सैक्रामेंटो काउंटी

मतदाता पंजीकरण और चुनाव

मतदाता की पसंद अधिनियम (वोटर्स चॉइस एक्ट)

चुनाव प्रशासन योजना

2018

सैक्रामेंटो काउंटी चुनाव प्रशासन योजना
विषय सूची

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सैक्रामेंटो काउंटी मतदाता पंजीकरण और चुनाव

चुनाव प्रशासन योजना
E.C. 4005(a)(10)(I)

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परिचय

सैक्रामेंटो काउंटी के मतदाताओं का चुनावों में भाग लेने का लंबा इतिहास रहा है। 2002 में मेल द्वारा नो-एक्सक्यूज़ मतदान की शुरुआत के बाद से, मेल द्वारा मतदान (VBM) करने वाले मतदाताओं की संख्या में धीरे-धीरे इजाफा होता रहा और आज यह काउंटी के पंजीकृत मतदाताओं का 64% हो गई है।

जून 2017 में इस मतदान केंद्र मॉडल (मॉडल) को अपनाने के बाद, सैक्रामेंटो काउंटी मतदाता पंजीकरण और चुनाव (VRE) ने मतदान सुलभता सलाहकार समिति (VAAC) और भाषा सुलभता सलाहकार समिति (LAAC) दोनों की स्थापना की। दोनों समितियों ने VRE के लिए महत्वपूर्ण मार्गदर्शन प्रदान किए हैं और ये काउंटी के लिए चुनाव प्रशासन का बुनियादी घटक बनी रहेंगी।

VRE अपने मतदाता शिक्षा कार्यक्रम का विस्तार करने के लिए निवासियों को मतदाता केंद्र मॉडल और सामुदायिक भागीदारी के अवसरों बारे में सूचित करने की योजना बना रहा है। इस योजना में कई सहयोगी संगठन शामिल हैं और उनका समर्थन सैक्रामेंटो काउंटी में मतदान केंद्र के मॉडल चुनावों के सफल कार्यान्वयन के लिए महत्वपूर्ण होगा।

इस नए मॉडल के लिए पहला चुनाव जून 2018 राज्यव्यापी प्राथमिक है। यह चुनाव प्रशासन योजना (योजना) इस बारे में जानकारी प्रदान करती है कि काउंटी मतदाता की पसंद अधिनियम को कैसे लागू किया जाएगा। इस योजना में सूचीबद्ध कई कार्य भविष्य पर केन्द्रित हैं, और उन्हें क्या हासिल किया जा सकता है, इसकी रूपरेखा के तौर पर सूचीबद्ध किया गया है।

संक्षेप में, यह मॉडल मतदाता को अपने मताधिकार का प्रयोग करने के अधिक अवसर प्रदान करता है। सभी मतदाता एक VBM मतपत्र प्राप्त करते हैं, और वे काउंटी के किसी भी मतदान केंद्र पर जा सकते हैं। किसी भी चुनाव से 88 दिन पहले पंजीकृत मतदाताओं की संख्या के आधार पर मतदान केंद्र और मतपत्र ड्रॉप बॉक्स साइट स्थापित की जाएंगी। इस चुनाव प्रशासन योजना को तैयार करते समय, काउंटी चुनाव से 28 दिन पहले या चुनाव वाले दिन 78 मतदान केंद्र (चुनाव से 10 दिन पहले 16 खुले और चुनाव से 3 दिन पहले या चुनाव वाले दिन सभी 78 खुले) स्थापित करने और 52 मतपत्र ड्रॉप बॉक्स साइट शुरू करने की अपेक्षा करती है। मतदाता मेल द्वारा, मतपत्र ड्रॉप बॉक्स स्थान, या किसी भी मतदान केंद्र पर अपने मतपत्र वापस कर सकते हैं।

मतदान केंद्र प्रत्येक मतदान केंद्र पर स्थित कम से कम तीन सुलभ उपकरणों के साथ, सुलभ मतदान उपकरणों तक विस्तारित पहुँच प्रदान करते हैं। इसके अलावा, मतदान केंद्रों पर द्विभाषी चुनाव अधिकारी भी उपस्थित रहेंगे।

अनुभाग 1 - मतदाता शिक्षा और उन तक पहुँचने की योजना

सैक्रामेंटो काउंटी मतदाता पंजीकरण और चुनाव (VRE) काउंटी के निवासियों और अपने सभी समुदायों को मतदान गतिविधियों के बारे में शिक्षा प्रदान करने के अवसर का स्वागत करता है। यह मतदाता शिक्षा और उन तक पहुँचने की योजना विभिन्न गतिविधियों की रूपरेखा तैयार करती है, जिसे मतदान केंद्र मॉडल वोटिंग में मतदाताओं की संलग्नता बढ़ाने के उद्देश्य से क्रियान्वित किया जा सकता है।

<u>सामान्य आवश्यकताएँ</u>

1-A *मतपत्र तक पहुँच और चुनाव नोटिस के लिए लोक सेवा घोषणाओं(PSA) के लिए मीडिया*
§4005(a)(10)(I)(i)(II), §4005(a)(10)(I)(i)(VIII)

VRE एक पहुँच योग्य प्रारूप में VBM मतपत्र प्राप्त करने और इस दस्तावेज़ के अनुभाग 1 - B में वर्णित आउटलेट और तरीकों का इस्तेमाल करके ऐसे मतपत्र का अनुरोध करने की प्रक्रिया के बारे में जानकारी देगा, और ऐसे आउटलेट निम्न प्रकार के हैं:

1) स्थानीय टेलीविजन और समुदाय केबल स्टेशन
2) समाचार पत्र (क्षेत्रीय और समुदाय)
3) रेडियो
4) सोशल मीडिया और विभाग वेबसाइट
   a) काउंटी Facebook और Twitter खाते
   b) नेक्स्ट डोर
   c) Gov डिलिवरी
5) पब्लिक ट्रांज़िट मैसेजिंग (सैक्रामेंटो RT, E-ट्रैन, पैराट्रांजिट, बसेस, ट्रेन, और ट्रांजिट हब्स)
6) सामुदायिक साझेदार, विकलांगता संबंधी मुद्दे उठाने वाले संगठन, निर्वाचित अधिकारी, विशेष जिले, स्कूल जिले, समुदाय आधारित संगठन, धर्म-आधारित संगठन, जन सूचना अधिकारी जैसे समूहों के साथ पूरी काउंटी में सामग्री साझा करना
7) मीडिया जानकारी सत्र, सभी मीडिया स्रोतों के लिए मतदान केंद्र मॉडल के बारे में साक्षात्कार और बी-रोल प्राप्त करने का मौका प्रदान करना
8) काउंटी विभाग (जैसे कि स्वास्थ्य और मानव सेवाएँ, मानव सहायता, वेटरन सेवाएँ)
9) लोक सेवा घोषणाएँ, मोटे तौर पर काउंटी को सेवा प्रदान करने वाले सभी आउटलेट्स में वितरित की जाती हैं
10) इलेक्ट्रॉनिक बिलबोर्ड (सैक्रामेंटो सिटी, ClearChannel)

VRE आगामी चुनाव के मतदाताओं को सूचित करने और VRE की टोल-फ्री सहायता हॉटलाइन के प्रति मतदाताओं को सचेत करने के लिए दृश्य एवं श्रव्य प्रारूपों में PSA का उपयोग करेगा। PSA को सभी मतदाताओं तक पहुँचने के लिए टेलीविजन, रेडियो, समाचार पत्र, सोशल मीडिया, और इलेक्ट्रॉनिक बिलबोर्ड के लिए लक्षित किया जाएगा, जिसमें विकलांग मतदाता भी शामिल हैं, जैसे कि बधिर या कम सुनने वाले मतदाता और नेत्रहीन या मंद दृष्टि वाले मतदाता। PSA अनुभाग 1-B में सूचीबद्ध आउटलेट्स को प्रदान की जाएँगी

प्रदान की जाने वाली जानकारी में किसी भी मतदान केंद्र पर सुलभ मतदान उपकरणों को उपयोग करने का विकल्प, और उपकरण कैसे इस्तेमाल करना है; और, काउंटी के रिमोट एक्सेसिबल वोट बाय मेल (RAVBM) प्रोग्राम (अनुभाग 2-B में वर्णित) के माध्यम से एक सुलभ मतपत्र का अनुरोध करने, चिह्नित करने और सबमिट करने का तरीका शामिल होगा।

1-B *मतदाता की पसंद अधिनियम पर मतदाताओं को शिक्षित करने के लिए समुदाय की उपस्थिति*
§4005(a)(10)(I)(i)(III)

समुदाय में VRE की उपस्थिति मतदाताओं और विभिन्न प्रकार के कार्यक्रमों में शामिल होने वाले लोगों को सीधे मतदान केंद्र मॉडल की जानकारी प्रदान करेगी। VRE का लक्ष्य हमारे मतदाताओं को शिक्षित करने, मतदान उपकरणों के प्रदर्शन की पेशकश करने, और एक सुलभ मतपत्र का अनुरोध करने और उसे प्राप्त करने के तरीके के बारे में बताने के लिए हमारे सामुदायिक साझेदारों, और LAAC और VAAC के साथ समन्वय करना है। VRE काउंटी के सभी क्षेत्रों तक पहुँचने का हर संभव प्रयास करेगा, जिसमें शहरों और भौगोलिक समुदायों के साथ-साथ हितधारक समुदाय भी शामिल होंगे। मतदाताओं के पास मतदान केंद्र मॉडल और अपने मतदान विकल्पों के बारे में जानने के कई अवसर होंगे, जिसमें निम्न शामिल हैं, लेकिन इन तक सीमित नहीं:

1) विभाग के VAAC और LAAC
   a) बैठकों में मतदान प्रणाली का प्रदर्शन और सूचना संबंधी अपडेट शामिल हैं
   b) VAAC और LAAC सदस्यों के साथ सामग्री विकास, और उनके समुदायों में वितरण के लिए पेश की गई

2) सामुदायिक कार्यक्रम
   a) सैक्रामेंटो फ़ूड बैंक - हॉलिडे फ़ूड इवेंट्स, और ज़ारी
   b) एल्क ग्रोव पम्पकिन फेस्टिवल
   c) फेयर ओक्स चिकन फेस्टिवल

d) फेस्टिवल डे ला फैमिलिया

e) वियतनामी टेट फेस्टिवल

f) बनाना फेस्टिवल

g) सैक्रामेंटो कॉमिक कॉन

h) रेनबो फेस्टिवल

i) विकलांगता जागरुकता (स्टेट कैपिटोल)

j) APAPA उम्मीदवार का फोरम

k) एल्क ग्रोव बहुसांस्कृतिक महोत्सव

l) रियो लिंडा काउंटी मेला

3) काउंटी की विविध आबादी का प्रस्तुतिकरण:

a) आसपास के संघ

b) काउंटी बोर्ड ऑफ सुपरवाइजर्स

c) काउंटी विकलांगता सलाहकार समिति

d) कैलिफोर्निया राज्य VAAC और LAAC

e) सिटी काउंसिल और सिटी क्लर्क

f) निर्वाचित अधिकारीयों का टाउन हॉल

g) स्कूल जिला बोर्ड

h) विशेष जिला बोर्ड

i) काउंटी केंद्रीय और राजनीतिक समितियाँ

j) धर्म-आधारित समुदाय

k) सेवा प्रदाता (जैसे कि ILCs, ईस्टर सील्स, कैलिफोर्निया काउंसिल ऑफ द ब्लाइंड)

l) भाषा समुदाय (जैसे कि ला फैमिलिया, APAPA, ACC, AAAJ, LULAC, काउंटी लेटिनो कॉकस)

m) मतदान की वकालत करने वाले समूह (जैसे कि महिला मतदाताओं की लीग, शहरी लीग, ACLU, NAACP, कॉमन कॉज, DRC, पीपल पावर, DAC)

n) परोपकारी संगठन (जैसे कि सोरोप्टमिस्ट, रोटरी, किवानिज़,)

o) सैक्रामेंटो शहर VCA कोएलिशन

p) महाविद्यालय और विश्वविद्यालय

q) सैक्रामेंटो सार्वजनिक पुस्तकालय

4) बार-बार उत्पन्न होने वाले पहुँच अवसर
   a) किसान के बाज़ार (मौसम के अनुसार बदलते हैं)
   b) KP अंतर्राष्ट्रीय बाज़ार
   c) रैंच 99 मार्केट
   d) हाई स्कूल शिक्षा कार्यक्रम (अप्रैल, सितंबर, और आमंत्रित किए अनुसार)
   f) नए नागरिक समारोह
   g) वयस्क शिक्षा और ESL कार्यक्रम (स्कूल जिलों के माध्यम से)

1-C *मतदाता शिक्षा और पहुँच के लिए संसाधनों का उपयोग।*
§4005(a)(10)(I)(i)(VII)

VRE यह सुनिश्चित करने के लिए आवश्यक संसाधनों को खर्च करेगा कि मतदाताओं को मतदान केंद्र मॉडल मतदान प्रक्रिया के बारे में सूचित किया जाता है। जून 2018 के चुनाव के लिए बजट के साथ-साथ पिछले सालों के शिक्षा एवं उस तक पहुँच संबंधी बजटों की तुलना परिशिष्ट J में दिखाई गई है।

1-D *आगामी चुनावों के बारे में जानकारी देने और टोल-फ्री मतदाता सहायता हॉटलाइन को बढ़ावा देने के लिए मतदाताओं से प्रत्यक्ष संपर्क।*
§4005(a)(10)(I)(i)(X)

VRE आगामी चुनावों और VRE की टोल-फ्री सहायता हॉटलाइन की उपलब्धता के बारे में जानकारी देने के लिए सैक्रामेंटो काउंटी के प्रत्येक पंजीकृत मतदाता से दो बार संपर्क करेगा। संपर्क इस बारे में भी जानकारी दे सकते हैं कि मतदान केंद्र मॉडल चुनाव में मतदान जानकारी मार्गदर्शिका और मतदान विकल्प की अपेक्षा कब की जा सकती है।

1-E *वैकल्पिक भाषा या एक सुलभ प्रारूप VBM में सामग्रियों का अनुरोध करने के लिए पोस्टेज-पेड पोस्टकार्ड*
§4005(a)(8)(B)(iii)

सभी मतदाता अंग्रेजी के अलावा अन्य भाषाओं में सामग्रियों का अनुरोध करने और एक वैकल्पिक प्रारूप में VBM मतपत्र का अनुरोध करने के लिए अपनी काउंटी मतदान जानकारी मार्गदर्शिका के साथ एक पोस्टेज-पेड पोस्टकार्ड प्राप्त करेंगे। पोस्टकार्ड को पूरा करने और लौटने के लिए निर्देश मार्गदर्शिका और VRE वेबसाइट में शामिल किए जाएंगे।

भाषा अल्पसंख्यक समुदायों के साथ शिक्षा और उन तक पहुँचना
§4005(a)(10)(I)(i)(I)

VRE ने सीमित अंग्रेजी प्रवीणता वाले मतदाताओं द्वारा चुनावी प्रक्रिया तक पहुँच से जुड़े संघीय और राज्य के कानूनों को लागू करने में सहायता करने और सुझाव देने के लिए अगस्त 2017 में भाषा सुलभता सलाहकार समिति (LAAC) स्थापित की थी। LAAC स्थानीय निवासियों से मिलकर बना है, जो काउंटी के अल्पसंख्यक भाषा समुदायों की ओर से वकालत करते हैं। LAAC के बारे में जानकारी के लिए परिशिष्ट B देखें।

1-F *आगामी चुनाव के मतदाताओं को सूचित करें और मीडिया सर्विंग भाषा अल्पसंख्यक समुदायों के साथ टोल-फ्री मतदाता सहायता हॉटलाइन का प्रचार करें*
§4005(a)(10)(I)(i)(I)

मतदान केंद्र मॉडल, मतदान विकल्प, सहायता के लिए टोल-फ्री पहुँच हॉटलाइन के बारे में जानकारी को शामिल करते हुए भाषा अल्पसंख्यक समुदायों के साथ सूचना साझा करना एक बहु-आयामी दृष्टिकोण होगा, जिसके लक्ष्य निम्न होंगे:

1) टेलीविज़न (जैसे कि Univision, Telemundo, Azteca America, क्रॉसिंग टीवी, साथ ही स्थानीय अंग्रेजी चैनल और स्थानीय एक्सेस चैनल - MetroCable/एक्सेस सैक्रामेंटो)

2) समाचार पत्र (जैसे कि Sacramento Bee, Vida En El Valle, D'Primeramino मैगज़ीन, APA न्यूज़ इन रिव्यू, वर्ल्ड जर्नल न्यूज़, Herburger Publications, न्यूज़ एंड रिव्यू, मैसेंजर पब्लिशिंग ग्रुप)

3) रेडियो (जैसे कि ला रांचेरा/विवे, रेडियो लैज़र, इंटरकॉम स्टेशन)

4) सोशल मीडिया और विभाग की वेबसाइट
   a) काउंटी Facebook और Twitter खाते
   b) नेक्स्ट डोर
   c) Gov डिलिवरी

5) इलेक्ट्रॉनिक बिलबोर्ड (सैक्रामेंटो सिटी, ClearChannel)

6) पब्लिक ट्रांज़िट मैसेजिंग (सैक्रामेंटो RT, E-ट्रेन, पैराट्रांज़िट, बसेस, ट्रेन, और ट्रांजिट हब्स)

7) सामुदायिक साझेदार, उनके न्यूज़लेटर्स के लिए निर्वाचित अधिकारी, शहर, विशेष जिले, स्कूल जिले, समुदाय आधारित संगठन, धर्म-आधारित संगठन, और जन सूचना अधिकारियों जैसे समूहों के साथ पूरी काउंटी में सामग्री साझा करना

8) मीडिया जानकारी सत्र, सभी मीडिया स्रोतों के लिए मतदान केंद्र मॉडल के बारे में साक्षात्कार और बी-रोल प्राप्त करने का मौका प्रदान करना

9) लोक सेवा घोषणाएँ, मोटे तौर पर काउंटी को सेवा प्रदान करने वाले आउटलेट्स को वितरित की जाती हैं

10) काउंटी विभाग (जैसे कि स्वास्थ्य और मानव सेवाएँ, मानव सहायता, वेटरन सेवाएँ, परिवीक्षा, और बाल सहायता सेवाएँ)

11) ESL कार्यक्रमों वाले वयस्क शिक्षा विद्यालय (जैसे कि एल्क ग्रोव USD, सैक्रामेंटो सिटी USD)

1-G *भाषा अल्पसंख्यक मतदाताओं की पहचान करना*
§4005(a)(10)(I)(i)(V)

VRE भाषा अल्पसंख्यक मतदाताओं की पहचान के लिए अपने मतदाता पंजीकरण फॉर्म पर प्रदर्शित मतदाता की भाषा प्राथमिकता चयन का उपयोग करता है। मतदाता अपनी भाषा प्राथमिकता को अपडेट करने, या चुनाव के दौरान चुनाव अधिकारियों को अपनी भाषा प्राथमिकता प्रदान करने के लिए हमसे टेलीफोन या ईमेल के माध्यम से भी संपर्क कर सकते हैं। मतदान की आयु वाले लोगों के उन समुदायों की पहचान के लिए भी अमेरिकी जनगणना के आंकड़ों का उपयोग किया जाता है, जिनकी 'अंग्रेजी प्रवीणता कम है', और जिन्हें भाषा संबंधी सहायता की ज़रूरत हो सकती है। यह जानकारी VRE के चुनाव प्रबंधन डेटाबेस में संग्रहीत होती है।

1-H *अल्पसंख्यक भाषा मतदाताओं के लिए मतदाता शिक्षा कार्यशाला*
4005(a)(10)(I)(i)(VI), §4005(a)(10)(I)(i)(VI)(ia)

VRE सैक्रामेंटो काउंटी के संघीय और राज्य द्वारा आवश्यक प्रत्येक भाषा के लिए एक द्विभाषी मतदाता शिक्षा कार्यशाला आयोजित करेगा। इस योजना की तैयारी करते समय, ये भाषाएँ स्पैनिश, चीनी, (संघीय भाषा) और तागालोग, वियतनामी, जापानी, कोरियाई और एशियाई भारतीय - अन्य (वर्तमान में राज्य सचिव द्वारा हिंदी के रूप में निर्दिष्ट) (राज्य भाषाएँ) हैं।

इन कार्यशालाओं को वसन्त ऋतु 2018 में आयोजित किया जाएगा और यह मतदान केंद्र मॉडल मतदान प्रक्रिया के अलावा काउंटी के भाषा समुदायों को निर्दिष्ट भाषा में उपलब्ध सामग्री और सहायता के बारे में जानकारी प्राप्त करने का मौका प्रदान करेंगी। सभी कार्यशालाओं में उपस्थित लोगों की सहायता के लिए भाषा विशिष्ट दुभाषिए होंगे। LAAC सदस्य कार्यशाला के स्थानों और तिथियों को चुनने में सहायता करेंगे। इस योजना के अनुभाग 1-B में दिखाए गए आउटलेट का उपयोग करते हुए, बैठक की तिथि से कम से कम 10 दिन पहले कार्यशाला कार्यक्रमों के बारे में जानकारी दी जाएगी।

1-I *अल्पसंख्यक भाषा नागरिकों के लिए लोक सेवा घोषणा*
§4005(a)(10)(I)(i)(IX)

VRE लोक सेवा घोषणाओं का उपयोग आगामी चुनावों के अल्पसंख्यक भाषा समुदायों के मतदाताओं को सूचित करने और टोल-फ्री सहायता हॉटलाइन के लिए करेगी। अनुभाग 1-E में वर्णित अनुसार PSA अल्पसंख्यक भाषा टेलीविजन, रेडियो और समाचार पत्रों के माध्यम से वितरित की जाएँगी। LAAC, PSA सामग्री को विकसित करने में सहायता प्रदान करेगी।

विकलांगता समुदायों के साथ शिक्षा और उन तक पहुँचना

VRE ने अगस्त 2017 में विकलांग मतदाताओं को चुनावी प्रक्रिया संबंधी सलाह और उस तक पहुँच में सहायता प्रदान करने के लिए मतदान सुलभता सलाहकार समिति (VAAC) की स्थापना की है। VAAC स्थानीय निवासियों से मिलकर बनी है, जो अल्पसंख्यक समुदायों की ओर से वकालत करते हैं। VAAC के बारे में जानकारी के लिए परिशिष्ट A देखें।

1-J *वेबसाइट पर पहुँच योग्य जानकारी सार्वजनिक रूप से उपलब्ध है*
§4005(a)(10)(I)(i)(IV)

VRE की वेबसाइट (www.elections.saccounty.net) पर जानकारी पहुँच योग्य प्रारूप में है और वह सार्वजनिक रूप से उपलब्ध है। इसमें चुनाव प्रशासन योजना और मतदाता की पसंद अधिनियम से संबंधित अन्य सूचनाओं के साथ-साथ मतदान के लिए पंजीकरण करने और चुनाव प्रक्रिया में शामिल होने के बारे में जानकारी शामिल है। चुनाव विशिष्ट जानकारी भी वेबसाइट पर पहुँच योग्य प्रारूप में उपलब्ध है। यह वेबसाइट भरने योग्य फॉर्म भी प्रदान करती है, जिसका आगुंतक चुनाव-संबंधी टिप्पणियों को सबमिट करने के लिए इस्तेमाल कर सकते हैं।

प्रदान की जाने वाली जानकारी में निम्न शामिल होंगे:
1) सभी मतदाता एक मेल द्वारा वोट (VBM) मतपत्र प्राप्त करेंगे
2) किसी भी मतदान केंद्र पर सुलभ मतदान उपकरण का उपयोग करने का विकल्प और उपकरण का इस्तेमाल कैसे करें
3) काउंटी के रिमोट एक्सेसिबल वोट बाय मेल (RAVBM) प्रोग्राम (अनुभाग 2-B में वर्णित) के माध्यम से एक सुलभ मतपत्र का अनुरोध करने, चिह्नित करने और सबमिट करने का तरीका।

1-K *पहुँच क्षमता और भागीदारी में वृद्धि के लिए विकलांग समुदाय के लिए मतदाता शिक्षा कार्यशाला*
§4005(a)(10)(I)(i)(VI), §4005(a)(10)(I)(i)(VI)(ib)

