

QUẬN SACRAMENTO  
BẦU CỬ VÀ ĐĂNG KÝ CỬ TRI



ĐẠO LUẬT QUYỀN BẦU CỬ  
KẾ HOẠCH QUẢN TRỊ BẦU CỬ  
2018

Kế hoạch Quản trị Bầu cử Quận Sacramento  
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## Bầu cử và Đăng ký Cử tri Quận Sacramento

### KẾ HOẠCH QUẢN TRỊ BẦU CỬ E.C. 4005(a)(10)(I)

#### GIỚI THIỆU

Cử tri của Quận Sacramento đã từng tham gia bỏ phiếu trong nhiều đợt bầu cử. Kể từ khi bắt đầu bỏ phiếu bằng thư vô điều kiện năm 2002, số lượng cử tri bỏ phiếu bằng thư (VBM) tăng liên tục và ổn định, đạt 64% tổng số cử tri đã đăng ký ở Quận.

Sau khi thông qua Mô hình Trung tâm Bỏ phiếu (Mô hình) này vào tháng 6/2017, cơ quan Bầu cử và Đăng ký Cử tri Quận Sacramento (VRE) đã thành lập Ủy ban Cố vấn về Phương tiện Bầu cử (VAAC) và Ủy ban Cố vấn Phương tiện Ngôn ngữ (LAAC). Cả hai ủy ban đều giúp đưa ra những hướng dẫn quan trọng cho VRE và sẽ tiếp tục là một thành phần cơ bản trong quản trị bầu cử ở Quận.

VRE lên kế hoạch mở rộng chương trình giáo dục cử tri để thông báo cho cư dân về Mô hình Trung tâm Bỏ phiếu và cơ hội để cư dân cộng đồng cùng tham gia. Kế hoạch bao gồm nhiều tổ chức đối tác và sự hỗ trợ của họ là vô cùng cần thiết để thực hiện thành công các đợt bầu cử theo Mô hình Trung tâm Bầu cử ở Quận Sacramento.

Cuộc bầu cử đầu tiên theo Mô hình mới này là bầu cử Sơ bộ Toàn tiểu bang vào tháng 6/2018. Kế hoạch Quản trị Bầu cử (Kế hoạch) cung cấp thông tin về cách triển khai Đạo luật Quyền bầu cử của Quận. Rất nhiều hành động trong Kế hoạch này đều hướng tới tương lai và được coi là bộ khung cần thực hiện.

Tóm lại, Mô hình này mang lại cho cử tri nhiều cơ hội bỏ phiếu hơn. Tất cả cử tri đều được nhận lá phiếu VBM và có thể tới bất kỳ Trung tâm Bỏ phiếu nào trong Quận. Số địa điểm Trung tâm Bỏ phiếu và Hòm phiếu được thành lập sẽ dựa trên số lượng cử tri đã đăng ký 88 ngày trước ngày diễn ra bầu cử. Khi chuẩn bị Kế hoạch Quản trị Bầu cử này, Quận dự tính sẽ thành lập 78 Trung tâm Bỏ phiếu (16 trung tâm mở cửa 10 ngày trước ngày bầu cử và tất cả 78 trung tâm mở cửa 3 ngày trước ngày bầu cử và trong Ngày Bầu cử) và 52 địa điểm Hòm phiếu mở cửa 28 ngày trước khi bầu cử và vào Ngày Bầu cử. Cử tri có thể gửi lại phiếu bằng thư, tại địa điểm Hòm phiếu hoặc ở bất kỳ Trung tâm Bỏ phiếu nào.

Trung tâm Bỏ phiếu tăng cường khả năng sử dụng thiết bị bỏ phiếu cho cử tri khuyết tật với ít nhất ba thiết bị cho cử tri khuyết tật ở mỗi Trung tâm Bỏ phiếu. Ngoài ra, Trung tâm Bỏ phiếu sẽ được bố trí nhân sự với các cán bộ phụ trách quản lý bầu cử thông thạo hai ngôn ngữ.

## PHẦN 1 - KẾ HOẠCH TIẾP NGOẠI VÀ GIÁO DỤC CỬ TRI

Cơ quan Bầu cử và Đăng ký Cử tri Quận Sacramento (VRE) rất vui mừng vì có cơ hội giáo dục cư dân quận và tất cả cộng đồng về hoạt động bầu cử. Kế hoạch Tiếp ngoại và Giáo dục Cử tri này phác thảo các hoạt động có thể được thực hiện để đạt mục tiêu tăng cường sự tham gia của cử tri trong hoạt động bầu cử theo Mô hình Trung tâm Bỏ phiếu.

### Yêu cầu Chung

#### **1-A Phương tiện Sử dụng Lá phiếu và Thông báo Dịch vụ Công (PSA) về Lưu ý Bầu cử §4005(a)(10)(I)(i)(II), §4005(a)(10)(I)(i)(VIII)**

VRE sẽ cung cấp thông tin về cách lấy lá phiếu VBM cho cử tri khuyết tật và quy trình yêu cầu lá phiếu bằng cách sử dụng phương tiện và phương thức được mô tả trong Phần 1 - B của tài liệu này. Những phương tiện đó bao gồm:

- 1) Đài truyền hình địa phương và đài cáp cộng đồng
- 2) Báo (vùng và cộng đồng)
- 3) Đài phát thanh
- 4) Phương tiện Xã hội và Trang web Cục/Sở
  - a) Tài khoản Facebook và Twitter Quận
  - b) Next Door
  - c) Gov Delivery
- 5) Thông báo Vận chuyển Công cộng (RT Sacramento, E-Tran, Vận chuyển Người khuyết tật, Xe bus, Tàu hỏa và Trung tâm Trung chuyển)
- 6) Chia sẻ tài liệu với những nhóm như đối tác cộng đồng, tổ chức bên vực người khuyết tật, viên chức được bầu chọn, khu đặc biệt, khu học chính, tổ chức tại cộng đồng, tổ chức hoạt động dựa trên niềm tin và Cán bộ Thông tin Công cộng trong toàn quận
- 7) Phiên Thông tin Phương tiện, cho phép tất cả các hãng tin phỏng vấn và đặt thêm câu hỏi về Mô hình Trung tâm Bỏ phiếu
- 8) Cục/Sở Quận (ví dụ như Dịch vụ Y tế và Nhân sinh, Hồ sơ Nhân sinh, Dịch vụ Cựu chiến binh)
- 9) Thông báo Dịch vụ Công, cung cấp rộng rãi cho tất cả phương tiện phục vụ Quận
- 10) Bảng yết thị Điện tử (Thành phố Sacramento, ClearChannel)

VRE sẽ sử dụng PSA dưới định dạng nghe nhìn để thông báo cho cử tri về bầu cử sắp diễn ra và cảnh báo cho cử tri về đường dây nóng hỗ trợ miễn phí của VRE. PSA sẽ được sử dụng cho truyền hình, đài phát thanh, báo, phương tiện xã hội và bảng yết thị điện tử để có thể tiếp cận mọi cử tri, bao gồm cả những cử tri bị khuyết tật như khiếm thính hay suy giảm thính giác và khiếm thị hay suy giảm thị giác. PSA sẽ được cung cấp cho các phương tiện được nêu trong Phần 1-B

Thông tin được cung cấp sẽ bao gồm tùy chọn sử dụng thiết bị bỏ phiếu cho người khuyết tật tại các Trung tâm Bỏ phiếu và cách sử dụng thiết bị; và phương thức yêu cầu, đánh dấu và nộp lá phiếu cho người khuyết tật thông qua chương trình Bỏ phiếu Từ xa Bằng thư cho Người khuyết tật (RAVBM) của Quận (được mô tả trong Phần 2-B).

**1-B Hiện diện tại Cộng đồng để Giáo dục Cử tri về Đạo luật Quyền bầu cử §4005(a)(10)(I)(i)(III)**

VRE sẽ tới cộng đồng để cung cấp thông tin về Mô hình Trung tâm Bỏ phiếu trực tiếp cho cử tri và những người tham gia các sự kiện khác nhau. Mục đích của VRE là điều phối với các đối tác trong cộng đồng, và LAAC cũng như VAAC để xác định các cơ hội giáo dục cử tri, giới thiệu về thiết bị bỏ phiếu, và giải thích cách yêu cầu cũng như nhận lá phiếu cho người khuyết tật. VRE sẽ nỗ lực tới mọi khu vực trong Quận, bao gồm cả các thành phố và cộng đồng về mặt địa lý, cũng như những cộng đồng quan tâm đến bầu cử. Cử tri sẽ có nhiều cơ hội để tìm hiểu về Mô hình Trung tâm Bỏ phiếu và các phương thức bỏ phiếu, bao gồm nhưng không hạn chế bởi:

- 1) VAAC và LAAC của Cục/Sở
  - a) Các cuộc họp bao gồm cập nhật thông tin và giới thiệu hệ thống bỏ phiếu
  - b) Biên soạn tài liệu với các thành viên VAAC và LAAC, và phân phối tài liệu trong cộng đồng
  
- 2) Sự kiện Cộng đồng
  - a) Ngân hàng Thực phẩm Sacramento - Sự kiện thực phẩm vào ngày thường và ngày lễ
  - b) Lễ hội Bí ngô Elk Grove
  - c) Lễ hội Gà Fair Oaks
  - d) Festival de la Familia
  - e) Tết Việt Nam
  - f) Lễ hội Chuối
  - g) Lễ hội Truyện tranh Sacramento Comic Con
  - h) Lễ hội Cầu vòng
  - i) Nhận thức Khuyết tật (tòa nhà đại hội tiểu bang)
  - j) Diễn đàn Ứng viên APAPA
  - b) Lễ hội Đa văn hóa Elk Grove
  - l) Hội chợ Quận Rio Linda
  
- 3) Thuyết trình trước các tầng lớp dân cư ở Quận:
  - a) Hiệp hội khu phố
  - b) Hội đồng Giám sát Quận
  - c) Ủy ban Cố vấn Khuyết tật Quận
  - d) VAAC và LAAC Tiểu bang California
  - e) Thư ký Thành phố và Hội đồng Thành phố
  - f) Tòa thị chính của Cán bộ được Bầu cử
  - g) Hội đồng Khu học chính
  - h) Hội đồng Khu Đặc biệt
  - i) Ủy ban Chính trị và Ủy ban Trung ương Quận
  - j) Cộng đồng hoạt động dựa trên niềm tin
  - k) Nhà cung cấp dịch vụ (ví dụ ILCs, Easter Seals, Hội đồng Người khiếm thị California)

- l) Cộng đồng ngôn ngữ (ví dụ như La Familia, APAPA, ACC, AAAJ, LULAC, Quận Latino Caucus)
  - m) Nhóm Bênh vực Quyền bầu cử (ví dụ như Liên đoàn Nữ cử tri, Liên đoàn Đô thị, ACLU, NAACP, Đoàn Lãnh đạo Liên tôn giáo Mỹ, DRC, nhóm Sức mạnh Nhân dân, DAC)
  - n) Các tổ chức nhân đạo (ví dụ như Soroptimists, Rotary, Kiwanis,)
  - o) Liên minh VCA Thành phố Sacramento
  - p) Các Trường đại học và Trường cao đẳng
  - q) Thư viện Công cộng Sacramento
- 4) Cơ hội Tiếp ngoại Nhiều lần
- a) Chợ Nông sản (tùy theo mùa)
  - b) KP International Marketplace
  - c) Ranch 99 Market
  - d) Các Chương trình Giáo dục THPT (tháng 4, tháng 9 và nếu được mời)
  - f) Lễ Công dân Mới
  - g) Chương trình ESL và Giáo dục Người thành niên (thông qua khu học chánh)

**1-C *Sử dụng Tài nguyên cho Hoạt động Tiếp ngoại và Giáo dục Cử tri.***  
*§4005(a)(10)(I)(i)(VII)*

CRE sẽ sử dụng những tài nguyên cần thiết để đảm bảo cử tri được cung cấp thông tin về quy trình bỏ phiếu theo mô hình Trung tâm Bỏ phiếu. Thông tin ngân sách cho cuộc bầu cử tháng 6/2018 cùng với phần so sánh với ngân sách giáo dục và tiếp ngoại của năm trước được thể hiện trong Phụ lục J.

**1-D *Liên lạc trực tiếp với cử tri để cung cấp thông tin về cuộc bầu cử sắp diễn ra và giới thiệu về đường dây nóng hỗ trợ cử tri miễn phí.***  
*§4005(a)(10)(I)(i)(X)*

VRE sẽ liên lạc với mỗi cử tri đã đăng ký tại Quận Sacramento hai lần để cung cấp thông tin về cuộc bầu cử sắp diễn ra và giới thiệu về đường dây nóng hỗ trợ cử tri miễn phí. VRE cũng sẽ cung cấp thông tin về thời điểm ban hành Hướng dẫn Thông tin cho Cử tri và các phương thức bỏ phiếu trong cuộc bầu cử theo Mô hình Trung tâm Bỏ phiếu.

**1-E *Bưu thiếp đã trả trước bưu phí để yêu cầu tài liệu bằng ngôn ngữ khác hoặc VBM phù hợp cho người khuyết tật***  
*§4005(a)(8)(B)(iii)*

Tất cả cử tri đã đăng ký sẽ nhận được bưu thiếp đã trả trước bưu phí với Hướng dẫn Thông tin cho Cử tri Quận để yêu cầu tài liệu bằng ngôn ngữ khác ngoài tiếng Anh và để yêu cầu lá phiếu

VBM bằng định dạng khác. Các chỉ dẫn điền và gửi lại bưu thiếp sẽ được cung cấp trong Hướng dẫn và trên trang web VRE.

