid Garcia Ochoa, Deputy Director of Future of California Elections (FOCE), who will be speaking to the group. He explained that FOCE is a statewide group that works collaboratively to improve elections in California.

OVERVIEW OF FUTURE OF CALIFORNIA ELECTIONS (FoCE)

Astrid Garcia Ochoa presented an overview of Future of California Elections. The mission of the group is to modernize elections and expand participation in California. Membership is comprised of election administrators, civil rights and civic engagement advocates and reform advocates, and includes the League of Women Voters, Disability Rights California, ACLU, CACEO, Rock the Vote, MALDEF, Asian Americans

Advancing Justice, California Forward, and others with independent perspectives but a shared vision. The group has a formal roadmap with shared values. These include full participation and equal access by all eligible citizens regardless of age, race, language, income, education, disability or location and focuses on present and future voters.

Astrid Garcia Ochoa discussed the four categories of focus for the group: voter registration, language assistance, voter information and voting options. They address low voter registration of the eligible population and strive to increase the options voters have to cast ballots.

She discussed voter registration in California, including California Online Voter Registration and NVRA Compliance. She stressed the need to increase engagement at all levels, the importance of accurate voter rolls and accessibility for voters with disabilities. She encouraged the group to visit their website, www.futureofcaelections.org and to review the newsletters and toolkits. She provided her contact information, adding that there is a Voter Registration Toolkit available now and that the Vote-by-Mail Toolkit will be finalized in October after the close of registration.

She also discussed AB817 and how it allows future U.S. citizens to serve as poll workers. She next detailed the Language Access Advisory Committee and its goals of establishing formal LAAC. They want to ensure that translations can be understood by voters, and have provided input to the Secretary of State's office on improving the quality of translations and checklists used by their office in its E-Day observation program.

Astrid Garcia Ochoa stated that improving the quality and access to voting information is challenging. It is their goal to develop a best practices manual for voter information guides in plain language that will serve all voters and provide better access to voter look up tools. Eugene Lee and Molly McLaughlin commented that this presentation has been helpful and asked if the PowerPoint could be emailed to the group. Astrid Garcia Ochoa agreed to do this. Neal Kelley thanked her and Stefanie Jimenez for their time and effort.

Neal Kelley mentioned that we have implemented a new procedure to increase the number of vote-by-mail ballots that are counted. If we receive a vote-by-mail envelope without a signature, we send the voter a new envelope. When the signed envelope is returned to our office, we can make the ballot good. There was discussion on training poll workers to accept these envelopes at the polling places. Neal Kelley thanked the group for its input on this matter.

Neal Kelley shared with us that he is the elected President of the California Association of Clerks and Election Officials (CACEO), and the elected president for the National Association of County Recorders, Election Officials and Clerks (NACRC). He asked for input from this group to best serve on these boards.

He briefly reviewed SB29, which allows a postmarked ballot to be counted if we receive it within three days. This new law will be in effect January 2015. He is also working on a transition committee to assist the new Secretary of State, and acknowledged how important it is to have a good working relationship with that office.

ADDITIONAL STATE LANGUAGE COMPLIANCE; REVIEW OF JUNE COMPLIANCE; PLANS FOR NOVEMBER; VRA PLANS (CITIZENSHIP CEREMONY)

Ben Hamatake explained the additional language requirements for targeted precincts from the state which impacted the Statewide Direct Primary Election in 2014. We recruited 39 Tagalog, 14 Japanese, 12 Hindi, and 2 Khmer poll workers in addition to staff required to support the four languages mandated by the Voting Rights Act. To assist voters at the polling place with the additional four languages, a facsimile ballot was posted and bilingual poll workers assisted voters. He reviewed our recruitment plans for November, which include targeted mailers, contacting return volunteers and newly registered voters.

Neal Kelley next discussed that we will be working in conjunction with Los Angeles County on two events. At the October 22, 2014 Naturalization Ceremony, we will be hosting a workshop with media partners to familiarize new citizens with the voting process. Also, we will be showcasing our 2014 Voting Rights Act Compliance and Bilingual Report, which is produced biennially. Neal Kelley would like the group to preview this report and provide feedback. He added that on October 6, there will be a major media push to promote "SoCalVotes.com", an easy to use Google-like website that will drive voters 18 – 55 to a single source for election information. It will run through October 6 through Election Day. A voter will simply enter his/her address to verify registration, find his/her polling place, and view his/her sample ballot pamphlet.

LAWFUL PERMANENT RESIDENT (LPR) POLL WORKER RECRUITMENT; OVERVIEW OF JUNE RECRUITMENT; PLANS FOR NOVEMBER

Ben Hamatake discussed AB817, a bill sponsored by AAAJ and NALEO that allowed Lawful Permanent Residents (LPRs) to serve as poll workers. For the June Primary, which was the pilot election for this law, we recruited 52 LPRs to serve as Clerks. The statute specifically states that they cannot serve as Inspectors nor tally votes. We will continue to recruit LPR poll workers on as needed basis, allowing our office to better serve these communities.

POLLING PLACE RECRUITMENT; CONSOLIDATIONS AND OTHER ISSUES

Imelda Carrillo reviewed polling place recruitment. For the November General Election, there will be 1,135 total polling places, which are all locked. Of these, 34% are schools, 12% are private residences, 18% are churches, and 12% city facilities. Sample ballots will be ink-jetted starting Monday. She added that securing polling places presents challenges, as there are 301 ballot types, boundary changes, and 118 consolidations. She provided statistics of how many poll workers have been recruited and discussed A-Team, Coordinators, Collection Center and tally center staffing. The staffing of poll workers will now be the focus of recruitment.

