



Assessor-County Clerk-Recorder and Elections

San Mateo County Voting Accessibility Advisory Committee

Meeting Minutes
December 7, 2015
10:30 A.M.

Members Present

Craig McCulloh, Chair
Vincent Merola, Vice Chair
Randall Jones
Mike Levinson
Trinh Phan
Wilhelmina (Sammi) Riley

Staff Present

Jim Irizarry
Lupe Marin
Anthony Suber, Secretary

Items Discussed

1. Introduction of Committee Members

All members in attendance were recorded

2. Review and approved Meeting Minutes from December 16th, 2015 Agenda

V. Merola motioned to approved, M. Levinson 2nd the motion and it carried.

3. Review recruitment letter for additional members M. Levinson made a motion to

The letter was read aloud and the committee discussed an interest in getting information from other Statewide VAAC groups to learn methods to engage additional members and the community. The letter was approved for use and can be used to distribute.

4. Report on Accessibility Issues Related to the All-Mail Ballot Election

C. McCulloh reviewed his feedback from his visits to UPP with V. Merola with the group. Members shared their thoughts and we discussed specific UPP locations. Riley shared her reviews / experience of the Burlingame UPP location. A. Suber requested that she document her feedback and email it to add to our master documents that the EOPP unit may use in future elections. The consolidated report has been distributed to the group and is available for future distribution.

Lupe Marin addressed several of the observations by members. She provided helpful historical information and insight. The group also discussed the concept of "Curbside" voting and its process and procedures at polling locations. L. Marin intends to review the UPP's that had issues with the EOPP team and reevaluate the locations which is already a component of the Elections team pre-election preparation process.

V. Merola suggested SMC Elections market curbside voting and make it a part of marketing communication material / media kit to educate voters of their options. V. Merola also raised the question if having a telephone hotline or phone line dedicated to UPP's just for Election Day, to handle curbside voting needs, issues, or requests was an option. Elections staff will evaluate the option.

J. Irizarry added during our City Clerk debriefing meeting we can review VAAC assessments of UPP locations discussing the challenges, issues, etc.

5. Review of Accessibility Issues or Concerns from Complaint Logs 2014-2015

We reviewed several calls and groups of calls on the monitored. These logs will be *resent* to the group and discussed at the next meeting. We will also follow up with Department IT Analyst (S. Dennison) about adding a category or field into CHEERS for June Election.

6. Review of Accessibility Check List used for Universal Polling Sites and 2016 Proposed Polling Locations.

Tabled for January 14th meeting

7. Discussion of Advocacy for Election Day Transportation

Tabled for January 14th meeting. We need to decide what issues to advocate for and who we want to advocate toward.

We want to determine if there are examples around the county where transportation is provided on Election Day. L. Marin will begin to research this item.

8. Discussion on Developing a Mobile Polling Site

V. Merola will continue to research Mobile Polling Sites and we will set a presentation date to the VAAC to share examples used in other Counties/States, possible vendors, pricing, etc.

9. Discussion of Developing a VAAC Page on www.shapethefuture.org

We need to decide what information we want to display. Members agreed to brainstorm and bring their suggestions to the next meeting.

10. Determining Set Dates and Times for Standing Meetings of the VAAC

We ruled out MONDAYS and WEDNESDAYS

Established meeting dates are as follows:

Thursday, January 14th at 10:30 am – 12:00 pm

Thursday, April 14th at 10:30 am – 12:00 pm

Thursday, July 14th at 10:30 am – 12:00 pm

11. Action Items for Next Meeting

Set agenda items

12. Conclusion & Lunch

V. Merola moved to adjourn the meeting, M. Levinson 2nd the motion and the motion carried.