

ELECTION ADMINISTRATION PLAN

NEVADA COUNTY ELECTIONS



GREGORY J. DIAZ
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950 Maidu Avenue, Suite 210
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Rev. December 20, 2019

Executive Summary

The Nevada County Elections Office aims to carry out elections with a spirit of innovation, integrity, accessibility, transparency, and efficient use of taxpayer resources.

Our office implemented the Voter's Choice Act (VCA) in June 2018. Under the VCA, voters are provided more choices on how, when, and where they vote. Every registered voter in Nevada County receives a vote-by-mail ballot automatically. Voters are then able to drop off their voted ballots in one of our many secure drop-off locations throughout the county, return the ballot by mail, or surrender that mailed ballot to vote in person at a vote center. If a voter chooses to vote in person, he or she is no longer limited to a single polling place on a single day. A voter may go to any vote center in the county. Two vote centers will be open 10 days before the election and five vote centers will be open three days before the election through Election Day, including weekends. Additionally, a "pop up" voter center will be available to those who would otherwise have to travel a significant distance to reach the nearest vote center, for a total of eight Election Day vote centers. Nevada County voters will have more choice.

In keeping with our office's goals, we believe that the VCA will increase election integrity, accessibility, and voter turnout.

This Election Administration Plan (EAP) was put together by our office in collaboration with our community to clearly communicate how we implement the VCA. Our EAP describes how we plan to educate the public regarding the choices that come with the VCA model. It includes information about our proposed vote centers and drop-off locations, and how they will operate. With this EAP we hope to provide a clear idea of how our office is planning to administer future elections in Nevada County.

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I. VOTER EDUCATION AND OUTREACH – GENERAL

§4005(a)(10)(I)(i)(VI)

Gregory J. Diaz, Nevada County Clerk-Recorder/Registrar of Voters made significant efforts to educate the community at large in Nevada County regarding the California Voter's Choice Act (VCA).

In addition, the Nevada County Elections Office formed a Voter Education and Outreach Committee to establish how to best educate and reach the Nevada County community regarding the VCA. The committee was established on August 29, 2017 and will continue to meet as necessary through the 2020 election cycle. See APPENDIX A for materials regarding this committee.

Media and Public Service Announcements

§4005(a)(10)(I)(i)(II), §4005(a)(10)(I)(i)(VIII)

The Nevada County Elections Office use a variety of media and public service announcements in accessible formats to educate the voting-age population in Nevada County, to promote the availability of an accessible vote-by-mail ballot and how to request one, and to promote the toll-free voter assistance hotline (1-888-395-1298). Media will include, but not be limited to, newspapers, radio, television, and social media. The following Nevada County media outlets were chosen with consideration of their target audience, frequency of publication, reach, accessibility, and consultation with the public.

Newspapers: *The Union*, *Sierra Sun*, and *Nevada City Advocate*

Online News Sources: *YubaNet*

Radio: KNCO and KVMR

Television: NCTV

Social Media: Facebook (*Nevada County Elections*) and Twitter (*@NevCoElections*)

Significant efforts for educating potential voters through the abovementioned media were implemented in April 2018. The Nevada County Elections Office will continue to strategically reach out to the voting age population and will time its communications nearer to key election dates (rather than several months prior).

Through consultation with the public and the Voter Education and Outreach Committee, *The Union* and *YubaNet* will be the primary media for which voter education and outreach occurs. Radio and secondary newspapers will also be used to reach a wider audience. KNCO and KVMR are the two most popular local radio stations in Nevada County and have a variety of programming that appeal to different demographics. *Sierra Sun* and *Nevada City Advocate*, both free newspapers, will also be used to reach as many potential voters as possible.

See Appendix B for more information regarding the choice of media sources.

Having a Community Presence

§4005(a)(10)(I)(i)(III)

The Nevada County Elections Office will educate the voters in Nevada County by having a community presence. Nevada County Elections partners with established community-based organizations to reach their target audiences via newsletters, emailing, social media, websites, and/or events. Types of organizations the Nevada County Elections Office will reach out to consist of, but will not be limited to, assisted living facilities, cohousing, fraternal organizations, homeowner associations, local businesses, mobile home parks, nonprofits, political organizations, retirement homes, and schools. These organizations will receive official media for purposes of education and outreach from the Nevada County Elections Office.

The Nevada County Elections Office will put emphasis on the availability of an accessible vote-by-mail ballot and how to request one with key organizations such as FREED Center for Independent Living, Sierra Services for the Blind, and Meals on Wheels.

The Nevada County Elections Office has had meetings with the public and will continue to have meetings with community members. The Elections Office will also provide materials for or attend local events that are recommended by our staff and community members. Community event attendance will be published on the Elections website (<https://www.mynevadacounty.com/695/Registrar-of-Voters>) when confirmed. See Appendix J for a list of events of the Nevada County Elections Office plans to attend.

Directly Contacting Voters

§4005(a)(10)(I)(i)(X)

Nevada County Elections will make two direct contacts with voters for purposes of informing voters of the upcoming election and promoting the toll-free voter assistance hotline. These contacts will be in addition to other required contacts with voters including, but not limited to, sample ballots and the delivery of vote by mail ballots.

One direct contact will be a mailing to registered voters in Nevada County informing them that a vote-by-mail ballot will be sent to all registered voters regardless of vote-by-mail preference. The other mailing will be sent after ballots have been mailed informing these voters of their voting options at vote centers, if they would prefer to vote in person, and options for returning their vote by mail ballots.

Using Resources to Ensure Voters are Informed

§4005(a)(10)(I)(i)(VII)

The Nevada County Elections Office will spend the necessary resources on voter education and outreach to ensure that voters are fully informed about the election conducted in accordance with the Voter's Choice Act. See Appendix I for specific information regarding the education and outreach budget for the March 2020 Primary Election as well as a comparison of this budget with the voter education and outreach budget for the June 2016 Primary Election.

II. VOTER EDUCATION AND OUTREACH – VOTERS WITH ACCESSIBILITY NEEDS

The Nevada County Elections Office formed a Voter Accessibility Advisory Committee (VAAC) to establish how to best educate and reach the disability community in Nevada County regarding the VCA. The committee was established on August 29, 2017. The committee members are well connected to the disability community and will continue to assist the Elections Office in developing plans to best serve voters with disabilities in Nevada County. Please see Appendix C for materials regarding this committee.

Educating the Disability Community – Voter Education Workshop

§4005(a)(10)(l)(i)(VI)(ib)

The Nevada County Elections Office held one voter education workshop to increase accessibility and participation of eligible voters with disabilities in Spring 2018. The Elections Office is considering hosting another voter education workshop. The date, time, and location of this workshop will be publicly announced at least 10 days prior to its scheduled time.

Accessible Voting Materials and Ballots

Accessible Website

§4005(a)(10)(l)(i)(IV)

The Nevada County Elections website is an accessible website per standards recommended in §2053(b)(4). The Nevada County Elections Office will work with the Nevada County Information Services staff to ensure that all election information is available in text-based format on the accessible website. (<https://www.mynevadacounty.com/695/Registrar-of-Voters>) Information includes, but will not be limited to, a list of the ballot drop off locations and vote centers with dates and hours they are open, as well as the services available at vote centers. The Nevada County Elections Office is also planning a webpage to educate everyone about the accessible voting tools available.

Accessible Services Available at Vote Centers and Ballot Drop off Locations

§4005(a)(10)(l)(vi)(X)

Each vote center will have accessible parking available and will be ADA compliant. Vote centers will be surveyed by staff to ensure that each vote center has the equipment and materials needed to be ADA compliant. All vote centers will be equipped with at least three accessible Ballot Marking Devices (BMDs, also called HART Verity Print) and include an audio ballot option and sip-and-puff technology. The Nevada County Elections staff are experienced using BMDs and will train our vote center staff to assist any voter in the best way possible.

All exterior and interior ballot drop off locations will be accessible and as near to public transportation routes as possible. The 24-hour ballot drop off location at the Nevada County Government Building (Rood Center) is accessible and on a public transportation route.