VRE पात्र विकलांग मतदाताओं की पहुँच क्षमता और भागीदारी को बढ़ाने के लिए वसन्त ऋतु 2018 में मतदाता शिक्षा कार्यशाला आयोजित करेगा। VAAC सदस्य कार्यशाला के स्थान और तिथि को चुनने में सहायता करेंगे। कार्यशाला में मतदान केंद्र मॉडल, नए मतदान उपकरण का प्रदर्शन, मतदान उपकरण की सुलभता, मतपत्र ड्रॉप-ऑफ जानकारी, और मेल मतपत्र द्वारा इलेक्ट्रॉनिक रूप से सुलभ वोट प्राप्त करने के विकल्प शामिल होंगे, लेकिन इन तक सीमित नहीं होंगे। इस योजना के अनुभाग 1-B में दिखाए गए आउटलेट का उपयोग करते हुए, बैठक की तिथि से कम से कम 10 दिन पहले कार्यशाला के बारे में जानकारी दी जाएगी।।

अनुभाग 2 - चुनाव प्रशासन योजना

सामान्य

2-A *टोल-फ्री फ़ोन तक पहुँच*
§4005(a)(10)(I)(vii)

VRE सभी कामकाजी घंटों के दौरान टोल-फ्री फ़ोन सहायता प्रदान करता है। स्टाफ कॉल करने वालों को संघीय रूप से आवश्यक भाषाओं में सहायता करने के लिए उपलब्ध है और अन्य आवश्यक भाषाओं में मतदाताओं को सहायता प्रदान करते समय उपयोग के लिए भाषा सेवा को बनाए रखता है।

टोल-फ्री हॉटलाइन (800) 762-8091
कैलिफ़ोर्निया रिले सेवा (बोलने और सुनने में परेशानी) 711

मतपत्र तक पहुँच

2-B *विकलांग मतदाताओं द्वारा VBM मतपत्र तक पहुँच*
§4005(a)(10)(I)(ii)

मेल द्वारा Vbm मतपत्र प्राप्त करना
सैक्रामेंटो काउंटी के सभी पंजीकृत मतदाता प्रत्येक चुनाव के लिए मेल द्वारा VBM मतपत्र पैकेट प्राप्त करते हैं। संलग्न मतपत्र को चिन्हित किया जा सकता है और पहचान छिपाकर VBM पॉकेट के साथ वापस किया जा सकता है। अनुभाग 1-E भी देखें।

एक सुलभ मतपत्र का अनुरोध करना - मतदान केंद्र

सैक्रामेंटो काउंटी के सभी पंजीकृत मतदाता किसी भी मतदान केंद्र पर तीन में से एक सुलभ मतपत्र चिन्हित करने वाला उपकरण इस्तेमाल कर सकते हैं। मतदाता चेक इन करते हैं, एक सुलभ मतपत्र का अनुरोध करते हैं और उन्हें एक की-कार्ड प्रदान किया जाता है, जो पहुँच योग्य उपकरणों में उनके मतपत्र को डाल देता है। मतपत्र को टच स्क्रीन डिस्प्ले, प्रदान किए गए ऑडियो टेकटाइल उपकरण, या अपनी सहायक तकनीक इस्तेमाल करके चिन्हित किया जा सकता है। सभी मतदाताओं को अपने मतपत्र निजी और स्वतंत्र रूप से डालने का मौका देने के लिए सुलभ मतदान मशीनों की व्यवस्था की जाएगी। अनुभाग 1-E भी देखें।

एक दूरस्थ सुलभ मतपत्र का ऑनलाइन अनुरोध करना

सैक्रामेंटो काउंटी के विकलांग पंजीकृत मतदाता रिमोट एक्सेसिबल वोट बाय मेल (RAVBM) प्रणाली के माध्यम से एक ऑन-लाइन मतपत्र चुन सकते हैं। RAVBM विकलांग मतदाताओं को यह क्षमता प्रदान करती है कि वे VRE-अधिकृत वेबसाइट से मतदाता को VBM मतपत्र इलेक्ट्रॉनिक रूप से भेजने का अनुरोध कर सकें। इलेक्ट्रॉनिक मतपत्र मतदाता के कंप्यूटर पर डाउनलोड किया जा सकता है, मतदाता की सहायक तकनीक का इस्तेमाल करके चिन्हित किया जा सकता है और फिर प्रिंट किया जा सकता है। यह मतपत्र किसी भी VBM मतपत्र की तरह वापस किया जा सकता है: मेल द्वारा, ड्रॉप बॉक्स द्वारा, या किसी भी मतदान केंद्र पर। अनुभाग 1-E भी देखें

एक प्रतिस्थापन मतपत्र का अनुरोध करना

कोई भी मतदाता (916) 875 6155 पर कॉल करके, (916) 854-9796 पर फैक्स करके, मतदान केंद्र पर, VRE कार्यालय पर उपस्थित होकर, ऑन-लाइन RAVBM प्रणाली के माध्यम से रिप्लेसमेंट मतपत्र का अनुरोध कर सकता है।

मतदान केंद्र संबंधी अत्यावश्यक वस्तुएँ

2-C *मतदान केंद्रों पर मतदान प्रक्रिया की सुरक्षा*

सुरक्षित मतदान केंद्र मतदान
§4005(a)(10)(I)(iv)

मतदान केंद्रों पर किए गए सभी मतदान कैलिफोर्निया चुनाव कोड और कैलिफोर्निया मतदान प्रणाली उपयोग प्रक्रिया में राज्य सचिव के सुरक्षा मानकों, VRE की सुरक्षा प्रक्रियाओं, और

अधिनियमों का पालन करते हैं। इसमें यह सुनिश्चित करना कि मतदान केंद्र पर सभी उपकरण सीलबंद हैं, संग्रहीत हैं, वितरित किए गए हैं और इन नियमों के अनुपालन में उपयोग किए जाते हैं शामिल है, लेकिन इन तक सीमित नहीं हैं। इसके अतिरिक्त, हमारी वर्तमान प्रक्रियाओं के लिए यह आवश्यक है कि साइट खुली होने पर अधिकांश चुनाव कार्यकर्ता उपस्थित रहें।

सुरक्षा और आकस्मिक योजनाएँ
§4005(a)(10)(I)(iv)(VIII)

व्यवधान रोकना, मतदान केंद्र का संचालन जारी रखना
§4005(a)(10)(I)(iv)(VIII)(ia), §4005(a)(10)(I)(iv)(VIII)(ib)

मतदान केंद्रों के साथ काम करने वाले कर्मचारी, और तकनीकी एवं अनुपालन सहायता प्रदान करने वाले कर्मचारियों सहित सभी कर्मचारी मतदाता उपकरण के संचालन, मतदान केंद्र स्थापित करने, मतदाताओं की सहायता और प्रसंस्करण, प्रत्येक मतदान वाली रात संवेदनशील उपकरण की सुरक्षा करने, और आपात स्थिति में उचित प्रक्रियाओं के संबंध व्यापक प्रशिक्षण में भाग लेंगे।

कैलिफोर्निया मतदान प्रणाली की आवश्यकताओं के तहत, सभी प्रमाणित उपकरणों को बिजली कटौती की स्थिति में बैटरी पावर पर चलना चाहिए। सभी स्थानों पर सेल फ़ोन होंगे। आपात स्थिति में प्रतिक्रिया करने वालों को सभी मतदान केंद्रों के स्थानों की सूची प्रदान की जाएगी। प्रत्येक मतदान केंद्र को आपातकालीन कार्यपद्धतियाँ प्रदान की जाएँगी और साथ ही मतदान केंद्र के संचालन और मतदाताओं को संसाधित करने के लिए निर्देश मैन्युअल प्रदान किया जाएगा।

VRE मतदान स्थल पर किसी भी तरह के व्यवधान को दूर करने के लिए तुरंत हरकत में आता है, और प्रत्येक व्यवधान की अपनी प्रतिक्रिया होगी। आमतौर पर, यदि एक मतदान केंद्र बाधित हो जाता है, तो VRE मतदाताओं को दूसरे मतदान केंद्रों पर पुनर्निर्देशित करने के लिए तुरंत कर्मचारी उपलब्ध कराएगा, और स्थानीय पुलिस, राज्य सचिव के कार्यालय को सूचित करेगा और यह सुनिश्चित करने के लिए मीडिया अपडेट प्रदान करेगा कि मतदाताओं को सूचित किया जाता है। अगर कोई प्राकृतिक आपदा या अन्य व्यवधान उत्पन्न होता है, जो मतदान केंद्र या मतपत्र ड्रॉप-ऑफ साइट के भौतिक स्थान को प्रभावित करता है, तो अतिरिक्त सूचनाएँ, चेतावनी संकेतक और कर्मचारी उपलब्ध कराए जाएँगे, ताकि मतदाताओं को वैकल्पिक स्थान पर निर्देशित किया जा सके। क्या मतदान केंद्र पर सभी गतिविधियाँ बंद होनी चाहिए, कर्मचारी तुरंत मतदान

केंद्र के मतदान उपकरण को सुरक्षित करेंगे और कैलिफोर्निया चुनाव कोड और मतपत्र निर्माण और फिनिशिंग दिशानिर्देशों के अनुसार सभी मतदान सामग्रियों के लिए जवाबदेह होंगे। VRE एक रिप्लेसमेंट मतदान केंद्र खोलने और बड़े पैमाने पर बदलाव पर ध्यान देने का प्रयास करेगा।

2-D *मतदान केंद्रः प्रकाशन के समय स्थापित की जाने वाली संख्या, स्थान, और उपलब्ध सीमा तक संचालन के घंटे*
§4005(a)(10)(I)(vi)

स्थापित किए जाने वाले मतदान केंद्रों की संख्या।
§4005(a)(10)(I)(vi)(I)

772,782 पंजीकृत मतदाताओं (एक उच्च बिंदु) के आधार पर, VRE कम से कम 78 मतदान केंद्र स्थापित करेगा, 16 जो चुनाव के दिन को शामिल करते हुए चुनाव से दस दिन पहले से खुले रहेंगे और अतिरिक्त 62 जो चुनाव का दिन शामिल करते हुए चुनाव के 3 दिन पहले से खुले रहेंगे।

प्रत्येक मतदान केंद्र का स्थान और समय
§4005(a)(10)(I)(vi)(III), *§4005(a)(10)(I)(vi)(VI)*

VRE मतदान केंद्र और ड्रॉप बॉक्स स्थानों की पहचान करने के लिए LAAC, VAAC और सामुदायिक सदस्यों के साथ साझेदारी में काम कर रहा है। काउंटी कर्मचारियों ने 2010 की वार्षिक जनगणना, अमेरिकी सामुदायिक सर्वेक्षण और मौजूदा VRE पंजीकरण फ़ाइल से एकत्रित आंकड़ों का उपयोग करते हुए अनुभाग 4005(a)(10)(B) में सूचीबद्ध प्रत्येक मानदंड के लिए डेटा मानचित्र बनाए हैं। परिशिष्ट E देखें। डेटा मानचित्र उच्चतम ओवरलैपिंग मापदंड वाले क्षेत्र दिखाते हैं और सर्वश्रेष्ठ स्थानों का निर्धारण करने में सहायता करेंगे।

स्थानों की स्थापना की प्रक्रिया इस योजना के प्रकाशन के समय जारी रहती है। VRE का लक्ष्य प्रसिद्ध, पूरी तरह से पहुँच योग्य परिसरों में मतदान केंद्र स्थापित करना है। सभी मतदान केंद्र प्रति दिन न्यूनतम 8 घंटे और चुनाव वाले दिन सुबह 7 बजे से रात 8 बजे तक लगातार खुले रहेंगे। प्रत्येक मतदान केंद्र का स्थान और समय परिशिष्ट F में सूचीबद्ध है, जिसे प्रत्येक चुनाव के लिए स्थानों की पुष्टि होने पर अपडेट किया जाएगा। सूची प्रत्येक पंजीकृत मतदाता को उपलब्ध कराई जाने वाली सामग्री में शामिल की जाएगी।

2-E *मतदान केंद्रों के कर्मचारी:*
§4005(a)(10)(I)(vi)(IX)

VRE प्रत्येक मतदान केंद्र में कम से कम पांच कर्मचारी और अतिरिक्त द्विभाषी कर्मचारी की अपेक्षा करता है। समुदाय इनपुट और मतदान केंद्र में या उसके आसपास के स्थानों की पहचानी हुई भाषाओं से द्विभाषी कर्मचारियों की संख्या बताने में सहायता मिलेगी।

2-F *विकलांग कर्मचारियों के लिए सेवाएँ*
§4005(a)(10)(I)(vi)(X)

प्रत्येक मतदान केंद्र में कम से कम 3 पूरी तरह से पहुँच योग्य टचस्क्रीन मतदान उपकरण होंगे। इन उपकरणों को कैलिफोर्निया चुनावों में उपयोग के लिए राज्य सचिव द्वारा प्रमाणित किया गया है और ये प्रत्येक मतदाता को स्वतंत्र एवं निजी रूप से अपने मतपत्र को चिन्हित करने देतीं हैं। आवर्धक लैंस, डेस्क लैंप, और पेन ग्रिप्स भी उपलब्ध होंगे। मिटिगेशन उपकरण जैसे कि थ्रेशहोल्ड रैम्प, दरवाज़ा रोकने वाला, ISA पार्किंग निर्दिष्ट करने के लिए कोन प्रदान किए जाएँगे।

2-G *मतदान केंद्रों का डिज़ाइन और लेआउट*
§4005(a)(10)(I)(vi)(XI)

लेआउट दिशानिर्देशों का उपयोग यह सुनिश्चित करने के लिए किया जाएगा कि मतदान बूथ और सुलभ मतपत्र चिह्नांकन उपकरण इस तरह स्थापित हैं कि मतदाता स्वतंत्र और निजी रूप से अपने मतपत्र को चिह्नित कर सकें। लेआउट, मतदाताओं की पहुँच आवश्यकताओं के प्रति संवेदनशील होंगे, और प्रत्येक स्थान के अलग आकार और कमरे के आकार को समायोजित करने के लिए अनुकूलित किए जाएँगे। नमूना लेआउट के लिए परिशिष्ट G देखें।

मत-पत्र ड्रॉप बॉक्स संबंधी अत्यावश्यक वस्तुएँ

2-H *मतपत्र ड्रॉप बॉक्स: प्रकाशन के समय स्थापित की जाने वाली संख्या, स्थान, और उपलब्ध सीमा तक संचालन के घंटे*
§4005(a)(10)(I)(vi)

स्थापित किए जाने वाले ड्रॉप बॉक्स की संख्या
§4005(a)(10)(I)(vi)(II)

772,782 पंजीकृत मतदाताओं (एक उच्च बिंदु) के आधार पर, काउंटी कम से कम 52 मतपत्र ड्रॉप बॉक्स स्थानों की स्थापना करेगी, और चुनाव वाले दिन से 28 दिन पहले उन्हें खोलेगी..

प्रत्येक मतपत्र ड्रॉप बॉक्स का स्थान और संचालन का समय
§4005(a)(10)(I)(vi)(IV), §4005(a)(10)(I)(vi)(VII)

VRE का लक्ष्य प्रसिद्ध, पूरी तरह से पहुँच योग्य परिसरों में ड्रॉप बॉक्स स्थापित करने के लिए LAAC, VAAC, और सामुदायिक सदस्यों के साथ भागीदारी करना है। ड्रॉप बॉक्स स्थानों की स्थापना की प्रक्रिया इस योजना के प्रकाशन के समय जारी रहती है। ड्रॉप बॉक्स और उनके संचालन समय की सूची परिशिष्ट H में प्रदर्शित होती है, जिसे ड्रॉप बॉक्स के स्थानों की स्थापना पर अपडेट किया जाएगा। इस सूची को प्रत्येक मतदाता को उपलब्ध कराई जाने वाली सामग्रियों में शामिल किया जाएगा।

मतदाता पंजीयक के कार्यालय में प्रत्येक दिन 24 घंटे एक बाहरी ड्रॉप बॉक्स उपलब्ध रहता है। बाकी सभी ड्रॉप बॉक्स परिसर के अंदर रहेंगे।

मतदान केंद्र और ड्रॉप बॉक्स के स्थान के मानचित्र

2-I   *स्थान मानचित्र*
§4005(a)(10)(I)(vi)(V)

मतदान केंद्रों और मतपत्र ड्रॉप बॉक्स के स्थान को दर्शाने वाले मानचित्र परिशिष्ट I में दिखाए गए हैं। इन मानचित्रों को स्थान जोड़े जाने पर अपडेट किया जाएगा।

अतिरिक्त सोच-विचार

2-J   *इस योजना के तहत अनुमानित लागत और बचत*
§4005(a)(10)(I)(v), §4005(g)(2)

मतदाता की पसंद अधिनियम को लागू करने से संबंधित अनुमानित लागत और बचत को परिशिष्ट J में दिखाया गया है। VRE को उम्मीद है कि मतदाता की पसंद अधिनियम के पहले कार्यान्वयन के कारण काउंटी के मतदान उपकरणों के रिप्लेसमेंट से संबंधित लागत में कमी आएगी, साथ ही उसे यह भी लगता है कि समुदाय और मतदाता संलग्नता के लिए महत्वपूर्ण विस्तारित आवश्यकताओं के अनुपालन से लागत बढ़ भी सकती है। VRE आशावादी है कि काउंटी मतदाता संलग्नता में वृद्धि और चालू लागतों में कमी का अनुभव करेगी, जैसा कि कोलोराडो में इसी तरह के कार्यक्रम के कार्यान्वयन के बाद हुआ था।

मतदाता की पसंद अधिनियम के तहत आयोजित प्रत्येक चुनाव के बाद, VRE चुनाव लागत संबंधी एक तुलना रिपोर्ट तैयार करेगी, जिसे एक पहुँच योग्य प्रारूप में VRE की वेबसाइट पर पोस्ट किया जाएगा।

2-K   चुनाव के बाद की गतिविधियाँ

मतदाता तक पहुँच और उसकी भागीदारी में गंभीर असमानताओं को दूर करें, जैसा कि उपखंड(g) द्वारा आवश्यक है
§4005(a)(10)(I)(iii)

मतदाता की पसंद अधिनियम के तहत आयोजित प्रत्येक चुनाव के बाद, VRE मतदाताओं से प्राप्त टिप्पणियों की समीक्षा करेगा और अनुभाग 4005(g) के अनुपालन में एकत्र किए गए आंकड़ों पर LAAC और VAAC, और सामुदायिक साझेदारों से इनपुट मांगेगा। VRE आइटम दर आइटम के आधार पर पहचानी जाने वाली गंभीर असमानताओं को दूर करने के लिए उचित प्रयास करेगा।

SOS को सहायता और साथ ही विधानमंडल को रिपोर्ट
§4005(g)(1)(A)

राज्य सचिव को चुनाव संबंधी आँकड़े प्रदान करें
VRE राज्य सचिव को अनुभाग 4005(g) में सूचीबद्ध सूचना के साथ-साथ सांख्यिकीय आँकड़े प्रदान करेगा।

APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

DESCRIPTION

GOALS
- Assisting and advising county elections officials on existing programs to reach people with disabilities, and also provide advice on whether to create new programs.

- Advising county elections officials on where to set up voting equipment and how to recognize barriers to participation for senior voters and voters with disabilities.

- Assisting county elections officials in surveying polling places for compliance with state and federal accessibility guidelines. Evaluating an inaccessible polling place or voting area to determine if – with the use of temporary modifying equipment or measures – it can be modified to permit use by senior voters and voters with disabilities.

- Assisting and advising county elections officials in training Election Officers (Vote Center workers) to assist senior voters and voters with disabilities.

- Assisting in the recruitment of Election Officers (Vote Center workers) with disabilities or who are seniors.

- Assisting county elections officials to enhance website accessibility, including establishing a county website accessibility statement.

- Assisting county elections officials with implementing the Voter's Choice Act and advising on outreach and education opportunities.

- Assisting county election officials on the creation and distribution of election materials to help educate voters with disabilities on services available such as the use of accessible ballot marking device, remote accessible vote by mail, voting assistance available at the vote center, curbside voting, and overall education on elections process.

APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

August 2, 2017 Meeting

Public Notice

PUBLIC NOTICE
Meeting of the Sacramento County Voting Accessibility Advisory Committee
Jill LaVine, the Sacramento County Registrar of Voters, is seeking citizens interested in serving in a volunteer capacity on the Voting Accessibility Advisory Committee in Sacramento County. All interested parties are encouraged to attend the meeting August 1, 2017.

The purpose of the Voting Accessibility Advisory Committee is the following:

• Provide a forum for public input on the development of a draft Election Administration Plan.

• Allow the public to advise and assist the Registrar of Voters regarding access to the elections process for voters with disabilities.

Meeting Date: August 1, 2017

Meeting Time: 5:00 p.m.

Location: Sacramento County Administration Building
              700 H Street, Hearing Room 1
              Sacramento, CA 95814

This is an accessible facility. Requests for documents in accessible formats, interpreting services, assistive listening devices, or other accommodations should be made by calling the County Voter Registration and Elections Department at (916) 875-6512 or by emailing your request to voterinfo@saccounty.net, no later than five working days prior to the meeting.

APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

Agenda

Location: County Administration Building
700 H Street, Hearing Room 1

Date / Time: Tuesday, August 1, 2017 - 5:00 p.m.
1.   Call to order and Roll Call
2.   Welcome and Meeting Protocols
3.   Membership Applications and Appointments of Members
4.   Public Input on Development of the Draft Election Administration Plan
5.   Public Input on Access to the Elections Process for Voters with Disabilities
6.   Other matters for consideration
Adjourn

Summary

Handouts provided to attendees included: Agenda; California Voter's Choice Act Infographic; Guide to Voter's Choice Act and Vote Centers in Sacramento County; Sacramento County Voter Registration and Election, Election Administration Plan E.C 4005 (a) (10) (I) Discussion and Consultation Document; VAAC Membership Applications.

Call to Order: Committee Chair, Courtney Bailey, welcomed all guests to this 1st meeting to establish a Sacramento County Voting Accessibility Advisory Committee (VAAC). She provided the background for Sacramento County's move to the Voter's Choice Act and a brief summary of the Vote Center model being rolled out in June 2018.

Welcome and Meeting Protocols: Alice Jarboe, Assistant Registrar of Voters for Sacramento County Voter Registration and Elections, welcomed the attendees and reviewed meeting protocols, emphasizing the open and inclusive nature of the County Voting Accessibility Advisory Committee (VAAC).

Membership Applications and Appointment of Members: The Voters Choice Act (VCA) directs the implementation of a VAAC to allow for community input. Applications for VAAC committee members are being accepted. A minimum of 7 committee members are desired and applications will be accepted on a rolling basis. Paper applications were made available. The application is also available online on the county's website.

Discussion: The group discussed the development of the Draft Election Administration Plan and access to the elections process for voters with disabilities. Several questions were fielded during discussion regarding accessible marking devices, cost of the

APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

devices, accessibility for drop-off locations, accessibility for the blind, handling languages, poll watchers ability to "get out the vote", requesting Vote Center sites, and casting ballots through a scanner or Vote by Mail envelope.

The questions will assist the Election Office in developing a list of FAQ's. Many of the answers are found in the Voter's Choice Act, i.e., three voting accessible terminals being required at each Vote Center. Answers will develop as the Election Office procedurally works through the implementation of the Voter's Choice Act.

Meeting wrap up and things to think about for next meeting:

- Interested committee members were reminded to complete an application. There are 7 committee applications so far and more are welcome. The VAAC is open to the public so please pass the word along to anyone that may be interested.
- What percentage of voters will have accessibility needs? It was suggested that the Social Security Administration may have data on the number of residents receiving disability benefits.
- We are looking for public input to develop the Election Administration Plan.
- What is a good location for these meetings, what time should we start, how long should they be, and how frequent? It was suggested no longer than 90 minutes and locations suggested were the Sacramento Admin Building, Central Library, City Council Chambers, SMUD Building, Voter Registration Office, DSA Headquarters, and roaming locations, i.e., in Elk Grove. Locations with best accessibility for buses and a meeting end time that doesn't exceed the time buses stop running was requested. Frequency suggested was twice a month and then reduce to once a month.
- Other suggestions for meetings included: Have a sign language interpreter, offer to teleconference the meeting in case people cannot attend in person, closed captioning, serve refreshments, and pay for bus fare.
- How do we get the information out, Google Docs?
- Mindy Romero with California Civic Engagement Project would like to present a tool for helping us choose our locations.
- Regional Transit is working on an optimization plan that may affect services around Vote Center locations.

The next VAAC meeting:

August 16th
6:00 p.m. to 7:00 p.m.
Elk Grove City Council Chambers
8400 Laguna Palms Way
Elk Grove

APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

August 16, 2017 Meeting

Official Notice

MEETING NOTICE

Meeting of the Sacramento County Voting Accessibility Advisory Committee

The Sacramento County Voter Registration and Elections office will hold a meeting of the Voting Accessibility Advisory Committee. All interested parties are encouraged to attend the meeting August 16, 2017.

