

**Secretary of State's Task Force  
On Uniform Poll Worker Training Standards  
Wednesday, October 13, 2004 Meeting Minutes**

**1:45 p.m.:** Chairwoman Freddie Oakley called the meeting to order with the following members present: Debbie Martin, Tom Stanionis, Neal Kelley, Luana Horstkotte, Maria Garcia, Dr. Geraldine Washington.

Members participating via conference call: Phil Ting, Steve Weir, Mary Jungi, Bonnie Hamlin, Elliott Petty, Barbara Jones.

The Following Secretary of State staff members were present: Marc Carrel, Rachel Zenner, and Mark Vargas. Casey Elliott participated in the meeting by conference call.

**Item I:** Chairwoman Oakley quickly welcomed everyone present and asked that Marc Carrel review the preliminary recommendations report that was created by staff.

**Item II:** Mr. Carrel began giving an overview of the report's format. The first page includes table of contents, and under recommendations it lists the ten items that the task force had created under points to consider, and best practices is listed here but can be listed elsewhere.

The report's Introduction explains the bill and the purpose of the task force, some items still need to be finalized such as the number of poll workers and precincts for the upcoming election, but we don't know that yet.

One page lists members of the task force. Page 7 is the survey of counties.

Finally, there are the recommendations that were discussed at the last meeting.

Mr. Carrel left recommendations the same as they were prepared, except for the issue of rights for disabled voters, which was incorporated into the section on voter's rights. Most are in an outline format.

The Best Practices/Pollworker Training section is currently a reflection of the presentation given by Maria Mindlin. Mr. Carrel was a little wary of using her presentation without modifications.

Mr. Carrel suggested that Best Practices should be mixed into the different sections that they pertain to, instead of all lumped together at the end. He also suggested the counties would be best at determining best practices,

since they have the experience in the field. Also, the Election Assistance Commission (EAC) released a best practices report we can review.

In addition, Task Force Member Ting submitted his section on cultural competency and it is not included in this report, but it looks good.

Mr. Carrel felt we are 75% complete in terms of finalizing the Task Force's recommendations, and all other members agreed.

**Item III:**

Chairwoman Oakley suggested that the task force review the report so that members can make recommendations or revisions now.

Task Force Member Weir suggested that suggestions and modifications be e-mailed to Chairwoman Oakley, and she agreed to put together a master document of the modifications.

Task Force Member Jungi brought up the fact that best practice recommendations for larger counties wouldn't necessarily apply for smaller counties, and vice versa, and Chairwoman Oakley agreed.

Mr. Carrel said that we should be clear about what are best practices and what are recommendations, and what are requirements.

Ms. Zenner suggested we include in the recommendations a threshold for the recommended measures to apply to a county, and Chairwoman Oakley agreed.

Chairwoman Oakley asked that comments and suggestions be e-mailed within the next 10 days.

Task Force Member Washington joined the meeting at this time.

Mr. Carrel suggested that it might be worth attaching an outline at the end of the report for counties to quickly scan.

Task Force Member Garcia recommended that the report include an executive summary. All members present agreed.

Task Force Member Ting asked, what kinds of resources are available in the different counties for poll workers who encounter voters that need language assistance? Is there a statewide hotline for this, or should there be?

Task Force Member Weir responded that his county had a private back line for poll workers to call if they needed language assistance.

Task Force Member Martin suggested that poll workers with language skills use nametags that show their language ability, as well as using the phone lines. Both practices are used in Los Angeles.

Chairwoman Oakley suggested that the nametags be used as a best practices recommendation.

Task Force Member Ting mentioned that the issue of provisional voting should be raised in the report. Regarding provisional voting, Chairwoman Oakley mentioned that in her county, they use a small slip of pink paper near the roster to tell voters, and to remind poll workers, that they have the right to request a provisional ballot if their name is not on the roster and poll workers must provide a provisional ballot to people who request them.

Task Force Member Weir praised the idea of an election academy at a university. Mr. Carrel and Chairwoman Oakley recommended it be placed in the executive summary and be brought up with the Governor's office by the county registrars regarding the HAVA funding that is currently held up.

Task Force Member Garcia recommended that it be noted that ID requirements should be addressed – there should be a best practices recommendation on this issue. Mr. Carrel mentioned that the ID requirements are partially addressed on page 23 of the report, but should be expanded upon with a Best Practices section.

Upon questions from Mr. Carrel, the task force discussed poll worker recruitment. Task Force Member Weir suggested that retired grand jury members are a good source. Mr. Carrel shared that Las Vegas had a county worker in each polling place. Orange County shares their split shift... LA County does the same. Orange County also works with the media to get the word out.

**Item V:** After asking for any more suggestions, Chairwoman Oakley wrapped up discussions by asking where the next meeting will be on Nov. 10th. Most members agreed that Southern California was the most convenient location. The Chairwoman thanked everyone for participating, and adjourned the meeting.