## ***GIÁO DỤC VÀ TIẾP NGỌAI VỚI CÁC CỘNG ĐỒNG NGÔN NGỮ THIỂU SỐ*** ***§4005(a)(10)(I)(i)(I)***

VRE đã thành lập Hội đồng Cố vấn Phương tiện Ngôn ngữ (LAAC) vào tháng 8/2017 để tư vấn và hỗ trợ thực hiện các bộ luật của tiểu bang và liên bang liên quan đến việc tạo điều kiện cho cử tri có trình độ tiếng Anh hạn chế tham gia bầu cử. LAAC bao gồm các cư dân địa phương đại diện cho các cộng đồng ngôn ngữ thiểu số của Quận. Xem Phụ lục B để biết thêm thông tin về LAAC.

### ***1-F Thông báo Cử tri về Bầu cử Sắp tới và Giới thiệu Đường dây Nóng Hỗ trợ Cử tri Miễn phí với Phương tiện Hỗ trợ Cộng đồng Ngôn ngữ Thiểu số*** ***§4005(a)(10)(I)(i)(I)***

Chia sẻ thông tin với các cộng đồng ngôn ngữ thiểu số, bao gồm thông tin về Mô hình Trung tâm Bỏ phiếu, các phương thức bỏ phiếu và đường dây nóng hỗ trợ tiếp cận lá phiếu miễn phí, sẽ được thực hiện trên nhiều phương tiện bao gồm:

- 1) Truyền hình (ví dụ như Univision, Telemundo, Azteca America, Crossings TV, cũng như các kênh địa phương và kênh tiếng Anh địa phương - MetroCable/Access Sacramento)
- 2) Báo chí (Ví dụ như Sacramento Bee, Vida En El Valle, D'Primeramino Magazine, APA News In Review, World Journal News, Herburger Publications, News & Review, Messenger Publishing Group)
- 3) Đài phát thanh (ví dụ như các đài La Ranchera/Vive, Radio Lazar, Entercom)
- 4) Phương tiện Xã hội và Trang web Cục/Sở
  - a) Tài khoản Facebook và Twitter Quận
  - b) Next Door
  - c) Gov Delivery
- 5) Bảng yết thị Điện tử (Thành phố Sacramento, ClearChannel)
- 6) Thông báo Vận chuyên Công cộng (RT Sacramento, E-Tran, Vận chuyên Người khuyết tật, Xe bus, Tàu hỏa và Trung tâm Trung chuyển)
- 7) Chia sẻ tài liệu với những nhóm như đối tác cộng đồng, viên chức được bầu chọn để đăng tải lên các bản tin nội bộ, thành phố, khu đặc biệt, khu học chính, tổ chức hoạt động dựa trên cộng đồng, tổ chức hoạt động dựa trên niềm tin và Giới chức Thông tin Công cộng trong toàn quận
- 8) Phiên Thông tin Phương tiện, cho phép tất cả các hãng tin phỏng vấn và đặt thêm câu hỏi về Mô hình Trung tâm Bỏ phiếu
- 9) Thông báo Dịch vụ Công, cung cấp rộng rãi cho tất cả phương tiện phục vụ Quận
- 10) Cục/Sở Quận (ví dụ như Dịch vụ Y tế và Nhân sinh, Hồ sơ Nhân sinh, Dịch vụ Cựu chiến binh, Dịch vụ Hỗ trợ Trẻ em và Quản chế)
- 11) Các trường giáo dục người thành viên với chương trình ESL (ví dụ như USD Elk Grove, USD Sacramento City)

**1-G *Xác định Cử tri Sử dụng Ngôn ngữ Thiểu số***  
*§4005(a)(10)(I)(i)(V)*

VRE sử dụng lựa chọn ưu tiên ngôn ngữ của cử tri trong đơn đăng ký cử tri của họ để xác định những cử tri thuộc thiểu số ngôn ngữ. Cử tri cũng có thể liên lạc với chúng tôi qua điện thoại hoặc email để cập nhật ưu tiên ngôn ngữ hoặc cung cấp ưu tiên ngôn ngữ của họ cho viên chức bầu cử trong thời gian bầu cử. Dữ liệu Điều tra dân số Hoa Kỳ cũng được sử dụng để xác định những cộng đồng dân cư trong độ tuổi bầu cử 'thành thạo tiếng Anh kém hơn' có thể cần tới hỗ trợ ngôn ngữ. Thông tin này được lưu trữ trong cơ sở dữ liệu quản trị bầu cử của VRE.

**1-H *Hội thảo Giáo dục Cử tri cho Cử tri thuộc Thiểu số Ngôn ngữ***  
*4005(a)(10)(I)(i)(VI), §4005(a)(10)(I)(i)(VI)(ia)*

VRE sẽ tổ chức hội thảo giáo dục cử tri song ngữ cho mỗi ngôn ngữ bắt buộc theo quy định của tiểu bang và liên bang tại Quận Sacramento. Tại thời điểm chuẩn bị kế hoạch này, những ngôn ngữ này là tiếng Tây Ban Nha, tiếng Trung Quốc, (Ngôn ngữ Liên bang) và tiếng Tagalog, tiếng Việt, tiếng Nhật, tiếng Hàn và tiếng Ấn Độ - Khác (hiện được Thư ký Tiểu bang xác định là tiếng Hindi) (Ngôn ngữ Tiểu bang).

Những hội thảo này sẽ được tổ chức vào mùa Xuân 2018 và sẽ cho phép các cộng đồng ngôn ngữ trong quận có cơ hội nhận thông tin về những tài liệu và tài nguyên hỗ trợ sẵn có bằng ngôn ngữ cụ thể, bên cạnh thông tin về quy trình bỏ phiếu theo Mô hình Trung tâm Bỏ phiếu. Tất cả hội thảo sẽ có thông dịch viên ngôn ngữ cụ thể để hỗ trợ người tham gia. Thành viên LAAC sẽ hỗ trợ lựa chọn ngày và địa điểm tổ chức hội thảo. Thông tin về sự kiện hội thảo sẽ được thông báo ít nhất 10 ngày trước ngày họp thông qua các phương tiện được trình bày trong Phần 1-B của kế hoạch này.

**1-I *Thông báo Dịch vụ Công cộng cho Công dân Sử dụng Ngôn ngữ Thiểu số***  
*§4005(a)(10)(I)(i)(IX)*

VRE sẽ sử dụng Thông báo Dịch vụ Công cộng để thông báo cho cử tri trong các cộng đồng ngôn ngữ thiểu số về cuộc bầu cử sắp diễn ra cũng như đường dây nóng hỗ trợ miễn phí. PSA sẽ được cung cấp thông qua các hãng báo, đài phát thanh và đài truyền hình sử dụng ngôn ngữ thiểu số được mô tả trong Phần 1-E. LAAC sẽ hỗ trợ phát triển nội dung PSA.

***GIÁO DỤC VÀ TIẾP NGOẠI VỚI CÁC CỘNG ĐỒNG NGƯỜI KHUYẾT TẬT***

VRE đã thành lập Hội đồng Cố vấn Phương tiện Ngôn ngữ (LAAC) vào tháng 8/2017 để tư vấn và hỗ trợ cử tri khuyết tật tham gia quy trình bầu cử. VAAC bao gồm các cư dân địa phương đại diện cho các cộng đồng khuyết tật. Xem Phụ lục A để biết thêm thông tin về VAAC.



**1-J Trang web công khai thông tin dành cho người khuyết tật**  
§4005(a)(10)(I)(i)(IV)

Thông tin trên trang web của VRE (www.elections.saccounty.net) được cung cấp công khai dưới dạng phù hợp cho người khuyết tật. Thông tin này bao gồm Kế hoạch Quản trị Bầu cử và thông tin khác liên quan đến Đạo luật Quyền bầu cử, cũng như thông tin về cách đăng ký bầu cử và tham gia quy trình bầu cử. Thông tin cụ thể về cuộc bầu cử cũng được cung cấp trên trang web dưới dạng phù hợp cho người khuyết tật. Trang cũng cung cấp biểu mẫu nhận xét để khách ghé thăm trang web có thể sử dụng để điền những nhận xét liên quan đến bầu cử.

Thông tin được cung cấp sẽ bao gồm những thông tin sau:

- 1) Tất cả cử tri sẽ nhận được lá phiếu bầu bằng thư (VBM)
- 2) Tùy chọn sử dụng thiết bị bỏ phiếu cho người khuyết tật tại các Trung tâm Bỏ phiếu và cách sử dụng thiết bị
- 3) Phương thức yêu cầu, đánh dấu và nộp lá phiếu cho người yếu yếu thông qua chương trình Bỏ phiếu Từ xa Bằng thư cho Người khuyết tật của Quận (RAVBM) (được mô tả trong Phần 2-B).

**1-K Hội thảo Giáo dục Cử tri cho Cộng đồng Người khuyết tật để Tăng cường sự Tiếp cận và Tham gia**  
§4005(a)(10)(I)(i)(VI), §4005(a)(10)(I)(i)(VI)(ib)

VRE sẽ tổ chức hội thảo giáo dục cử tri vào mùa Xuân năm 2018 để tăng cường sự tiếp cận và tham gia của cử tri khuyết tật hợp cách. Thành viên VAAC sẽ hỗ trợ lựa chọn ngày và địa điểm tổ chức hội thảo. Hội thảo sẽ bao gồm, nhưng không hạn chế bởi, giáo dục về Mô hình Trung tâm Bỏ phiếu, giới thiệu thiết bị bỏ phiếu mới, cách sử dụng thiết bị bỏ phiếu, thông tin bỏ phiếu và các cách lấy lá phiếu bầu bằng thư cho người khuyết tật theo phương thức điện tử. Thông tin về hội thảo sẽ được thông báo ít nhất 10 ngày trước ngày họp thông qua các phương tiện được trình bày trong Phần 1-B của kế hoạch này.

## **PHẦN 2 - KẾ HOẠCH QUẢN TRỊ BẦU CỬ**

### **THÔNG TIN CHUNG**

**2-A Truy cập Điện thoại Miễn phí**  
§4005(a)(10)(I)(vii)

VRE cung cấp hỗ trợ qua điện thoại miễn phí trong giờ hành chính. Nhân viên sẵn sàng hỗ trợ người gọi bằng các ngôn ngữ bắt buộc theo quy định của liên bang và duy trì dịch vụ ngôn ngữ để sử dụng khi hỗ trợ cho cử tri sử dụng ngôn ngữ bắt buộc khác.

Đường dây nóng miễn phí (800) 762-8091  
Dịch vụ Tiếp âm California (Khiếm thanh và Khiếm thính) 711

## **TIẾP CẬN LÁ PHIẾU**

### **2-B Tiếp cận Lá phiếu VBM đối với Cử tri Khuyết tật** *§4005(a)(10)(I)(ii)*

#### **Nhận Lá phiếu Vbm qua thư**

Tất cả cử tri đã đăng ký của Quận Sacramento đều nhận được gói lá phiếu VBM qua thư cho mỗi cuộc bầu cử. Họ có thể đánh dấu và nộp lại lá phiếu được đính kèm trong phong bì đã ghi địa chỉ có sẵn trong gói VBM. Hãy xem Phần 1-E.

#### **Yêu cầu Lá phiếu cho Người khuyết tật - Trung tâm Bỏ phiếu**

Tất cả cử tri đã đăng ký của Quận Sacramento đều có thể sử dụng một trong ba thiết bị đánh dấu lá phiếu cho người khuyết tật ở Trung tâm Bỏ phiếu. Cử tri đăng nhập, yêu cầu lá phiếu cho người khuyết tật và được cung cấp thẻ khóa để thiết bị bỏ phiếu cho người khuyết tật tạo lá phiếu. Có thể đánh dấu vào lá phiếu bằng màn hình cảm ứng, thiết bị cảm ứng âm thanh hoặc công nghệ hỗ trợ riêng của cử tri. Máy bỏ phiếu cho người khuyết tật sẽ được sắp xếp để tất cả cử tri đều có cơ hội bỏ phiếu một cách độc lập và bảo mật. Hãy xem Phần 1-E.

#### **Yêu cầu Lá phiếu Cho Người khuyết tật Từ xa Trực tuyến**

Cử tri khuyết tật đã đăng ký của Quận Sacramento có thể chọn lá phiếu trực tuyến thông qua hệ thống Bỏ phiếu Từ xa Bằng thư cho Người khuyết tật (RAVBM). RAVBM cho phép cử tri khuyết tật có khả năng yêu cầu gửi lá phiếu VBM theo phương thức điện tử cho mình từ một trang web được VRE ủy quyền. Cử tri có thể tải lá phiếu điện tử về máy tính, đánh dấu bằng công nghệ hỗ trợ riêng của mình và sau đó in lá phiếu. Cử tri có thể nộp lại lá phiếu này theo cách giống như các lá phiếu VBM: gửi bằng thư, gửi vào Hòm phiếu hay đem đến Trung tâm Bỏ phiếu. Hãy xem Phần 1-E

#### **Yêu cầu Lá phiếu Thay thế**

Cử tri có thể yêu cầu lá phiếu thay thế qua số điện thoại (916) 875 6155 và số fax (916) 854-9796, hoặc trực tiếp đến Trung tâm Bỏ phiếu và văn phòng VRE, hoặc thông qua hệ thống RAVBM trực tuyến.