The purpose of the Voting Accessibility Advisory Committee is the following:

- Provide a forum for public input on the development of a draft Election Administration Plan.

- Provide a forum for public input to advise and assist the Registrar of Voters regarding access to the elections process for voters with disabilities.

    Meeting Date: August 16, 2017

    Meeting Time: 6:00 p.m.

    Location: Elk Grove City Council Chambers
                8400 Laguna Palms Way
                Elk Grove, CA

This is an accessible facility. Requests for documents in accessible formats, interpreting services, assistive listening devices, or other accommodations should be made by calling the County Voter Registration and Elections Department at (916) 875-6512 or by emailing your request to voterinfo@saccounty.net, no later than five working days prior to the meeting.

APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

Agenda

Location: Elk Grove City Council Chambers
                 8400 Laguna Palms Way
                 Elk Grove, CA

Date / Time: Wednesday, August 16, 2017 - 6:00 p.m.
1.   Call to order and Roll Call
2.   Welcome and Meeting Recap
3.   Membership Applications and Appointments of Members
4.   Public Input on Development of the Draft Election Administration Plan
5.   VAAC Input on Vote Center and Ballot Drop Off Locations
6.   Other matters for consideration
Adjourn

Summary

Handouts Provided: Agenda; California Voter's Choice Act Infographic; Guide to Voter's Choice Act and Vote Centers in Sacramento County Brochure; Vote Center Information Flyer; Election Administration Plan Discussion and Consultation Document; VAAC Open Call for Membership; and VAAC Membership Applications.

Call to Order: Committee Chair, Courtney Bailey, called the Sacramento County Voting Accessibility Advisory Committee meeting to order.

Attendees introduced themselves and everyone was reminded to sign in. Current VAAC member applicants in attendance included: Donald Tuttle, Inderjit Kallirai, Irene Capps, Jennifer Garets, Marianne Knoy, Margaret Johnson, and Russell Rowlings. Not present: Richard Stanley, Carol Moss, Charlene Jones, and Nick Bloise.

VAAC Committee Members will be officially appointed at the next meeting.

Opening Comments:

- The Voters Choice Act (VCA) directs the implementation of a Voting Accessibility Advisory Committee (VAAC) to allow for community input. This committee will assist the Sacramento County Voter Registration & Elections Department (VRE) by providing input and feedback for developing the County Election Administration Plan as directed by the Voter's Choice Act.
- A two year commitment is anticipated for committee members. Member applications will be accepted on a rolling basis. Paper applications are available at meetings and available online on the county's website.

APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

- Background was given for Sacramento County's move to the Voter's Choice Act and a brief summary of the Vote Center model being rolled out in June 2018.

Discussion/Questions

Discussion centered on the VAAC responsibilities and what issues will be addressed.

- Input on Vote Center locations. VRE would like input on locations that will meet accessibility and other site requirements to host a drop box for 29 days and 4 and 11 day Vote Center sites and how to best present those sites to the public.
- Resource ideas to help educate the public: We need more mechanisms to get out the word about VCA. Suggested: State resources, disability newsletters, county newsletter, and social media.
- Need to improve our website to make accessibility information more prominent on the home page. Dedicate a page just to disabilities; remote accessible voting; more comprehensive information on voters with disabilities.
- Specific media outreach suggestions. The County Media Office (CMO) controls any social media requests. Budget is limited at about $71K. We can go back to the Board and make requests in early December. Suggestion: Are there grants available to help with outreach costs?
- A more in depth presentation of the VCA was requested to help educate the committee. Suggested: Also educate on the county's accessibility surveying process.
- A concern about duplication of efforts was voiced. It was noted that Sacramento County is one of a small group of counties to be first in implementing this new voting model.
- Public consult meeting dates are yet to be determined.

Meeting Wrap Up Items:

- It was agreed that it would be helpful to have notice of topics that will be discussed in advance for each meeting so there is an outline to help stay on track. Other topics suggested: Updates on location selection process, site surveying for accessibility, county web page disability resource information, voting equipment, social media use, outreach events, remote accessible voting and building the Election Administrative Plan.
- A survey for committee member's availability will be emailed to help identify best locations, days, and times for meetings.
- Courtney will send out an outline of future meeting topics and the date, time and location of next meeting.

APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

September 12, 2017 Meeting

Agenda

Location: Sacramento County Voter Registration & Elections Office
                   7000 65th Street, Community Room
                   Sacramento, CA 95823

Date / Time: Tuesday, September 12, 2017 - 5:30 p.m.
1.   Call to order and Introductions
2.   Appointments of Members
3.   Goals of this Committee
4.   August 1 & 16 Meeting Recap
5.   Voter's Choice Act Presentation
6.   Future Agenda Topics & Other matters for consideration
7.   Adjourn
Please join us after the meeting for a tour of the Elections Office.

Summary

Handouts Provided:
Meeting Agenda; 2017 VAAC Meeting Schedule, August 1& 16 Meeting Recap, VAAC Goals, and Voter's Choice Act Presentation

Call to Order:
Committee Chair, Courtney Bailey, called the Sacramento County Voting Accessibility Advisory Committee meeting to order. Committee Members and attendees introduced themselves.

Committee Members in attendance included: Donald Tuttle, Richard Stanley, Nick Bloise, Margaret Johnson, Russell Rawlings, and Terry Schanz.

Committee Members Not Present: Indi Kallirai, Irene Capps, Marianne Knoy, Carol Moss, and Charlene Jones.

Appointment of Members:
Committee Member in attendance were officially appointed and sworn in.

Agenda Items and Discussion Comments:
- Request for any revisions to August 1st and 16th meeting notes were taken for updating, encouraging action items to follow-up on for subsequent meetings.
- Reviewed the goals of the VAAC.
- There will be a SOS hearing on 9/27/17 for certification of Remote Accessible Voting Systems (ROVS) from Democracy Live and Five Cedars.

APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

- In order for voters to vote privately and independently, equipment consideration should be made for visual, intellectual, and manual dexterity disabilities.
- Voters will be able to bring their own assistive devices to use on our equipment, i.e., an assistive sip and puff device, to any Vote Center or vote from home with their own equipment using the ROVS online to mark their ballot.
- Two Public Consultation Meetings will be held September 15th. The first meeting will be held from 10:00 a.m. to 11:30 a.m. and focus on voter accessibility. The second meeting will be held from 1:00 p.m. to 2:30 p.m. and will focus on language accessibility. Both meetings will be held here at the Voter Registration and Elections Office.
- Members suggested that Consultation Meetings be held at 6:00 p.m. in order to get more public participation.
- It was acknowledged that the County Voter Registration and Elections website was improving with the addition of several resources links.
- Elk Grove E-Transit is terminating weekend service in October.
- Members requested a calendar of VCA implementation items and progress of those items.
- The SOS Working Group is focusing on how the "get out the vote" effort will work with the Voter's Choice Act.
- Presentation of the Voter's Choice Act.
- Sacramento, Napa, Nevada and San Mateo counties have adopted the VCA so far.
- To address the 14 considerations for Vote Center locations in SB450, data from the American Community Survey (ACS) that is based on census tracts and data from our Election Management System was used to create the maps that identify areas of greatest need for Vote Centers.
- New 2016 ACS data is coming out this Thursday, 9/14/17
- Comments about VC considerations for locations included: Mega churches have large parking spaces and usually more available space; consistent and recognizable community location like libraries, government office, community centers would be ideal VC's; would not recommend police stations because of the intimidation factor for some communities; plenty of chairs need to be provided for voters

Action Items:

- Will data maps be updated with 2016 ACS information?
- Can we map populations of seniors over 65?
- Can we calculate how many people will show up at Vote Centers by looking at past polling place statistics for votes cast at polling places? How many ballots dropped off per location?
- Previous meeting question- Are there grants available to help with outreach costs?
- Calendar on VCA Implementation (check with Nevada County)

The next VAAC meeting will be held on September 26th at 6:00 p.m. to 7:00 p.m. here at the VRE Office.

APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

September 26, 2017 Meeting

Agenda

Location: Sacramento County Voter Registration & Elections Office
                      7000 65th Street, Community Room
                      Sacramento, CA 95823

Date / Time: Tuesday, September 26, 2017 – 6:00 p.m.
1.   Call to order and Introductions
2.   VAAC Co-Chair
3.   September 12 Meeting Recap
4.   Voter Center & Ballot Drop-off locations: physical access requirements and
        Sacramento County's procedures for reviewing locations
5.   Future Agenda Topics & Other matters for consideration
        Adjourn

Summary

Handouts Provided:
Meeting Agenda; 9/26/17 Meeting Summary, Polling Place Survey Presentation &
Review Forms, De Minimus Departures per DAC/VAAC Suggestions, Inaccessible
Polling Places- November 8, 2016, Public Hearing on Request for Approval of Voting
Technology

Call to Order:
Committee Chair, Courtney Bailey, called the Sacramento County Voting Accessibility
Advisory Committee meeting to order. Audience introductions were made.

Committee Members in attendance included: Carol Moss, Marianne Knoy, Donald
Tuttle, Richard Stanley, Nick Bloise, and Terry Schanz.

Committee Members Not Present: Indi Kallirai, Irene Capps, Charlene Jones, Russell
Rawlings, Margaret Johnson

VAAC Co-Chair Position:
Courtney requested that anyone interested in being the VAAC Co-Chair to please let
her know.

Review of Previous Meeting's Recap and Action Items Results:
- No changes or additions to the previous meeting summary were requested.
- 2016 American Community Survey data at census level will come out in December.
  VRE will determine at that time if we will update the information.

APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

- Map of voters over 65 presented. Data came from the county voter database. The median age of voters is 48 years.
- It is difficult to anticipate the traffic flow of VC's because voters can go anywhere in the county. With current precinct data, voters were assigned a specific polling place to cast their ballot. A map was displayed representing the number of voters who cast ballots at the polls in November 2016 by the nearest site that has said yes to a 4-Day Vote Center Another map of Vote by Mail Ballot drop-offs at Polls was also displayed.
- Currently there are grants available through Voter's Choice California for Community Organizers and Leaders to support the effective implementation of the Voter's Choice Act. Grant amount are $1k to $10K and you can apply at https://voterschoice.org/apply-for-a-grant/. There is also a bill for state funding (SB 113 has been signed by the governor and disbursement of the funds is in the works). A letter from advocates to the Sacramento County Board of Supervisors was sent encouraging a budget increase for elections outreach and media.
- The calendar for Voter's Choice Act Implementation is still in the works.

Agenda Items and Discussion Comments:
- DAC and VAAC members were invited equipment demonstrations held right before our VAAC meeting. Democracy Live and Five Cedars demonstrated their Remote Accessible Vote by Mail ballot marking systems (RAVBM) and ES&S and Dominion demonstrated their ballot marking equipment for accessible voting at a Vote Center. Any comments on the equipment demos should be emailed to Courtney.
- Can RAVBM be used by anyone? The RAVBM is intended for voters with disabilities and overseas and military voters to use. You are not required to prove that you have a disability in order to mark your ballot with RAVBM. With our current RAVBM for military voters, voter files are uploaded daily and able to use get their ballot to mark. "At-home ballot marking" was a term suggested for use to describe this process.
- The Secretary of State's website contains the staff reports on the voting equipment testing and certification.
- VRE website verbiage approved for Accessible Voting webpage. Courtney will send out for review and comment by VAAC members.
- Mindy Romero with California Civic Engagement Project will present a tool to help in identifying areas that need Vote Centers at the October 10th VAAC meeting.
- Courtney reviewed the physical access requirements, procedures, mitigation techniques, and forms used for Vote Center and Ballot drop-off location review. Also discussed were:
  - "de minimus departures", or allowances just outside the state standards that the County DAC helped to establish in 2014 to help determine the severity of the barriers at a location.
  - Ratings for accessibility, lighting, availability, interest and location (visibility)
  - Public Transportation concerns were brought up over some not running and inaccessible paths of travel. Courtney to work with Regional Transit and Paratransit more closely on status of public transportation stops and services.
  - Courtney: Off-street parking required to have one van accessible parking space. If the entire parking lot has excessive slopes (a particular location in Folsom), is it misleading

APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

to put a Van Accessible sign here knowing that it is not van accessible and a wheelchair lift could not land there?

Action Items:

• When will the next consultation meetings be scheduled?

• Request for more information on polling place turnout, including seniors and AutoMARK usage

• Social Security data (from Richard Stanley) analysis on people who receive benefits by zip code needs to be completed. Also, inquire about data from DMV on temporary and permanent placard holders.

The next VAAC meeting will be held on October 10th at 6:00 p.m. to 7:00 p.m. here at the VRE Office.

APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

October 10, 2017 Meeting

Agenda

Location: Sacramento County Voter Registration & Elections Office
7000 65th Street, Community Room
Sacramento, CA 95823

Date / Time: Tuesday, October 10, 2017 – 6:00 p.m.
1. Call to order and Introductions
2. VAAC Co-Chair
3. September 26 Meeting Recap
4. Vote Center & Ballot Drop-off Location Siting Tool
Special Guest Speaker: Dr. Mindy Romero, California Civic Engagement Project
5. Sacramento County Vote Center & Ballot Drop-off Location Updates
6. Future Agenda Topics & Other matters for consideration
7. Adjourn

Summary

Handouts Provided:
Meeting Agenda; 9/26/17 Meeting Summary

Call to Order:
Committee Chair, Courtney Bailey, called the Sacramento County Voting Accessibility Advisory Committee meeting to order. Audience introductions were made.

Committee Members in Attendance: Margaret Johnson, Irene Capps, Russell Rawlings, Charlene Jones, Donald Tuttle, Nick Bloise, Theresa Riviera

Committee Members Not Present: Carol Moss, Indi Kallirai, Richard Stanley, Terry Schanz, Marianne Knoy

VAAC Co-Chair Appointment:
Margaret Johnson accepted the position of Co-Chair

Review of Previous Meeting's Recap and Action Items Results:
- No changes were requested to the 9/29/17 meeting notes.
- The date for the next consultation meeting is scheduled for October 16th from 4 p.m. to 6 p.m. and will be held at the County Admin Building at 700 H Street, Meeting Room 2.
- Still to come- a map of Social Security data to help identify areas of high disability benefit recipients. Richard Stanley will provide the information and the Elections Office will create the map.

APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

Agenda Items and Discussion Comments:
- Vote Center & Ballot Drop-off Location Siting Tool Presentation by Guest Speaker, Mindy Romero from the California Civic Engagement Project:
- ➢ CCEC is developing an interactive siting tool that will assist Elections Officials with varying budgets to identify areas where the need is the greatest for Vote Centers and Ballot Drop-off Boxes in their counties.
- ➢ SB450 requires counties to take into account 14 criteria when selecting sites. Mindy reviewed each of the criteria and the various data sources. The map will identify sites down to a several block area. This tool will be publically available to view.
- Mobile Vote Centers are an option for additional Vote Centers above the required number. Suggestions were made to have these available at food truck events, farmer's markets, and other local events, low population large geographical areas. Also, mobile sites could be added just for Election Day. The elections office does not foresee implementing mobile vote centers for the June 2018 election at this time.
- Concerns voiced about street parking not giving enough room for van accessibility. No on-site parking will receive a score of "0" for a parking rating.
- Pedestrian walk audits suggested.
- The accessible voting web page has been updated. Courtney will send out the link to the site and asks that committee members please review and email her with any corrections or revisions by end of week so translations can be completed.
- The Elections office will be holding a Poll Worker Appreciation Event the week of 11/13/17. Session will be scheduled throughout the week and participants will receive service recognition and an introduction to the Voter's Choice Act. They will also learn about the new staffing opportunities available to them.
- Feedback needed on how to present maps without facility names to show sites that have said they are available or are a "maybe" status.

Action Items:
- Next meeting agenda items to include Vote Center Locations/Drop Boxes, street parking vs. parking garages, accessibility ratings, public transportation partners, and outreach materials
- Email committee with link to story map.

The next VAAC meeting will be held here on November 7th at 6:00 p.m.

APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

November 7, 2017 Meeting

Agenda

Location: Sacramento County Voter Registration & Elections Office
7000 65th Street, Community Room
Sacramento, CA 95823

1.   Call to order and Introductions
       Courtney Bailey and Margaret Johnson, Co-Chairs
2.   October 10 Meeting Recap
3.   Voting Equipment Selection Update
4.   Website Update
5.   Vote Center & Ballot Drop-off Locations Update: Physical Access Review
6.   Voter's Choice Act Outreach Materials Review & Ideas
7.   Future Agenda Topics & Other matters for consideration
8.   Adjourn

Summary

APPENDIX B – Language Accessibility Advisory Committee (LAAC)

Sacramento County
Voter Registration & Elections
Language Accessibility Advisory Committee

CHAIR

HANG NGUYEN

CO-CHAIR

SECRETARY

BROOKE CROTZER

MEMBERS

EDGAR CALDERON
HANA JOY
INDERJIT KALLIRAI
PALVINDER KAUR
HYOWAN KIM
ELENA MORROW
EDSON PEREZ
THERESA RIVIERA
KOY SAETEURN
TERRY SCHANZ

GOALS

- Assist and advise county elections officials on existing programs to reach voters with limited-English proficiency, including:
    - Recruitment and staffing of bilingual Election Officers
    - Provide feedback on election and voter education materials
    - Enhance website usability
- Provide expertise on language accessibility issues
- Promote language accessibility initiatives
- Respond to the County's questions regarding language accessibility issues

APPENDIX B – Language Accessibility Advisory Committee (LAAC)

SACRAMENTO COUNTY
VOTER REGISTRATION AND ELECTIONS
LANGUAGE ACCESSIBILITY ADVISORY COMMITTEE
AGENDA

Location: Voter Registration and Elections Office
7000 65th Street, Community Room

Date / Time: Wednesday, August 2, 2017 - 5:00 p.m.

1. Call to order and Roll Call

2. Welcome and Meeting protocols

3. Membership Applications and Appointments of Members

4. Public Input on Development of the Draft Election Administration Plan

5. Public Input on Access to the Elections Process for Voters with limited-English Proficiency

6. Other matters for consideration

Adjourn

This is an accessible facility. Requests for documents in accessible formats, interpreting services, assistive listening devices, or other accommodations should be made by calling the County Voter Registration and Elections Department at (916) 875-6512 or by emailing your request to voterinfo@saccounty.net, no later than five working days prior to the meeting.

APPENDIX B – Language Accessibility Advisory Committee (LAAC)

Language Accessibility Advisory Committee

Meeting Summary 08/02/2017

Introduction/Notes:

- Hang opened and welcome everyone to the first meeting of the LAAC
    - She provided a brief overview of the Voters Choice Act and how that will change the June 2018 Election
- The LAAC homework will be on helping us with the Election Administration Plan and what should be included in this plan
- The LAAC will be instrumental in helping the County provide and or recommend vote center locations
- Alice set the basic meeting guidelines, noting that the LAAC is an open and inclusive committee
- We received two applications from people to be on the LAAC committee
    - Applications are available in paper and online
    - Applications are accepted on a continual basis
    - We would like to have a minimum of 7 people on this committee
- The Election Administration Plan will be how we will implement the Voters Choice Act

Questions/Comments:

- The members asked several questions about the Election Administration Plan
    - How vote centers will be located
    - How best to share the vote center site information to the public
    - How to get the message out to though the media
- Many of the answers to these questions are in the Election Administration Plan document
- Staff continues to develop the process for implementation
- The vote center surveying is an ongoing process and member input will help identify additional locations to survey
- Member comments provided additional media outlets for use in reaching our minority language communities

Next Meeting Suggestions:

- Meeting Location: Voter Registration and Elections office
- Meeting Time: 5:30 PM
- Length of Meeting: 1 hour to 1 ½ hours
- How often we meet: Once a month
- We plan on having additional meetings, another scheduled meeting is in two weeks

Future Topics:

- Vote Center sites or potential sites

APPENDIX B – Language Accessibility Advisory Committee (LAAC)

SACRAMENTO COUNTY
VOTER REGISTRATION AND ELECTIONS
LANGUAGE ACCESSIBILITY ADVISORY COMMITTEE
AGENDA

Location: Voter Registration and Elections Office
                   7000 65th Street, Community Room

Date / Time: Wednesday, August 17, 2017 - 5:00 p.m.

1.   Call to order and Roll Call

2.   Welcome and Meeting Recap

3.   Membership Applications and Appointments of Members

4.   Public Input on Development of the Draft Election Administration Plan

5.   LAAC Input on Vote Center and Ballot Drop Off Locations

6.   Other matters for consideration

Adjourn

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APPENDIX B – Language Accessibility Advisory Committee (LAAC)

Language Accessibility Advisory Committee

Meeting Summary 08/17/2017

Introduction:

- Hang opened and welcomed everyone to the second LAAC meeting
- Brief overview of the Voters Choice Act and how the LAAC is part of this
- It was highly encouraged for everyone to be on the email subscription list
- LAAC applications are still being accepted and members will be appointed soon
    - Applications are available in paper and online
    - Applications are accepted on a continual basis

Notes/Questions and Comments:

- Members provided great ideas on other areas to target with our outreach
    - Neighborhood Associations (Newsletters)
    - Non-Profits
    - Community Centers (Different language communities)
    - Churches (Different language communities)
    - Places that assist the public (Example: DHA)
- Staff is still in the process of getting all flyers translated
- Members made it clear that Sacramento County should have its own social media accounts
    - Posts would not get lost and easier to access the community with important information
- Discussed by members that the best way to display information on drop boxes and vote centers would be by zip codes

Next Meeting Suggestions:

- Look over discussion document and provide us with feedback
- Look over website and provide us with feedback

APPENDIX B – Language Accessibility Advisory Committee (LAAC)

Sacramento County
Voter Registration & Elections
Language Accessibility Advisory Committee

CHAIR

HANG NGUYEN

CO-CHAIR

SECRETARY

BROOKE CROTZER

MEMBERS

EDGAR CALDERON
HANA JOY
INDERJIT KALLIRAI
PALVINDER KAUR
HYOWAN KIM
ELENA MORROW
EDSON PEREZ
THERESA RIVIERA
KOY SAETEURN
TERRY SCHANZ

Location: Voter Registration and Elections Office
             7000 65th Street, Community Room
             Sacramento, CA 95823

Date/Time: Wednesday, October 25th, 2017 - 6:00 p.m.

1.   Call to order and Roll Call

2.   Appointments of Members

3.   Goals of this Committee

4.   August 17th Meeting Recap

5.   Voter's Choice Act Presentation

6.   Future Agenda Topics

7.   Other matters for consideration

8.   Adjourn

Please join us after the meeting for a tour of the Elections Office

APPENDIX B – Language Accessibility Advisory Committee (LAAC)

Language Accessibility Advisory Committee
Meeting Summary 10/25/2017

Introduction:

- Hang welcomed everyone and called the third LAAC meeting to order
- Announcement of Hang's maternity leave beginning Nov 9th, and the introduction of Mike and Whitney who will be chairing the LAAC during her absence
- LAAC emails (LAACinfo@saccounty.net) will be monitored by Mike and Whitney
- Introduction of attendees and swearing in of present committee members
- Goals read by Mike
- Recap of August 17th meeting
- LAAC Vote Center PowerPoint Presentation

Questions/Comments:

- Members raised several questions and good ideas to consider:
  - Will drop boxes be near vote centers?
    - Drop Boxes are not included in the Vote Center count requirements – they are counted separately, 52 and 78 respectively
  - What is the ethnic breakdown of the 36% that are Polling Place voters?
  - How do we reach and engage the Elderly?
  - Do we have audio translators?
    - Suggestion of reaching out to CA Endowment for audio equipment
- SOS is currently working on translating all materials into 9 languages that can be customized and localized
  - Committee to review translated materials and encouraged to provide any additional translations
- Follow-up needed:
  - Social media ideas
    - Members were invited to submit hashtag ideas to the LAAC email
  - Members to review and share the EAP Discussion document, and were encouraged to provide feedback
  - Members to review LAAC page and offer feedback on resources
  - Vote Center location ideas
  - Community Resources – ESL, Casa Español, Adult Ed, KP International, APAPA, Galt, Gurdwara – Elk Grove and Gerber area, citizenship classes
  - Searching for ethnic media outlets to educate and promote the VCA

Future Agenda Topics:

- Language Workshops
  - Ideas on location, content (consistent message), frequency and timeframe

APPENDIX B – Language Accessibility Advisory Committee (LAAC)

Sacramento County
Voter Registration & Elections
Language Accessibility Advisory Committee

CHAIR

HANG NGUYEN

ACTING CO-CHAIRS

WHITNEY TOMOSOVICH
MIKE VANDERPOOL

SECRETARY

BROOKE CROTZER

MEMBERS

EDGAR CALDERON
HANA JOY
INDERJIT KALLIRAI
PALVINDER KAUR
HYOWAN KIM
ELENA MORROW
EDSON PEREZ
THERESA RIVIERA
KOY SAETEURN
TERRY SCHANZ

Location: Voter Registration and Elections Office
7000 65th Street, Community Room
Sacramento, CA 95823

Date/Time: Wednesday, November 29th, 2017 - 6:00 p.m.