Requesting an Accessible Vote by Mail Ballot

§4005(a)(8)(B)(iii)

All registered voters will receive a vote-by-mail ballot and educational materials. Each voter will also receive a postage-paid postcard for requesting an accessible vote by mail ballot. Voters requesting an accessible vote-by-mail ballot need only fill out the postage-paid postcard and return it to the Nevada County Elections Office. Voters may also request an accessible vote-by-mail ballot and receive other information about accessible voting via the Nevada County Elections website (<https://www.mynevadacounty.com/2437/Accessible-Voting>). The Nevada County Elections Office will continue to use the Democracy Live platform to distribute accessible vote-by-mail ballots.

Requesting a Replacement Ballot

§4005(a)(10)(I)(ii)

Voters with disabilities can request a replacement ballot two ways: (1) by calling the Elections Office or (2) by visiting any vote center. Voters who would like to request a replacement ballot be mailed to them may do so by following instructions on the Nevada County Elections Office website. The last day replacement vote by mail ballots can be **mailed** is seven days before the election. Voters with disabilities can also visit any vote center to receive a replacement ballot or to vote on accessible voting equipment.

Toll-Free Hotline for Deaf and Hard of Hearing Voters

§4005(a)(10)(I)(vii)

The Nevada County Elections Office has a toll-free TTY hotline (1-833-421-8445) for deaf and hard of hearing voters available Monday – Friday: 8:00 am – 5:00 pm and 7:00 am – 8:00 pm on Election Day. The toll-free hotline number is posted on the Nevada County Elections website and included in voting materials sent to voters.

Addressing Disparities in Voter Accessibility and Participation

§4005(a)(10)(I)(iii)

After any election that is conducted in compliance with the Voter's Choice Act, the Nevada County Elections Office will make a reasonable effort to address significant disparities in voter accessibility and participation. The Nevada County Elections Office will meet with the Nevada County VAAC to address and discuss any issues that ensued during the election. Furthermore, the Nevada County Elections Office will survey all vote center staff to evaluate and address any disparities regarding voter accessibility and participation.

III. VOTER EDUCATION AND OUTREACH – LANGUAGE MINORITY COMMUNITIES

The Nevada County Elections Office formed a Language Accessibility Advisory Committee (LAAC) to establish how to best educate and reach the language minority communities in Nevada County about the VCA. The committee was established on August 29, 2017. The LAAC will assist in how to best reach the Spanish speaking population in Nevada County. See Appendix D for materials regarding this committee.

Educating Language Minority Communities

§4005(a)(10)(l)(i)(VI)(ia)

Bilingual Voter Education Workshops

§4005(a)(10)(l)(i)(VI)(ia)

The Nevada County Elections Office held two bilingual voter education workshops to increase outreach and the participation of Nevada County's Spanish speaking community in Spring 2018. The workshops were presented in Spanish by Alex Padilla, California's Secretary of State. The Elections Office is considering hosting bilingual voter education workshops during the 2020 election cycle. The date, time, and location of these workshops will be publicly announced, in English and Spanish, at least 10 days prior to their scheduled times.

Media and Public Service Announcements

§4005(a)(10)(I)(i)(I), §4005(a)(10)(I)(i)(IX)

Nevada County does not have any media outlets that are specific to the Spanish speaking population. The Nevada County Elections Office consulted with the public and the Nevada County LAAC to establish a list of community partners that can assist with educating the Spanish speaking communities in Nevada County. This will primarily be done through the distribution of educational material in Spanish. How community partners will distribute Spanish educational material will be at their own discretion, but the Nevada County Elections Office has and will recommend including material in emails, newsletters, and flyers at public events they attend or through their daily operations. Public service announcements for purposes of informing voters and promoting the toll-free voter assistance hotline will be posted in Spanish in *The Union* and *Sierra Sun* newspapers.

When the VCA was first implemented, the Elections Office was made aware of several Spanish radio stations. However, none were based in Nevada County or targeted its residents. The primary issue with advertising through these stations was the potential for confusion. In consultation with the public the Nevada County Elections Office and LAAC concluded that advertising through nonlocal outlets would be detrimental to counties that have not yet adopted the new election model.

Spanish Toll-Free Voter Assistance Hotline

§4005(a)(10)(I)(vii)

The Nevada County Elections Office will provide a toll-free voter assistance hotline for Spanish speakers in Nevada County. This hotline will be operational 29 days before the election through 5:00 p.m. the day after the election. The number for this hotline will be posted on the Nevada County Elections website and in voting materials sent to voters.

Spanish Educational Material

The Nevada County Elections Office will distribute educational material in Spanish provided by California's Secretary of State through the Family Resource Center of Truckee or any other organizations that opt to use it in their outreach.

Identifying Language Minority Voters

§4005(a)(10)(I)(i)(V)

The Nevada County Elections Office identifies language minority voters by their language preference indicated on voter registration forms. Minority language voters may also email or call the Nevada County Elections Office to designate their language preference. We collect and store these data in our election management system. We also receive information about the language minority communities from the United States Census Bureau.

IV. VOTE CENTERS

There will be a total of eight vote centers available to all voters in Nevada County. Below is a list of proposed vote centers. All vote centers will be open for at least eight hours a day during the early voting period. On Election Day all vote centers will be open from 7:00 a.m. to 8:00 p.m. Exact Hours of each vote center's operation will be posted on the Nevada County Elections webpage (<https://www.mynevadacounty.com/695/Registrar-of-Voters>) and included in the Nevada County Voter Information Guide.

§4005(a)(10)(I)(vi)(I), §4005(a)(10)(I)(vi)(III), §4005(a)(10)(I)(vi)(VI)

Vote Centers Open 29 Days Before the Election Through Election Day

§4005(a)(4)(A)

Nevada County Elections Office

950 Maidu Avenue, Suite 210
Nevada City, CA 95959

Vote Centers Open 10 Days Before the Election Through Election Day

§4005(a)(4)(A)

Truckee Town Hall

10183 Truckee Airport Rd
Truckee, CA 96161

Vote Centers Open 3 Days Before the Election Through Election Day

§4005(a)(3)(A)

Best Western Gold Country Inn Conference Center

Room Gold 1
1012 Sutton Way
Grass Valley, CA 95945

Gold Miners Inn

Room E
121 Bank Street
Grass Valley, CA 95945

Penn Valley Fire Protection District Station 43

10513 Spenceville Rd
Penn Valley, CA 95946

Higgins Lions Community Center

22490 E Hacienda Dr
Grass Valley, CA 95949

Cedar House Sport Hotel

10918 Brockway Rd
Truckee, CA 96161

Mobile Vote Centers

§4005(a)(10)(B)(xiv)

The Nevada County Elections Office implemented a mobile vote center in North San Juan, a geographically isolated community in Nevada County. The North San Juan mobile vote center opened on Election Day during the June and November elections in 2018. The Nevada County Elections Office intends to open this "pop up" vote center for the 2020 election cycle. The Elections Office is

also considering the feasibility of mobile vote centers at other geographically isolated populations like North San Juan and at assisted living facilities. The locations and hours of operation for these mobile vote centers are made available to the public on the Nevada County Elections website and in voting materials sent to voters. All mobile vote centers will have the same functionality as any established vote center.

Map of Vote Centers

§4005(a)(10)(I)(vi)(V)

See Appendix E for a map of all vote centers in Nevada County. See Appendix F for a description of vote center and ballot drop off location placements and demographic maps of Nevada County.

Vote Center Details

Staffing Vote Centers

§4005(a)(10)(I)(vi)(IX)

Each vote center will tentatively have at least five paid staff members including a vote center manager.

Design and Layout of Vote Centers

§4005(a)(10)(I)(vi)(XI)

Vote centers are designed to ensure that each voter has the right to cast a private and independent ballot. Voting equipment and ballot drop boxes will be placed strategically in the vote center so that they are easily identifiable by voters and can be monitored by vote center staff. See Appendix G for the design and layout of vote centers.