## **THÔNG TIN THIẾT YẾU VỀ TRUNG TÂM BỎ PHIẾU**

### **2-C Tình trạng An ninh của Quy trình Bỏ phiếu tại Trung tâm Bỏ phiếu**

#### **Bảo vệ Quy trình Bỏ phiếu tại Trung tâm Bỏ phiếu**

*§4005(a)(10)(I)(iv)*

Toàn bộ quy trình bỏ phiếu được tiến hành tại Trung tâm Bỏ phiếu đều phải tuân theo tiêu chuẩn an ninh của Thư ký Tiểu bang, thủ tục an ninh của VRE và các quy định của Thủ tục Sử dụng Hệ thống Bỏ phiếu California cũng như Bộ luật Bỏ phiếu California. Yêu cầu này có nghĩa là tất cả thiết bị ở Trung tâm Bỏ phiếu đều phải được niêm phong,

lưu giữ, phân phối và sử dụng theo những quy định trên. Ngoài ra, các thủ tục hiện tại của chúng ta yêu cầu phần lớn nhân viên bầu cử phải có mặt khi trung tâm mở cửa.

## **Kế hoạch Ứng phó Tình trạng Đột xuất và An ninh**

§4005(a)(10)(I)(iv)(VIII)

### **Ngăn chặn Gián đoạn, Tiếp tục Hoạt động của Trung tâm Bầu cử**

§4005(a)(10)(I)(iv)(VIII)(ia), §4005(a)(10)(I)(iv)(VIII)(ib)

Tất cả nhân viên, bao gồm cả những người làm việc ở Trung tâm Bỏ phiếu và những người làm nhiệm vụ hỗ trợ tuân thủ và kỹ thuật, sẽ tham gia cuộc đào tạo mở rộng về vận hành thiết bị bỏ phiếu, thiết lập Trung tâm Bỏ phiếu, hỗ trợ và hướng dẫn cử tri, bảo mật thiết bị nhạy cảm mỗi đêm bỏ phiếu và các thủ tục xử lý phù hợp trong trường hợp khẩn cấp.

Theo yêu cầu của hệ thống bỏ phiếu California, tất cả thiết bị đã được xác nhận phải sử dụng pin trong trường hợp mất điện. Tất cả các địa điểm sẽ có điện thoại di động. Những người phản ứng khẩn cấp sẽ nhận được danh sách tất cả các địa điểm Trung tâm Bỏ phiếu. Mỗi Trung tâm Bỏ phiếu sẽ được cung cấp quy trình phản ứng khẩn cấp và hướng dẫn điều hành Trung tâm Bỏ phiếu cũng như hỗ trợ cử tri.

VRE ngay lập tức nỗ lực giải quyết sự gián đoạn tại địa điểm bỏ phiếu và mỗi gián đoạn sẽ được phản ứng riêng. Nhìn chung, nếu một Trung tâm Bỏ phiếu bị gián đoạn, VRE sẽ ngay lập tức có nhân viên chỉ dẫn cử tri đến Trung tâm Bỏ phiếu khác, thông báo cho cảnh sát địa phương cũng như văn phòng Thư ký Tiểu bang và cung cấp thông tin cho phương tiện truyền thông để đảm bảo cử tri được cập nhật. Nếu có thiên tai hoặc sự kiện gây gián đoạn khác xảy ra và làm ảnh hưởng đến Trung tâm Bỏ phiếu hoặc tình trạng của địa điểm bỏ phiếu, các thông báo, biển báo và nhân viên sẽ được cung cấp để hướng dẫn cử tri đến địa điểm thay thế. Nếu tất cả các hoạt động tại Trung tâm Bỏ phiếu bị hủy bỏ, nhân viên sẽ ngay lập tức bảo vệ thiết bị bỏ phiếu của Trung tâm Bỏ phiếu và chịu trách nhiệm đối với tất cả tài liệu bỏ phiếu theo hướng dẫn Sản xuất và Hoàn thành Lá phiếu và Bộ luật Bầu cử California. VRE sẽ nỗ lực mở Trung tâm Bỏ phiếu thay thế và thông báo rộng rãi về thay đổi này.

## **2-D Trung tâm Bỏ phiếu: Số Trung tâm được Thành lập, Địa điểm, Giờ Hoạt động cho đến Thời gian Công bố**

§4005(a)(10)(I)(vi)

### **Tổng Số lượng Trung tâm Bỏ phiếu được Thành lập.**

§4005(a)(10)(I)(vi)(I)

Dựa trên số lượng 772.782 cử tri đã đăng ký (một con số lớn), VRE sẽ thành lập tối thiểu 78 Trung tâm Bỏ phiếu, trong đó 16 trung tâm sẽ mở cửa mười ngày trước ngày bầu cử và 62 trung tâm còn lại sẽ mở cửa ba ngày trước và trong suốt ngày bầu cử.

***Địa điểm và Giờ hoạt động của Mỗi Trung tâm Bỏ phiếu***  
*§4005(a)(10)(I)(vi)(III), §4005(a)(10)(I)(vi)(VI)*

CRE đang hợp tác với LAAC, VAAC và các thành viên trong cộng đồng để xác định địa điểm Hòm phiếu cũng như Trung tâm Bỏ phiếu. Nhân viên quận đã tạo bản đồ dữ liệu cho mỗi tiêu chí được xác định trong Phần 4005(a)(10)(B) bằng dữ liệu thu thập được từ Điều tra dân số mười năm một lần năm 2010, Khảo sát Cộng đồng Mỹ và hồ sơ đăng ký hiện tại của VRE. Xem Phụ lục E. Bản đồ dữ liệu cho biết các khu vực có tiêu chí trùng khớp cao nhất và sẽ hỗ trợ xác định những địa điểm tốt nhất.

Quy trình xác định địa điểm vẫn tiếp tục tại thời điểm công bố Kế hoạch này. Mục đích của VRE là định vị Trung tâm Bỏ phiếu trong những cơ sở được nhiều người biết đến và có tiện nghi phù hợp cho người khuyết tật. Tất cả Trung tâm Bỏ phiếu sẽ được mở cửa liên tục tối thiểu 8 giờ mỗi ngày và từ 7 giờ sáng - 8 giờ tối vào Ngày Bầu cử. Địa điểm và giờ hoạt động của mỗi Trung tâm Bỏ phiếu được liệt kê trong Phụ lục F. Phụ lục này cũng sẽ được cập nhật liên tục khi mỗi địa điểm được xác nhận. Danh sách sẽ được cung cấp trong tài liệu bầu cử dành cho các cử tri đã đăng ký.

**2-E *Sắp xếp Nhân sự cho Trung tâm Bỏ phiếu:***  
*§4005(a)(10)(I)(vi)(IX)*

VRE dự đoán cần tối thiểu năm nhân viên ở mỗi Trung tâm Bỏ phiếu và bổ sung thêm nhân viên biết hai ngôn ngữ. Ngôn ngữ và đầu vào của cộng đồng được xác định cho các khu bầu cử nằm trong hoặc gần kề Trung tâm Bỏ phiếu sẽ là căn cứ để điều phối số lượng nhân viên biết hai ngôn ngữ.

**2-F *Dịch vụ cho Cử tri Khuyết tật***  
*§4005(a)(10)(I)(vi)(X)*

Mỗi Trung tâm Bỏ phiếu sẽ có tối thiểu 3 thiết bị bỏ phiếu cảm ứng cho người khuyết tật. Những thiết bị này được Thư ký Tiểu bang xác nhận sử dụng trong các cuộc bầu cử của tiểu bang California và cho phép mỗi cử tri đánh dấu lá phiếu của mình một cách độc lập và riêng tư. Kính lúp, đèn bàn và dụng cụ kẹp bút cũng sẽ có sẵn. Thiết bị giảm thiểu khó khăn cho người khuyết tật cũng sẽ được bố trí ở địa điểm Trung tâm Bỏ phiếu, ví dụ như dốc xe lăn, dụng cụ chặn cửa hoặc móc hình nón để thể hiện khu vực đậu xe ISA.

**2-G *Thiết kế và Bố trí Trung tâm Bỏ phiếu***  
*§4005(a)(10)(I)(vi)(XI)*

Hướng dẫn bố trí sẽ được sử dụng để đảm bảo các buồng bỏ phiếu và máy đánh dấu lá phiếu cho người khuyết tật được sắp xếp sao cho cử tri có thể đánh dấu lá phiếu của họ một cách độc lập và riêng tư. Bố trí sẽ được cân nhắc để đảm bảo thuận tiện cho cử tri khuyết tật và sẽ được điều

chính cho phù hợp với hình dạng và kích thước phòng của mỗi địa điểm. Xem Phụ lục G để biết bố trí mẫu.

## **THÔNG TIN THIẾT YẾU VỀ HÒM PHIẾU**

**2-H *Hòm phiếu: Số Hòm phiếu được Bố trí, Địa điểm, Giờ Hoạt động cho đến Thời gian Công bố***  
§4005(a)(10)(I)(vi)

***Tổng Số lượng Hòm phiếu được Bố trí***  
§4005(a)(10)(I)(vi)(II)

Dựa trên số lượng 772.782 cử tri đã đăng ký (một con số lớn), VRE sẽ bố trí tối thiểu 52 địa điểm Hòm phiếu và những địa điểm này sẽ mở cửa 28 ngày trước và trong suốt ngày bầu cử.

***Địa điểm và Giờ hoạt động của Mỗi Hòm phiếu***  
§4005(a)(10)(I)(vi)(IV), §4005(a)(10)(I)(vi)(VII)

Mục đích của VRE là điều phối với các đối tác trong cộng đồng, và LAAC cũng như VAAC để xác định các địa điểm hòm phiếu trong những cơ sở được nhiều người biết và có tiện nghi phù hợp với người khuyết tật. Quy trình xác định địa điểm hòm phiếu vẫn tiếp tục tại thời điểm công bố kế hoạch này. Danh sách Hòm phiếu và giờ hoạt động được trình bày trong Phụ lục H và Phụ lục này sẽ được cập nhật mỗi khi có địa điểm hòm phiếu được xác lập. Danh sách này sẽ được cung cấp trong tài liệu bầu cử dành cho mỗi cử tri.

Văn phòng của Trưởng phòng Bầu cử sẽ có một Hòm phiếu ngoài cửa 24 giờ/ngày. Tất cả các Hòm phiếu khác sẽ được đặt bên trong địa điểm.

## **BẢN ĐỒ ĐỊA ĐIỂM HÒM PHIẾU VÀ TRUNG TÂM BỎ PHIẾU**

**2-I *Bản đồ Địa điểm***  
§4005(a)(10)(I)(vi)(V)

Bản đồ cho biết địa điểm cho các Hòm phiếu và Trung tâm Bỏ phiếu được trình bày trong Phụ lục 1. Những bản đồ này sẽ được cập nhật khi các địa điểm được bổ sung.

## **THÔNG TIN KHÁC**

**2-J *Chi phí và Tiết kiệm Dự tính theo Kế hoạch này***  
§4005(a)(10)(I)(v), §4005(g)(2)

Chi phí và tiết kiệm dự tính liên quan đến việc thực hiện Đạo luật Quyền bầu cử được trình bày trong Phụ lục J. VRE hy vọng việc triển khai Đạo luật Quyền bầu cử lần đầu tiên này sẽ giúp giảm chi phí liên quan đến thay thế thiết bị bỏ phiếu của Quận, tuy nhiên, vẫn dự tính rằng chi phí vẫn sẽ tăng do phải tuân thủ với một số yêu cầu quan trọng được mở rộng để đảm bảo sự tham gia của cử tri và cộng đồng. VRE lạc quan rằng số cử tri tham gia sẽ tăng lên và chi phí hoạt động hàng ngày sẽ giảm dần. Đây là điều mà VRE đã quan sát được ở Colorado khi nơi này triển khai chương trình tương tự.

Sau mỗi lần bầu cử được thực hiện theo Đạo luật Quyền bầu cử, VRE sẽ chuẩn bị báo cáo so sánh chi phí bầu cử và đăng tải trên trang web VRE dưới định dạng phù hợp cho người yếu thế.

## **2-K Hoạt động Sau Bầu cử**

### ***Xác định các Cách biệt Rõ rệt trong Khả năng Tiếp cận và Tham gia của Cử tri, Theo yêu cầu của Tiểu ban (g)***

*§4005(a)(10)(I)(iii)*

Sau mỗi lần bầu cử được thực hiện theo Đạo luật Quyền bầu cử, VRE sẽ chuẩn bị báo cáo so sánh chi phí bầu cử và đăng tải trên trang web VRE dưới định dạng phù hợp cho người khuyết tật. VRE sẽ nỗ lực giải quyết tốt nhất có thể lần lượt từng cách biệt rõ rệt được xác định.

### ***Hỗ trợ SOS Báo cáo cho Cơ quan lập pháp***

*§4005(g)(1)(A)*

### ***Cung cấp Thống kê Bầu cử cho Thư ký Tiểu bang***

VRE sẽ cung cấp dữ liệu thống kê cho Thư ký Tiểu bang, bao gồm thông tin được liệt kê trong Phần 4005(g).

**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.

SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

**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@sacounty.net](mailto:voterinfo@sacounty.net), no later than five working days prior to the meeting.



# SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

## 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 1<sup>st</sup> 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 16<sup>th</sup>  
6:00 p.m. to 7:00 p.m.  
Elk Grove City Council Chambers  
8400 Laguna Palms Way  
Elk Grove**

SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

**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@sacounty.net](mailto:voterinfo@sacounty.net), no later than five working days prior to the meeting.

# SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

## 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.

SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

**APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)**

***September 12, 2017 Meeting***

Agenda

Location: Sacramento County Voter Registration & Elections Office  
7000 65<sup>th</sup> 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 1<sup>st</sup> and 16<sup>th</sup> 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 15<sup>th</sup>. 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 26<sup>th</sup> at 6:00 p.m. to 7:00 p.m. here at the VRE Office.**

# SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

## APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

### ***September 26, 2017 Meeting***

#### Agenda

Location: Sacramento County Voter Registration & Elections Office  
7000 65<sup>th</sup> 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 amounts 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 10<sup>th</sup> 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 10<sup>th</sup> at 6:00 p.m. to 7:00 p.m. here at the VRE Office.**

SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

**APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)**

***October 10, 2017 Meeting***

Agenda

Location: Sacramento County Voter Registration & Elections Office  
7000 65<sup>th</sup> 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 16<sup>th</sup> 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 7<sup>th</sup> at 6:00 p.m.**

# SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

## **APPENDIX A - VOTER ACCESSIBILITY ADVISORY COMMITTEE (VAAC)**

### ***November 7, 2017 Meeting***

#### Agenda

Location: Sacramento County Voter Registration & Elections Office  
7000 65<sup>th</sup> 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

SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

**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](mailto: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



SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

**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 25<sup>th</sup>, 2017 - 6:00 p.m.

1. Call to order and Roll Call
2. Appointments of Members
3. Goals of this Committee
4. August 17<sup>th</sup> 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 9<sup>th</sup>, and the introduction of Mike and Whitney who will be chairing the LAAC during her absence
- LAAC emails ([LAACinfo@saccounty.net](mailto: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 17<sup>th</sup> 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 29<sup>th</sup>, 2017 - 6:00 p.m.

1. Call to Order and Roll Call
2. October 25<sup>th</sup> 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)

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**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

## SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

### 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:

## SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

### **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](mailto: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 65<sup>th</sup> 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@sacounty.net](mailto:voterinfo@sacounty.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](http://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](http://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](mailto:voterinfo@saccounty.net), no later than five working days prior to the meeting.

SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

**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](http://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](http://www.elections.saccounty.net)), by email at [voterinfo@saccounty.net](mailto:voterinfo@saccounty.net), in writing (address below), or in person at the public meeting.

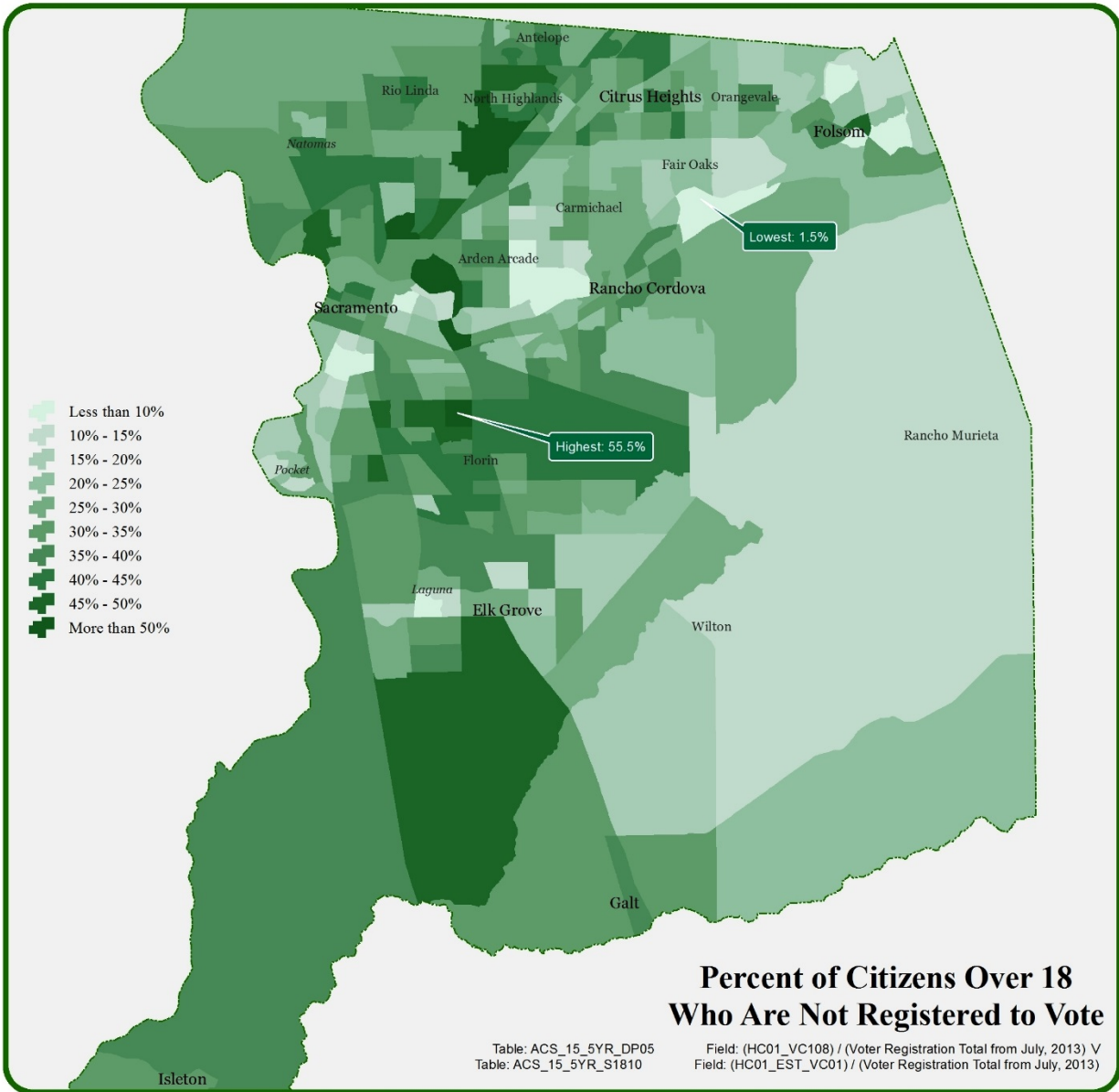
Meeting Date: December 12, 2017  
Meeting Time: 5 p.m. to 7 p.m.  
Meeting Location: Sacramento County Voter Registration and Elections  
7000 65th Street, Training Room  
Sacramento, CA 95823

For more information regarding this meeting please call (916) 875-6451 or email [voterinfo@saccounty.net](mailto: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](mailto:voterinfo@saccounty.net), no later than five working days prior to the meeting.