1. Call to Order and Roll Call

2.   October 25th Meeting Recap and Assignment Follow-up

3.   Draft EAP Comments

4.   Partner Training – VRE Outreach Presentation

5.   Language Workshops

6.   Other Matters for Consideration

7.   Adjourn

APPENDIX C - ADVOCATE TEAM

MEMBERS

Sacramento County Voter Registration and Elections Staff
Secretary of State Staff (Jana Lean, James Schwab)
California State Legislature (Darren Chesin, Ethan Jones)
California Voter Foundation (Kim Alexander)
California Civic Engagement Project (Mindy Romero)
ACLU (Raul Macias)
Common Cause (Nicolas Heidorn)
DRC (Fred Nisen, Paul Spencer)
League of Women Voters / LULAC (Theresa Riviera)
NAACP (Tracie Stafford)

MEETING AGENDAS AND SUMMARIES

August 4, 2017 meeting

Agenda (no agenda prepared for this meeting)

Summary

On the call:

Jill LaVine	Alice Jarboe
Heather Ditty	Courtney Bailey
Hang Nguyen	William Kwong
Mindy Cuppy	Danielle Perez
Andrew Kehoe	Lisa Gasperoni
Darren Chesin	Ethan Jones
James Schwab	Jana Lean
Kim Alexander	Raul Macias
Fred Nisen	Paul Spencer
Mindy Romero	

VRE staff updated the Team on the following:
LAAC and VAAC activities, outreach activities, and website materials
Vote Center (VC) and Drop Off Site (DOS) activities including staffing models and resurveying polling places for suitability and agreement to be VC/DOS
Provided an overview of the surveying process that includes meeting ADA accessibility standards

APPENDIX C - ADVOCATE TEAM

Partners for VC/DOS to date - CSUS, Cosumnes Community College, Sacramento Public Libraries, City Halls, ACC, Meals on Wheels, Mutual Housing of California, Clear Channel, SPCA, other county buildings

Voter Education and Community Meetings have included CAPITAL, APAPA, Elk Grove Chamber of Commerce

Media in the works - videos for information sharing and education, informational brochures and info-graphic flyers

Redesign of the Election's mobile app for voter information and polling place lookup to reflect the VCA model

Questions from the team:

Did the schools have a concern with weekend hours related to DOS? The concern was more with non-students on campus, could be security problem.

For the DOS, just looking at inside or freestanding outside? VRE office has a 24 hour outside box, planning right now for interior boxes while awaiting the regulations; will release an RFP after the regulations are released. Exterior box would take between 4 and 6 months to install, including at county buildings.

What other ethnic communities are being contacted? We have contacts with NAACP and on-going contact with Univision.

Was LULAC contacted? Yes, LULAC representative was invited to be part of this team.

How best to comment on the EAP document? Email or written comments to VRE office; in any format (whole document with comments, stand-alone comments).

What is the payment amount for use of the facility? Prefer to stay at not more than $100 per day, but could go up to $200 per day.

Several team members suggested improvements to the website: remove password protection, add voters with disability page under resources, spell out EAP.

Budget for media and outreach was discussed briefly. Final budget hearings begin September 6.

The Registrar asked those on the call to volunteer in the following areas: video ideas, train the trainer partners, presentation ideas, and review of the FAQs being prepared by staff. No offers of volunteer support were immediately forthcoming and the request will be held over to the next meeting agenda.

Meeting schedule was decided as once a month. The next conference call / meeting is scheduled for September 8th at 10 a.m. (moved from September 1st in consideration of the Labor Day holiday).

Items set for discussion outside this group:

Are the locations of the VC/DOS required to be included in the EAP? When can the EAP be amended? Concern is for public to have input on where VC/DOS are located. Darren and Ethan were requested to provide feedback. Jana is to schedule the meeting the week of August 7th.

Vote Center balloting was requested to be added to the next meeting agenda.

APPENDIX C - ADVOCATE TEAM

September 8, 2017 meeting

Agenda

1. EAP Consultation Meetings 9/15 (noticed on 8/31)
2. Balloting at Vote Centers (CCROV 17066)
3. Voter Education Opportunities
4. Vote Center Survey Update
5. 'Homework' and items no one volunteered for
6. Any additional items you would like to discuss

Summary

On the call:

Jill LaVine	Alice Jarboe
Heather Ditty	Courtney Bailey
Hang Nguyen	Karen Startup
Mindy Cuppy	Darren Chesin
James Schwab	Tracy Stafford
Kim Alexander	Raul Macias
Fred Nisen	Paul Spencer

VRE staff and section updates

Outreach:
Flyers are in translation and a new County newsletter will have an article on the VCA.
There are 15 Voter Education events during September and October; staff would like additional events to add to the calendar.
SOS has designated the last two weeks in September as High School Voter Education weeks, and VRE will be at 8 high schools during this time addressing voter education and pre-registration.
FAQs are in final review for posting to the website next week.

Campaign Services:
Prepping materials for the June 2018 filing period, opening in February.
Have been meeting with the City Clerks to share VCA information.

VBM and VST (IT):
Updating the VRE website for VCA materials and EAP comment forms, including fillable form, and adding individual pages for the LAAC and VAAC (a suggestion from this group).
In the process of developing videos for education and outreach on the VCA.
Reviewing the layout of the County's VIG to be consistent with the recent Election Code changes.

APPENDIX C - ADVOCATE TEAM

Working the LAAC team to identify best meeting dates and times.
Reviewed some of the events attended to promote VCA (Celebrasian event).

Precincts:
Reviewed the status of resurveying all existing polling places for use as VC or DOS (drop off site), with 124 will participate as either a VC or DOS, 72 are no, and 18 still need surveying.
There remains a great deal of follow-up on site surveying and over the next two months staff will review availability and accessibility of the sites, then rate the sites based access, location, parking, lighting, and visibility to provide a list of 'best to least desirable' sites that can be used when considering the specific VC and DOS for an election.   The surveying will continue through this year and next year. Members were asked to provide sites for VRE to add to the survey list, especially in the Folsom area. Members asked if all communities were being included in the survey process, including campuses. VRE staff noted that all the County's recognized communities and colleges are being included in the survey process. Herald was presented as an example, that while it has few proximity requirements, it is a unique community for VCA purposes.
Reviewed Voter Education opportunities, partnering with City of Sacramento, Greater Sacramento Urban League, and Sacramento Public Libraries. Would like suggestions for additional contacts/partners as well as help with ideas on the best way to reach out to all the communities (videos, PowerPoint, flyers/brochures).
VAAC meeting schedule has been established and the PowerPoint will be presented for their review and feedback. The agenda will also include the basics of the VCA and that a VC will look like.
Poll Worker staffing will be tied to the type of job, with hourly pay for multi-day workers (inspector pay and clerk pay), perhaps a stipend for single day workers, and ballot 'runners' receiving a based wage. Need to work out details with County payroll. Other state's experience showed this provided for better retention of poll workers.
Members asked if the training for VC poll workers had been created yet. Staff noted this is in development and will include interacting with voters with disabilities. The County's DAC has participated in the training, providing excellent feedback. The training will be more extensive, and cover more procedures in support of VC activities. Members noted they would be available to attend and assist with accessibility training.
Planning a Poll Worker appreciation 'open house' for the estimated 15,000 poll workers currently on file, thanking them for their past service, explaining the VCA and inviting them to continue serving in a VC.

1. **EAP consultation meetings**
    The Consultation meetings are scheduled for September 15 at 10 and 1:30. The first meeting will be for representatives of voters with disabilities and the second meeting for representatives of voters with language needs.
    Members questioned the time of the consultation meetings, noting their concern that attendance will be low or overwhelmed should another community attend the meeting. VRE noted that comments can be submitted on-line as well as presented in person at either of these meetings.

APPENDIX C - ADVOCATE TEAM

There was general discussion on the date for the EAP meeting. The date for the EAP public meeting has not been set yet. The development of the Draft EAP will result from the Consultation meetings. Once the Draft is developed, a public Draft EAP meeting can be scheduled. Prior to holding the meeting, the Draft EAP document will need to be translated (about two weeks), then it will be posted to the website at least 2 weeks before the meeting to receive public input on the Draft EAP, and the input period continues for 2 weeks after the meeting.

2. Balloting at Vote Centers
The SOS released CCROV 17066 clarifying that the intent of the bill is to allow a voter to vote a ballot at any VC and place that ballot in a VC ballot box without the use of an envelope. Voters will be able to drop off their VBM ballot, get a replacement VBM ballot, or get a non-envelope ballot and place that in a separate ballot box designated for that purpose at the VC. These non-envelope ballots cannot be taken with the voter, nor can they be returned at any other voting site or Drop Off Box.

3. Voter Education Opportunities
VRE staff have been making presentations throughout the county, including at City Council meetings, Rotary Clubs, and to elected officials. Many of the Cities have asked for presentations in 2018, as they won't be on the ballot until November 2018. VRE staff will present at Mr. Heidorn's 9/19 event.

4. Vote Center Survey Update
(Reviewed above)

5. Homework
VRE staff noted that the department's FAQs will be sent out to this group next week and will be posted to the website. This team's feedback on these, from a general public perspective would be appreciated. Are these understandable and easy to follow? Are there any questions or topics that are missing? Staff also noted the Resources page will be on the VAAC agenda for review.
Members noted information on accessible voting options and language access would be good. It was also mentioned that separate pages should be created to provide information for voters with disabilities and for voters needing language assistance. It was also suggested that VBM information be expanded, including signature verification and security information.
VRE staff shared the work in progress on reviews of other website, video ideas and VAAC/LAAC agenda items.

6. Additional Items for Discussion
Members asked if the voting system RFP was already out. Staff noted that it was out in mid-July and responses have been received and are being rated. The RFP was presented in Lots to allow vendors option in responding to the RFP.

APPENDIX C - ADVOCATE TEAM

The scores will be based on their written response and their demonstration. The Board of Supervisors will be presented with staff recommendations in October. Members asked if they would participate in the demonstrations and ask questions. Staff noted this would not be an option, but Subject Matter Experts from system security and voter accessibility will be assisting rating the demonstrations

Staff reminded the team that this group has a lot of work to do in a very short time and was requested to keep the team membership to those who support the County's diverse communities.

Members asked staff to resend the previous emails and meeting summary. It was also requested that the emails be standardized.

One VRE staff member has been designated the 'sender' - look for emails from Cindy Jensen, with the subject line Sacramento County Advocate Team.

APPENDIX C - ADVOCATE TEAM

October 6, 2017 meeting

Agenda

1. Section Updates
2. Items from Previous Meeting, September 8, 2017
3. EAP Consultation Meeting Updates
4. Frequently Asked Questions (FAQ's) Review and Discussion
5. Voter Education and Outreach Partner and Partner Training
6. Any additional items you would like to discuss

Summary

On the call:

Jill LaVine	Alice Jarboe
Heather Ditty	Courtney Bailey
Karen Startup	Jose Farreras,
Laura Anderson	Kim Alexander
Darren Chesin	Mindy Cuppy
Raul Macias	Nicolas Heidorn
Tracy Stafford	James Schwab
Paul Spencer	

1. VRE staff and section updates

Outreach:
Staff attended 15 speaking engagements in September and participated in the High School Voter Education week. More than a dozen events are currently scheduled in October. Events for November and December are being scheduled.

Campaign Services:
Staff is updating the calendar of events for candidate filing. A glossary of terms is being created to assist candidates with the transition to VCs. Staff would like input from members on content for the glossary.

Precincts:
Met with Greater Sacramento Urban League who provided additional community contacts for the North Sacramento and Oak Park areas. The VRE website now has additional information on the Get Involved link. Additional pages on accessible voting after the RFP process for a new voting system is complete. Dr. Romero presented her siting tool at the recent VAAC meeting. VAAC members have started visiting Senior facilities throughout the county. An Election Officer Appreciation Week will be held November 13 - 17, to thank all the people who worked at a polling place. This is also an opportunity to offer information on working at a VC.

APPENDIX C - ADVOCATE TEAM

Staff will meet with library staff to review their voter education program on October 24. Continuing to review process changes needed for election administration activities related to polling places.

A site survey status was provided, noting some surveys are outstanding and site rating is pending.

Following the sharing of tentative sites with the VCA-global email list with team members, staff received calls from 14 tentative sites who said they received complaints. One of these sites has now declined to participate in VC activities. This sharing has produced a negative effect on the department's ability to conduct VC elections.

VBM and VST (IT)
LAAC webpage in process. VST and Outreach sections are working on video ideas for VCA education. Staff is reviewing the VIG content and cover, goal is to provide best format for VC information. The VCA website is updated often, be sure to check this for new content.

2. **Items from Previous Meeting, September 8, 2017**
   An update on the voting system RFP was provided. The DTech department conducted a thorough review of each vendor's security.

3. **EAP Consultation Meeting Updates**
   A second consultation meeting for input on the Draft EAP is scheduled for October 16, 2017 from 4 to 6 p.m. at the County Administration Building.

4. **Frequently Asked Questions (FAQs) Review and Discussion**
   At the last meeting, staff asked for comments on the FAQs, but have not yet received any feedback. The current FAQs have been posted to the website and can be updated as new or clarified FAQs are received.

5. **Voter Education and Outreach Partner and Partner Training**
   Staff reviewed the Partner Training for community groups. This will provide a standard message that community groups can use when they are making presentation about the VC program. A draft talking points outline will be sent to members with the next agenda.
   Staff asked members to provide any messages they would like to include in the Media and Education campaign.

6. **Any additional items you would like to discuss**
   Team member comments:
   Expand the on-line comment form to be for any comments.
   Have a kick-off story in the Bee.
   Many of the advocacy groups are chapters, may not have uniform communication among the chapters.
   How will campaigns be notified of voters who voted.
   Team member updates:

APPENDIX C - ADVOCATE TEAM

A voting system demonstration by ES&S will be conducted at Waffle Square, downtown, Friday 10/13.
VCC/FOCE webinars the last two weeks were well attended.
Staff requested input on video ideas and partner training ideas.

APPENDIX C - ADVOCATE TEAM

November 3, 2017 meeting

Agenda

1.   ROV VCA Update
2.   Items from Previous Meeting, October 6, 2017
3.   Frequently Asked Questions (FAQ's) Review and Discussion
4.   Voter Education and Outreach Partner and Partner Training
5.   Advocacy updates

Summary

On the call:

Jill LaVine	Alice Jarboe
Heather Ditty	Karen Startup
Hang Nguyen	Nicole Callaway
Laura Anderson	Laura McCasland
Jana Lean	Kim Alexander
Nicolas Heidorn	Paul Spencer
Sam Seng	

1**. ROV VCA Update**
    Staff is busy. The RFP intent to award letters have been published, include
    Dominion, Runbeck, Democracy Live and Tenex held desk management.
    Some cities have asked for presentations - Elk Grove next week, then Rancho
        Cordova
    The EAP draft document is in development.
    Outreach events are being coordinated with the public libraries, tentatively
    scheduled for April.
    Vote Center and Drop Box location surveying continues.
    Members congratulated staff on RFP selections and asked about the release
        date for the EAP.
    Members also asked about VRE conducting outreach at New Citizen
        ceremonies.

2. Items from Previous Meeting, October 6, 2017
    The online comment form is available for any comments. Other pages now have
    links to this comment form.
    Members asked how candidates will be notified of those who have voted. Staff
    noted the SOS sponsored SB450 working group has discussed this and is
    evaluating reporting options.

3. Frequently Asked Questions (FAQ's) Review and Discussion

APPENDIX C - ADVOCATE TEAM

Staff received several comments from members that will expand information shared through the FAQs.
Additional comments can be sent to Cindy Jensen.

4. Voter Education and Outreach Partner and Partner Training
The Team discussed the partner training outline ideas and suggested the following additions:
LAAC and VAAC information
Clarified that CVR will be the term used in State and VRE publications
Explain signature verification
Expand security and chain of custody
What the Drop Box locations look like
Explain the RAVBM process
Members were asked to have any additional ideas to Cindy J. in time to have the program out by the end of November.

5. Advocacy updates
Paul Spencer shared that he is working on content (RAVBM, social media, websites) for the March 8th FOCE conference in Los Angeles, tool kits in plain language, and reviewing the Nevada County Draft EAP. He shared that the recent Greenhaven community event was well attended.
Nicolas Heidorn shared he is working internally with his membership to provide education about the VCA closer to the election, and is reviewing documents on the County's website.
Kim Alexander noted she has been attending the County's LAAC and VAAC meetings and SOS regulation hearings.
Sam Seng said that she is reviewing voter registration programs from across the state with the goal to put some plans together for Sacramento.
Jana Lean said her office is busy with regulations, working groups and task forces.

Other discussion:
Nicolas Heidorn requested information on Spanish translation activities, including what terms are being used for Vote Center and other words from the VCA. It was noted that the state LAAC was working on standardized translations and that group would be a good resource. He also asked about informational videos.
Jana Lean noted the SOS should have these ready after the first of the year.
Kim Alexander suggested a standard hashtag, #saccountyvotes.

Next Meeting - December 1, 2017, 10:00 a.m.

APPENDIX D - EAP PUBLICATIONS

Notice Date: August 31, 2017

PUBLIC NOTICE

Consultation Meeting for the Development of the Draft Plan for the Administration of Elections Conducted Pursuant to the Voter's Choice Act
For Interested Residents, Representatives from the Disability Community and Community Organizations and Individuals that Advocate on Behalf of, or Provide Services to, Individuals with Disabilities

Jill LaVine, the Sacramento County Registrar of Voters, invites interested residents, including representatives and advocates of the County's disability communities, to provide consultation and input on the development of the County's draft Election Administration Plan. All interested parties are encouraged to attend the meeting September 15, 2017.

The purpose of the meeting is to provide a forum for public input on the development of the County's draft Election Administration Plan.

Meeting Date: September 15, 2017

Meeting Time: 10 a.m. to 11:30 a.m.

Location: Sacramento County Voter Registration and Elections Office
            7000 65th Street, Suite A
            Sacramento, CA 95823

This is an accessible facility. Requests for documents in accessible formats, interpreting services, assistive listening devices, or other accommodations should be made by calling the County Voter Registration and Elections Department at (916) 875-6512 or by emailing your request to voterinfo@saccounty.net, no later than five working days prior to the meeting.

APPENDIX D - EAP PUBLICATIONS

Notice Date: August 31, 2017

PUBLIC NOTICE
Consultation Meeting for the Development of the Draft Plan for the Administration
of Elections Conducted Pursuant to the Voter's Choice Act
For Representatives, Advocates, and Other Stakeholders of the County's Language
Communities

Jill LaVine, the Sacramento County Registrar of Voters, invites interested representatives of the County's language communities to provide consultation and input on the development of the County's draft Election Administration Plan (EAP). All interested parties are encouraged to attend the meeting September 15, 2017.

The purpose of the meeting is to provide a forum for public input on the development of the County's draft Election Administration Plan.

Meeting Date: September 15, 2017

Meeting Time: 1:30 p.m. to 3:00 p.m.

Location: Sacramento County Voter Registration and Election
                  7000 65th Street, Community Room
                  Sacramento, CA 95823

This is an accessible facility. Requests for documents in accessible formats, interpreting services, assistive listening devices, or other accommodations should be made by calling the County Voter Registration and Elections Department at (916) 875-6512 or by emailing your request to voterinfo@saccounty.net, no later than five working days prior to the meeting.

APPENDIX D - EAP PUBLICATIONS

Notice Date: October 6, 2017

PUBLIC NOTICE
Second Consultation Meeting for the Development of the Draft Plan for the Administration of Elections
For Interested Residents, Representatives from the Disability Community and Community Organizations and Individuals that Advocate on Behalf of, or Provide Services to, Individuals with Disabilities
And
For Representatives, Advocates, and Other Stakeholders of the County's Language Communities

Jill LaVine, the Sacramento County Registrar of Voters, invites interested residents, including representatives and advocates of the County's disability communities and the County's language communities, to provide consultation and input on the development of the County's draft Election Administration Plan. All interested parties are encouraged to attend the meeting October 16, 2017.

The purpose of the meeting is to provide a forum for public input on the development of the County's draft Election Administration Plan.

A discussion and consultation document is available on the department's webpage at www.elections.saccounty.net/VoteCenters/Documents/EAP-Discussion-and-Consultation-Document-Web.pdf. Comments can also be provided through the department's website at www.elections.saccounty.net.

Meeting Date: October 16, 2017
Meeting Time: 4 p.m. to 6 p.m.
Location: Sacramento County Administration Building
                      Hearing Room 2
                      700 H Street
                      Sacramento, CA 95814

This is an accessible facility. Requests for documents in accessible formats, interpreting services, assistive listening devices, or other accommodations should be made by calling the County Voter Registration and Elections Department at (916) 875-6512 or by emailing your request to voterinfo@saccounty.net, no later than five working days prior to the meeting.

APPENDIX D - EAP PUBLICATIONS

Notice Date: November 27, 2017

NOTICE OF AVAILABILITY OF DRAFT ELECTION ADMINISTRATION PLAN

AND

NOTICE OF PUBLIC MEETING CONSIDER THE DRAFT ELECTION ADMINISTRATION PLAN

FOR SACRAMENTO COUNTY

NOTICE IS HEREBY GIVEN by Jill LaVine, the Sacramento County Registrar of Voters, that a public meeting will be held for the purpose of receiving comments on the Draft Election Administration Plan.

NOTICE IS FURTHER GIVEN that the Draft Election Administration Plan (Plan) is posted on the Registrar's website at www.elections.saccounty.net. The Plan is available in English, Spanish, Chinese, Tagalog, Vietnamese, Japanese, Korean, and Hindi in accordance with federal and state law.

Comments on the Plan may be submitted using the on-line comment form on the Registrar's website (www.elections.saccounty.net), by email at voterinfo@saccounty.net, in writing (address below), or in person at the public meeting.
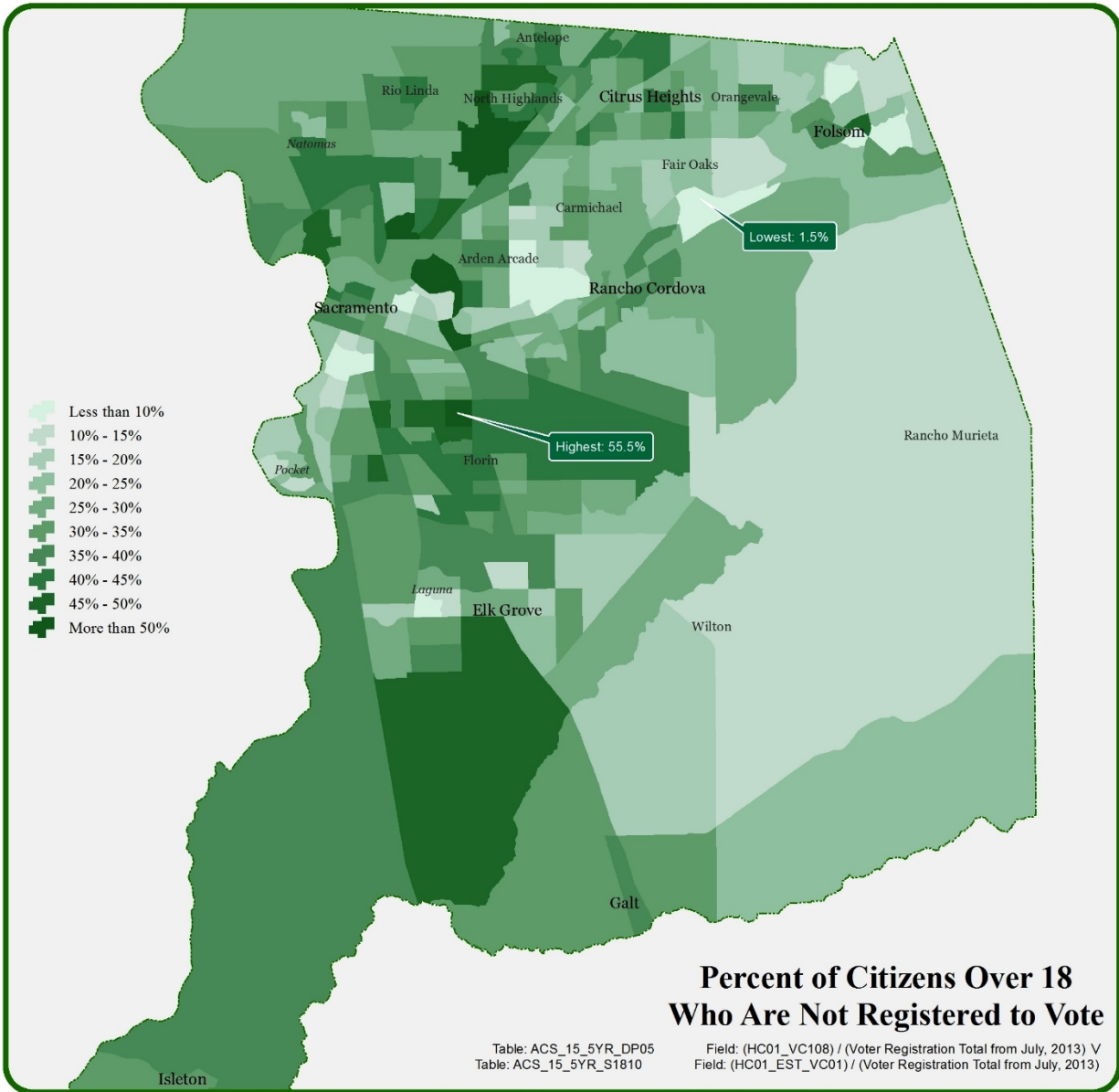
Meeting Date: December 12, 2017
Meeting Time: 5 p.m. to 7 p.m.
Meeting Location: Sacramento County Voter Registration and Elections
                     7000 65th Street, Training Room
                     Sacramento, CA 95823

For more information regarding this meeting please call (916) 875-6451 or email voterinfo@saccounty.net.