Security and Contingency Plans

§4005(a)(10)(I)(vi)(VIII)

Ensuring the Security of Voting

§4005(a)(10)(I)(iv)

The Nevada County Elections Office will ensure the security of voting conducted at vote centers using the following methods and standards:

- All vote center staff will be well trained and prepared to assist eligible voters in every way possible. All vote center staff will also be versed in proper chain of custody procedures and the operation of voting equipment.
- Vote center staff will have access to the same election management system (DIMS) used in the County office. To ensure that every eligible voter casts the ballot he or she is eligible to vote in each election, DIMS allows vote center staff determine whether a voter is properly registered, whether the voter has received a ballot, whether the voter has returned a ballot, and what type of ballot to issue the voter.
- All laptops connected to DIMS are connected to VoteCal, the official statewide voter registration database managed by California Secretary of State. VoteCal tracks voters across the state and notifies vote center staff if a voter is actively registered in another county and if the voter has received and/or returned a ballot in another county.
- All equipment connected to the election management system's server is fully compliant with all security measures and regulations (§20158). We ensure compliance in partnership with the Nevada County Information and General Services staff.
- Each vote center will have voting equipment, resources, and signage placed strategically to ensure that every voter can cast a private and independent vote.
- The HART Verity voting equipment is a paper-based system and does not connect to any network. All equipment is secured with tamper-evident seals. Vote center staff will shut down and lock voting equipment securely when vote centers are not open.
- Any and all recorded votes, including paper ballots, conditional voter registration (CVR) ballots, provisional ballots, and vote by mail ballots, will be transported securely to the Nevada County Elections Office daily after the vote center closes.

Prevention Measures and Potential Disruptions

§4005(a)(10)(I)(vi)(VIII)(ia), §4005(a)(10)(I)(vi)(VIII)(ib)

All elections and vote center staff will be prepared for potential disruptions at vote

centers. The Nevada County Elections Office will have experienced warehouse staff on duty to distribute needed replacement materials and equipment. Warehouse staff will be prepared to troubleshoot equipment. All vote centers will have cell phones in order to connect quickly with elections and warehouse staff when necessary. See Appendix H for a list of potential disruptions and responses that elections and vote center staff will implement in the event of a disruption.

V. BALLOT DROP OFF LOCATIONS

There will be at least five ballot drop off locations in Nevada County. All ballot drop off locations will be open 28 days before the election through Election Day. All ballot drop off locations will be open normal business hours at the least. The 24-hour ballot drop off locations will close at 8 p.m. on Election Day. Exact times of each drop off location's operation will be posted on the Nevada County Elections webpage (<https://www.mynevadacounty.com/695/Registrar-of-Voters>) and included in the Nevada County Voter Information Guide.

§4005(a)(1)(A), §4005(a)(10)(I)(vi)(II)

24-Hour Ballot Drop off Locations

§4005(a)(1)(B)

Eric W. Rood Administrative Center

950 Maidu Avenue
Nevada City, CA 95959
Outside and Accessible

Truckee Town Hall

10183 Truckee Airport Rd
Truckee, CA 96161
Outside and Accessible

Daytime Ballot Drop off Locations

§4005(a)(10)(I)(vi)(IV), §4005(a)(10)(I)(vi)(VII)

Grocery Outlet

616 Sutton Way
Grass Valley, CA 95945

Save Mart

12054 Nevada City Hwy
Grass Valley, CA 9594

North San Juan Community Library

18841 Oak Tree Rd
Nevada City, CA 95959

Save Mart

11399 Deerfield Dr
Truckee, CA 96161

Holiday Market

11324 Pleasant Valley Rd
Penn Valley, CA 95946

BriarPatch Food Co-op

290 Sierra College Drive
Grass Valley, CA 95945

Holiday Market

10952 Combie Rd #12
Auburn, CA 95959

SPD Market

129 W McKnight Way
Grass Valley, Ca 95949

Map of Ballot Drop off Locations

§4005(a)(10)(I)(vi)(V)

The Nevada County Elections Office is considering adding more drop box locations for the 2020 election cycle: locations at or near county post office locations that close before 4 p.m., i.e., the Rough and Ready (14485 Rough and Ready Highway, Rough and Ready, CA 95975) and Washington (15274 Washington Rd., Washington, CA 95986) post office locations. See Appendix E for a map of ballot drop off locations in Nevada County. See Appendix F for a description of vote center and ballot drop off location placements and demographic maps of Nevada County.

VI. ESTIMATED SHORT-TERM AND LONG-TERM COSTS AND SAVINGS

§4005(A)(10)(I)(v)

The Nevada County Elections Office determined that costs will exceed savings upon initial implementation of the VCA. However, the Nevada County Elections Office predicts that over time conducting elections in accordance with the VCA will encourage savings. This prediction is based on evidence from Colorado, which implemented a similar elections model. According to a report published by *The Pew Charitable Trusts*, election costs declined 40% on average after the implementation of Colorado's Voter Access and Modernized Elections Act of 2013.

Estimated short-term costs include purchasing ballot on demand printers for all vote centers that will enable staff to print all ballot types within the county for that election. Included in short-term costs are the purchasing of laptop computers and monitors for vote center staff to have the ability to process voters directly in the election management system. Additional short-term costs include, but are not limited to, secure internet connections at all vote centers, extensive training for staff, purchasing of ballot drop boxes, and facility rentals.

Anticipated long-term savings include decreased costs for equipment, including the purchasing of new equipment and equipment maintenance, ballot printing, and labor.

See Appendix I for an example of the budget and expected costs and savings for the March 2020 Primary Election as compared to the June 2016 Primary Election.

APPENDICES

NEVADA COUNTY ELECTIONS

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APPENDIX A

The Nevada County Voter Education and Outreach Committee was established on August 29, 2017. The following pages include documents related to this committee.

The County Of Nevada

CLERK RECORDER-REGISTRAR OF VOTERS

950 Maidu Ave Suite 210, Nevada City, CA 95959
950 Maidu Ave Suite 210, Nevada City, CA 95959
mynevadacounty.com/nc/recorder

• Recorder (530) 265-1221 • Fax (530) 265-9842
• Elections (530) 265-1298 • Fax (530) 265-9829
mynevadacounty.com/nc/elections



GREGORY J. DIAZ

Voter Education and Outreach Advisory Committee Meeting

Committee Co-Chairs: Sandy Sjoberg and

Kristian Hamilton | kristian.hamilton@co.nevada.ca.us | (530) 265-1354

Nevada County Elections

August 29, 2017, 9:30-10:30 am

Agenda

- I. Staff introductions
- II. Attendee introductions
- III. Overview of Voter's Choice Act (VCA)
 - a. Vote by mail and vote center model
 - b. Conditional Voter Registration
- IV. Voter Education and Outreach
 - a. Nevada County's objectives for voter education and outreach.
 - i. To establish that the Voter's Choice Act is a modernization of the voting process. It will make voting and its administration more efficient.
 - ii. To establish that every registered voter will be receiving a vote by mail ballot regardless of having signed up for one.
 - iii. To establish that at any vote center you can: vote in person, drop off your ballot, or receive a replacement ballot.
 - iv. To establish that you can vote at any vote center you want 10 days before the election through Election Day. You are no longer limited to a single polling place.
 - v. To establish that ballots can be returned by mail, at a vote center, or at any official dropoff location.
 - b. Requirements per Elections Code 4005 (a)(10)(I)(i) regarding voter education and outreach
 - i. Use of media and public service announcements to educate voters about VCA
 - ii. How elections office will have a community presence
 - iii. How we will provide accessible ballots and reach the disability community
 - iv. Communicate how we will spend extra resources for increased voter education and outreach for this election
 - v. Two additional direct contacts to voters
- V. Closing
 - a. Feedback appreciated
 - b. Follow up meeting to be held in 1-2 months
 - c. Q&A

Feedback

Your feedback is much appreciated! Please answer the following questions and send your response to **Kristian Hamilton** (see email below). These responses will be published in a public Google Doc located at <https://tinyurl.com/VCAoutreach>. Please let us know if you would prefer your responses to be anonymous.

1. How can the elections department have a community presence in Nevada County? Who should we partner with? Where should we be?
2. What media outlets do you think reach most people in Nevada County?
3. What events would be most effective and appropriate for educating voters about the Voter's Choice Act and vote center model for elections?
4. Do you foresee any conflicts or confusion arising regarding this change in election procedure in specific areas or communities in Nevada County?
5. Please state any other ideas, comments, or concerns about voter education and outreach regarding the Voter's Choice Act.

