



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

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January 22, 2010

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 10029

TO: All County Clerks/Registrars of Voters

FROM: *Catherine Ingram-Kelly*
Catherine Ingram-Kelly
VoteCal Business Lead

RE: VoteCal Project: County Readiness Survey – Design Phase

During each phase of the VoteCal Project, we will be surveying counties to measure their readiness for the changes brought by the VoteCal Project. These surveys should take no more than 10 minutes to complete and will be sent approximately twice per year. In this initial survey, we are asking that it be completed by the Registrars; in the future we may ask members of your IT Department, or Program Supervisors in your Elections Department to complete the survey, depending on the activities at hand during that phase.

A portion of the questions seek contact information or other details specific to your county. Other questions ask for your opinion or preference. Opinion/preference questions will be aggregated to reflect a statewide response average and will never be individually attributed to you or your county in published results. It is important that you answer as honestly as possible, so that we can understand where to focus our future communications.

Please complete the attached survey and return as soon as possible, but no later than February 4, 2010.

If you have any questions, please contact me at (916) 651-8975. Thank you for taking the time to provide your valued input!

RETURN THIS FORM VIA EMAIL OR FAX
votecal@sos.ca.gov or (916) 653-3214



VoteCal Project

County Readiness Survey – Design Phase

Please EMAIL or FAX these completed forms to the attention of
VoteCal Project
FAX: (916) 653-3214
EMAIL: votecal@sos.ca.gov

Section 1: Opinion

The goal of the first six questions is to gather your opinion on the accuracy of the following statements at this point in time. Your answers will be considered in aggregate to form a picture of how counties view the VoteCal Project and the information received to-date. We will ask similar questions every six months to understand the effectiveness of our communications. Please select a single response from each row.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
1. The goals and objectives for implementing the VoteCal Project are clear and compelling.	<input type="radio"/>					
2. I am motivated to make the changes necessary for VoteCal's success, which may include changing business processes or learning a new way of doing things.	<input type="radio"/>					
3. I believe that current job functions will need significant change due to VoteCal.	<input type="radio"/>					
4. I understand what departments/units and job duties VoteCal will affect.	<input type="radio"/>					
5. I believe the VoteCal implementation will require a commitment to retraining county elections and IT staff.	<input type="radio"/>					
6. Currently, I receive information from the SOS office far enough in advance to help adapt to major changes (such as policy or system changes).	<input type="radio"/>					





VoteCal Project County Readiness Survey – Design Phase

Section 2: Preferences

The next three questions poll you on your communication preferences. We will view responses as a whole across the state and adjust our communication plan accordingly.

7. What type of VoteCal project information would you like to receive? *Please check all that apply.*
- Schedule (What are the major project phases and where will the counties be involved?)
 - Successes (What key events have been completed?; What significant decisions have been made?)
 - Upcoming Key Events (What key events are coming up and who will be involved?)
 - Completed Key Events (What key events have been completed and what, if any, impact does that event have on the counties?)
 - Other, please specify:
-

8. How often would you like to receive VoteCal project information? *Please select a single answer.*
- Weekly
 - Bi-weekly
 - Monthly
 - Other, please specify:
 - Quarterly
 - Relational to event/activity
-

9. How would you prefer to receive VoteCal project information? *Please check all that apply*
- Email
 - Newsletter
 - Website/blog
 - Other, please specify:
 - Conference call (less than 1 hr)
 - Meeting (virtual, over 1 hr)
 - Meeting (in-person)
-

Section 3: Additional Input

The next two questions are an opportunity for you to provide additional feedback about what's on your mind and how we can help address your needs.

10. What do YOU feel could be the biggest challenge or barrier related to the VoteCal implementation?

11. In addition to the communications identified above, what resources would be useful to your county staff in the next six months to start preparing for this change?





VoteCal Project

County Readiness Survey – Design Phase

Section 4: Contact Information

12. Throughout the VoteCal Project, we will need to communicate with specific people from your county based upon the activities that are currently happening or upcoming. Please complete the contact information for the three persons listed below. In the future, we may ask for additional contacts for a specific activity (e.g. testing, training coordination, etc.)

County:	
County Clerk / Registrar of Voters (CC/ROV): <ul style="list-style-type: none">• Person receiving this survey / completing this form• Primary point of contact for VoteCal status updates and high-level information, as well as information to be shared with all county Elections staff• Will receive updates and/or provide feedback about proposed policy changes required for the VoteCal system	
CC/ROV Name	
CC/ROV Phone	
CC/ROV Email	
VoteCal Representative: <ul style="list-style-type: none">• Primary point of contact for questions about the county EMS or current county business processes• Will receive invitations to quarterly regional meetings	
VoteCal Rep Name	
VoteCal Rep Phone	
VoteCal Rep Email	
Technical Lead: <ul style="list-style-type: none">• Primary point of contact for technology infrastructure installation and network questions• May be the same as the VoteCal Representative named above	
Technical Lead Name	
Technical Lead Phone	
Technical Lead Email	
Contracting Lead: <ul style="list-style-type: none">• Primary point of contact for details related to contracting with SOS for VoteCal-related reimbursement• May be the same as the VoteCal Representative named above, but will likely be someone with Fiscal responsibilities	
Contracting Lead Name	
Contracting Lead Phone	
Contracting Lead Email	