This is an accessible facility. Requests for documents in accessible formats, interpreting services, assistive listening devices, or other accommodations should be made by calling the County Voter Registration and Elections Department at (916) 875-6512 or by emailing your request to voterinfo@saccounty.net, no later than five working days prior to the meeting.

SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

APPENDIX E - DATA MAPS

1)   PERCENT OF RESIDENTS 18 AND OLDER WHO ARE NOT REGISTERED TO
       VOTE

**Percent of Citizens Over 18
Who Are Not Registered to Vote**

Table: ACS_15_5YR_DP05
Table: ACS_15_5YR_S1810

Field: (HC01_VC108) / (Voter Registration Total from July, 2013) V
Field: (HC01_EST_VC01) / (Voter Registration Total from July, 2013)

APPENDIX E - DATA MAPS

2)   PERCENT OF POPULATION OVER 18 WITH DISABILITIES
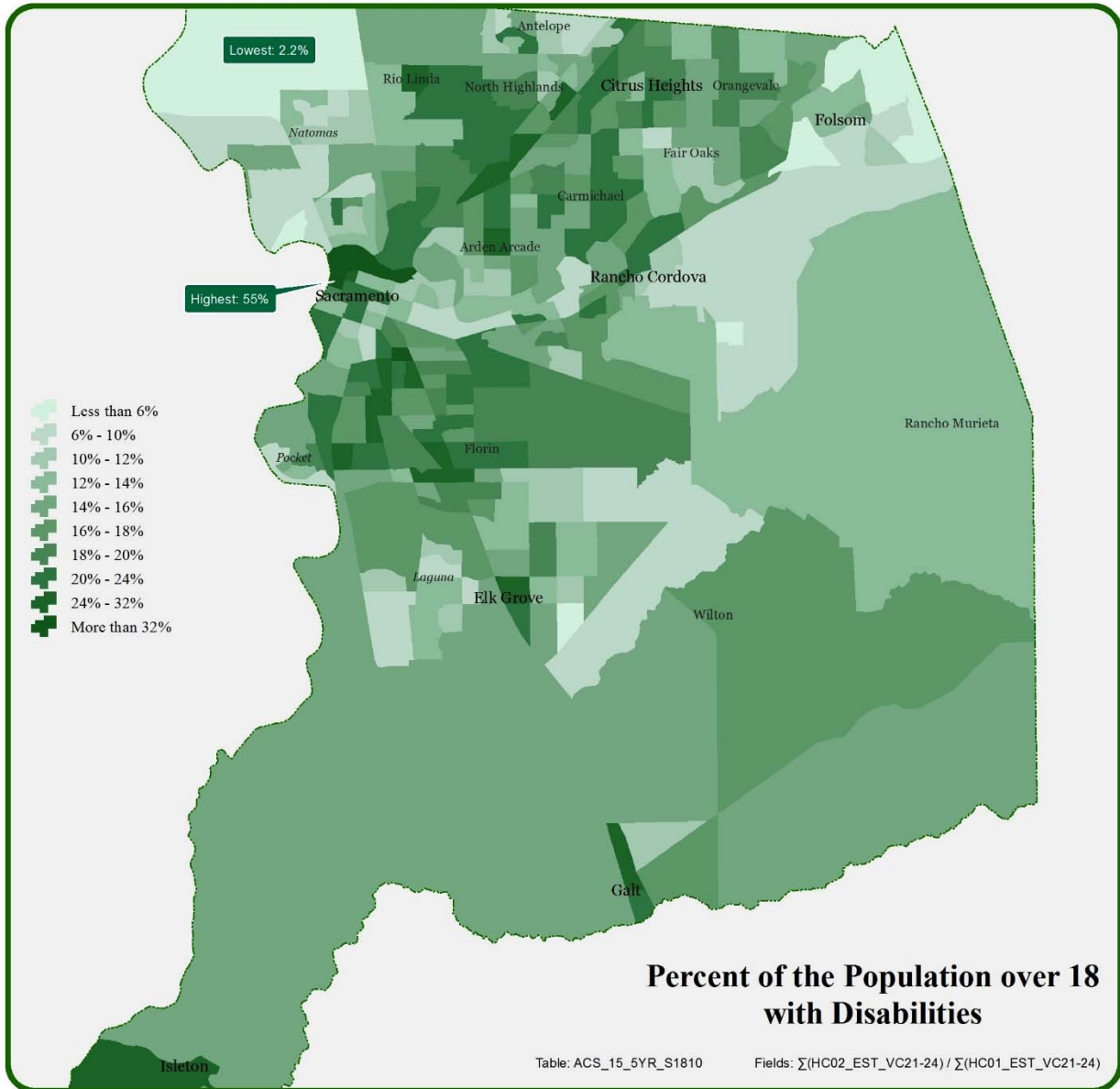
APPENDIX E - DATA MAPS

3)   PERCENT OF POPULATION THAT IS LESS THAN ENGLISH PROFICIENT

Percent of the Population that is Less than English Proficient

Table: ACS_15_5YR_DP04   Fields: ∑(HC03_EST_xxx) / HD01_VD01
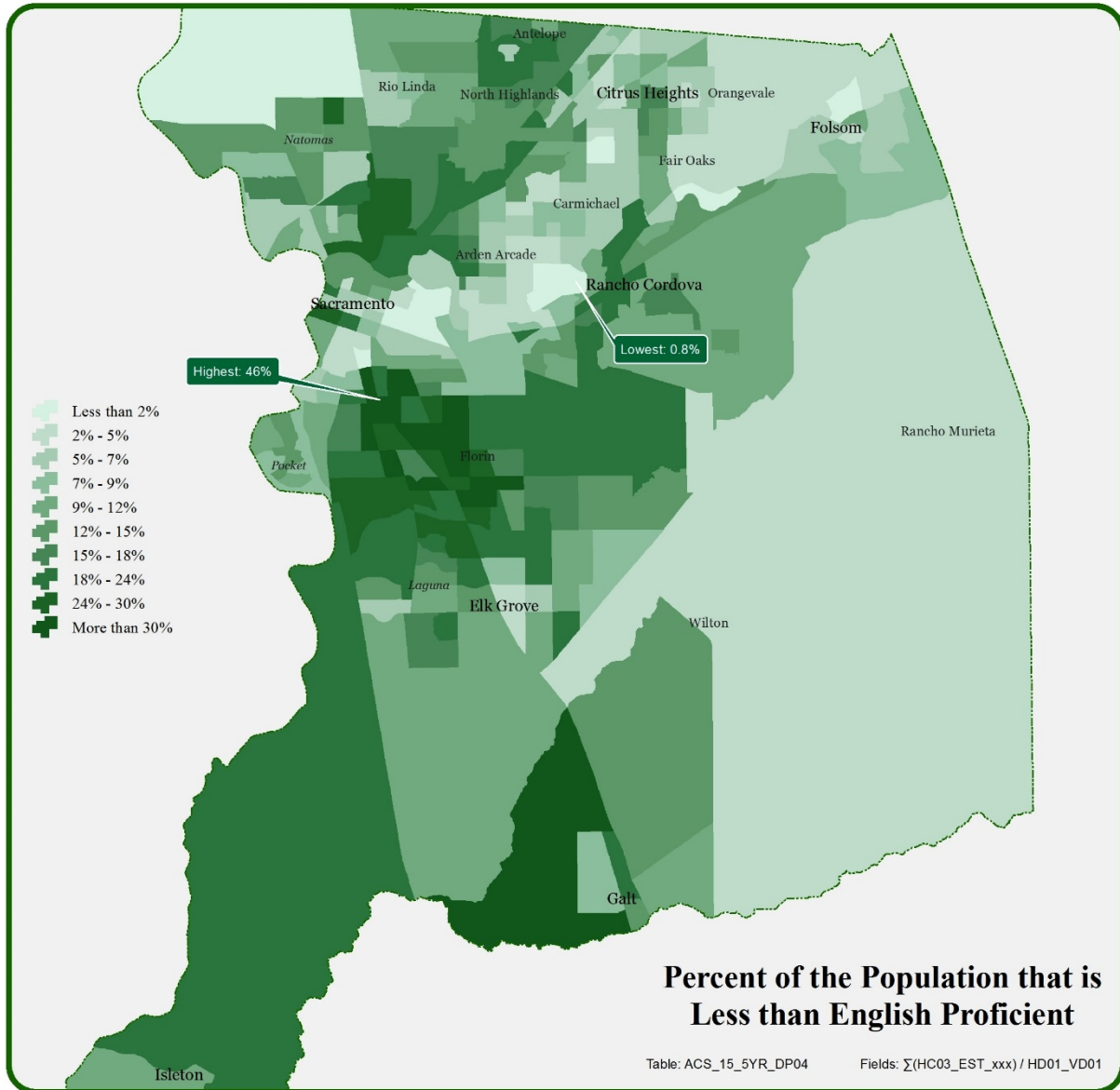
APPENDIX E - DATA MAPS

4) MEDIAN HOUSEHOLD INCOME
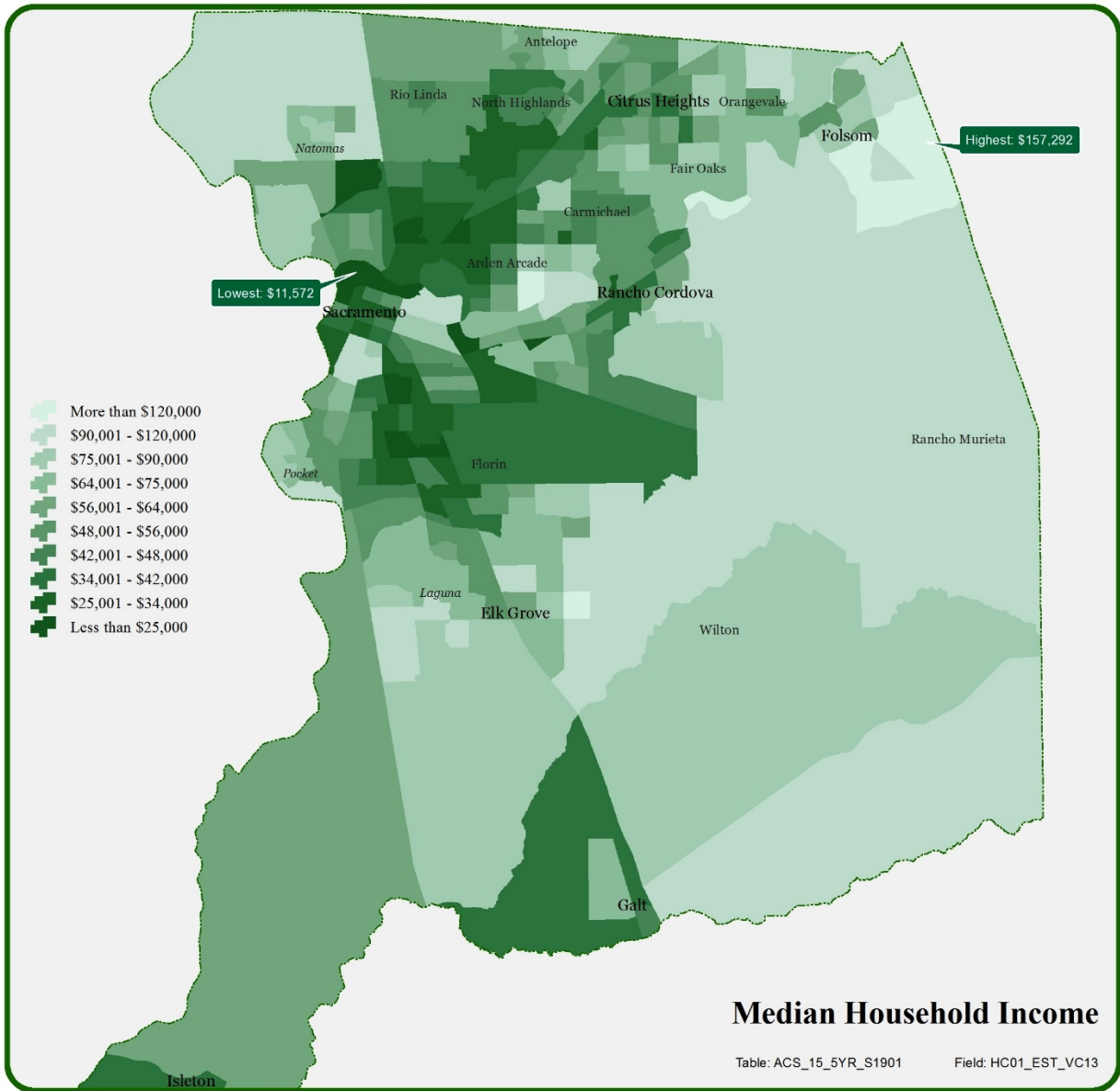
APPENDIX E - DATA MAPS

5)   PERCENT OF HOUSEHOLDS WITH NO VEHICLE OWNERSHIP

Percent of Households with
No Vehicle Ownership

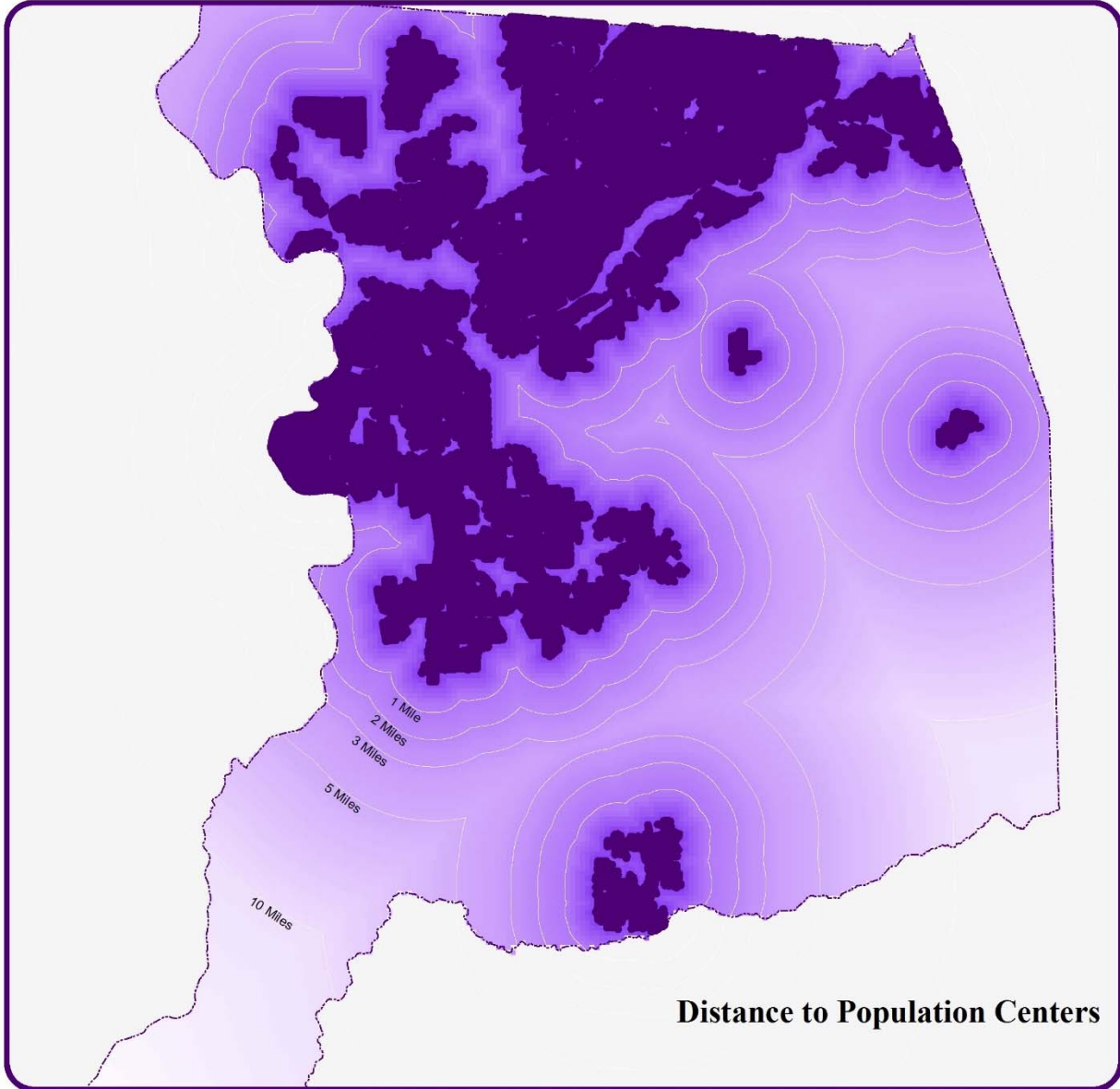Table: ACS_15_5YR_DP04   Field: HC03_VC85
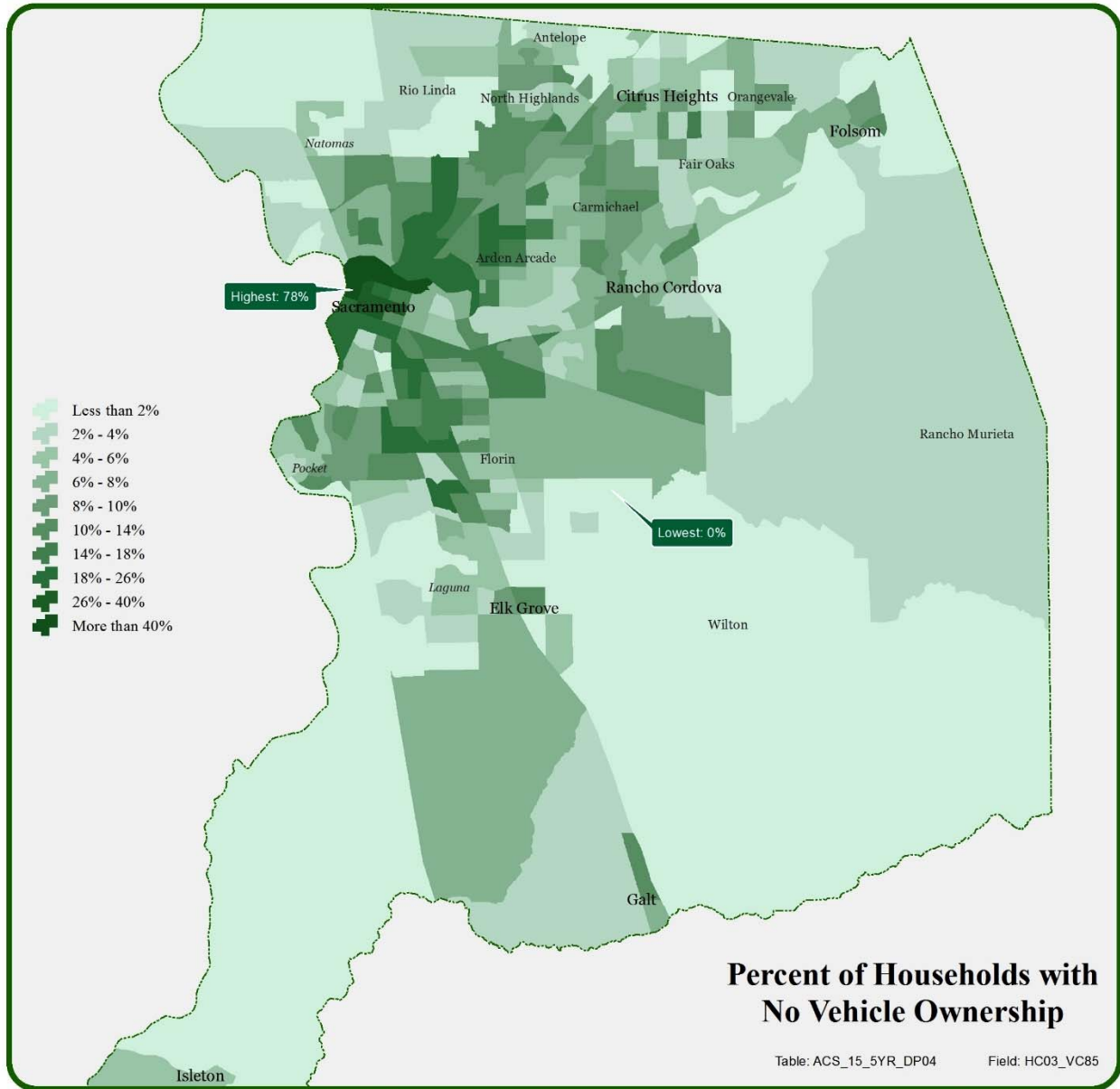
APPENDIX E - DATA MAPS