Contact Information:

Kristian Hamilton kristian.hamilton@co.nevada.ca.us | (530) 265-1354

Google Doc <https://tinyurl.com/VCAoutreach>

MINUTES OF THE NEVADA COUNTY ELECTIONS DEPARTMENT

Voter Education and Outreach Committee Meeting

9:30 A.M. Tuesday, August 29, 2017

Providence Mine Rooms

Rood Center

950 Maidu Avenue, Nevada City, California

Voter Education and Outreach

AGENDA

A. INTRODUCTIONS / OTHER VOICES

Staff: Greg Diaz, Kristin Kopec, Kristian Hamilton, Teal Caddy, and Janice Gosalvez

Claudia Taylor, Helen Hall, David Briggs, Doug Bianchi, Judy Price, Carroll Kuczora, Bob Branstrom, Hilary Hodge, Camille Hald, Pau Spencer, Janice Bedayn, Fran Freedle, Mary Ann Townsend, Carl Sigmond, Chris Casey, Dora Rose, Bill Wasil, Jo Ann Rebane

Copies of SB 450/VCA flyers and agendas were provided to attendees.

Due to the circumstances of the meeting we were not able to identify all of the attendees who spoke at the meeting; therefore, all speakers will be identified as "attendee" hereinafter.

B. VOTER'S CHOICE ACT OVERVIEW

Presented by Kristin Kopec

Kristin explains what Nevada County Elections (hereinafter referred to as "we") has done in the past and what we will be doing going forward

1. The VCA will make it so every registered voter will be receiving a vote by mail ballot.
2. We will have a much smaller amount of vote centers than we did poll centers. We will have two open ten days before the election. Any voter from any county can vote their ballot or receive a paper ballot. Starting three days before the election we will have five additional locations open during normal business hours and those will be strategically placed in the county. We are trying to figure locations out right now, strategically placed based on elections code.

There will be drop off boxes starting 28 days before the election in our county we are required 5 drop off boxes, and have to be open 8 hours a day, one of them will be 24 hours. We have criteria to strategically place them.

3. Wanted to touch on Conditional Voter Registration. Previously, to be eligible you have to be registered or receive the registration 15 days before the election. Now people will be able to registered and be able to receive a conditional voter registration envelope. People will be able to submit their registration and a ballot that will be processed later on.
4. We are required to do an Election Administration Plan to submit to the Secretary of State (“SOS”). It explains how we are going to do this, where our drop off locations are going to be, where our vote centers are going to be, and what we are going to do for education and outreach.
5. We will be having meetings to get input from our committees and community in the future.

C. GOALS FOR VOTER EDUCATION AND OUTREACH

Presented by Kristian Hamilton

Kristian explains goals for voter education and outreach

1. It’s important that we are able to distill this bill into a few easily digestible points. So we’ve come up with list of goals for education and outreach.
2. It’s important to frame these points so people can have an easier time understanding the VCA. Thinking of the VCA as a modernization of the voting process is a good starting point.
3. We wanted to establish that every registered voter will be receiving a vote bymail ballot regardless of having signed up for one.
4. Some people are going to get hung up because they want to vote in person but think because they get a VBM ballot they can’t.
5. Another point is to establish that at any vote center you can: vote in person, drop off your ballot, or receive a replacement ballot. A concern might be that some people are afraid of receiving a VBM ballot too early and then losing it, and thinking that they won’t be able to vote anymore.
6. We want to establish that you can vote at any vote center you want 10 days before the election through Election Day.
7. Our next point is to establish that ballots can be returned by mail, at a vote center, or at any official drop-off location.

D. REQUIREMENTS FOR EDUCATION AND OUTREACH BY THE VCA

Presented by Kristian Hamilton

Kristian explains the requirements in the VCA for education and outreach for the purposes of the committee

1. We need to use media to reach the community. These include social media, radio, and periodicals.
2. We are required to have a community presence, that part of what we are doing at this meeting.

3. We are required to provide accessible ballots and reach the disability community. We are required to give at least one workshop to increase accessibility and participation of eligible voters with disabilities. The media outreach we need to do has to be accessible.
4. We are required to have two additional direct contacts to voters via mailings.

E. PUBLIC COMMENT / QUESTIONS AND ANSWERS

An attendee had a concern that vote center hours of operations would not be convenient for people who work. Kristin Kopec responded that it is required in code to have those normal business hours of operation, but again they will be open Saturday and Sunday to cover people who work during the work week. There is also early voting in the Nevada County Election's office.

The same attendee was concerned about vote integrity and that the changes increase the margin for error. Kristin explains that we've been using the same processes in our office, and that we know how to ensure that one person votes one ballot.

The same attendee's last question was about the connectivity of counties within California. Greg Diaz explained that in 2016 California instituted VoteCal. VoteCal is a statewide registration database. With the advent of VoteCal, instead of only being able to look at a single county's registered voter we can look at them all. Each vote center will have connectivity to VoteCal. We will know what you did in other counties in near real time.

An attendee asked if the data that is going to the state is transferred immediately and how are we doing that. Greg Diaz explained that it is in near-real-time, it's very quick from VoteCal.

An attendee asked if the vote centers will be accessible from public transportation. Kristin explained that that is one of our criteria and we are taking it into consideration. We are looking at 14 different factors required by code.

An attendee had a concern that when laws are made in Sacramento they do not translate well to our county. Many parts of Nevada County do not have access to public transportation, and was concerned Elections will center everything on public transportation and disenfranchise our most rural community members. They stated how we really need to be concerned about rural community members. Greg Diaz responded we have a pretty good idea of the lay of the land here, we understand the demographics. The EAP is going to take into account Nevada County's unique challenges; everything is going to be presented to the public for feedback.

The County Of Nevada

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• Elections (530) 265-1298 • Fax (530) 265-9829
mynevadacounty.com/nc/elections



GREGORY J. DIAZ

**You are invited to the second
Voter Education and Outreach Committee Meeting
Thursday, October 12, 2017
5:30 pm – 7:00 pm
Gene Albaugh Community Room
980 Helling Way
Nevada City, CA 95959**

Good Morning,

The Nevada County Elections Department would like you to join us for our second Education and Outreach Committee meeting!

The meeting is taking place Thursday, October 12, 2017 in the Madelyn Helling Library's Gene Albaugh Community Room. The library is located on 980 Helling Way in Nevada City. We will begin at 5:30 pm and expect to go until 7:00 pm.

At the meeting we will be consulting the public about Voter's Choice Act education and outreach. We will also be looking at demographic maps and taking feedback on vote center and drop-off locations. We'll have a very rough draft of our Election Administration Plan that we put together with your input for review.

At the start we'll be reviewing some of the feedback we've received since our last meeting. You can look at that feedback here:

<https://tinyurl.com/VCAoutreach>

If you haven't yet emailed any feedback, or have anything else to add, you can still do so by sending it to Kristian at Kristian.Hamilton@co.nevada.ca.us or by replying to this email.

We hope to see you there!

Sincerely,

Kristian Hamilton
Nevada County Elections
(530) 265-1354

The County Of Nevada

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GREGORY J. DIAZ

Voter Education and Outreach Advisory Committee Meeting

**Committee Co-Chairs: Sandy Sjoberg and
Kristian Hamilton | kristian.hamilton@co.nevada.ca.us | (530) 265-1354**

Nevada County Elections

October 12, 2017, 5:30-7:00 pm

Agenda

- I. Staff Introductions
- II. Attendee Introductions
- III. Feedback Review
- IV. Voter Education and Outreach
 - a. Media Outlet Advertising Plan
 - b. Community Presence
- V. Election Administration Plan
 - a. EAP Progress
 - b. Map Overview
 - c. Determining Vote Centers and Dropoff Locations
- VI. Closing

Feedback

Your feedback is much appreciated! Please answer the following questions and send your response to **Kristian Hamilton** (see email below). These responses will be published in a public Google Doc located at <https://tinyurl.com/VCAoutreach>. Please let us know if you would prefer your responses to be anonymous.

1. What events would be an effective venue for voter education and outreach, not necessarily for Nevada County itself to attend, but for community partners as well?
2. What are some organizations that the Elections Department can reach out to that have audiences we can reach?
3. Are there media outlets you think we should work more with over others? Do you feel there is a media source people in Nevada County pay more attention to over everything else?
4. Please state any other ideas, comments, or concerns about voter education and outreach regarding the Voter's Choice Act.