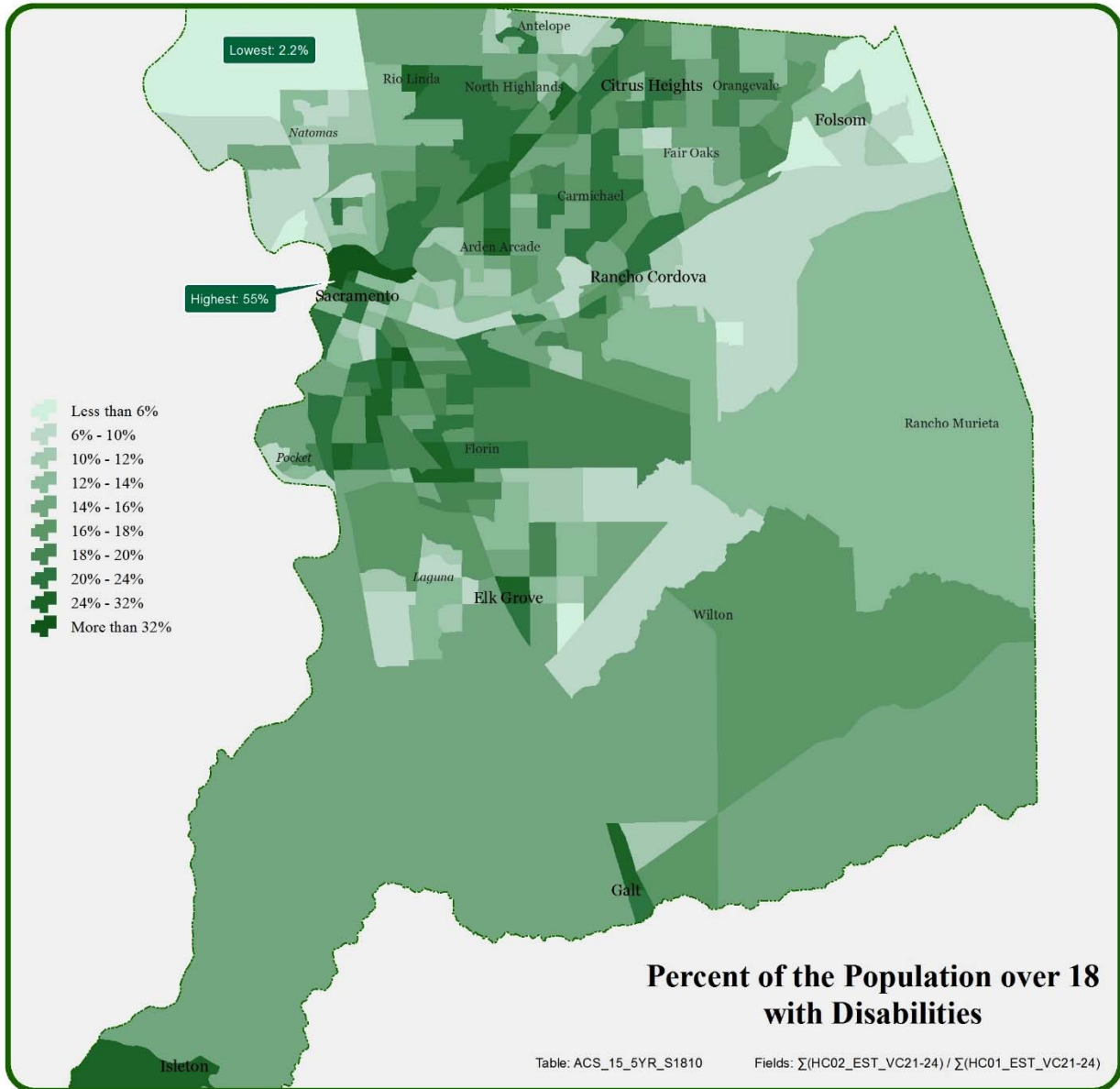
**APPENDIX E - DATA MAPS**

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



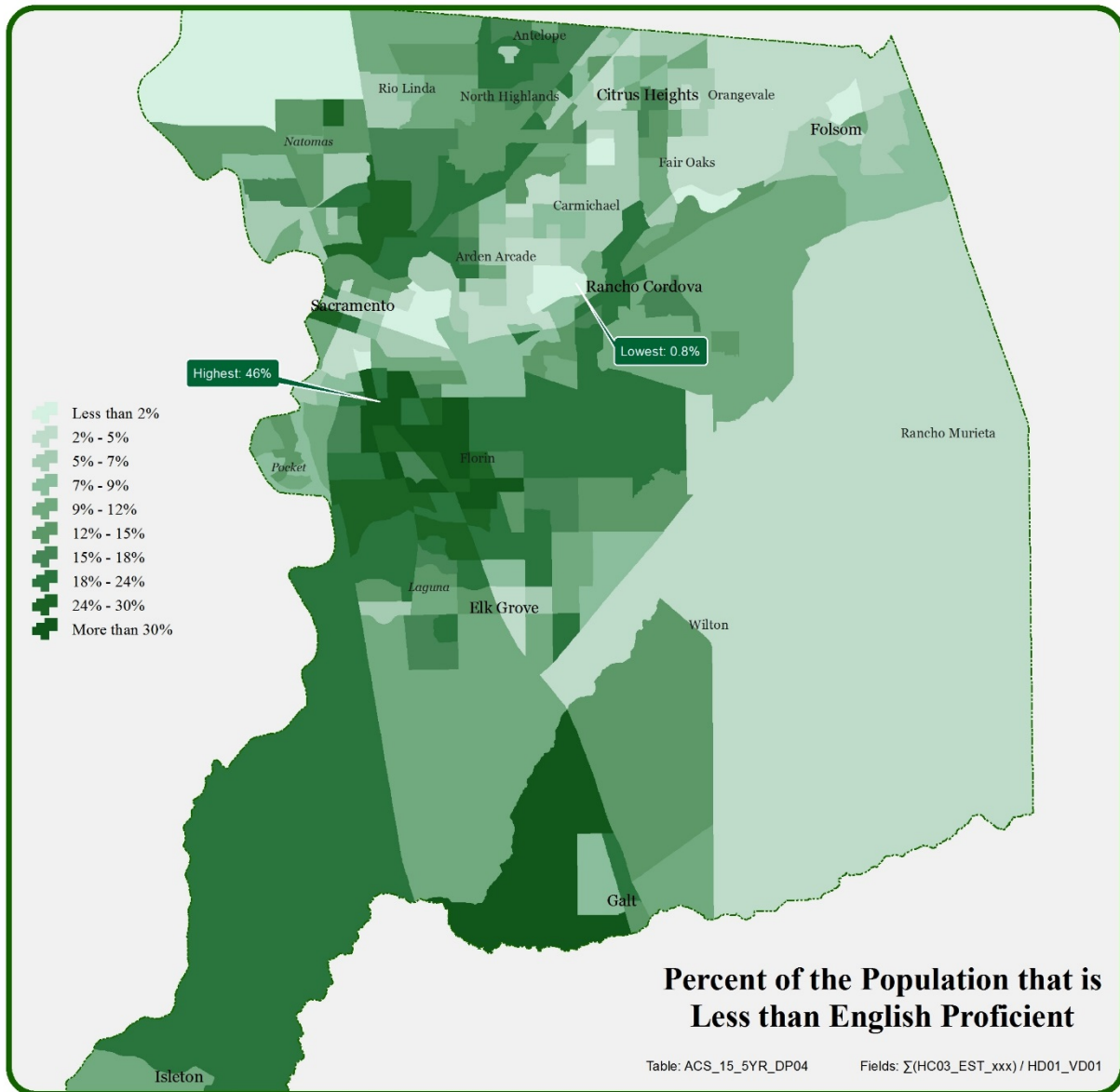
**APPENDIX E - DATA MAPS**

2) PERCENT OF POPULATION OVER 18 WITH DISABILITIES



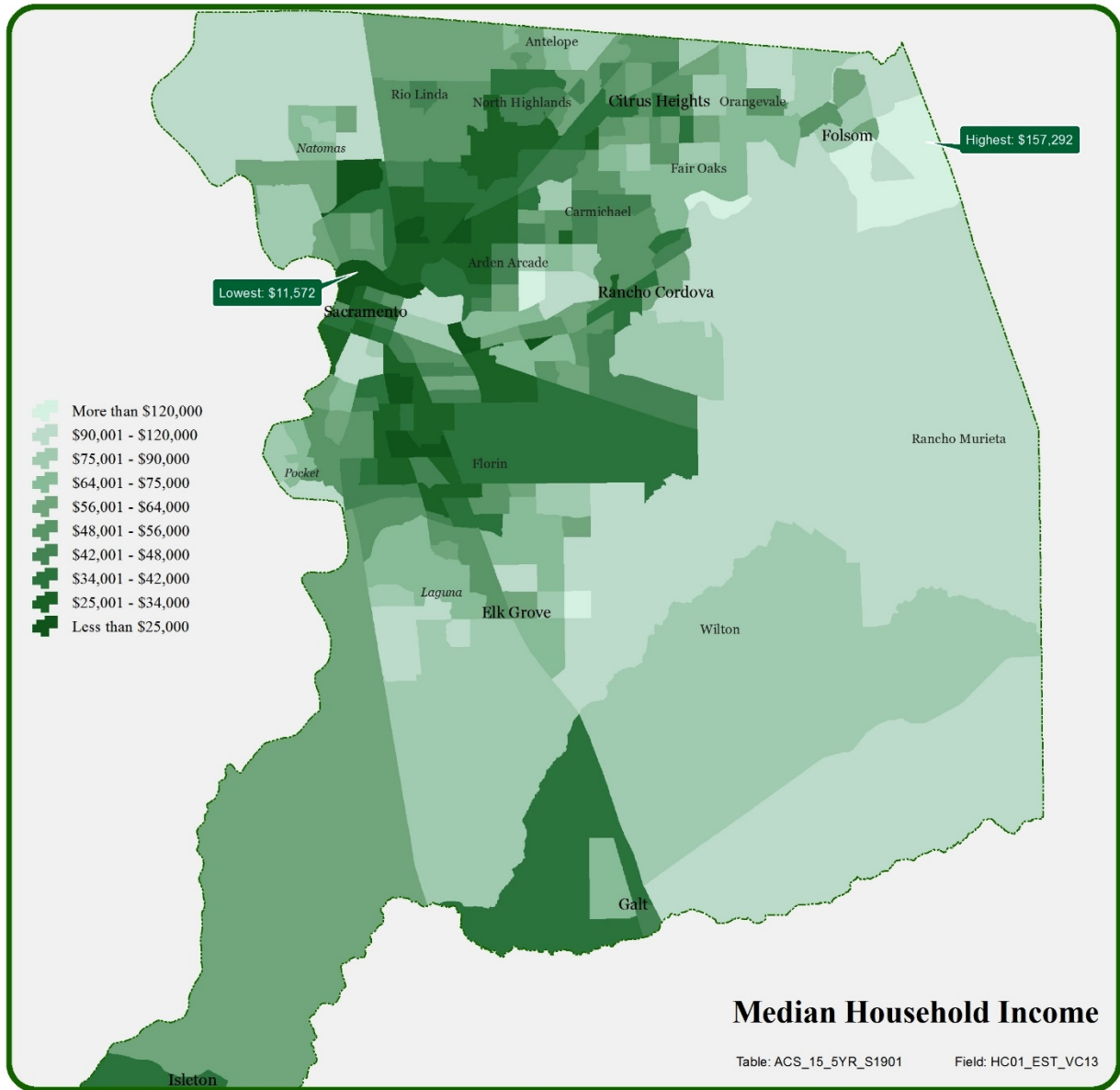
**APPENDIX E - DATA MAPS**

3) PERCENT OF POPULATION THAT IS LESS THAN ENGLISH PROFICIENT



### APPENDIX E - DATA MAPS

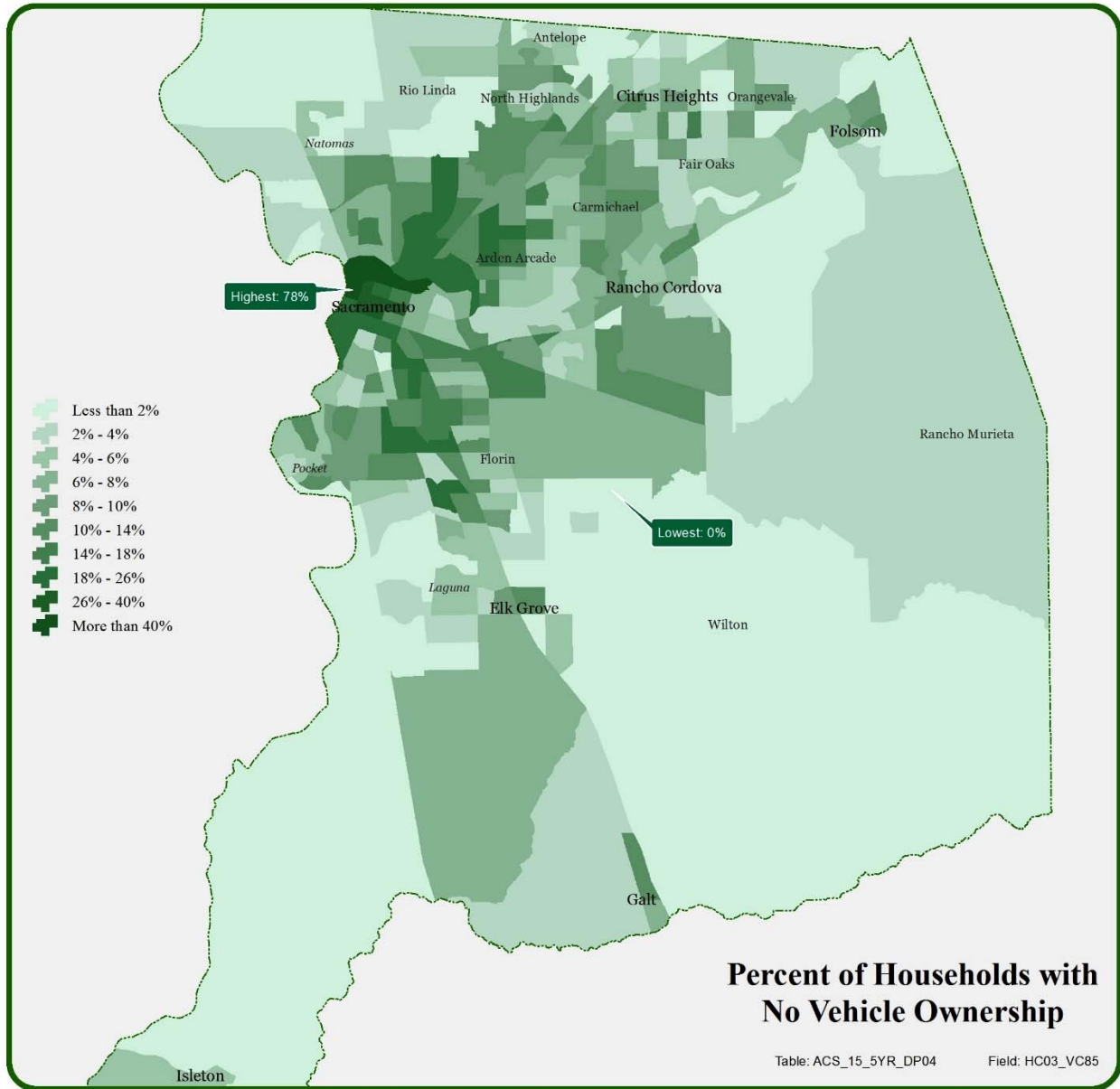
#### 4) MEDIAN HOUSEHOLD INCOME





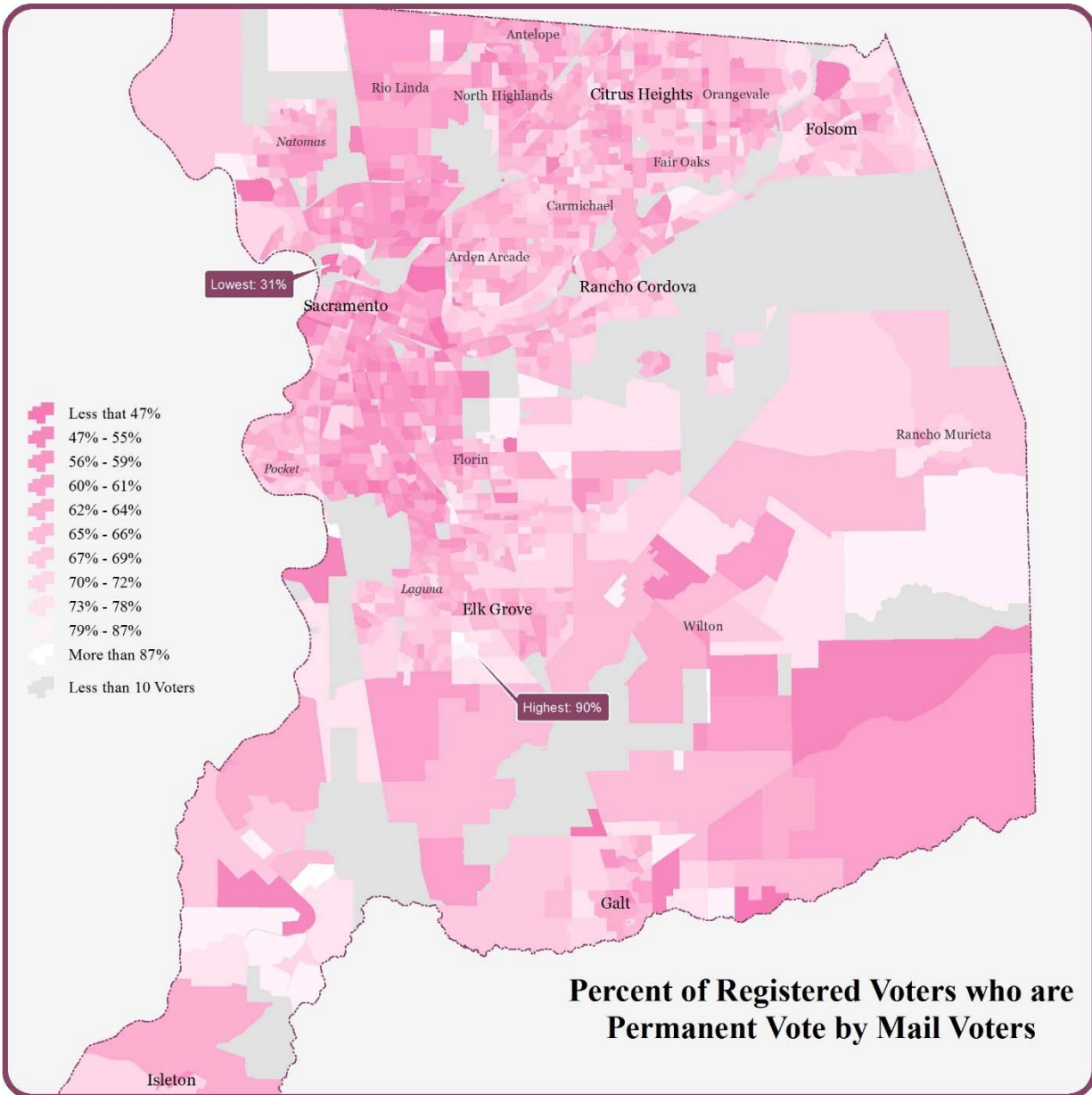
**APPENDIX E - DATA MAPS**

5) PERCENT OF HOUSEHOLDS WITH NO VEHICLE OWNERSHIP