6)   PERCENT OF REGISTERED VOTERS WHO ARE PERMANENT VOTE BY MAIL VOTERS
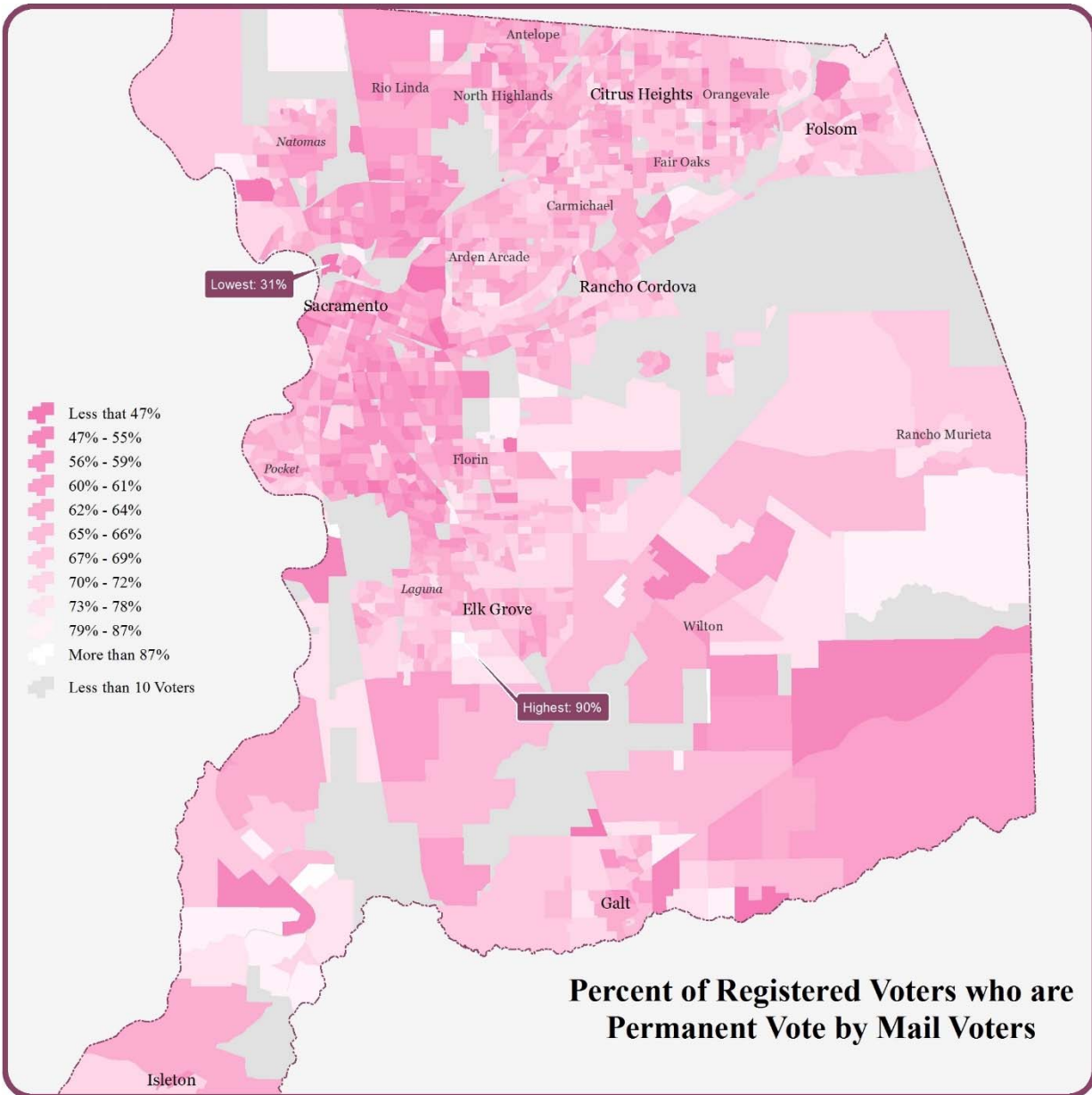
APPENDIX E - DATA MAPS
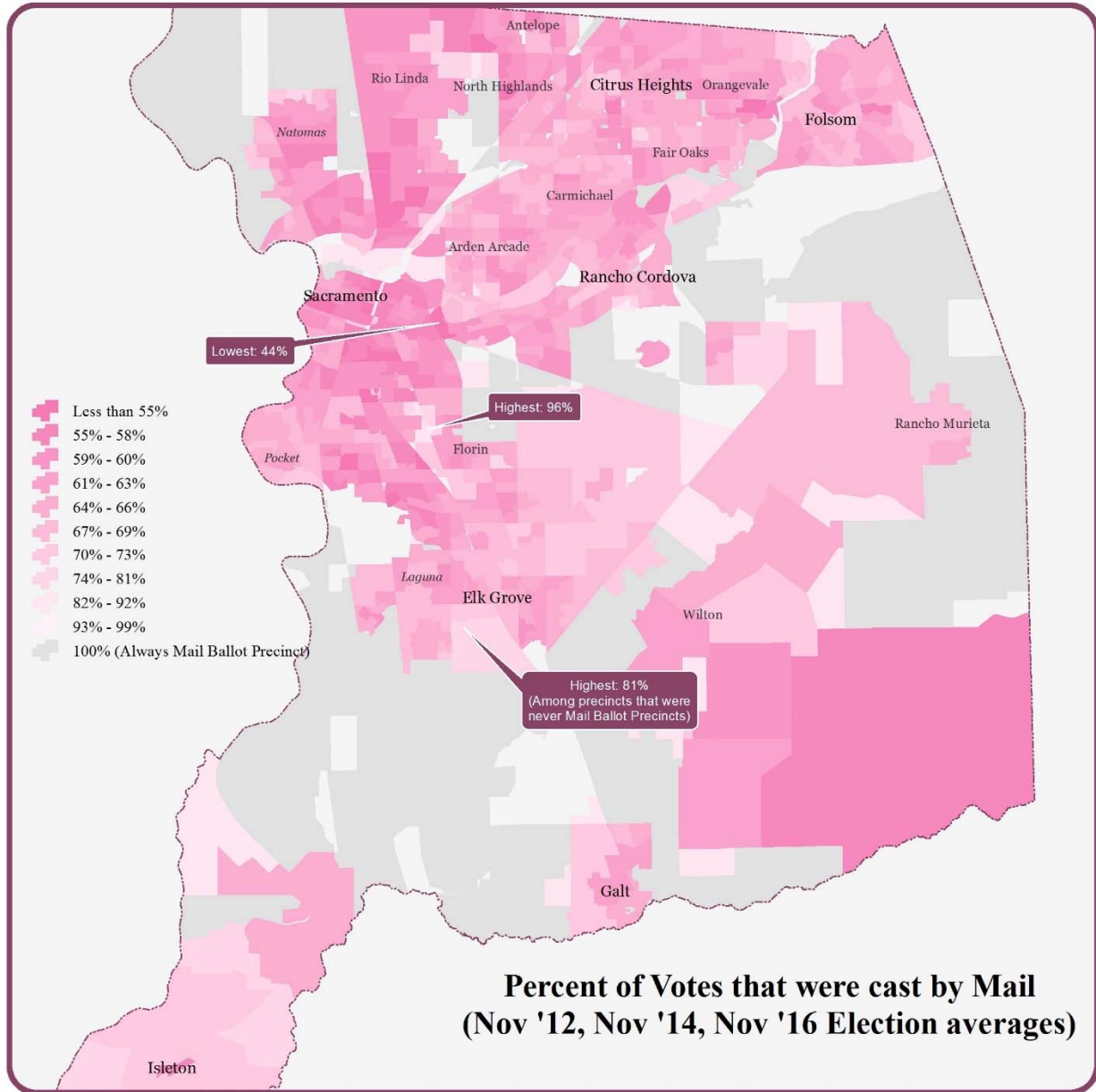
7)   DISTANCE TO POPULATION CENTERS

Distance to Population Centers

APPENDIX E - DATA MAPS

8)   DISTANCE TO PUBLIC TRANSPORTATION

1/4 Mile
1/2 Mile
3/4 Mile
1 Mile
2 Miles
3 Miles

Distance to Public Transportation
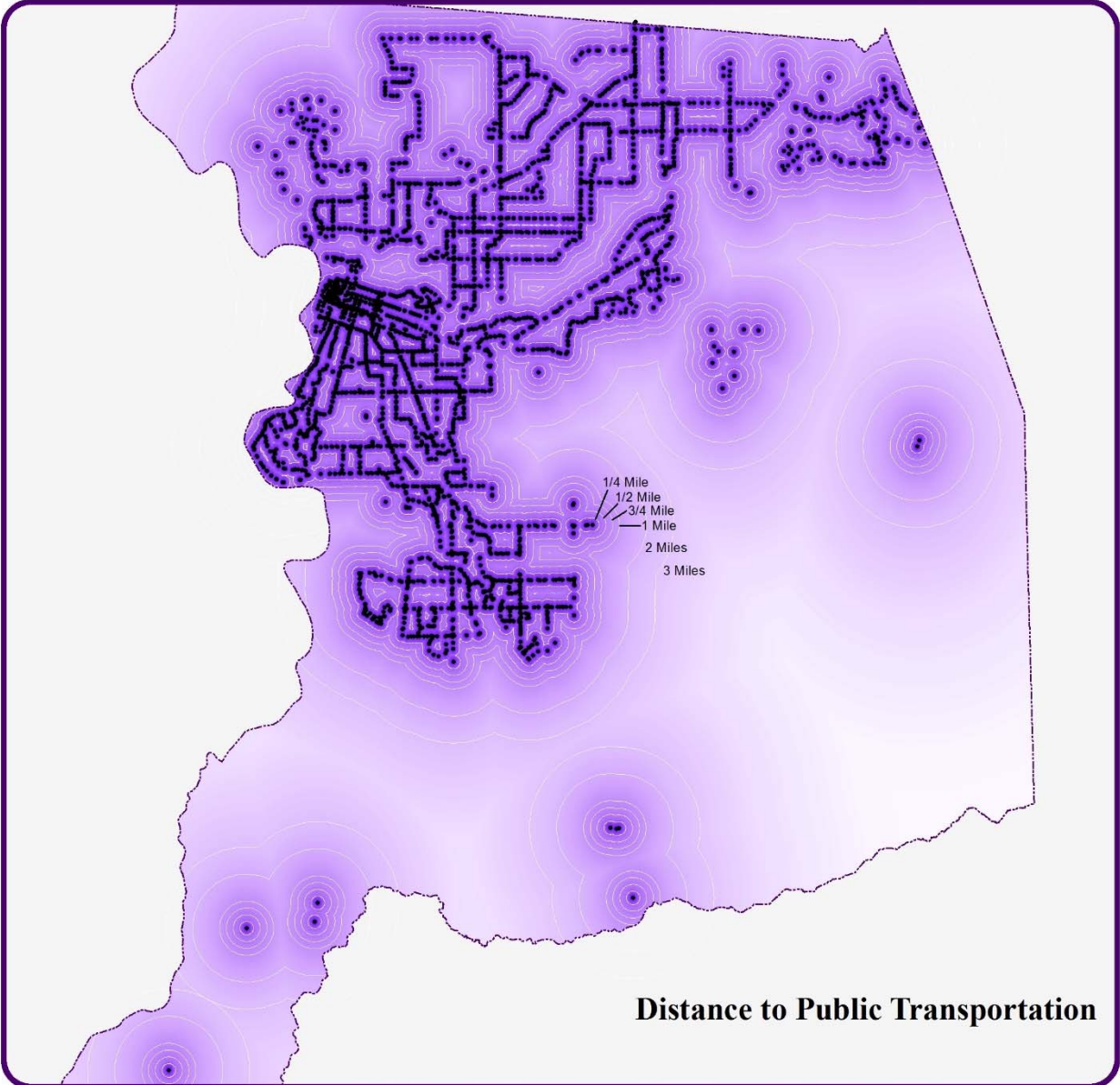
APPENDIX E - DATA MAPS

9)   VOTE BY MAIL ACTIVITY

Percent of Votes that were cast by Mail
(Nov '12, Nov '14, Nov '16 Election averages)

APPENDIX E - DATA MAPS

10)   VOTER DENSITY (Heat Map)

Voter Density Heat Map
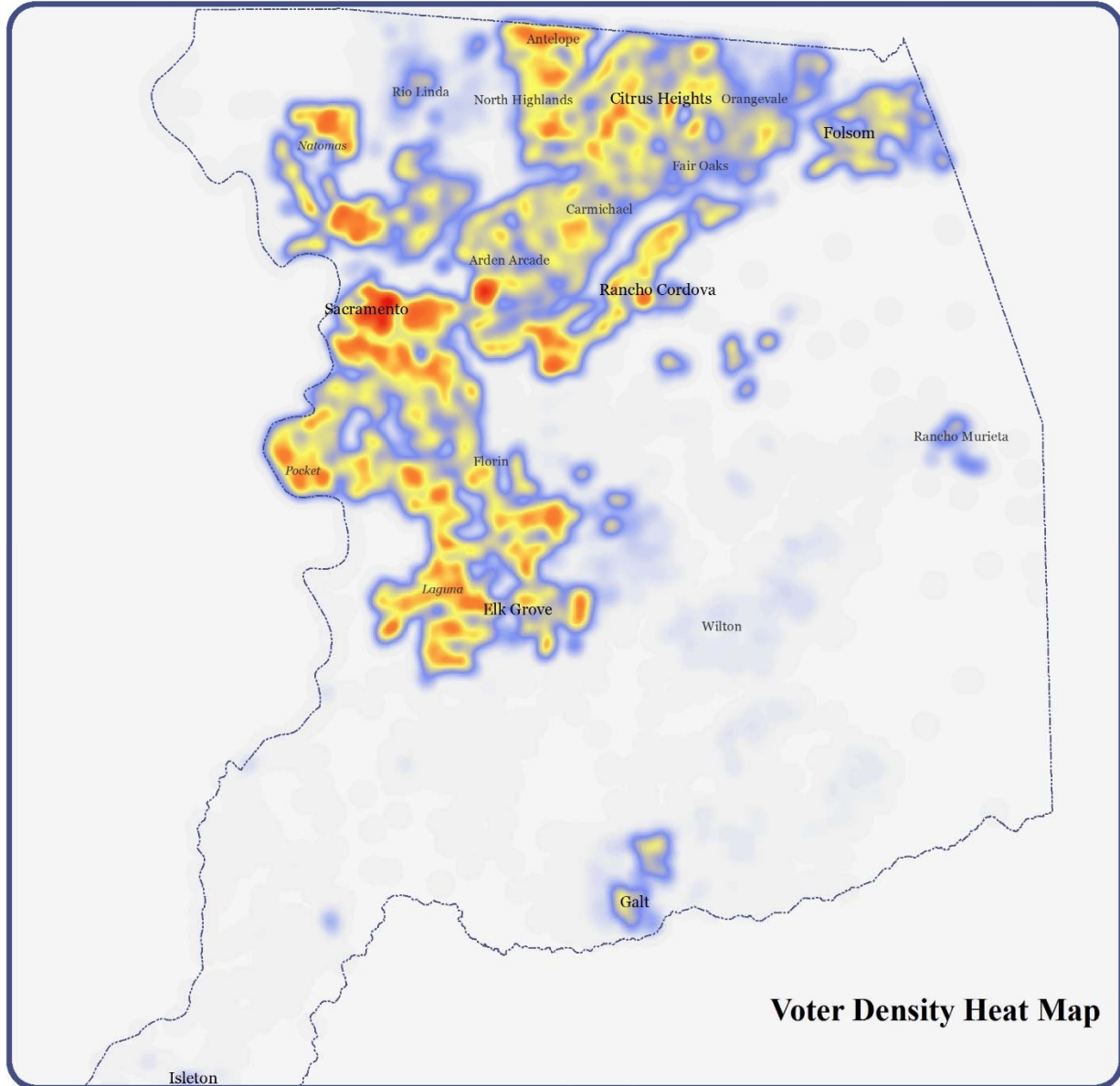
APPENDIX E - DATA MAPS

11)   COMBINED MAPS
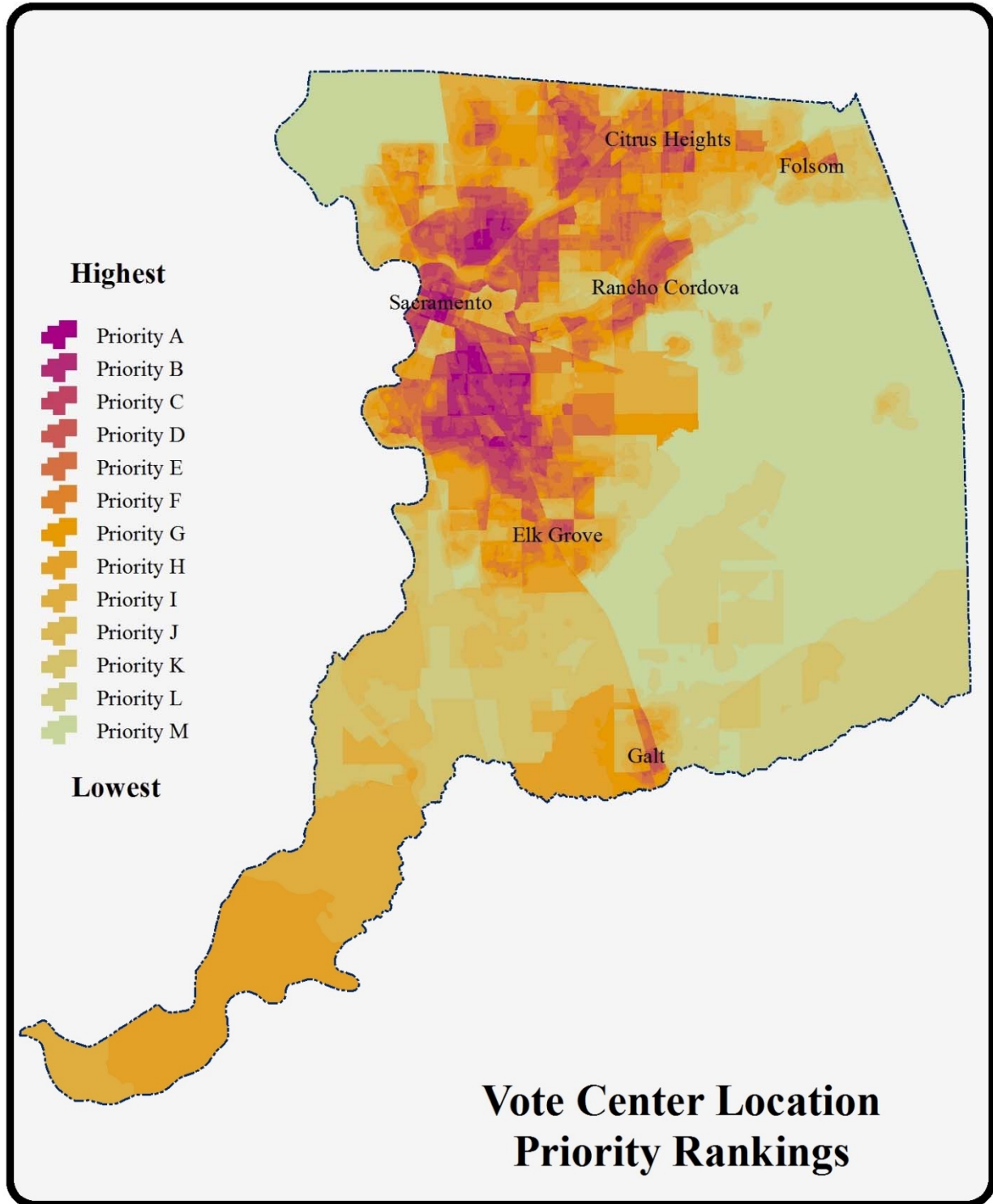
Highest

- Priority A
- Priority B
- Priority C
- Priority D
- Priority E
- Priority F
- Priority G
- Priority H
- Priority I
- Priority J
- Priority K
- Priority L
- Priority M

Lowest

Vote Center Location Priority Rankings

APPENDIX F - VOTE CENTER LOCATIONS AND HOURS

All locations are surveyed and rated for usability prior to being selected as a Vote Center for an election. Surveying is an important first step in identifying locations that will best serve voters.

Vote Center Selection Criteria

Ideal Vote Center:
1.   Provide a minimum of 30x30 ft secured voting area
2.   Provide at least 25 free, off-street parking spaces for voters
3.   Provide secured storage for voting equipment
4.   Provide restrooms for Vote Center staff
5.   Provide air conditioning and heating
6.   Voting area is free of other activities while voting is taking place
7.   Facility is already well known to the local community
8.   Facility use is free
9.   Facility is located in a priority area, as determined by the 14 criteria outlined in EC 4005
10.   Facility entrance is located within 200 ft of an accessible public transportation stop or hub
11.   On a scale of 1 through 5 (1 being poor, 5 being excellent), facility receives a 4 or 5 rating on each of the following:
      • Accessibility
      • Outside Lighting
      • Availability (ease of contact)
      • Interest
      • Location/Visibility
      • Parking

11 Day Location Selection (next step):
1.   Evaluate inventory of available locations
2.   Map out available locations. Map includes:
      a.   Pentamyriads (groupings of 50,000 voters)
      b.   14 criteria layers, including public transportation stops
      c.   Ratings
      d.   Location ID
3.   Look at available locations, ratings in each pentamyriad to ensure the sites are "equitably distributed"
4.   Review paperwork for each potential site
      a.   Accessibility Review Form
      b.   Vote Center Survey Form
5.   Select minimum of one location per pentamyriad and confirm use with 11 Day Facility Use Agreement

APPENDIX F - VOTE CENTER LOCATIONS AND HOURS

Accessibility Ratings (based on Polling Place Accessibility Checklist):

1.   Polling Place/Vote Center has multiple accessibility concerns that cannot be mitigated and exceed "de minimus departures"

2.   Polling Place/Vote Center has a major accessibility concern that cannot be mitigated; or one or two concerns just about the standard of "de minimus departures"

3.   Polling Place/Vote Center has minor accessibility concerns that cannot be mitigated. This includes slopes/cross slopes a few tenths of a percentage point above standard or fall under the "de minimus departures". All sites are automatically rated a 3 if there is no designated pedestrian access from property line.

        As long as there at least one accessible path of travel, a location may receive a "3" rating depending on other barriers.

4.   Polling Place/Vote Center has accessibility concerns that can be mitigated. Has "no" on checklists but these items can be mitigated. This includes adding signage, propping the door open, or using cones as detectable barriers. If the site has a property line POT, even if it is not accessible (excessive slope), it could possibly still be a "4" as long as the other POT (from ISA parking) is perfectly accessible.

5.   Polling Place has no accessibility concerns; everything on the checklist is "yes", including property line POT.

"De minimus departures" are allowances outside the state accessibility standards agreed upon between our department and the Sacramento County Disability Advisory Committee.

Parking Ratings
0.   On-street parking only
1.   Less than 10 spaces
2.   10-25
3.   26-50
4.   51-75
5.   > 75

APPENDIX F - VOTE CENTER LOCATIONS AND HOURS

Vote Center Locations and Hours

Vote Center selection is an on-going process. The table below will be updated as locations are confirmed for use as a Vote Center. This list will also be included in the County Voter Information Guide and will be available on the Election's website.

Note: All Vote Centers will be open on Election Day from 7 a.m. to 8 p.m. in addition to the days and hours listed in the following tables.

11-DAY VOTE CENTERS

LOCATION NAME	ADDRESS	DAYS / HOURS
Greater Sacramento Urban League	3725 Marysville Blvd Sacramento, CA 95838	8 a.m. to 5 p.m. Weds 5/30 - 8 a.m. to 6 p.m.

