



ALEX PADILLA | SECRETARY OF STATE | STATE OF CALIFORNIA
ELECTIONS DIVISION

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June 11, 2020

Language Accessibility Advisory Committee (LAAC)

June 3, 2020 Meeting Minutes

1. The meeting was called to order at 1:00 p.m.

Roll was called and no quorum was declared due to the meeting being available only by teleconference. The following participants were marked as present:

Committee Members

- Eren Mendez
- Ayna Gutierrez
- Deanna Kitamura
- Maria de la Luz Garcia
- Ky-Nam Miller
- Ardashes Ardy Kassakhian
- Primo Castro
- Clarissa Laguardia
- Karlyn Kurichety

Secretary of State Staff

- Robert Abelon,
Deputy Secretary of State, Policy
& Planning
- Joanna Southard,
Assistant Chief of Elections
- Lisa Alarcon,
Special Counsel
- Steven Carda,
Voter Services Manager
- Adam Quintana,
Election Services Manager
- Kirsten Larsen,
Election Services Manager
- Reina Miller,
Voter Accessibility Coordinator
- Christi Van Eyken,
Elections Analyst

Members of the Public and County Elections Office Staff

- Los Angeles County
- Shasta County
- Humboldt County
- Fresno County
- Riverside County
- San Bernardino County
- Tulare County
- Merced County
- Stanislaus County

2. LAAC Members Election Updates

Eren (Contra Costa County)

- Additional languages have been added to facsimile ballots.
- Will be needing the LAAC's help with the additional languages.

Ayna Gutierrez (Monterey County)

- No updates.

Maria de la Luz

- No updates.

Ky-Nam Miller

- No updates.

Primo Castro

- No updates.

Clarissa Laguardia

- No updates.

Karlyn Kurichety

- No updates.

Deanna Kitamura

- No updates.

Ardashes Ardy Kassakhian

- No updates.

3. Secretary of State Updates

14201

Lisa Alarcon

- A [CCROV](#) was released outlining the additional languages for the November 2020 Election.
- 16 additional languages were added due to a court decision.
- 18 counties are seeing additional languages for this November. These counties have been contacted.
- The SOS has put together a Voter's Choice Act (VCA) Glossary for the additional languages which are now available on the [SOS webpage](#).
- The SOS is requesting help with reviewing the materials. Any suggestions or community partners can be sent to Reina Miller (RMiller@sos.ca.gov).
- Reina will follow-up with Sacramento County to share with the LAAC during the next meeting if their Hmong question had been answered.

Legislation

Robert:

- [AB860](#) – is in line with the [Executive Order](#) that the governor issued. This bill requires everyone to get a ballot in the mail. The bill includes:
 - Every voter will receive a VBM
 - RAVBM will be available to everyone
 - Counties can count 20 days after the election
 - Counties will be required to participate in tracking ballots. SOS offers [BallotTrax](#) free of charge to counties
- [SB423](#) – specific to in-person voting.
 - Requires a poll location for every 10,000 voters
 - Location must be open Saturday, Sunday, Monday and Election Day
 - Eliminates the 11-day vote centers
- [SB970](#) – changes the primary of the gubernatorial elections to June.
 - The thinking behind this is that the Census information may be arriving late to the State who gives the information to the redistricting committee who has a constitutional obligation to get the new districts out by August of 2021
 - This would allow more time for voters to learn what their district is

Voter's Choice Act (VCA)

Robert:

- Changes to VCA counties are:
 - Los Angeles is now 100% VBM
 - There will not be any 11-day vote centers but there will be 4-day vote centers
 - Ratio for vote centers are 1 for every 10,000 voters
 - VCA counties will have vote centers, non-VCA will have polling locations
 - COVID-19 has caused a reduction of poll workers in addition to the fact that many poll workers are 65 or older. The State and counties are working on how to do outreach
 - Many counties are being told that their March locations cannot accommodate for November due to the social distance requirement (locations are too small)
 - Deanna asked who has primary responsibility for voter education?
 - Counties do. The SOS is currently working on a request for funding to give counties
 - Reina will contact Paul from the SOS Communications Team to join the next meeting
 - Messaging will be important, especially that the VBM they are receiving is not a sample ballot and voters need to be aware that it is a real ballot for those receiving it for the first time
 - Important that voters are aware of the importance of the signature