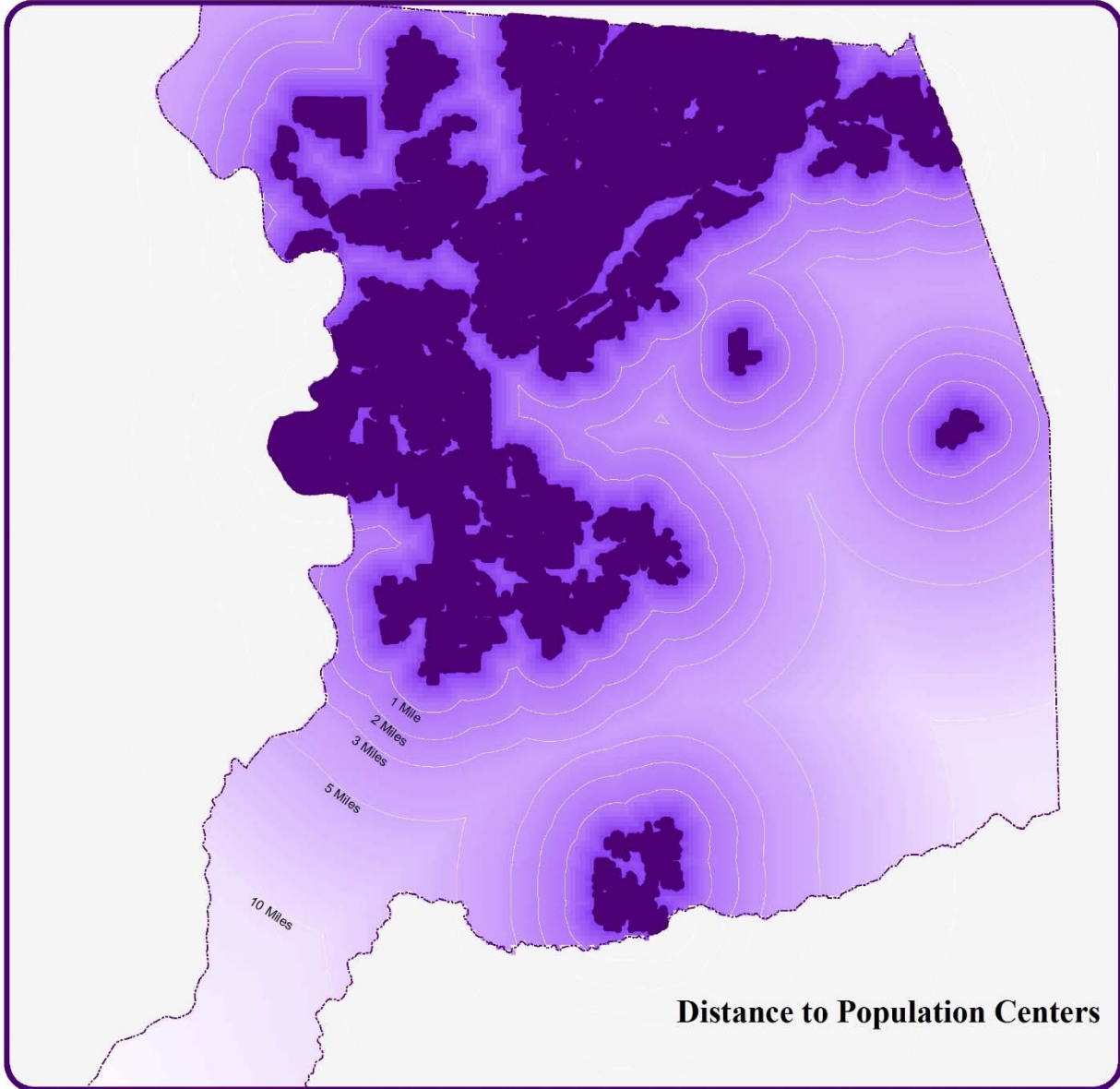
**APPENDIX E - DATA MAPS**

6) PERCENT OF REGISTERED VOTERS WHO ARE PERMANENT VOTE BY MAIL VOTERS



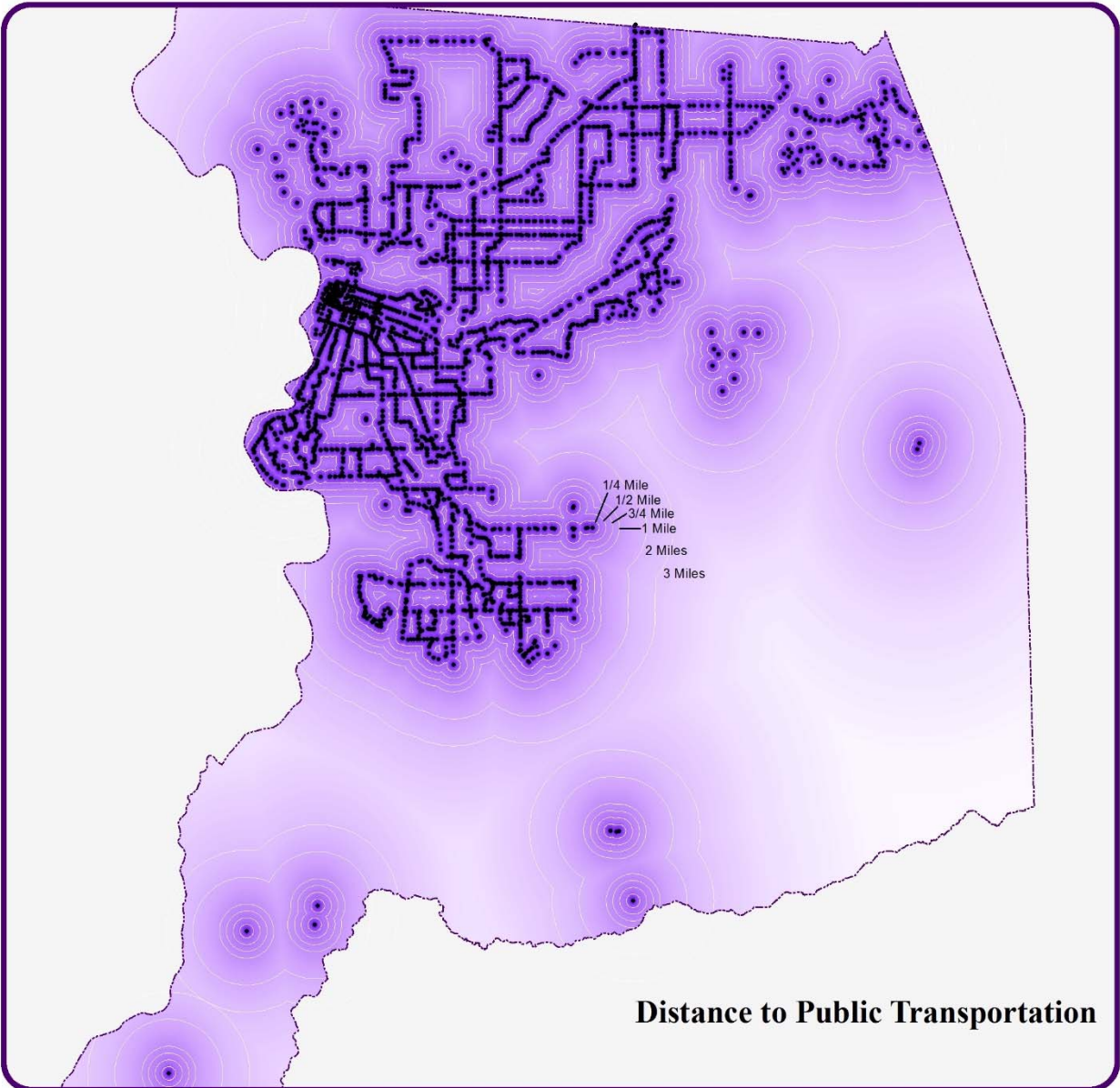
**APPENDIX E - DATA MAPS**

7) DISTANCE TO POPULATION CENTERS



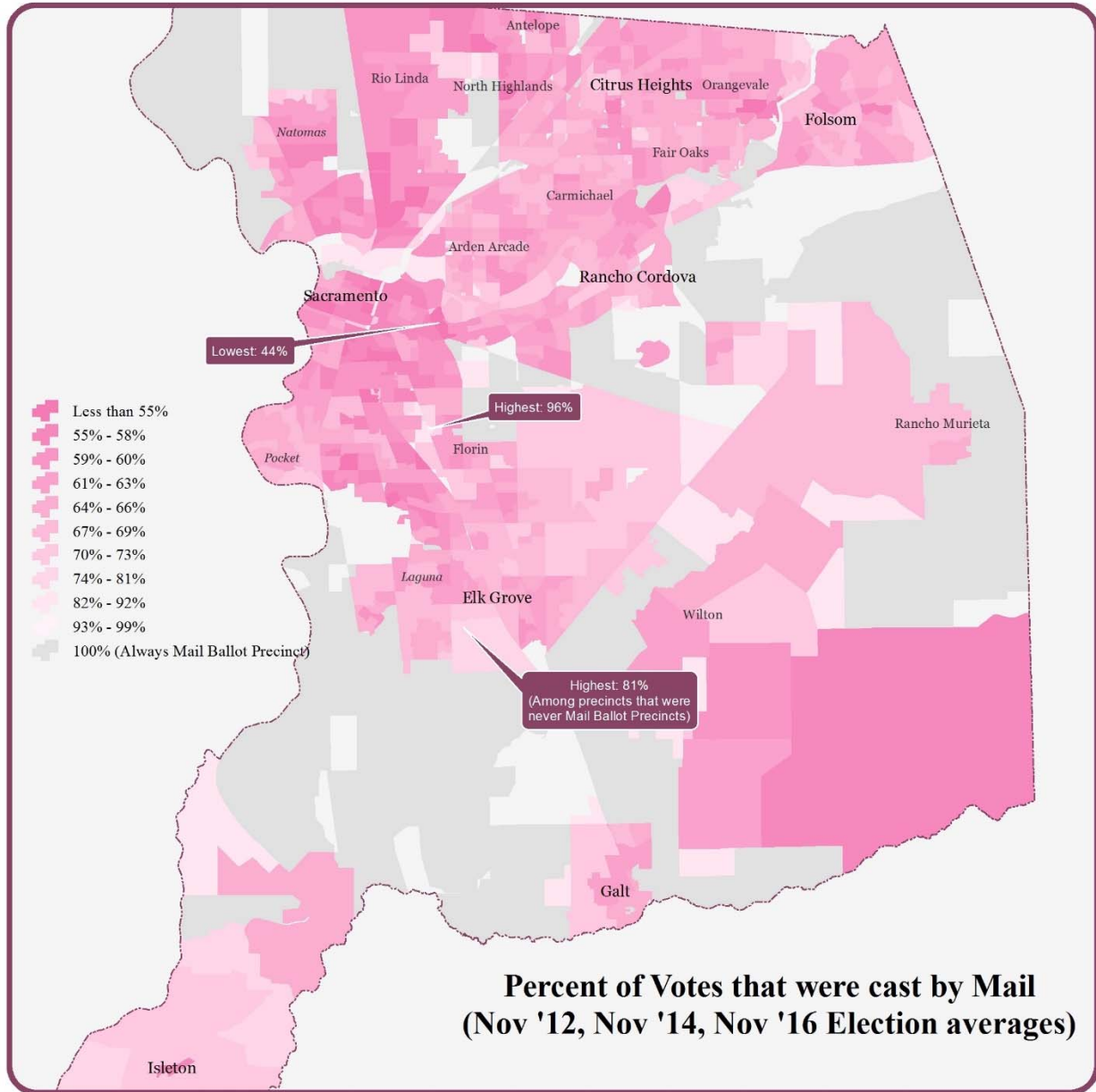
**APPENDIX E - DATA MAPS**

8) DISTANCE TO PUBLIC TRANSPORTATION



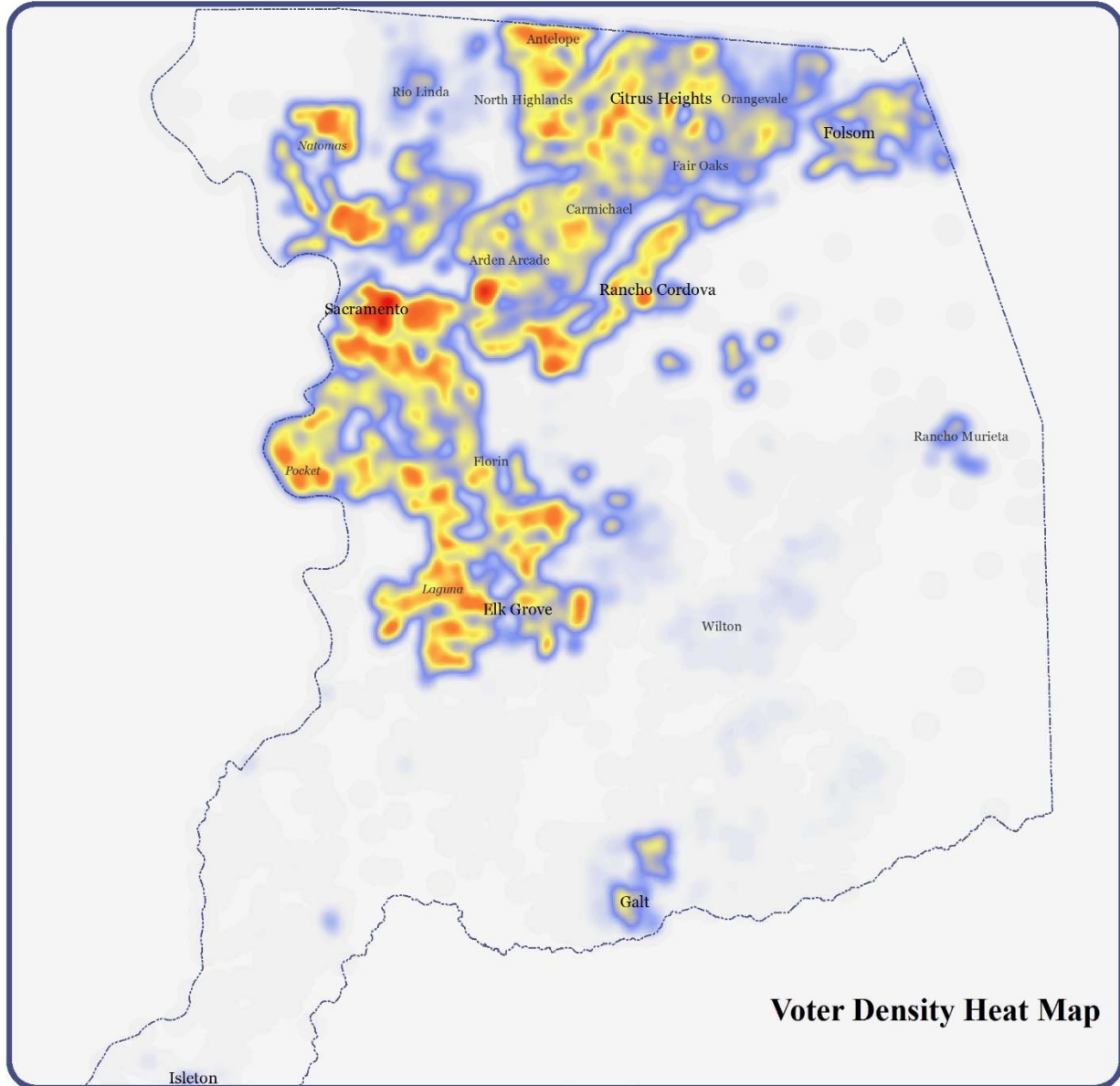
**APPENDIX E - DATA MAPS**

9) VOTE BY MAIL ACTIVITY



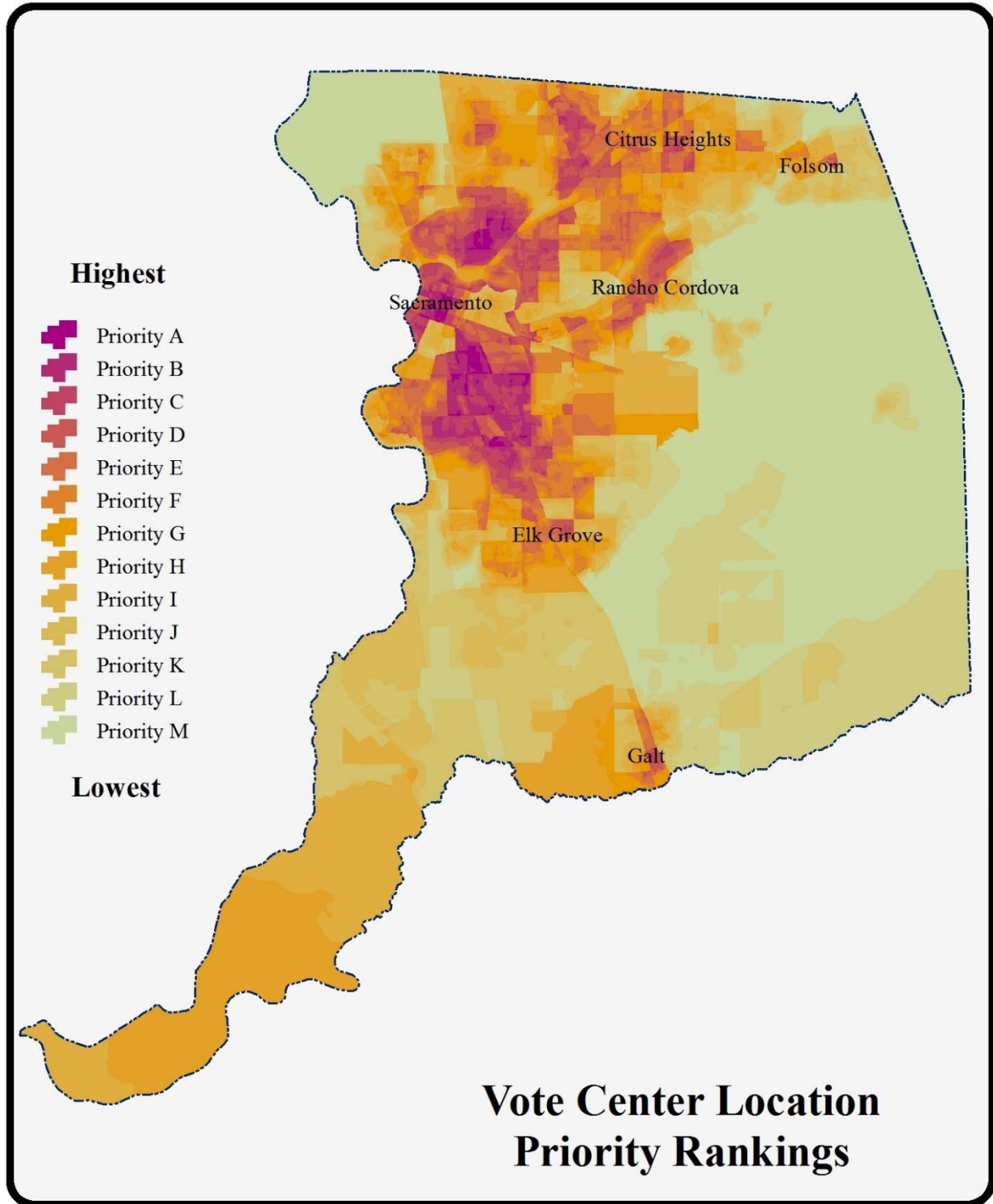
**APPENDIX E - DATA MAPS**

10) VOTER DENSITY (Heat Map)