Contact Information:

Kristian Hamilton kristian.hamilton@co.nevada.ca.us | (530) 265-1354

Google Doc <https://tinyurl.com/VCAoutreach>

MINUTES OF THE NEVADA COUNTY ELECTIONS DEPARTMENT

Voter Education and Outreach Committee Meeting

5:30 P.M. Thursday, October 12th, 2017
Gene Albaugh Community Room Madelyn
Helling Library
980 Helling Way, Nevada City, California

Voter Education and Outreach

AGENDA

A. INTRODUCTIONS / OTHER VOICES

Staff: Gregory Diaz, Sandy Sjoberg, Abby Kelly, Teal Caddy, Janice Gosalvez, Kristin Kopec, Kristian Hamilton

Chris Casey, Ben Avansino, Bob Branstrom, James Schwab, Paul Spencer

Copies of the agenda, list of local media outlets, media plan survey, and a list of local organizations were given to attendees.

B. FEEDBACK REVIEW

Presented by Sandy Sjoberg

Sandy reviews every point of feedback the Elections Department received since the last Voter Education and Outreach Committee meeting.

Sandy addresses someone's emailed concern about the reliability of the electronic registration database. An attendee then asks if this is a common concern, and then if information about the strength of the voting system should be wrapped into the education and outreach for the Voter's Choice Act. Another attendee pointed out that these kinds of concerns kept coming up in the last meeting. They think there should be way to refer people to information about VoteCal through our education and outreach. A third attendee then says that including this information with VCA education and outreach would be valuable; it could potentially stop unnecessary phone calls and people coming into the office.

It is brought up that the Secretary of State should be coordinating information about vote security and integrity and be working to educate the public about it. James said that they have put out a lot of statements in the past that they could potentially pull those together into a succinct message.

With regards to the VCA, Mr. Diaz says that he doesn't want to emphasize change, he wants to emphasize convenience.

C. MEDIA OUTLET ADVERTISING PLAN

Kristian reviews Nevada County's local media outlets:

1. The Union
2. Sierra Sun
3. Nevada City Advocate
4. KNCO
5. KVMR
6. YubaNet

An attendee points out that it may be helpful to have The Union's readership numbers in the Truckee area.

Kristian asks the attendees to fill out a survey to help in formulating an advertising plan for the VCA. Some questions asked are: what should the total budget be, who should the Elections Department advertise more with in Nevada county, and what size should Elections' advertising in print media be? Mr. Diaz points out that Elections will also need to determine how often to publish an ad.

James thinks that the most important thing to make people aware of in the ads is locations. Teal thinks the most important thing is that everyone is going to receive a ballot. An attendee says that the people who haven't been vote-by-mail in the past are going to be very confused when they get a ballot in the mail.

An attendee suggests that Elections could start with thirty second ads and then ramp up to sixty second ones as the election gets closer. An attendee says they don't think advertising should start until two weeks before ballots get sent out, before that Elections can just use free Public Service Announcements.

An attendee says that Elections should try using Facebook's advertising platform. James said last year Facebook put together voter guides that show up on your timeline for the county you are in. Teal suggests making Nevada County's Facebook page friendlier by changing the name to Nevada County Elections. James says that people generally don't know what registrar is.

Kristian asks how the attendees feel about click-bait advertising. "10 things you need to know" is suggested as a good way to get people's attention.

An attendee brings up NevadaCountyTV; they've set up a new green screen studio and have a new director. The attendee thinks they'd be welcome to working with us and possibly for free.

An attendee says that a lot of people don't know what a vote center is and that Elections needs to be sure to tell people what it is; the advertising really needs to hit those basics.

D. COMMUNITY PRESENCE

Kristian briefly goes over a list of community organizations that the Nevada County Elections Department put together and asks for more suggestions for the list.

Kristin says that one of the Starbucks in Grass Valley is the most attended in Northern California. James said Elections could work something out by putting posters up and that they can do ads on the heat-stoppers that go around the cup of coffee. The Secretary of State may be able to set up a regional thing with chains of Starbucks in counties that are going forward with the VCA.

An attendee suggests adding some more information to the organization list like a tag for organizations to give a little more information about them. They give the example that Elections may have a church on the list where half of the members speak another language and that information would be helpful at a glance.

An attendee suggests that to draw people into an event it helps to have someone there going over the contests on the ballot in a nonpartisan way.

An attendee suggests adding Wolf Creek Lodge Cohousing, The Gazebos, and Carriage House to the community organization list.

E. ELECTION ADMINISTRATION PLAN

Kristin starts by passing around drafts of the Election Administration Plan. She says the Elections Department is looking to publish a draft by the end of the month and then having a public hearing on it two weeks after that.

Kristin pulls up the maps for everyone to see on the projector screen. She starts by looking at a population density map of Nevada County. The Elections Department has an idea based on the maps of where the best areas are for vote centers but they are still determining specific locations.

The Elections Department is looking at doing a mobile vote center in addition to the ones required in code. The mobile vote center would potentially serve the geographically isolated population of North San Juan. It could also be set up to service assisted living facilities for a few hours at a time throughout the day.

APPENDIX B

The Nevada County Elections Office seeks to educate and reach out to as many potential voters as possible about the California Voter's Choice Act and to promote the toll-free voter assistance hotline. To accomplish this goal, the elections office, in consultation with the public, has created a list of many types of media that have a variety of audiences. However, Nevada County's local media choices are limited by its population. As of 2016, the United States Census Bureau estimated Nevada County's total population to be 99,107.

Below are descriptions of the local media that explain why these specific media were chosen.

- *The Union*: *The Union* is the only daily newspaper in Nevada County. It is a paid paper that is published every Monday through Saturday. It has an average daily print readership of 23,000.
- *Sierra Sun*: *Sierra Sun* is a prominent publication in the Truckee area (eastern Nevada County). It is a free newspaper that is published twice weekly and has over 250 distribution points. It reaches about 10,500 readers on Wednesdays and 30,000 on Fridays.
- *Nevada City Advocate*: *Nevada City Advocate* is a free, local monthly print publication that has distribution points throughout western Nevada County.
- *YubaNet*: *YubaNet* is a popular news website serving the Nevada County area that reaches a substantial percentage of the local population.
- KNCO: KNCO is a local AM radio station that primarily reaches adults ages 23 and older in the Nevada County area.
- KVMR: KVMR is a local FM radio station that reaches 40,000 unique individuals each week.

APPENDIX C

The Nevada County Voter Accessibility Advisory Committee was established on August 29, 2017. The following pages include documents related to this committee.

Invitation

Voter Accessibility Committee Introductory Meeting

August 29th, 2017, Eric Rood Administration Center

950 Maidu Ave, Nevada City, California

Providence Mine Rooms A, 2:00pm – 3:00pm

On behalf of the County of Nevada Elections Department, we would like to invite you to attend our Voter Accessibility Committee August 29th from 2:00pm to 3:00pm. Our committee will include representatives from the disability community and community organizations and individuals that advocate on behalf of, or provide services to, individuals with disabilities. This initial meeting will introduce the Voter Choice Act, SB450. This new voting model will allow for voters to have more choices, opportunities and flexibility to engage in the election process.

Our agenda will include introductions from staff and attendees, specific information from the bill, how the elections office plans to implement the bill's specific requirements, and a Q&A from attendees regarding personal concerns, suggestions, or additional information.

Please RSVP # 530-470-2783, or by email teal.caddy@co.nevada.ca.us to confirm your space or spaces at the meeting. Additionally, there will be an audio file available after the meeting on the Elections website. If you are unable to attend, but have information that you would like to pass along, please feel free to pass along that information.

Best Regards,

Teal Caddy
Clerk-Recorder Assistant II
Nevada County Elections Department
950 Maidu Ave., Ste 210
Nevada City, CA 95959
Phone: (530) 470-2783

VAC Agenda

August 29, 2017

- Introductions by attendees

- Overview of Voter's Choice Act

- Requirements of Voter's Choice Act
 - Vote Centers & Dropoff Locations
 - Accessible Voting for All Registered Voters
 - Voter participation with the VAC committee Meeting & Workshop

- How the Elections Office is prepared to meet requirements

- Closing
 - Questions and Answer
 - Follow Up Meeting

MINUTES OF THE NEVADA COUNTY ELECTIONS DEPARTMENT

Voter Accessibility Committee

2:00 P.M. Tuesday, August 29, 2017

Providence Mine Rooms

Rood Center

950 Maidu Avenue, Nevada City, California

Voter Accessibility

AGENDA

A. INTRODUCTIONS / OTHER VOICES

Staff: Greg Diaz, Teal Caddy, Janice Gosalvez, Kristin Kopec, Kristian Hamilton

James Schwab, David Briggs, Carl Sigmond, Dora Rose, Mary Ann Townsend, Jana Lean, Jo Ann Rebane, Camille Hald, Bob Branstrom

Copies of SB450/VCA flyer and agendas were provided to attendees.