March 3, 2020 Presidential Recap

Joanna Southard

- SOS contracted out with BallotTrax
- 25 counties participated
- 75,000 voters signed up
 - 99% indicated preference of English for notification of text, email, or voicemail
 - 1% indicated a language other than English
 - 183 – Spanish
 - 47 – Chinese
 - 40 – Vietnamese
 - 22 – Korean
 - 9 – Japanese
 - 3 – Thai
 - 3 – Hindi
 - 2 – Tagalog
 - 1 – Khmer
 - Age groups that signed up from highest to lowest
 - 65 or older
 - 25 to 34
 - 55 to 64
 - 18 to 24
 - 35 to 45
 - 45 to 54
 - Political party of users
 - Democrats 60%
 - Republicans 23%
 - No Party Preference 13%
- The SOS did experience errors in the Voter Information Guide (VIG)
 - Error in Spanish caused a reprint of the Spanish VIG. The error was an incorrect translation on the Top-Two Candidate portion of the VIG and precinct notice
 - Error in Japanese was the date on the cover of the VIG
- [AB57](#) – Transliteration
 - SOS provided a form for candidates to provide transliterations of their name
 - We received forms that didn't include the required supporting documentation
 - The SOS will be working with counties to ensure that we don't have the same mistakes
- Outreach materials for March included:
 - [Quick Facts 2020](#)
 - [Guide to Voting](#)
- SOS would like to thank the Advisory Body (Los Angeles County, Santa Clara County, San Francisco County, Clarissa and Gurdip) that assisted with the review of the Ballots, Labels, Titles, and Summaries (BLTS)
- Due to COVID-19, the Governor extended the canvas deadline. This will not happen in November due to the electoral college deadlines that cannot be extended

American Sign Language (ASL) Videos

Adam Quintana

- SOS completed an ASL video on [How to Fill Out a Voter Registration Card](#) and [Proposition 13](#) video
- SOS is now creating a new ASL video on the National Voter Registration Act (NVRA)
 - Filming will begin within a few weeks
- SOS is also updating NVRA training materials and would like the LAAC's help in reviewing. The materials are being translated in 9 languages
- History of NVRA is that it is known as the Motor Voter Act because it requires the Department of Motor Vehicles to offer customers the opportunity to register to vote
- Under NVRA, county agencies, state agencies, colleges and universities have to provide customers with the opportunity to register to vote
- Adam will now focus on NVRA and Outreach, Kirsten Larsen will be taking over LAAC, VAAC, Translations and C&E

November 3, 2020, General Election Planning

Joanna Southard

- During the last meeting, SOS mentioned workgroups that were created, one being for language access
- The executive order includes:
 - Counties will need to offer a minimum of 1 vote center for every 10,000 voters
 - Voting will include VBM and in-person
 - Counties will need assistance with securing voting locations that accommodate social distance requirements and with recruiting poll workers
 - Counties will be able to use disaster service workers
- Governor also reminded colleges and universities to consider allowing their facilities to be used as vote centers
- Governor urges the private sector and non-governmental agencies to assist with poll locations and workers
- VCA counties will continue to have vote centers, non-VCA will have consolidated precincts
- Drop boxes will be required for every 25,000 voters
- Requires every county to implement the "[Where's My Ballot](#)" tracking tool. The State is paying for the contract of this system
- Counties will need to provide smart barcodes on VBM envelopes

Lisa Alarcon

- Wants to thank LAAC members that participated in the workgroups
- SOS is working in providing language hotlines to counties
- There will be changes to COVR that will increase the opportunity for SOS to capture language preferences. The change will be an additional question that has the option of "other language," which will allow a voter to submit a specific language of their choice

Ballots, Labels, Titles, and Summaries (BLTS)

Reina Miller

- SOS will be looking to recruit volunteers for the BLTS beginning June 15, 2020
- [BLTS Timeline](#)
- Email Reina Miller if interested. An email will be sent out to the LAAC email list and on ElectNet

4. Advocates Assisting Counties with Recruitment

- Eren commented that one of the biggest challenges they have is no surplus of bilingual poll workers
- Counties can benefit from organizations to assist with being poll workers instead of observing
- This item will be discussed further at the next LAAC meeting

5. Contingency Planning for the November Election Given the Corona Virus Continued

- Eren commented that an important thing will be messaging informing voters on the different ways they can vote
- This item will be discussed further at the next LAAC meeting

6. Public Comments and Future Agenda Items

Public Comments

- No public comments

Future Agenda Items

- Advocates Assisting Counties with Recruitment
- Contingency Planning for November

7. The meeting was adjourned at 2:28 p.m.