



## Assessor-County Clerk-Recorder and Elections

### San Mateo County Voting Accessibility Advisory Committee

FINAL & APPROVED Meeting Minutes  
August 26, 2015  
10:00 A.M.

#### **Members Present**

Trinh Phan  
Vincent Merola  
Craig McCulloh  
Randall Jones  
Mike Levinson

#### **Staff Present**

Jim Irizarry  
Lupe Marin  
Keith Miller

#### **Items Discussed**

##### 1. Introduction of Committee Members

Mike Levinson from the Paratransit Council was introduced as a new member of the Voting Accessibility Advisory Committee.

In an effort to increase the representation from the senior community, Mike recommended that Erin Shwartz be contacted for possible participants on the committee.

##### 2. Election of Chairperson

Randall Jones nominated Craig McCulloh as Chairperson of the VAAC. The motion was seconded by Vincent Merola and unanimously adopted by the Committee.

The Committee decided to wait until next meeting to select a Vice Chair.

It was recommended by the Committee that a Roster be developed of Committee Members with their phones and emails.

### 3. Review of Voting Machine and Election Officer Training Materials

Information regarding the Elections Division Handbook on Elections Officer training materials and elections operations was sent electronically to Committee Members. Any questions or concerns regarding the handbook and procedures should be emailed directly to Lupe.

Lupe Marin covered the subject of Universal Polling Places (UPP's) and informed the Committee that there will be 32 UPP's on Election Day with at least one UPP located at each city in the county. Most UPP's will be located at Community Centers to ensure ADA voter accessibility requirements.

Election Officer training materials will be shared with the Committee at a future meeting.

### 4. November 3<sup>rd</sup>, 2015 All-Mailed Ballot Election Discussion

Staff provided an overview of the November 3<sup>rd</sup>, 2015 All-Mailed Ballot Election process.

The Committee emphasized the importance of providing all forms of training to poll workers including "sensitivity training" on the needs of persons with disabilities during the voting process.

It was expressed that signage is essential for communicating important aspects of the voting process.

Committee Members felt that it was essential to provide specific information regarding accessibility matters and assistance that will be provided to the disabled community during the voting process.

It was suggested that perhaps a "tear-off" portion of the ballot should be provided for voters seeking additional assistance during elections particularly for the visually impaired.

The Committee suggested that the Elections Telephone Answering System should be reviewed to simplify the location of UPP's and provide information to the voting public by using zip codes, cities and other information to focus telephone inquiries.

A discussion ensued regarding providing additional transportation options during this election to the disabled community through the use of a shuttle service utilizing Redi-Wheels, SamTrans and city transportation vans used for senior centers and community centers.

It was recommended that the use of videos on the elections website explaining the various election voting procedures for the public be developed.

Follow up calls should be made to these transportation resources to determine the feasibility of increasing transportation options on Election Day.

Staff requested assistance from the Committee on recruiting poll workers with disabilities to work at the polls to serve the community during the election.

There will be ballot drop-off boxes located throughout the county 29 days before the November 3 Election. Ballots will be picked up daily at each location.

Lupe discussed with the Committee the various operational requirements planned for the upcoming All-Mailed Ballot Election.

It was recommended that our website be modified to establish a landing page for information specific to the disabled voter.

#### 5. Action Items for Next Meeting

The committee will be provided with up-to-date electronic voting information and materials on the November 3, 2015 All-Mailed Ballot Election for their review and comments.

#### 6. Conclusion

There being no further order of business and the meeting was adjourned at 11:45 am.