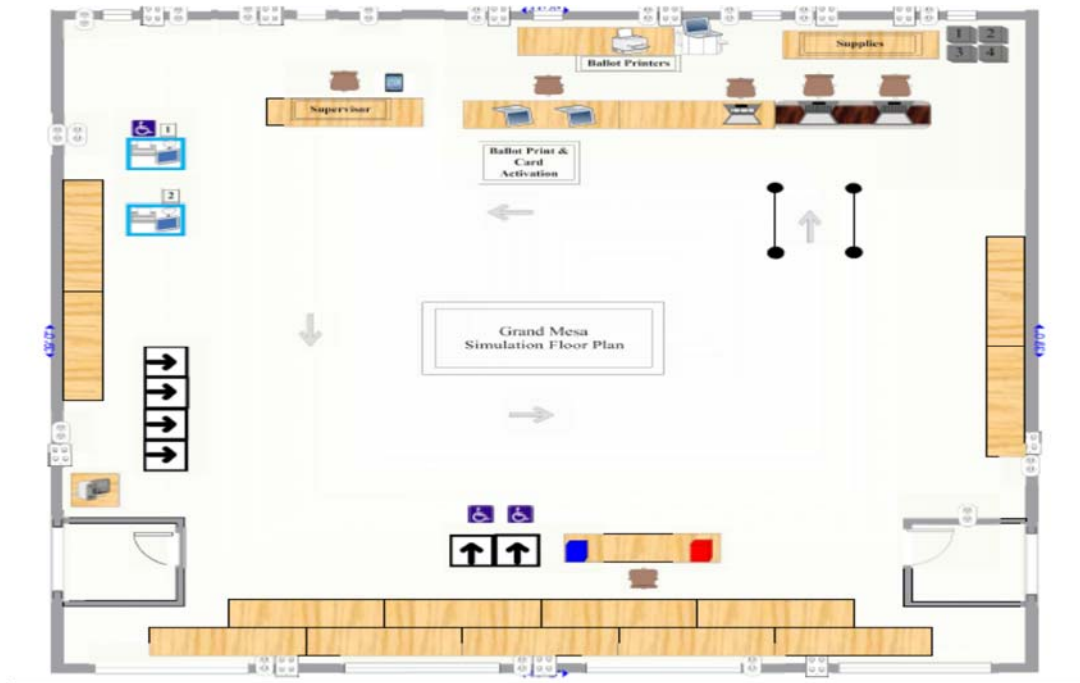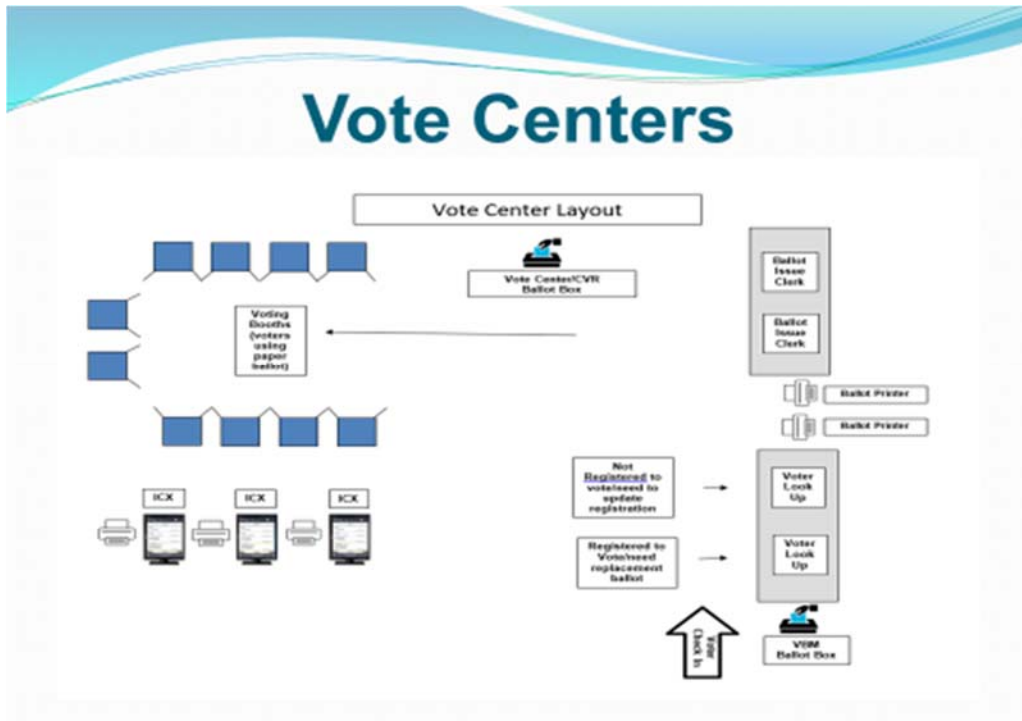## 4-DAY VOTE CENTERS

LOCATION NAME	ADDRESS	DAYS / HOURS

SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

APPENDIX G - VOTE CENTER SAMPLE LAYOUTS

The following Vote Center sample layouts show various room shapes and placement of voting equipment within the rooms. These are for illustrative purposes only. Actual layouts will ensure voting booths and accessible ballot marking devices are placed in a manner that allows a voter to mark their ballot independently and privately.
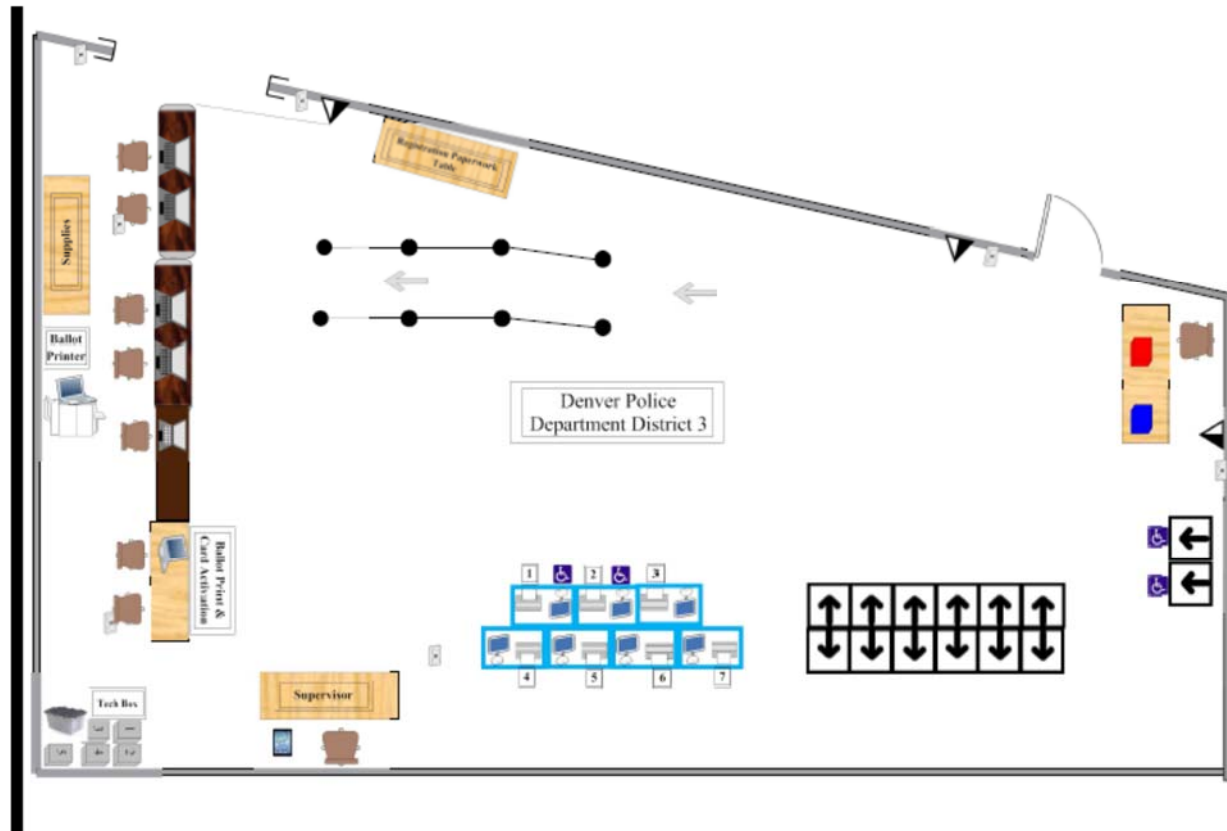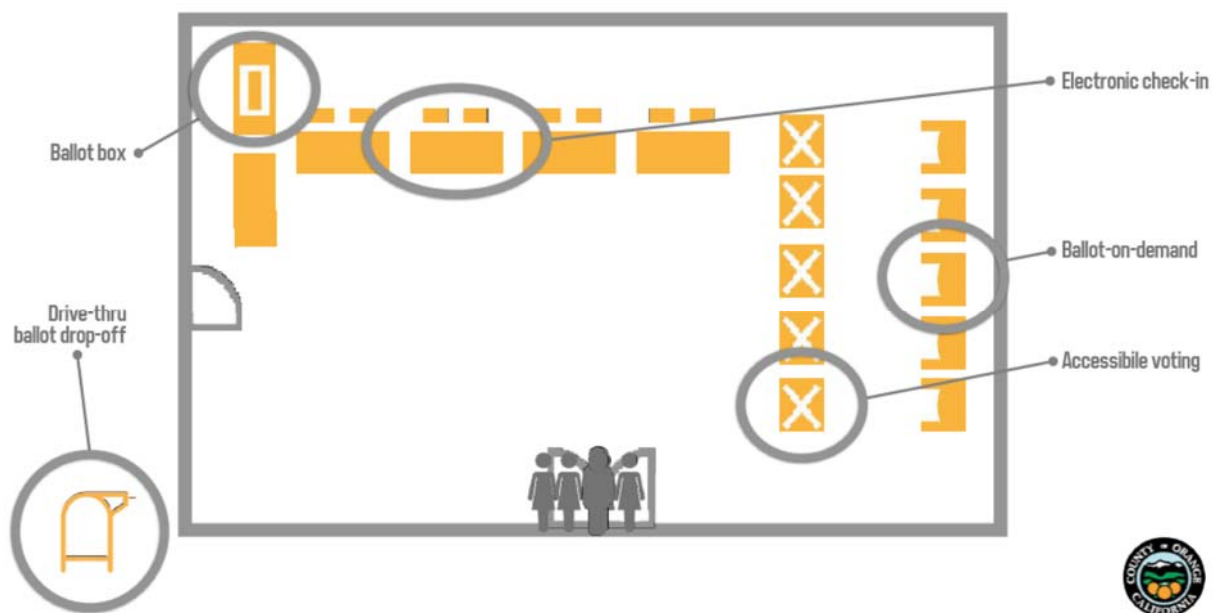
Sample Layout

APPENDIX G - VOTE CENTER SAMPLE LAYOUTS

Sample Layout - Denver Colorado

Sample Layout - Orange County

SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

APPENDIX H - DROP BOX LOCATIONS AND HOURS

All locations are surveyed and rated for usability prior to being selected as a Drop Box for an election. Surveying is an important first step in identifying locations that will best serve voters.

Drop Box Selection Criteria.

Ideal Ballot Drop Box Location:

1. Provide a minimum of 5 x 5 feet for ballot box placement, ensuring there is enough clear space surrounding the box that meets ADA guidelines
2. Provide at least 15 free, off-street parking spaces for voters
3. Ballot box is in view of facility staff and continuously monitored
4. Facility is already well known to the local community
5. Facility is located in a priority area, as determined by the 14 criteria outlined in EC 4005
6. Facility entrance is located within 200 ft of an accessible public transportation stop or hub
7. On a scale of 1 through 5 (1 being poor, 5 being excellent), facility receives a 4 or 5 rating on each of the following:
   - Accessibility
   - Outside Lighting
   - Availability (ease of contact)
   - Interest
   - Location/Visibility
   - Parking

Ballot Drop Box Location Selection:

1. Evaluate inventory of available locations
2. Map out available locations. Map includes:
   a. Grouping of 15,000 voters
   b. 14 criteria layers, including public transportation stops
   c. Ratings
   d. Location ID
3. Review all availability and hours of the locations, ensuring the sites are "equitably distributed" and open on Election Day
4. Review paperwork for each potential site
   a. Accessibility Review Form
   b. Vote Center Survey Form

APPENDIX H - DROP BOX LOCATIONS AND HOURS

Drop Box Locations and Hours

Drop Box selection is an on-going process. The table below will be updated as locations are confirmed for use as a Drop Box. This list will also be included in the County Voter Information Guide and will be available on the Election's website.

LOCATION NAME	ADDRESS	DAYS / HOURS
SACRAMENTO PUBLIC LIBRARIES (SPL):		
SPL - Arcade	2443 Marconi Ave. Sacramento, CA 95821	T/W 10–8 · Th 10–6 · F 1–6 · Sa 10–5
SPL - Arden-Dimick	891 Watt Ave. Sacramento, CA 95864	T 10–6 · W/Th 10–8 · F 1–6 · Sa 10–5
SPL - Carmichael	5605 Marconi Ave. Carmichael, CA 95608	T/W 10–8 · Th 10–6 · F 1–6 · Sa 10–5 Su 12–5
SPL - Central	828 I St., Sacramento, CA 95814	T 10–8 · W/Th 10–6 · F 12–6 Sa 10–5 · Su 12–5
SPL - Colonial Heights	4799 Stockton Blvd. Sacramento, CA 95820	T 12–8 · W/Th 10–6 · F 1–6 · Sa 10–5
SPL - Belle Cooledge	5600 South Land Park Drive Sacramento, CA 95822	T 12–8 · W/Th 10–6 · F 1–6 · Sa 10–5
SPL - Courtland-Nonie Wetzel *Near Bates Elementary School*	170 Primasing Ave. Courtland, CA 95615	M/T/Th/F 1–6 · W 1–8
SPL - Del Paso Heights	920 Grand Ave. Sacramento, CA 95838	T/W/Th 10–6 · F 1–6 · Sa 10–5
SPL - Elk Grove	8900 Elk Grove Blvd. Elk Grove, CA 95624	T/W 10–8 · Th 10–6 · F 1–6 · Sa 10–5
SPL - Fair Oaks	11601 Fair Oaks Blvd. Fair Oaks, CA 95628	T/W 10–8 · Th 10–6 · F 1–6 · Sa 10–5
SPL - Franklin	10055 Franklin High Road Elk Grove, CA 95757	School breaks: M/W/F 10–6

APPENDIX H - DROP BOX LOCATIONS AND HOURS

|		
		T/Th 10–8 · Sa 10–5 School year: M/W/F 7:30–6 T/Th 7:30–8 · Sa 10–5 FOR SCHOOL BREAK/HOLIDAY SCHEDULE, VISIT SACLIBRARY.ORG
SPL - Galt-Marian O. Lawrence	1000 Caroline Ave. Galt, CA 95632	T 12–8 · W/Th 10–6 · F 1–6 · Sa 10–5
SPL Isleton *At Isleton Elementary School*	412 Union St., P.O. Box 517 Isleton, CA 95641	T/W/Th/F 1–6 · Sa 1–5
SPL - Martin Luther King, Jr.	7340 24th St. Bypass Sacramento, CA 95822	T/W 10–6 · Th 12–8 · F 1–6 · Sa 10–5
SPL - Ella K. McClatchy	2112 22nd St. Sacramento, CA 95818	T/Th 10–6 · W 12–8 · F 1–6 · Sa 10–5
SPL - McKinley	601 Alhambra Blvd. Sacramento, CA 95816	T 12–8 · W/Th 10–6 · F 1–6 · Sa 10–5
SPL - North Highlands-Antelope	4235 Antelope Road Antelope, CA 95843	T/W 10–8 · Th 10–6 · F 1–6 · Sa 10–5
SPL - North Natomas	4660 Via Ingoglia Sacramento, CA 95835	T/Th 12–8 · W 10–6 · F 1–6 · Sa 10–5
SPL - North Sacramento-Hagginwood	2109 Del Paso Blvd. Sacramento, CA 95815	T/Th 12–6 · W 12–8 · F 1–6 · Sa 10–5
SPL - Orangevale	8820 Greenback Lane Suite L Orangevale, CA 95662	T 12–8 · W/Th 10–6 · F 1–6 · Sa 10–5
SPL - Pocket-Greenhaven Robbie Waters	7335 Gloria Drive Sacramento, CA 95831	T/Th 10–6 · W 12–8 · F 1–6 · Sa 10–5
SPL - Rancho Cordova	9845 Folsom Blvd. Sacramento, CA 95827	T/W 10–8 · Th 10–6 · F 1–6 · Sa 10–5
SPL - Rio Linda	6724 6th St. Rio Linda, CA 95673	T 12–8 · W/Th 10–6 · F 1–6 · Sa 10–5
SPL - South Natomas	2901 Truxel Road	T/Th 10–6 · W 12–8 ·

APPENDIX H - DROP BOX LOCATIONS AND HOURS

	Sacramento, CA 95833	F 1–6 · Sa 10–5
SPL - Southgate	6132 66th Ave. Sacramento, CA 95823	T/W 10–8 · Th 10–6 · F 1–6 · Sa 10–5
SPL - Sylvan Oaks	6700 Auburn Blvd. Citrus Heights, CA 95621	T/W/Th 10–8 · F 1–6 · Sa 10–5
SPL - Valley Hi-North Laguna	7400 Imagination Pkwy. Sacramento, CA 95823	T 12–8 · W/Th 10–6 · F 1–6 · Sa 10–5
SPL - Walnut Grove	14177 Market St. Walnut Grove, CA 95690	T/W/Th/F 1–6 · Sa 12–5

APPENDIX I - LOCATION MAPS

4-DAY VOTE CENTER LOCATION MAP

Confirmed Sites for 4-Day Vote Centers
2018 Primary Election   -   Sacramento County
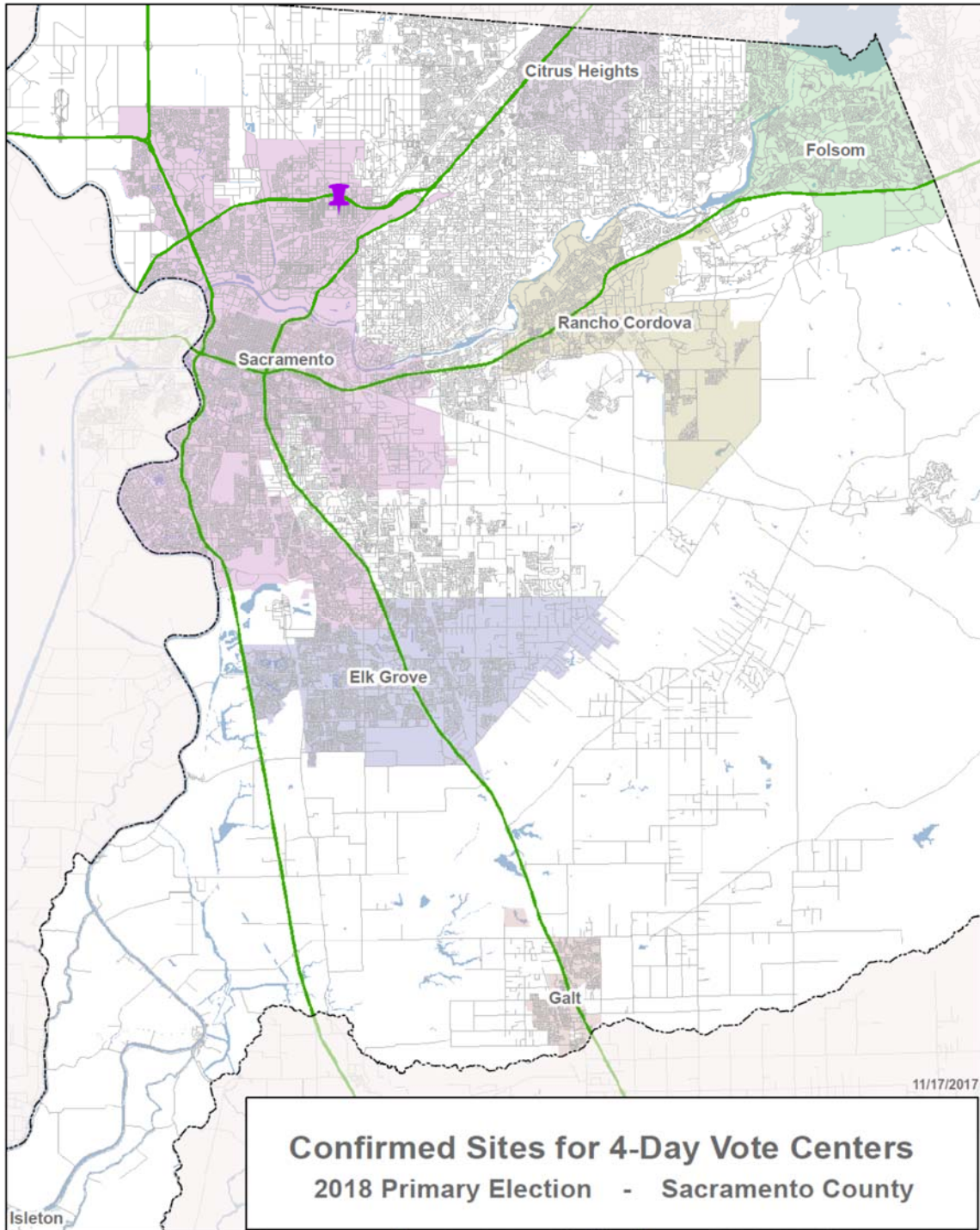
APPENDIX I - LOCATION MAPS

11-DAY VOTE CENTER LOCATION MAP

Confirmed Sites for 4-Day Vote Centers
2018 Primary Election - Sacramento County
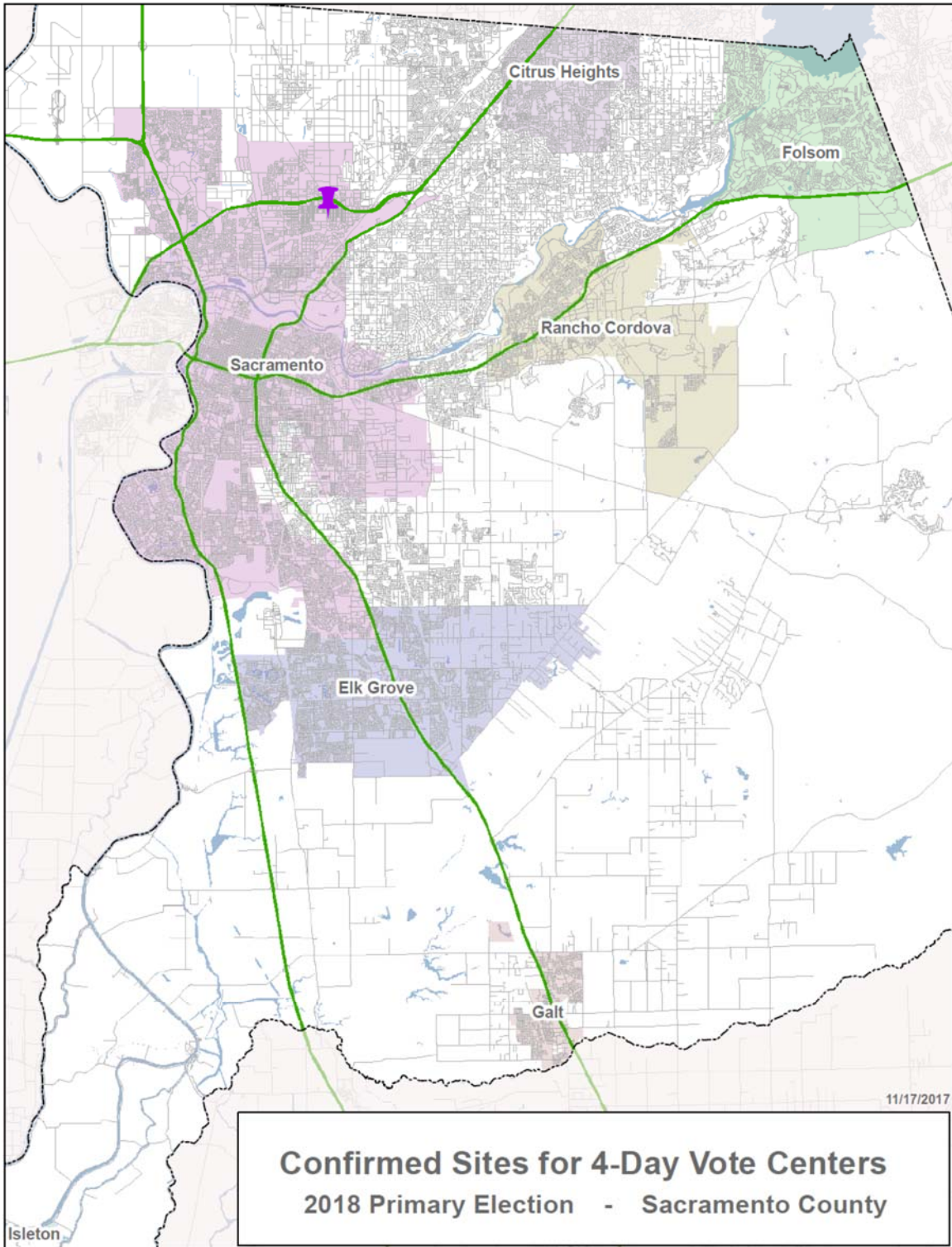
APPENDIX I - LOCATION MAPS

DROP BOX LOCATION MAP
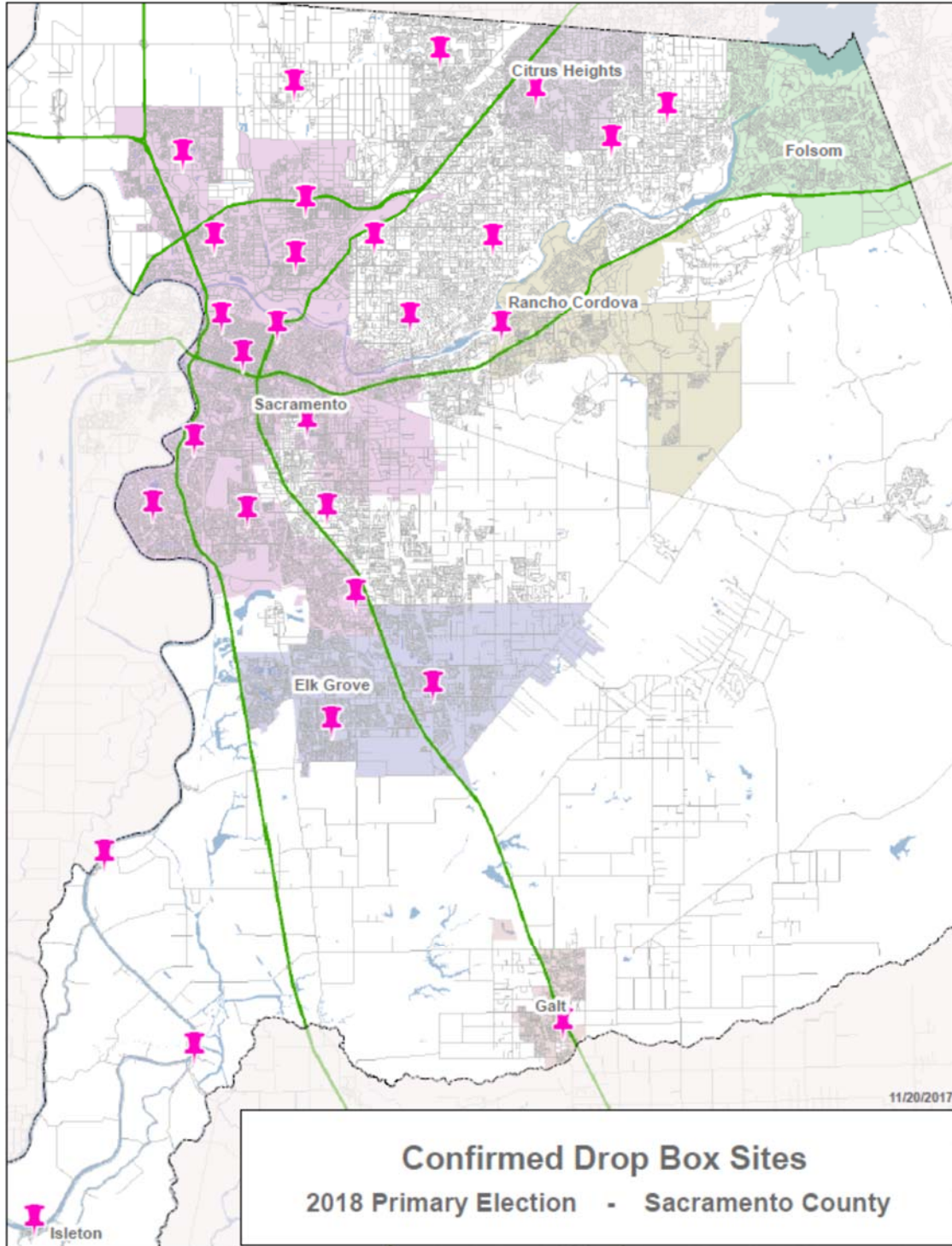
Confirmed Drop Box Sites

2018 Primary Election   -   Sacramento County

APPENDIX J - BUDGET RESOURCES AND COST COMPARISONS

VOTER EDUCATION AND OUTREACH FUNDING
§4005(a)(10)(I)(i)(VII)

The following table shows the advertising and voter outreach budgets for the 2016 elections, and the estimated funding for the VCA advertising and voter outreach requirements.