Due to the circumstances of the meeting we were not able to identify all of the attendees who spoke at the meeting; therefore, all speakers will be identified as "attendee" hereinafter.

B. VOTER'S CHOICE ACT OVERVIEW

Presented by Teal Caddy

Teal goes over what the Voter's Choice Act (VCA) is:

1. The California Voter's Choice Act, SB450, is designed to help people vote more easily and is dependent upon public input.
2. Every voter receives a vote-by-mail ballot
 - a. The ballot can be mailed
 - b. The ballot can be put in drop boxes around Nevada County
 - c. The ballot can be exchanged for a ballot than be voted at a vote center
 - d. Voters can sign up for a facsimile ballot that they can fill out via their computer at home, through Democracy Live and mail or fax to the Elections Office.
3. Two committees are to be developed with participation from the public. The Voter Accessibility Committee (VAC) and the Language Accessibility Committee (LAC). The voices

that will be heard in the committee will help the Elections Department create a plan that allows the VCA to reach all eligible voters with voters who have accessibility issues, need voter information, or voter information in another language.

C. REQUIREMENTS OF THE VCA REGARDING THE VAC

Presented by Teal Caddy

Teal goes over the accessibility requirements of the VCA in Elections Code 4005.

In addition:

1. A Voter Education and Outreach plan submitted to the Secretary of State will include direction from the VAC.
2. The administration plan will be posted on the internet in a format that is accessible to persons with disabilities.

D. HOW THE ELECTIONS DEPARTMENT IS PREPARED TO MEET THE VCA REQUIREMENTS

Presented by Teal Caddy

Vote Centers

1. If a voter is unable to vote the vote by mail ballot that will arrive in the mail, the voter has the ability to vote at a vote center (any voter may vote in person at a vote center) during the vote center's open hours.
2. Each vote center will have 3 voter accessible machines (Hart Intercivic eSlate) that are equipped with audio and can take input from jelly switches or a sip-and-puff device.

Voting Accessibility

1. If a voter has a disability preventing them from filling out a paper ballot, or using an accessible voting machine at a vote center, the voter has the ability to complete a ballot using Democracy Live.
2. The ballot is put into the envelope that was sent with their vote by mail ballot or can even be faxed or emailed into the Elections Office.

Drop Box

1. Vote centers and ballot dropoff locations will be placed using a map (that will be created by the County of Nevada General and Information Services Department).
2. The map will be specifically created to touch on the 14 requirements of the VCA.

Mobile vote center

1. Mobile vote centers allow Election Staff to reach more voters by having a voting location close by.

2. The voting equipment will be brought to various locations to reach voters, who might not have been able to vote.
3. Possible locations: accessibility organizations, senior centers, college campuses, or geographically isolated areas.

E. PUBLIC COMMENT / QUESTIONS AND ANSWERS

An attendee asked if the county will have a truck that goes around as a mobile vote center. Teal said the Nevada County Elections Department (hereinafter referred to as “we”) doesn’t know exactly what it will look like but it will function the same way. It may just be a truck full of voting equipment that we set up briefly in a room at the destination. Teal wanted it to be accessible, and if it’s in a truck it might not be accessible. Greg Diaz said that we have done them in the past, and it was a good thing they did, so he wants to segue on that experience.

An attendee was asked to test it the Democracy Live software. It worked well but his biggest concern was that it was clear that it was designed for the ballot to be printed and mailed. Teal said that it can also be faxed. Their feedback is that it would be good to develop a digital way of submitting it. James Schwab, Secretary of State’s office, said that it is an ongoing debate and that a lot of the people in the cybersecurity world are afraid of the dangers of sending a voted ballot (digitally), even absent of nefarious intent, that something may get lost in transmission. In the case of states where you can send it your ballot by email, like Alaska, you have sign away on it saying you know that your ballot may be lost in transmission. There are people working on the best way to do it though, because email is the most convenient way.

An attendee commented on how great looking and functional Nevada County’s website is. It would be really helpful though if there was a dedicated voters with disabilities page, just to promote general accessibility accommodations we make that other people may not know about.

The same attendee said that the people in the room are really going to come into play for siting voting locations and drop off locations because we don’t necessarily have great data on where voters with disabilities are.

The same attendee said in relation to public transportation, that yes we can find out where public transportation routes are, but we should ask people what their experience is using it. For example, someone can get a ride to a vote center but there is a two hour lag time before they can get picked up again. So in that case it would be very inconvenient but not immediately obvious.

The County Of Nevada

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• Elections (530) 265-1298 • Fax (530) 265-9829
mynevadacounty.com/nc/elections



GREGORY J. DIAZ

Dear Voter Accessibility Committee Member,

The Nevada county Elections Department would like you to join us for our second Voter Accessibility Meeting!

The meeting is taking place Friday, October 13, 2017 1:30pm-2:30pm at FREED, located at 2059 Nevada City Highway #102, Grass Valley, CA.

At the meeting we will be consulting with the public regarding Voter's Choice Act-Voter Accessibility. We will also be looking at demographic maps and taking feedback on vote center and drop-off locations. We'll have a very rough draft of our Election Administration Plan that we put together with your input for review.

Please fill out the questionnaire that is attached, this will help us get important information that will be imperative in implementing the Voter's Choice Act.

If you have anything else to add, you can still do so by sending it to Teal at Teal.caddy@co.nevada.ca.us.

We hope to see you there!

Sincerely,

Teal Caddy
Clerk-Recorder Assistant II
Nevada County Elections Department
950 Maidu Ave, Ste 210
Nevada City, CA 95959
PH: (530) 470-2783

VAC Agenda

October 13, 2017

- Introductions

- Voter Choice Act Brief Review

- Consultation with the public regarding the Elections Administration Plan (EAP)

- Review the data from the maps and discuss possible Vote Center locations

- Discuss questions that have been presented in the first VAC meeting (See questions on next page)

- Questions and Answers

Questions to Consider

- What media outlets would reach the senior and accessibility population?
- Do you feel there will be confusion with the VCA?
 - How would it be best to combat that confusion?
- How could the Elections Department reach the most voters?
- Do you see areas where the Elections Office could improve in regards to accessibility issues?
- Do you know of a great location for a Vote Center?
- Please feel free to contact me regarding any questions, comments or concerns you may have.

MINUTES OF THE NEVADA COUNTY ELECTIONS DEPARTMENT

Voter Accessibility Advisory Committee Meeting

1:30 P.M. Friday, October 13th, 2017
Freed Center for Independent Living
2059 Nevada City Hwy #102, Grass Valley, California

Voter Accessibility

AGENDA

A. INTRODUCTIONS / OTHER VOICES

Staff: Sandy Sjoberg, Teal Caddy, Janice Gosalvez, Kristin Kopec, Kristian Hamilton

Carl Sigmond, Janice Bedayn, Sandy Jacobson, Niki Davis, Joe Glick, Paul Spencer, Mindy Romero

Copies of the agenda, Voter's Choice California's flyer, and Election Administration Plan calendar were given to all of the attendees.

B. VOTER'S CHOICE ACT OVERVIEW

Teal starts the meeting with an overview of the VCA for the new attendees. Everyone will be receiving a vote-by-mail ballot, and Nevada County will be moving to the vote center model. Instead of having over 50 polling locations on one day, Nevada County will have 7 vote center locations. 2 of the vote centers will be open for eleven days and 5 of the vote centers will be open for four days.

Teal says that they are looking to set up a partnership with a paratransit to possibly provide free rides on Election Day.

Sandy says that the law requires us to make available an accessible ballot. She says they will send a link directly to the person's email that needs it and from it they can get a digital copy of the ballot which they can then mail back.

Kristin says each voter will be receiving a postage-paid postcard that they can send in, for requesting a remote-accessible, vote-by-mail ballot.

C. ELECTION ADMINISTRATION PLAN AND MAPS

Kristin says that they are going to have 7 vote centers. Vote centers will not be limited to precincts like polling places are. You can update registration and register the same day as you vote at vote centers.

Kristin refers everyone to the EAP calendar. The Elections Department is looking to have the draft EAP published by October 31st and holding a public meeting for it on November 14th. As of right now Elections is looking to submit the plan to the Secretary of State on December 4th.

