



August 12, 2021

Language Accessibility Advisory Committee (LAAC)

June 2, 2021, Meeting Minutes

1. The meeting was called to order at 1:01 p.m.

Roll was called and quorum was declared. The following participants were marked as present:

Committee Members

- Eren Mendez
- Dean Logan
- Ayna Gutierrez
- Armando Salud
- Deanna Kitamura
- Ky-Nam Miller
- Primo Castro
- Karlyn Kurichety
- Nicole Callaway

Secretary of State Staff

- LaKenya Jordan,
Deputy Secretary of State, Policy
& Planning
- Jana Lean,
Chief of Elections
- Joanna Southard,
Assistant Chief of Elections
- Lisa Alarcon,
Special Counsel
- Dominick Williams,
Staff Services Analyst
- Erric Garris,
Deputy Secretary of State,
Legislative Affairs
- Kirsten Larsen,
Election Services Manager
- Reina Miller,
Voter Accessibility Coordinator

Members of the Public and County Elections Office Staff

- Los Angeles County
- Riverside County
- Sonoma County
- Kings County
- Stanislaus County
- Christina (ACLU)

2. LAAC Members Election Updates

Eren (Contra Costa County)

- Creating outreach videos to deal with basic concepts beginning with registration and what happens to your ballot. Video infographics are translated with voiceover in the federally mandated languages and include closed captioning.

Dean Logan (Los Angeles County)

- Continuing to meet with their LAAC members. Focus is to prepare for a potential recall and language access in understanding the recall proceedings.
- Working on the initiative to expand ballot layout and ballot marketing device to their SB 90 languages, however, this will not be running until the 2022 cycle.

Jeff Klein (Los Angeles County)

- With the new languages being added they are looking to expanding their committee to cover all of these languages. If interested email Jeff Klein JKlein@rrcc.lacounty.gov.

Ayna Gutierrez (Monterey County)

- No updates.

Armando Salud (Yolo County)

- They are working on establishing LAAC/VAAC and trying to build bridges internally for obtaining help when it comes to language access.
- Plan to use Sacramento County resources to help establish their LAAC. Planning to attend other counties LAAC meetings.

Deanna Kitamura

- Is now working with Asian Americans Advancing Justice - Asian Law Caucus.

Ky-Nam Miller

- No updates.

Primo Castro

- No updates.

Karlyn Kurichety

- No updates.

Nicole Callaway (Sacramento County)

- No updates.

3. LAAC [Recommendation Letter to the Secretary](#)

- During the last LAAC meeting, the committee submitted a letter recommending that the Secretary of State office include Arabic and Somali as 14201 languages. The letter has been forwarded to upper management and is currently under review.

- Lisa Alarcon responded that SOS would like to thank the LAAC for taking the time to provide this recommendation. The next step for the SOS is to take this recommendation under consideration with what has been provided with the language request during the next determination. The SOS is going to offer new determinations required under section 14201 by January 1, 2022.
- Lisa Alarcon provided an update on creating a process for requesting new languages as allowed under section 14201. SOS is working on having some examples on the SOS website. The webpage would include an email address to submit these requests. The SOS plans to have examples on their webpage but is always open to any type of supporting documentation that the community can provide when submitting these requests.
 - Dean Logan asked whether the SOS anticipates any Census delays that would cause a delay in receiving the upcoming 14201 determinations.
 - Lisa Alarcon responded that at this time SOS does not have any information on whether there is an anticipated delay but will update the committee once she has more information.
 - Deanna asked whether we will be contracting with the same contractor used before.
 - Jana Lean responded that SOS is working on contracting with UC Berkeley who provided the last determination.

4. Role of the LAAC and Committee Goals

Role of the LAAC

- Reina reviewed the [Role of the LAAC](#).
- Reina led the discussion that currently the committee does not have any co-chairs. Requested any volunteers or co-chair nominations.
 - Eren asked whether there are recommendations on the process in bylaws, if any, that they could reference.
 - Reina responded that if any members from outside of the committee would like to be co-chair they would need to complete an application in order to get appointed by the SOS, in which they can then be appointed by the committee as a chair.
 - Joanna Southard added that the chair will need to be part of the committee and elected amongst themselves. Applications will be going out this summer since the term will be ending this year.
 - Eren commented that reconfirming the committee's commitment to the committee is important since many are not present today.
 - Deanna commented that she will check with her current employer to see whether it allows for her to participate as chair.
 - Armando commented that seeing as there is not much discussion, his office has been trying to look internal to see if there is the possibility of having someone chair. He asked whether Reina can send another reminder to the committee reminding them that chairs are needed by the next meeting.

- Reina responded that she will send out that email with the list of all current members.
- Ky-Nam commented that he will check with his team to see whether he can offer support as a chair.

LAAC Toolkit

- Reina led the discussion that at the beginning of the term, the LAAC discussed working on updating the LAAC toolkit, a directory, and survey. She wants to confirm whether this is something the committee would like to continue.
 - Eren commented that maybe after we establish commitment from everyone and chairs, we can discuss who would like to be part of these projects.
- Armando commented that he agrees with Eren. The committee needs to refocus, we need co-chairs, leads for the projects then they are responsible for reporting back to the LAAC meetings.
 - Deanna commented that attaching the documents might help spur peoples interest.
 - Reina responded that she will send out this email.

5. SOS Updates

Legislative

- Dominick provided an updated on [AB 339](#). During the last meeting it was mentioned that this bill expanded online and teleconference requirements to state and local body meetings and required translations of meeting notices and materials. That bill has been amended and no longer has any language requirements.
- Another bill that SOS is tracking is [SB 583](#) which would codify some of the processes between the Secretary of State and the DMV transfer of records to establish a method to electronically transfer records to the SOS. A requirement would be for elections officials to send a person a notice for that person to select their language preference. This bill just passed the Senate floor and is heading to the Assembly.

Voter's Choice Act (VCA)

- LaKenya provided an updated that there are about six counties who are in the process of becoming a VCA county. Those counties are Glenn, Merced, Stanislaus, San Benito, Ventura and Marin. SOS is working closely with these counties to get them up to speed on their EAPs and establishing their local LAAC and VAAC's.

Recall

- Joanna provided the update that it is currently the signature withdrawal period. During this period voters can change their minds and asked that their county elections office to remove their signature from the petition. Voter's have until June 8th to do this. Once this

period has ended, the county elections offices will report how many withdraw signatures requests they received and this number will be subtracted from the total number of valid signature received. If there are still enough valid signatures to move forward with a recall election, the SOS will be required to notify the Department of Finance who has 30 business days to determine the recall cost. Once that is done, the Joint Legislative Budget Committee will be notified and will have 30 days to review. Once that is complete the SOS will certify and the lieutenant governor will have 60 to 80 days to call the election.

6. Public Comments and Future Agenda Items

Public Comments

- No public comments

Future Agenda Items

- Co-chair nominations
- Workgroups

7. The meeting was adjourned at 1:52 p.m.