There was a discussion of different ways to inform voters where they should vote, including texts, different signage, and tablets at polling places. These issues will be resolved when a new voting system is in place.

POLL WORKER RECRUITMENT; NEEDS, EFFORTS (STUDENT, COUNTY, CITY); BILINGUAL RECRUITMENT

Imelda Carrillo explained that we need over 7,000 volunteers for this upcoming election. She stated that we continue to work with the CEO's office in recruiting county poll

workers; to date, we have 179. Our student poll power program continues to increase the number of student poll workers, which is currently at 130.

Ben Hamatake addressed bilingual recruitment for both June and November. He explained that the requirement for Spanish poll workers doubled from past elections. He added that language requests for election information in Chinese and Korean is the basis for targeting criteria in those languages. There was a discussion on how this affected the numbers. Ben Hamatake explained that this changed the distribution, but not the overall numbers.

Eugene Lee asked for the state materials and facsimile ballot for the Secretary of State mandated languages for both June and November. He also asked if we publish a list of the polling places that are targeted for these languages with the language media. Neal Kelley appreciated the suggestion and stated that this will be considered in the future. Neal Kelley also thanked Eugene Lee for his help organization's willingness to provide us new ways to recruit.

BALLOT PROOFING; TRANSLATIONS; BALLOT PRINTING; TIMELINES; ENGLISH VERSUS BILINGUAL; MESSAGING; ETC.

Kay Cotton discussed the proofing process for Sample Ballot Pamphlets. The Sample Ballot Pamphlet has mandatory pages, instructions on voting, Candidates' Statements and measures, if applicable. There is an extensive proofing process which begins at the conclusion of candidate filing, taking two months to complete. She provided statistics to compare the number of documents for November 2012, June 2014 and November 2014 elections. This election has more candidates and measures (2,810 documents) than in November of 2012 (2,250). The proofing team must proof all of the English documents before the documents can be translated. Approximately half of the documents are filed with the City Clerks; therefore, after the documents have been proofed internally, the documents are sent to the cities for final approval. This process delays the translation process. After the documents are approved by the City Clerks, the page layouts are prepared for the Sample Ballot Pamphlets.

Ben Hamatake added that for this election, there are 301 ballot types. The goal is to mail all of the 1.4 million English sample ballots by September 25, 2014, with the language Sample Ballot Pamphlets in Chinese, Korean, Spanish and Vietnamese following closely. This process includes proofing candidates' names, ballot designations, party affiliations, rotations/random order, formatting, court ordered changes and many other items which must be completed before the translations can begin. All of the ballot types are proofed for accuracy. Neal Kelley mentioned that our county's 6-layer team is unique; other counties do not have such an extensive process. Staff proofs the documents before they are printed as well as the blue line copies.

The translations are done after all English documents are completed. To expedite the proofing process of the language documents, Ben Hamatake explained that we developed a tracking system that allows us to give documents to the vendor, and enables the vendor to return them to us. We have been improving this process for the past six years. He added that every language piece is proofed by two language specialists. In addition, we are now exchanging documents in XHTML and that we make our own changes; the vendor is just the point of translation.

Neal Kelley stated that we are currently addressing the Sample Ballot Pamphlets in-house. Despite the additional workload, printing and mailing the Sample Ballot Pamphlets gives us more control in producing a quality product in less time. The back cover of the Sample Ballot Pamphlet is ink-jetted for the type of voter: Permanent Vote-by-Mail voter or polling place voter. There are nearly 400,000 Sample Ballot Pamphlets complete. We address approximately 150,000 a day compared to the 70,000 the vendor produced. This was a great improvement from June. We constantly upgrade our equipment and software to get the Sample Ballot Pamphlets out cheaper and more efficiently on E-40.

Neal Kelley stated that the ballots to our military voters go out on E-60. For this election, we mailed out over 5,000 ballots to military and overseas voters by this deadline well in advance of the E-45 deadline. Lyle Brakob appreciates the military portal and the positive feedback. He would like to see statistics to account for how many voters utilize the portal, the method of voting and how ballots are returned. Neal Kelley agreed that metrics are important. He wants to collect this information and share with the group.

Neal Kelley reminded the group that there is a recall election in the City of Yorba Linda on October 7, 2014. We have utilized different colored envelopes to differentiate ballots from this election and the General Election. He added that we will be conducting Polling Place Observation Training on October 3, 2014. The class will cover rules and regulations of polling place observation.

Vice-Chair Lucinda Williams called for review and approval of the minutes from our March 13, 2014 meeting. Lyle Brakob made a MOTION to approve the minutes. The MOTION was seconded by Wanda Shaffer and APPROVED UNANIMOUSLY.

Vice-Chair Lucinda Williams asked for nominations for Chair. Neal Kelley stated that Steven Spillman expressed interest. Molly McLaughlin made a MOTION to nominate Vice-Chair Lucinda Williams as Chair. The MOTION was seconded by Suzanne Narducy and APPROVED UNANIMOUSLY. Lucinda Williams is now Chair, and Steven Spillman will serve as Vice-Chair.

Neal Kelley will send out the date of our next meeting after the first of the year. He will be emailing the PowerPoint to the group.

Chair Lucinda Williams made a MOTION to adjourn, which was seconded by Wanda Shaffer and APPROVED UNANIMOUSLY.

The meeting concluded at 11:17 a.m.

Respectfully submitted,

Marcia Nielsen, Secretary