Kristin displays maps on the projector. The first one is a population density map of Nevada County. Kristin says that they are planning on having the eleven day vote centers in Nevada City and Truckee. They are looking at having 2 of the four day vote centers in Grass Valley, 1 in Penn Valley, 1 in South County, and 1 in Truckee. They've determined these based on criteria like, population density and transit routes. Their goal is to place these vote centers within half a mile of a transit stop. They are also looking at criteria like areas with high population of people with disabilities. They are looking at serving the geographically isolated population of North San Juan with a mobile vote center.

An attendee suggests that Old Tunnel Road would be a good location for a mobile vote center because it has three senior apartment complexes: Nevada Commons, Nevada Roads, and Grass Valley Senior Apartments.

Kristin says that Colorado received around 80% of their ballots in dropoff boxes.

An attendee suggests that the Elections office looks at sites near assisted living homes. An attendee suggests that it is important to get in touch with the receptionists at these homes because the people who live at them are familiar with the receptionists and could be useful in disseminating information.

Sandy says it's great to get out into the community and get feedback because there are lots of things that are hard to account for without community feedback. An attendee says there are a lot of people in our community who just have an iPad and no printing device.

Teal asks the attendees for any media sources that they can use to reach people in the community.

Sandy says that meals on wheels might be a good way to get people their ballots. An attendee says that they did a survey recently with their clients and it showed they trusted their meals on wheels drivers the most. Kristin suggests passing out a flyer with the meal.

An attendee thinks that the VCA is a courageous undertaking and they think it will fly, but Elections really needs to get the word out about it to do so.

Teal asks how they can combat confusion at vote centers and attendee responds with lots of display boards and signs. An attendee suggests that Elections needs to make sure that vote centers have a polling place feel.

An attendee points out that it will be a challenge training everyone because voting procedures are strict. Sandy says that training over 300 poll workers will be a challenge. The attendee points out that a

systemic problem with the training is that they don't focus enough time on helping voters with disabilities and accessible equipment.

An attendee asks if there is a way Nevada County can make Sacramento County aware that Nevada County is doing the VCA as well. Sandy explains that they have been working with the counties, including Sacramento, that are going forward with the VCA.

Sandy says the county is getting ready to do website accessibility training. She asks if the attendees are able to test out the website and give feedback on how to make it more accessible.

An attendee suggests creating a voter with disabilities webpage, something that says how the Elections Department is going to make things accessible and what tools will be available. Inyo and Madera have really good ones.

An attendee from the California Civic Engagement Project from UC Davis wanted to make people aware of a vote center and dropoff siting tool they are working on. The tool can show geographic information based on required considerations in code. This is a way of aiding counties that don't have access to a lot of resources. They also go a step further by modeling and doing analysis on the data.

APPENDIX D

The Nevada County Language Accessibility Advisory Committee was established on August 29, 2017. The following pages include documents related to this committee.

The County Of Nevada

CLERK RECORDER-REGISTRAR OF VOTERS

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GREGORY J. DIAZ

Voter Language Accessibility Committee Meeting

Committee Chair: Janice Gosalvez
Janice.gosalvez@co.nevada.ca.us
Nevada County Elections
August 29, 2017 10:30-11:30 am

Agenda

1. Staff Introductions
2. Attendee introductions
3. Voter's Choice Act:
 Voter's Choice Act Prezi
4. Objective of the Voter Language Accessibility Committee
 To ensure that the new voting process can be utilized effectively by voters for whom English is a second language.
5. Language accessibility requirements under the Voter's Choice Act
 - a. Identify language minority communities
 - b. Media plans for language minority communities
 - c. Assist in planning voter education for language minority communities
 - d. Assist in planning the required public meeting for language minority communities
 - e. Establish a community presence in language minority communities
6. Are there any other groups or people that would be valuable assets to the Voter Language Accessibility Advisory Committee?
7. Feedback and Q&A
8. Follow up meeting to be scheduled in 1-2 months

Feedback

Your feedback is much appreciated! Please answer the following questions and send your response to Janice Gosalvez at Janice.gosalvez@co.nevada.ca.us. These responses will be published in a public Google Doc located at <https://tinyurl.com/languageoutreach>. Please let us know if you would prefer your responses to be anonymous.

1. What media outlets would be best to reach and educate voters in language minority communities?
2. How do we best implement the new voting process for voters for whom English is a second language?
3. Where are the minority language communities located in Nevada County that would benefit from a public voter language accessibility workshop regarding the Voter's Choice Act?
4. What are some ideas for recruiting potential bilingual staff members for vote centers?
5. Where would be the best locations for vote centers in regards to language minority community access?
6. Please state any other ideas, comments, or concerns about voter language accessibility regarding the Voter's Choice Act.

MINUTES OF THE NEVADA COUNTY ELECTIONS DEPARTMENT

Language Accessibility Advisory Committee Meeting

10:30 A.M. Tuesday, August 29, 2017

Providence Mine Rooms

Rood Center

950 Maidu Avenue, Nevada City, California

Language Accessibility

AGENDA

A. INTRODUCTIONS / OTHER VOICES

Staff: Greg Diaz, Janice Gosalvez, Teal Caddy, Kristin Kopec, Kristian Hamilton

Teresa Crimmens, Yami Gutierrez, Caroline Fragoso, Alex Keeble-Toll, Kelsey Westfall, David Briggs, Christie Gillison, Judy Price, Bob Branstrom, James Schwab, Jo Ann Rebane, Joey Jordan, Dora Rose, Camille Hald, Mary Ann Townsend, Janice Bedayn

Copies of SB450/VCA flyer and agendas were provided to attendees.

Due to the circumstances of the meeting we were not able to identify all of the attendees who spoke at the meeting; therefore, all speakers will be identified as "attendee" herein after.

B. VOTER'S CHOICE ACT (VCA) OVERVIEW

Presented by Janice Gosalvez

Janice introduced the VCA with a slideshow presentation

1. The VCA is all about modernizing the voting experience. It's going to be all VBM ballots. You are no longer limited to your specific polling place, now you can go to any vote center that is open in the county. SB 450 was sponsored by Alex Padilla and was modeled after Colorado's 2013 Voter Access and Modernized Elections Act.
2. Nevada County will be a pilot county to implement this bill. Every voter is mailed a ballot. There will be drop off locations, vote centers, increased accessibility and public involvement. There will be expedited results on election night. There will be a staggered opening of vote centers starting 10 days before the election. Vote centers will be a problem solving hub for

voters. Voters can vote in person at any of those locations. The VCs will be staffed by employees not by volunteers.

3. There will be a minimum of 5 drop off locations for ballots determined by demographics and community feedback. The drop off boxes will be secure and the ballots will be collected from them daily. One location will be accessible 24 hours a day 7 days a week here at the Rood Center.
4. Every voter is mailed a ballot. They can return a ballot by mail, vote center, or drop off location. It won't be a huge change for Nevada County because 77-78% of its voters are already signed up to receive VBM ballots as of the last General Election in 2016.

C. REQUIREMENTS FOR THE LANGUAGE ACCESSIBILITY ADVISORY COMMITTEE

Presented by Janice Gosalvez

1. The objective for the LAC is to ensure that the new voting process can be used effectively by voters for whom English is a second language.
2. One requirement is to identify language minority communities. The Nevada County Election's Office (herein referenced as "we") needs the community to help us with this. We need to find good drop off locations.
3. We will be asking for the committee to get together to brainstorm and think of the answers to our questions.
4. In Nevada County, 3% or more of the voting age residents are members of the Spanish language minority and lack sufficient skills in English to vote without assistance. Nevada County is required to translate and post a facsimile ballot and related instructions in Spanish in a conspicuous location at the polling place. We do not yet fall into that category with any other language communities. We need to make a good faith effort to recruit bilingual poll workers for any precinct in which we meet that 3%. In the past that has been difficult to find bilingual poll workers, with the committee's help, Janice thinks we will have a better time doing it. An attendee asked for clarification on how the location is defined for which the language accommodations must be made. Kristin Kopec explained that the county is split up into different precincts.
5. We also need to identify our media plans for the VCA in relation to language minority communities.