**APPENDIX E - DATA MAPS**

11) COMBINED MAPS



## 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

SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

**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.

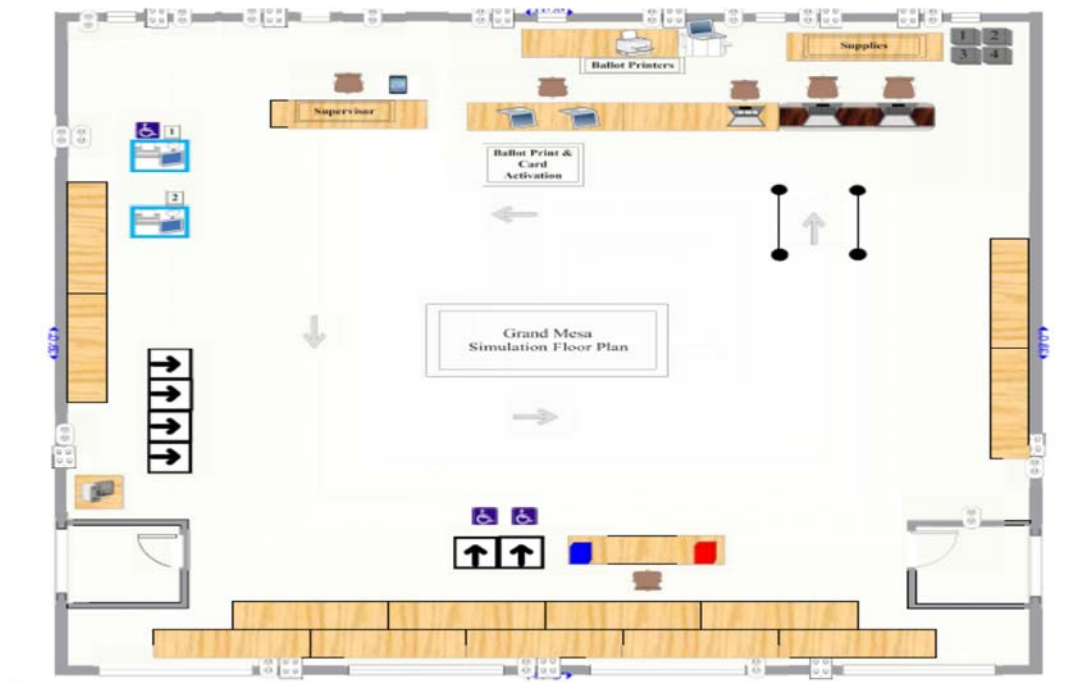
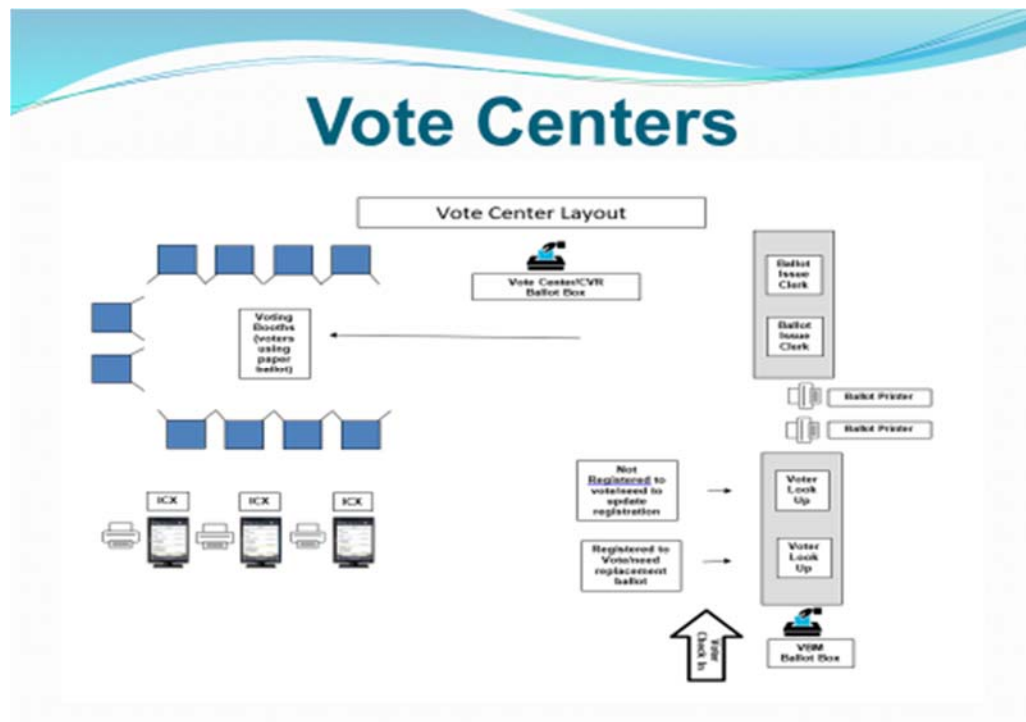
**4-DAY VOTE CENTERS**

LOCATION NAME	ADDRESS	DAYS / HOURS

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.

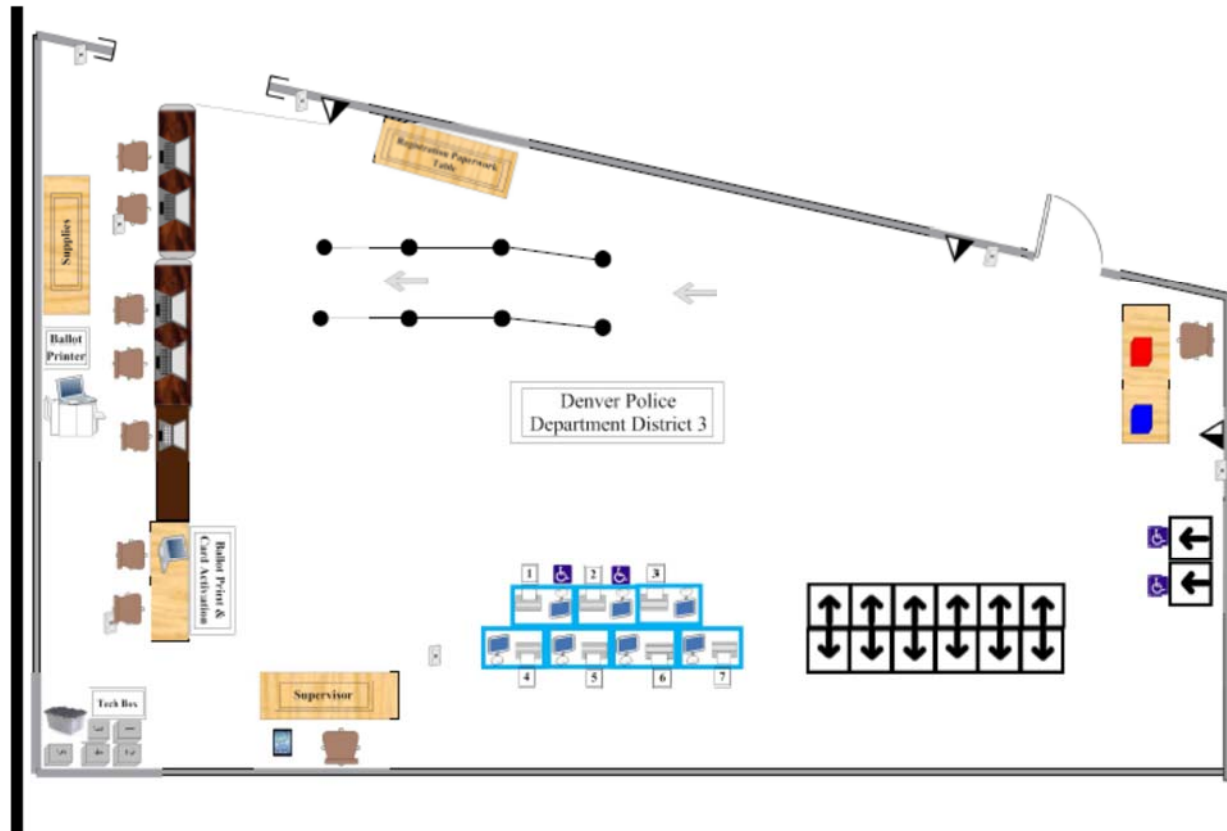
Sample Layout



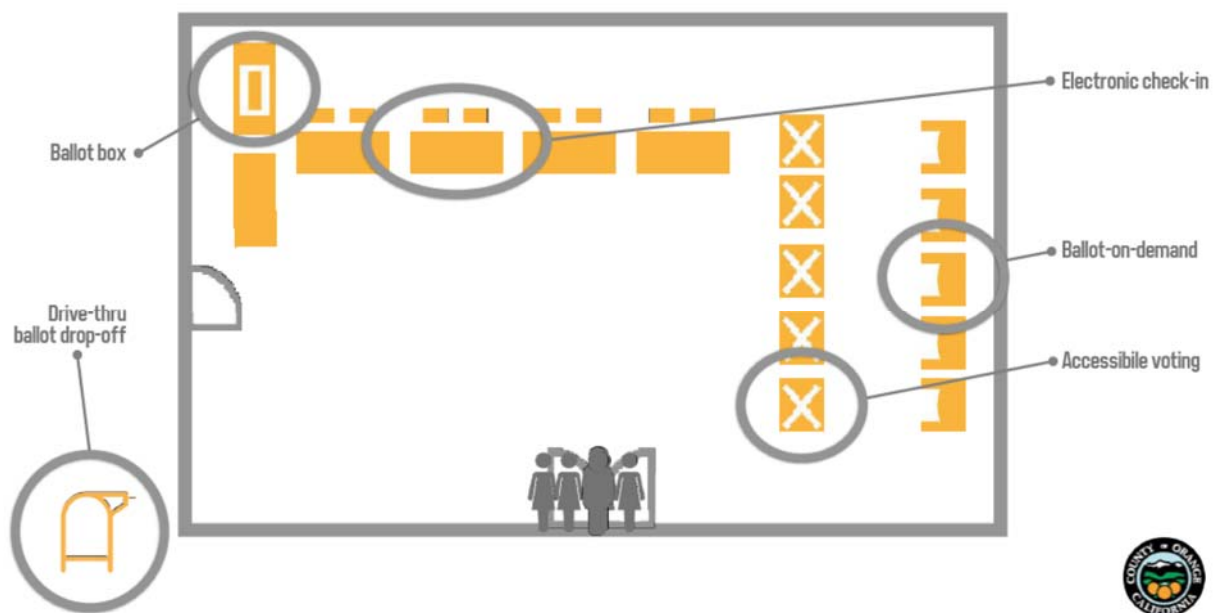
SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