Activity	June 2016 Polling Place Election	November 2016 Polling Place Election	June 2018 FY 17/18 Budget	June 2018 Vote Center Election Estimated Costs
Advertising	$17,975	$24,500	$32,000	$187,812
Voter Outreach	$22,287	$36,187	$49,200	$701,434

SHORT TERM AND LONG TERM COSTS AND SAVINGS
§4005(a)(10)(I)(v)

Sacramento County's voting system has reached end of life after more than 13 years of successful elections. A new voting system will be in place for the 2018 elections. The replacement of voting system complicates the comparison of short term and long term costs and savings. However, the following tables show the current costs in a Polling Place Model election with the existing system, and the costs to purchase or lease a new system in both a Polling Place Model election and a Vote Center Model election.

The table below shows the current voting system costs for POLLING PLACE elections:

Existing Voting System	Fiscal Year 2015/2016	Fiscal Year 2016/2017	Fiscal Year 2017/2018 (budgeted)
Voting System Support	$334,533	$321,810	$323,692

The table below shows the new voting system estimated costs for VOTE CENTER elections:

Election type	# sites (with growth)	One-time Equipment Purchase (estimated)	Annual Equipment Lease (estimated)
Polling Place Model	800	$11,209,422	n/a

APPENDIX J - BUDGET RESOURCES AND COST COMPARISONS

Vote Center Model	90	$ 2,003,544	$502,100
Cost difference		$ 9,205,878	n/a

APPENDIX K - SECURITY PLAN

Election Security and Action Plan

This plan gives guidance in the event of an emergency in Voter Registration and Elections. The plan has two purposes:
- To protect lives and property
- To preserve the organizational structure and ensure the continuing or early resumption of essential service.

ELECTION SECURITY

An effective emergency plan requires considerable thought: research, discussion and difficult choices should be made now. In addition to researching solutions, emergency preparedness involves identifying potential catastrophes. No geographical area is immune from emergencies. These also require planning in advance to avoid future confusion and misconceptions.

This document begins with an overview of basic security and planning concepts, and how they relate to election security. Following this is a more detailed document on the requirements for election day/night security.

THE BASICS

Security for an election is a combination of preservation and protection of *personnel, property* and *information assets*.

Security can also be broken down into three fundamental principles:
- Deterrence
- Detection
- Recovery

DETERRENCE

Personnel deterrence involves having all authorized personnel readily identifiable. Voter Registration and Elections (VRE) will use name badges with pictures for all permanent employees. Temporary employees will have a bright yellow badge without their picture. Visitors are required to register when entering the facility and are to wear the dated "visitor" badge while on the premises. Election night workers will be given color coded wrist bands to wear.

Property deterrence includes placing physical barriers and controlling access to sensitive locations. VRE will place crowd control barriers where appropriate. This includes establishing a ballot counting reviewing area for media and the public which will not impede the processing of ballots on election night. C-Cure door locks will be placed on VRE's most sensitive rooms and access will be controlled, monitored, and recorded during all election periods. Where security is most critical, such as in the ballot counting and storage areas, cameras have been installed so activity can be monitored and recorded.

APPENDIX K - SECURITY PLAN

Information Assets deterrence is associated with changing passwords frequently. VRE generates and manages user log reports for the department's computer systems. Firewall protections are updated on a regular basis as required by County standards. Network access is restricted to authorized personnel only. All personnel who are granted access are required to complete the required County authorization and agreement forms.

DETECTION
Personnel breach detection happens when, as an example, an unidentified person fails to sign in when requested or does not wear a visitor badge. Any visitor without the appropriate visitor badge will be requested to return to the lobby and complete the sign-in process or they may be required to leave the facility. Permanent and temporary staff that lose their employee badge will be required to pay a fee to obtain a replacement badge.

Property breach detection is associated with a broken fence, non-identifiable vehicles, or unauthorized entrance into a secure room.

Information Assets breach detection can be determined by unauthorized use of passwords, a firewall violation, or unauthorized network access.

RECOVERY
Recovery is the ability to repair a detected breach and return to a planned environment.

Personnel recovery can be as simple as assigning a badge to a person that does not have one to having an unauthorized individual arrested for trespassing.

Property recovery may involve mending broken fences, redirecting unauthorized vehicles, or conducting a search of a room that has had an unauthorized network access.

Information Assets recovery could run the gamut from identifying and noting security breaches to a full investigation of firewall violations or unauthorized network access.

INTERDEPARTMENTAL COMMUNICATION
Partnerships are crucial to success. A spirit of cooperation goes a long way to break down communication barriers in any emergency situation. VRE has met with:
- The Department of Homeland Security (DHS) which includes both the Sheriff's department and FBI staff, to access the department's security plan.
- The Countywide Services Agency's (CMO), who is responsible for immediate media notification of any issues that arise during the course of the election.
- The Department of Technology (DTECH) for computer and telecommunications support in the event of any type of system failure.

APPENDIX K - SECURITY PLAN

SECRETARY OF STATE DEDICATED SECURITY CONTACT NUMBERS FOR ELECTION DAY

On site Security Command Center 24/7 Station   916-657-2166

These numbers are specifically for the sole purpose of reporting any voting period security issue that needs to be immediately brought to the attention of state officials (the Office of Homeland Security, the Office of Emergency Services, or VRE).

EMERGENCY PREPAREDNESS PLAN
Groups need to communicate during an emergency and will have the ability when the need arises

COMMUNICATIONS WITH VOTE CENTERS
All Precincts Operations phone bank staff will have a list of vote center locations, landline telephone numbers (if available), and cell phone numbers for each vote center and each of the coordinators. This information is vital to law enforcement and emergency responders. A phone tree will be used to ensure all polls have the information necessary for responding to the specific emergency or issue. This could be anything from keeping the polls open past 8 p.m. on Election Day to providing additional ballot stock to one or more vote centers.

COMMUNICATIONS WITH THE MEDIA
A media center will be established on-site during the voting period that will be staffed by the VRE's media officer. This will enable immediate information sharing between the media and our office on any issue or emergency that may arise during the election.

COMMUNICATIONS WITH IT STAFF
IT staff will establish a phone bank during the voting period specifically for assisting vote centers with voting system problems. This phone bank will be available all hours a vote center is open and from 6 am through 9 pm on Election Day. The contact number will be provided in the vote center training manual and to office staff.

COMMUNICATIONS WITH SECURITY
Management staff will be provided an emergency contact phone list to be used to contact emergency personnel, such as the Sheriff, Fire Department, and Homeland Security. Any contact will also be reported to the County Executive, CSA Agency Administrator and the Board of Supervisors. In addition, any election-related emergency will be reported to the Secretary of State's office.

ORDER OF EMERGENCY NOTIFICATION

VOTE CENTER EMERGENCY
In the event there is an emergency that affects the operation of the Vote Centers or ballot drop box locations, both the Precinct Operations phone bank and the IT phone

APPENDIX K - SECURITY PLAN

bank will be utilized to contact all the technical support rovers, Ballot Transporters, and/or Vote Center Inspectors and inform them of the emergency and the actions they are to take. The Media Officer will work with the Registrar to prepare a statement for the media as well as an information alert to be sent to the Board of Supervisors, the County Executive and the Chief Deputy County Executive.

LAW ENFORCEMENT EMERGENCY AT THE OFFICE
In the event that there is a situation requiring the immediate intervention of an emergency responder (sheriff, fire, ambulance, etc.), the first action is to call 9-911 and report the emergency. Then, refer to your emergency procedures manual for the proper way to handle the specific emergency. Alert any staff that may be in the area of the emergency, as well as, the Facility Coordinator and the Registrar and the Media Officer. The Facility Coordinator will take the necessary steps to address the emergency including evacuating the facility if necessary. The Media Officer will provide information to the media regarding the emergency and the County's response. The Registrar and Media Officer will prepare an information alert to be sent to the Board of Supervisors, the County Executive and the Administration Services Agency.

VOTING PERIOD / ELECTION DAY EMERGENCY PLAN

GENERAL DIRECTIVES
- The safety and protection of individuals is the highest priority
- Preservation of ballots, equipment and facilities is the second priority

OFFICE SECURITY
- The working areas of the office are to be locked at all times except during regular business hours and at times directed by the Registrar
- Because the warehouse is used for the security of election equipment, records and ballots, the warehouse area of the department is to be locked at all times except when authorized staff are in the area
- To report any break ins, notify the Registrar and the Safety Coordinator, and call Facilities Management at 916-875-6221 or the Sheriff's Department

BALLOT SECURITY
- All ballots, including voted, spoiled, and unused ballot stock, are to be secured in one of the appropriate ballots storage facilities. Each facility has an intrusion alarm and video surveillance camera
- No ballot may be left in an unsecured area unless two or more employees of VRE are present
- If any ballots are missing or unaccounted for, the Registrar must be advised immediately
- Ballots being transported to/from designated Ballot Drop Box locations will be secured and transported in accordance with Secretary of State Ballot Retrieval Regulations.

APPENDIX K - SECURITY PLAN

- Ballot stock will be recorded using logs as outlined in the Secretary of State Ballot Printing Regulations and all ballots will be accounted for during the canvass period.

VOTE CENTERS
- In the event of an emergency in a Vote Center in which human life is endangered, the incident must be reported immediately to the proper authorities, through the 911 call center
- At an appropriate time, VRE must be advised of the emergency situation and the steps taken to respond to the emergency
- If necessary, VRE will take necessary steps to open an alternate voting site for the affected Vote Center to allow voting to continue with the least amount of interruption possible. Any actions, particularly during a statewide election or an election involving a state office, should be coordinated through the Elections Division of the State, the County Executive and/or Board of Supervisors and other appropriate authority including VRE's Media Officer.

ELECTIONS OFFICE
- In the event of an emergency in which human life is endangered, the incident must be reported immediately to the proper authorities, through the 911 call center and to the Registrar and the Department Safety Officer
- Other emergencies or situations must be reported to the Registrar, Department Safety Officer and appropriate manager
- If evacuation is ordered, even during ballot counting, everyone must evacuate immediately and report to the designated staging area

WHAT IFS ON ELECTION DAY
Planning means identifying the "what-ifs", and then taking measures to reduce the unknowns of how to respond. What if you were to receive a phone call on Election Day that there was a bomb in one of your vote centers, what would you do?

What if you had to move one of your Vote Centers on or before the voting period / Election Day, how would you do it?

The emergency procedure should include:
- Halt all voting immediately
- Evacuate the facility as quickly as possible
- People who are waiting to vote shall not be given ballots
- Voters who have voted ballots shall deposit them in the ballot box
- Unmarked ballots may be returned to the Election Officer at the Vote Center location
- Anyone in a voting booth should be encouraged to finish as quickly as possible
- Election Officers shall seal all ballots that were cast before the declaration of the emergency, in the usual manner followed at the close of polls.

APPENDIX K - SECURITY PLAN

- Election Officers should retain all the voted ballots from a ballot box, including Vote by Mail and Provisional ballots, a check-in laptop, and the blank ballot stock with a Ballot on Demand printer, if possible, when evacuating
- Election Board members shall follow instructions from the Election Office, Technical Support teams or Law Enforcement
- These instructions may include complete evacuation of the facility and establishing a temporary Vote Center in a nearby location, with directional signage (as available) to alert voters of the change in location

Remember the safety of the staff, Election Officers, and the voters must always be the first priority. Emphasize to your election workers that their safety always comes first.

APPENDIX K - SECURITY PLAN

WHAT TO DO IF SOMEONE TRIES TO TAMPER WITH THE VOTING EQUIPMENT
Immediately remove the person from the Vote Center and if possible detain them. Have another Election Officer contact the Precinct Operations phone bank and alert them of the situation. VRE staff will contact the sheriff's department and will have a new voting unit delivered to replace the unit that was tampered with. Have all voters who were waiting to vote place their ballots in the auxiliary bin until the new unit arrives.

IF AN EMERGENCY KEEPS THE VOTE CENTER(S) FROM CONTACTING THE OFFICE DURING THE VOTING PERIOD
In the event that the VRE office is unable to be reached during the voting period (loss of telephone service, forced emergency evacuation, etc.), election officials should use the precinct operations staff cell phones. The Registrar, Facility Coordinator and Media Officer will be alerted to any emergency affecting VRE office communications and will work with County offices and the media to make the public aware of the issue and work towards a resolution of the emergency.

ELECTION NIGHT SECURITY

- The Sheriff will be contracted to provide protective services for the VRE office and election night personnel
- All parking around the perimeter of the building will be restricted
- All staff members, the media and election night workers must wear ID at all times
- Key VRE staff members will have cell phones with them on election night
- Sheriff or local City Policy protective services may be at offsite receiving centers, as needed
- There will be restricted access during operations at the VRE office
- VRE will work with DTECH to perform a sweep of the facility and surrounding area for any wireless activity. This sweep may be a one-time operation or may continue throughout election night
- DTECH will be on-call to assist with any computer or telephone related problems or emergencies
- Media may be asked to announce any wireless devices upon arrival

APPENDIX K - SECURITY PLAN

VBM Emergency Procedures

SECURITY MEASURES TO PRESERVE ELECTION

In the event of an emergency requiring building evacuation, these procedures are to be followed:

- The Vote by Mail Manager will ensure that all Vote by Mail staff is accounted for and all customers are evacuated from the Front Lobby.

- If time permits in the case of a fire/flood or after the fact:

- Obtain tarps from the warehouse to cover ballots if needed.

- Relocate voted ballots to a safe location or cover with tarp

- Cover ballots with tarp if time allows for fire and water damage.

- Cover PC's and heavy machinery if needed (envelope opener, printers, etc.)

- To ensure that an election can be conducted due to evacuation or destruction to the building, a
   list of the vendors to contact will be kept by the Vote by Mail Manager outside of the office to
   duplicate or reorder any needed election supplies.

Vendor information- Contact names, telephone numbers and addresses for:

Burks Printing- VBM envelopes   (916) 344-0652

Runbeck Election Services- Ballots and Mailing Services   (480)455-1007

Merrill Printers- Sample ballot books   (714) 690-2294

APPENDIX K - SECURITY PLAN

VOTING SYSTEMS AND TECHNOLOGY

In the event of an emergency the following procedures are to be followed:

The Manager of Voting Systems and Technology will ensure the following:

All voting systems and technology staff have been accounted for

A pre-designated staff member will be responsible to secure the Iron Mountain container with a numbered seal.   The sealed Iron Mountain container shall be removed from the server room with the current election data and immediately be taken to the group evacuation area. The election material will be stored and updated through the election process. The Iron Mountain box will contain the following as described in our current policy and procedure manual:

- A USB external hard drive with data and applications loaded as listed below:
    - Voting System Application
    - Current Election Data (Voting System Database)
    - PDF of election ballots
    - Sample Ballot Application
    - Sample Ballot Booklets
    - PDF of Sample Ballot Booklets

- One Zip Disk containing the election definition to load on a 650 central scanner.
- Ten (10) blank PCMCIA cards
- One (1) Omni Drive to burn the PCMCIA cards
- Three (3) blank zip drives for the 650 central scanners
- One (1) external zip drive to upload the zip disk
- Two (2) lap tops loaded with the voting system application.
- Upon reentry into the VRE facility all VST staff will meet in the VST cubical area for a final group inspection of the c-cure system, server room and the ballot tabulation room.
- Two designated staff members will assist VRE department staff with any potential computer related issues.

2. **In the event of power loss, the following procedures are to be followed:**

The Manager of Voting Systems and Technology will ensure the following:

- All voting systems and technology staff have been accounted for
- A designated staff member has been assigned to the ballot tabulation room in non election mode, when an election is in process, two people will be assigned to this room
- A designated staff member has been assigned to check on the server room
- A designated staff member has been assigned to check on the c-cure system
- All designated staff members are to advise the Manager of VST, of their status upon first inspection and every fifteen minutes there after by using the Nextel radios.
- Upon restoration of power, each designated staff member will ensure their respective areas of responsibility are functioning properly.
- After each staff member has conducted a final inspection of their respective area, they will report their findings to the Manager of VST.

APPENDIX K - SECURITY PLAN

- If the building was evacuated – Refer to Item #1
- Two designated staff members will assist VRE department staff with any potential computer related issues.

3.   **In the event of power loss and the VST area has generator power, the following procedures are to be followed:**

The Manager of Voting Systems and Technology will ensure the following:

- All voting systems and technology staff have been accounted for
- A designated staff member has been assigned to the ballot tabulation room in non-election mode; when an election is in process, two people will be assigned to this room
- A designated staff member has been assigned to check on the c-cure system
- All designated staff members are to communicate and confirm they have power in their respective areas and the functions of each area are working properly.
- All designated staff members are to advise the Manager of VST, their status upon first inspection and every fifteen minutes there after by using the Nextel radios.
- Upon restoration of power, each designated staff member will ensure their respective areas of responsibility are functioning properly.
- Two designated staff members will assist VRE department staff with any potential computer related issues.

APPENDIX K - SECURITY PLAN

CAMPAIGN SERVICES

Due to an unforeseen emergency or disaster, it may be necessary to evacuate our office for a period of time, and unable to return. We must be prepared to carry on our normal functions in another location. To ensure that the "Election Must Go On" we will outline what items we need to function outside our office, and complete the nomination process.

Upon the notification that the building must be evacuated, the following items must be taken when evacuating, if time and personal safety allows:

- Money Tray and Receipts
- A copy of the CFMR001 (Candidate Proof List) (located in red binder on front counter)
- The Candidate files/folders (located in file carts which are located next to supervisor's cubicle during filing)
- The CD File located in the Emergency Binder, which contains Candidate Guide, Nomination Forms, Index of Elected Officials, and Election/E-date Calendars. (located in the cities' file cart)
- Measure Folders (located Manager's office)
- Election Folder (located in cities' file cart next to supervisor's cubicle)
- The Proof Book, which contains the items received by VST (located on 3 tier file cabinet behind supervisor's cubicle)
- Petition in Lieu Log Book (located on counter attached to cubicle 129E)
- Petition in Lieu/Nomination Signatures clip board, 2 wire baskets signatures to be verified/completed (located VBM /Campaign Services counter)
- File Stamp and time clock (located at the front counter)
- County seal stamp and Jill LaVine stamp (located in top right hand drawer at counter)

The above documents and files will ensure that staff could process candidates at another location, on the assumption that we had DFM available through a PC. We would file candidates conditionally, at that time advising them that we will be calling them if they were not qualified to run (Live out of the area, etc.). Once back on line with (DFM), can print documents and enter candidates into system, we would be able to resume normally in just a few days.

Starting at E-83 staff will create an emergency binder with the above items. This binder will be located in cities' file cart.

Other items will be also gathered at the time of incident if personal safety permits.

APPENDIX K - SECURITY PLAN

REGISTRATION & OUTREACH SERVICES

In the event of an emergency requiring building evacuation, these procedures are to be followed:

The Registration and Outreach Manager will ensure that all Registration and Outreach staff is accounted for and evacuated from the building.

If time permits in the case of a fire/flood or after the fact:

- Cover the computers with a tarp or heavy plastic
- Cover the most current affidavits of registration that have not been scanned and entered into the Election Management Database
- Cover any petition that is in house for certification
- Gather all video equipment, IPads, and a red supply bag for Outreach
- Other items will also be gathered and covered or taken at the time of the incident if personal safety permits

APPENDIX K - SECURITY PLAN

PRECINCT OPERATIONS

In the event of an emergency requiring building evacuation on or before the voting period, due to fire, bomb, flood, etc., these procedures are to be followed:

1. All employees (permanent and temporary) are to immediately leave the building and report to the designated meeting site (**Burlington Building – North Sidewalk**).

2. The following items are to be procured prior to departing the building, in order of importance, if time and personal safety allows:
   - **Thumb drive on a lanyard**, located in the cabinet nearest the fire extinguisher/fax machine, with the following information saved:
     - Equipment Delivery & Drop Box /Pick-up vendor contact information
     - Inventory List (From Warehouse, most recent version)
     - Records Storage List (From Warehouse, most recent version)
     - Complete list of Vote Centers & Ballot Drop Box locations, with contact information
       - Complete list of Election Officers *Update to thumb drive at E-15 and again at E-5*
   - **Tablet (or Laptop) from storage area**
   - **Verizon "Hot Spot" air card from tablet storage area, for internet/EIMS access**

   It is the responsibility of the Election Supervisor to ensure all of the reports/information on the thumb drive is current and relevant for the upcoming election.

3. Once safely at assembly area, the Precinct Operations Manager or Supervisor will load the thumb drive on to the tablet or laptop.

4. The Precinct Operations Manager will then divide the list of Vote Center Inspectors for staff to call, in conjunction with VST and their technical support teams. Ensure the Inspectors are given the following information:
   - Precinct Operations Manager's cell phone number.
     - Current Manager, Courtney Bailey: **(916) 704-8389**
   - Alternate drop box site location(s) for ballot and/or equipment returns
   - Alternate phone number(s) to call for assistance at the Vote Centers

   Election Officers will follow the instructions in the Election Officer Manual unless otherwise instructed by technical support teams or office personnel.

   Non-election specific evacuations will require the procurement of the tablet and Verizon air card for internet and EIMS access. Precinct Operations Manager has VPN remote access.

APPENDIX K - SECURITY PLAN

WAREHOUSE SECTION

Florin Station Evacuation: In the event of an emergency requiring building evacuation, the following procedures shall be followed:

1. Make designated assembly area knows to all personnel (**Burlington Building – North Sidewalk**)

2. Warehouse Supervisor to procure the sign-in sheet used for temporary staff and assist the Precinct Operations Manager in accounting for all personnel in the building that day.

3. If time and safety permits, the Warehouse Supervisor will oversee the following:
   - Remove Forklifts and Pallet Jacks from building to a safe location
   - List of election material and documents to be removed, in order of importance:
     - Official Ballots
     - Voted Ballots
     - Roster Books
     - Blue Files
     - Historical Records
     - Personnel Records
     - Fiscal Records
     - Watermarked Paper (from SOS, for Mello Roos)

Loss of Florin Station facility: In the event of an emergency where the Florin Station facility is unusable, the following are possible facilities to accommodate election processing and returns:
   - Sears Parking Lot at Florin Road and 65th Street
   - DHHS Parking Lot at 7001 East Parkway
   - North Corporation Yard at 5026 Don Julio Blvd

Wherever an alternate location is established, that site shall accept and secure the following election materials:
   - Official Ballots
     - Voted Ballots will be delivered from Transport vans, including Vote by Mail and Provisional ballots
     - Blank ballot stock
   - Additional election supplies and equipment

While safely at alternate location:
   - Coordinate with Sheriff's Department for Security
   - Coordinate with equipment delivery vendor for transportation, including the need for 2 extra trailers to handle Florin Station equipment returns.
   - Coordinate with Delivery vendor for possible rescheduling of pick-up of election equipment

In the absence of storage equipment (Pallets, Hampers, Carts, Pallet Jacks, Forklifts, Big Boys, Shopping carts, Postal Cages) all election supplies and equipment will be transferred by hand.

APPENDIX K - SECURITY PLAN

Off Site Equipment Storage: After Logic and Accuracy testing has been completed, Warehouse staff will coordinate with VST to deliver ballot tabulators to be securely stored at Sacramento County Office of Emergency Services. Stored equipment will be picked up after the canvass period is complete.