APPENDIX G - VOTE CENTER SAMPLE LAYOUTS

Sample Layout - Denver Colorado



Sample Layout - Orange County



## 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

SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

**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 Coolegge	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 <i>Near Bates Elementary School</i>	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

SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

**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 <i>At Isleton Elementary School</i>	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 ·

SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

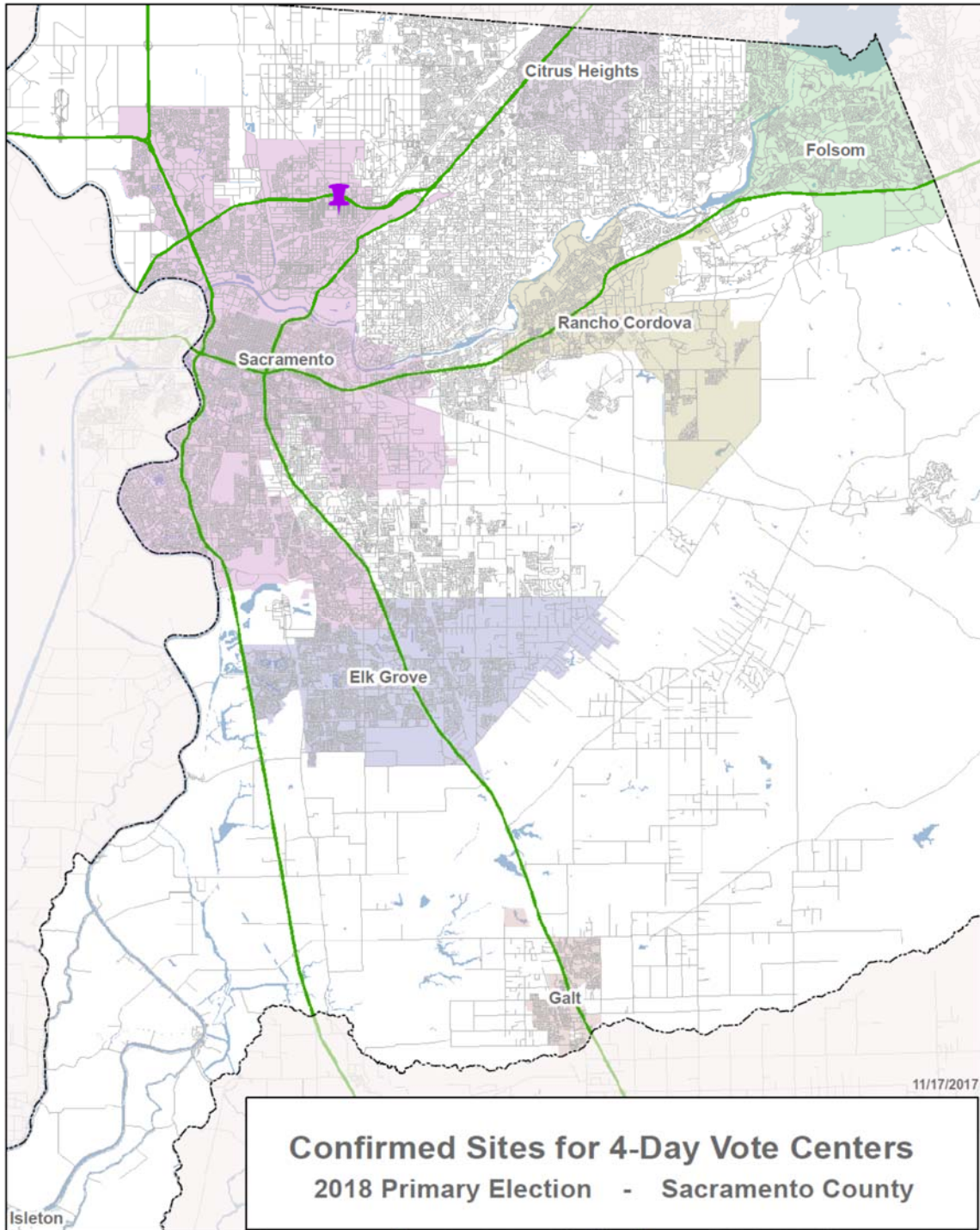
**APPENDIX H - DROP BOX LOCATIONS AND HOURS**

	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



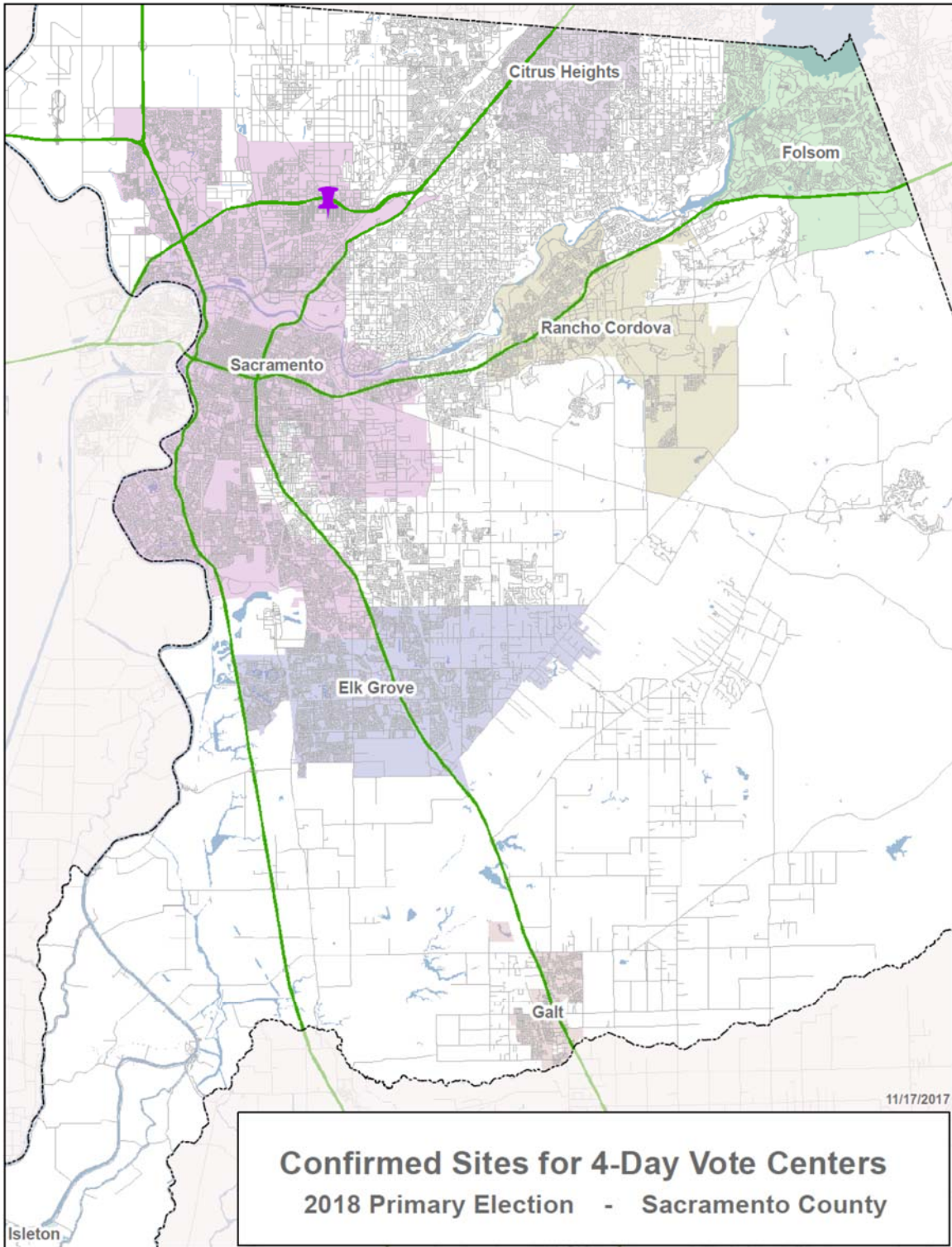
APPENDIX I - LOCATION MAPS

4-DAY VOTE CENTER LOCATION MAP



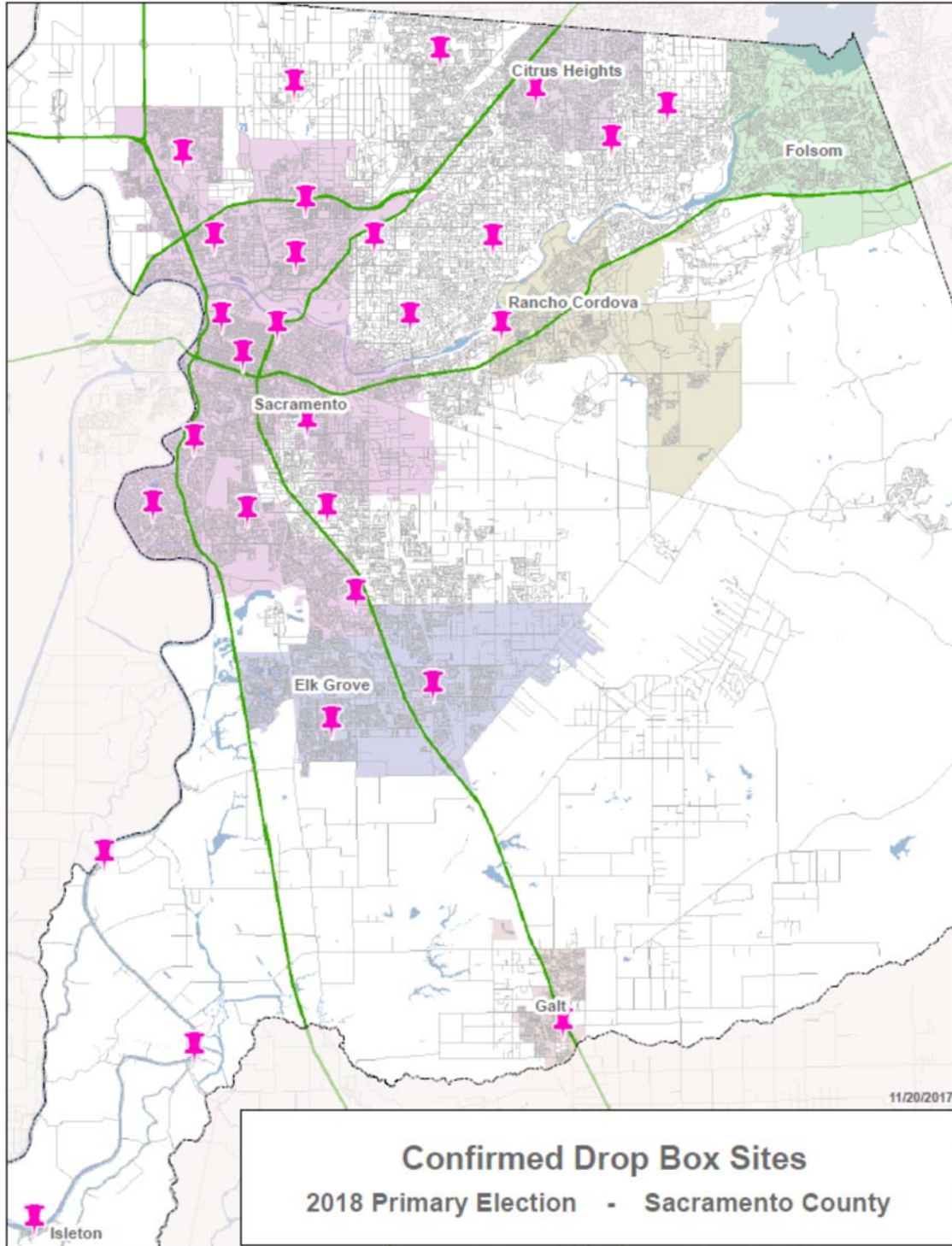
APPENDIX I - LOCATION MAPS

11-DAY VOTE CENTER LOCATION MAP



APPENDIX I - LOCATION MAPS

DROP BOX LOCATION MAP



SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

**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

SACRAMENTO COUNTY ELECTION ADMINISTRATION PLAN 2018

**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.

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### **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 IF'S 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.

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- 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**

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- 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 Police 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

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#### 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

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#### **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

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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**

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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

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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 known 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 65<sup>th</sup> 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.

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### **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.