D. PUBLIC COMMENT / QUESTIONS AND ANSWERS

An attendee asked if the voter information packet will be available in Spanish. Greg Diaz said we are looking at expanding our VIP packets so that some segments are in Spanish. Candidates are able to provide their statements in another language as an option. State propositions are always done in different languages; you can access those via the Secretary of State's website.

And attendee would like to advocate for the burden of translations to not fall on the candidates because they often do not have the money to pay for them. She said that in non-primary English speaking communities there may be less computer access to be able to access websites to do research and that it behooves us to make that easier by providing some sort of print for this. She says there's not a large number of Spanish speakers here so it wouldn't take a lot of effort to do this, it's only one other language.

An attendee had advice on how to translate complex information in a way that speaks to people who may not have a grasp of the English language. At first, she was operating under the assumption that it was enough to just translate something and provide it online in the same format and mediums that one would offer it to English speakers. However, it was pointed out to her that you can't necessarily assume that all speakers of a language have the same grasp of their own language that maybe a college-educated English speaking person would. It's not enough to translate directly into Spanish; you really have to think about the capacity of the person speaking that language, and what level of information you're providing. Sometimes the appropriate thing to do is to simplify the message so that it is actually useable.

An attendee suggested providing a simplified translation and one with the original, more complex message. Another attendee said that they would provide the simplified message and provide links so that people who were savvy enough to navigate a webpage could have access to the more complex information. They also said that there is a balancing act between oversimplifying information and providing a useful message. You don't want to simplify to the point that you are doing a disservice.

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GREGORY J. DIAZ

You are invited to the
Voter Language Accessibility Committee Meeting
Wednesday, October 11, 2017
1:30pm – 2:30pm
Family Resource Center of Truckee
11695 Donner Pass Rd, Truckee, CA

The Language Accessibility Committee, in consultation with the public, has been formed to ensure that the new voting process, through the Voter's Choice Act, can be utilized effectively by voters for whom English is a second language. The Committee includes representatives from the language access community and community organizations and individuals that advocate on behalf of, or provide services to individuals with language barriers.

Our agenda will include introductions from staff and attendees, specific information from the bill, and a roundtable discussion on how to best meet the language accessibility requirements of the Voter's Choice Act most effectively. We appreciate all of the feedback that we've received so far and look forward to hearing more!

We have posted all of the meeting materials on our website, www.mynevadacounty.com, which includes audio of the last meeting. The following information is attached for your review:

1. Published articles by Gregory J. Diaz, Nevada County Clerk-Recorder/Registrar of Voters
2. Voter's Choice Act Presentation and Flier
3. Agenda, minutes, and feedback pages from the language committee meeting held on August 29, 2017
4. Language Accessibility feedback questions

Click [here](#) for the link to the Voter's Choice Act legislation (aka SB 450). If you're interested in researching Elections Code you can do so [here](#). The bulk the Voter's Choice Act requirements are in Elections Code §4005.

Please RSVP by phone 530-265-1771, or by email janice.gosalvez@co.nevada.ca.us to confirm your space at the meeting. If you are unable to attend, but have information that you would like to pass along, please feel free to email that information. The meeting agenda will be emailed in the near future.

Best Regards,
Janice Gosalvez
Nevada County Elections Department

The County Of Nevada

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GREGORY J. DIAZ

Voter Language Accessibility Committee Meeting Agenda

Committee Chair: Janice Gosalvez
Family Resource Center of Truckee
October 11, 2017 1:30-2:30 pm

Agenda

1. Staff Introductions
2. Attendee introductions
3. Voter's Choice Act Overview
4. Object of the Voter Language Accessibility Committee
The Language Accessibility committee, in consultation with the public, has been formed to ensure that the new voting process, under the requirements of the Voter's Choice Act, can be utilized effectively by voters for whom English is a second language.
5. Overview of Language Accessibility requirements under the Voter's Choice Act
 - a. Identify language minority communities
 - b. Media plans for language minority communities
 - c. Assist in planning voter education for language minority communities
 - d. Assist in planning the required public meeting for language minority communities
 - e. Establish a community presence in language minority communities
6. Review Feedback from LAAC questions:
7. Roundtable Discussion:
The goal of the roundtable discussion is to generate *specific* ideas on vote center locations, drop box locations, bilingual workshop plan, best ways to recruit bilingual Spanish/English speaking poll workers for the vote center and workshop, *specific* Spanish radio & TV stations that are popular in the community as well as other media that we could use to reach the most people.
8. Q&A
9. Voter's Choice Act Bilingual Workshop to be scheduled Spring of 2018

Janice Gosalvez

Janice.gosalvez@co.nevada.ca.us

(530) 265-1771

MINUTES OF THE NEVADA COUNTY ELECTIONS DEPARTMENT

Language Accessibility Advisory Committee Meeting

1:30 P.M. Wednesday, October 11th, 2017
Family Resource Center of Truckee
11695 Donner Pass Road, Truckee, California

Language Accessibility

AGENDA

A. INTRODUCTIONS / OTHER VOICES

Staff: Gregory Diaz, Abby Kelly, Janice Gosalvez, Kristian Hamilton

Alex Keeble-Toll, Kelsey Westfall, Barbara Kane, Yami Gutierrez, Sarah Schrichte, Joanna Oseman, Kim Bateman, Teresa Crimmens, Dora Rose, Mike Somers, James Schwab, Milena Paez

Copies of the meeting agenda, a print out of feedback received since the last meeting, maps of the Truckee area, and Voter's Choice California's informational flyer were given to attendees.

B. VOTER'S CHOICE ACT (VCA) OVERVIEW

Presented by Janice Gosalvez

Janice explains that everyone will be getting a vote by mail ballot and voters will have three ways of voting:

1. You can vote by mail.
2. You can drop off your ballot at a dropoff location in the county.
3. You can vote in person at a vote center.

There will be seven vote centers. Two will be open starting 10 days before the election and five will be open starting 3 days before the election. The vote centers will be accessible and near public transit routes.

An attendee says that they live in a rural area and that its residents don't have a lot of confidence in their mail system. Mr. Diaz says that's why we will have dropoff locations, and that he wants more of them than the law requires, and that we will put them where people go. Abby says that getting potential locations from locals is very helpful.

C. ROUND TABLE DISCUSSION

Janice first asks the room to give suggestions of Spanish media outlets. An attendee suggests Radio Lazer, Tricolor, Univision and that there is another one that is in Reno that reaches Truckee as well.

It is brought up that flyers can get a lot of traction at schools. Outreach at schools can be done through “robocalls.”

It is important to have VCA materials translated into Spanish to be distributed by Promotora de Salud program at the Family Resource Center of Truckee. Tahoe Truckee Unified School District has a new adult school with English Second Language classes constantly happening in Truckee with high attendance so that’s another avenue where information can be disseminated.

Janice says that we are looking to hire bilingual workers to work in vote centers so it would be great if these organizations could also help us get the word out about that.

Mr. Diaz asks if all of these different counties coming up with their own translated materials might make things confusing. An attendee says that a glossary can be adopted to keep translations more consistent. James says that a lot of counties are just lifting language from the Voter’s Choice California flyer. James said that they are working on a VCA video based on the flyer.

An attendee asks what metrics are used to determine how successful the pilot counties are. It is brought up that the Secretary of State has a taskforce for reviewing VCA implementation. Things like voter turnout will be looked at.

It is brought up that the material should be marked very clearly “Nevada County” especially in Truckee so that people in Placer County are not confused.

Janice wants to move the discussion towards the voter education workshops. An attendee suggests that having the presenter at the workshop actually speaking Spanish will have the most impact instead of having an interpreter. The person thinks it would also be good to hold this workshop at the Truckee Family Resource Center because most Spanish speaking people in Truckee probably know the location. As far as the outreach goes it is important to make personal contact, make some phone calls. A suggestion was made to provide food and babysitting during the workshop.

Because high school students are required to do community service hours now, the Elections Department could potentially go to counselors and tell them we have an event we need help with. These students could potentially help with babysitting.

It is recommended that we do a workshop in Grass Valley in addition to the one in Truckee. In Truckee we should consider the timing of the events we do in order to avoid ice and snow.

James said that Alex Padilla, the California Secretary of State, would be willing to come up to Truckee for an event and present in Spanish.

Truckee’s average wages are more competitive than what the county would be able to pay poll workers.

Janice asks for feedback on locations for dropoffs and vote centers. An attendee suggests that the firehouse would be a good place for a dropoff.

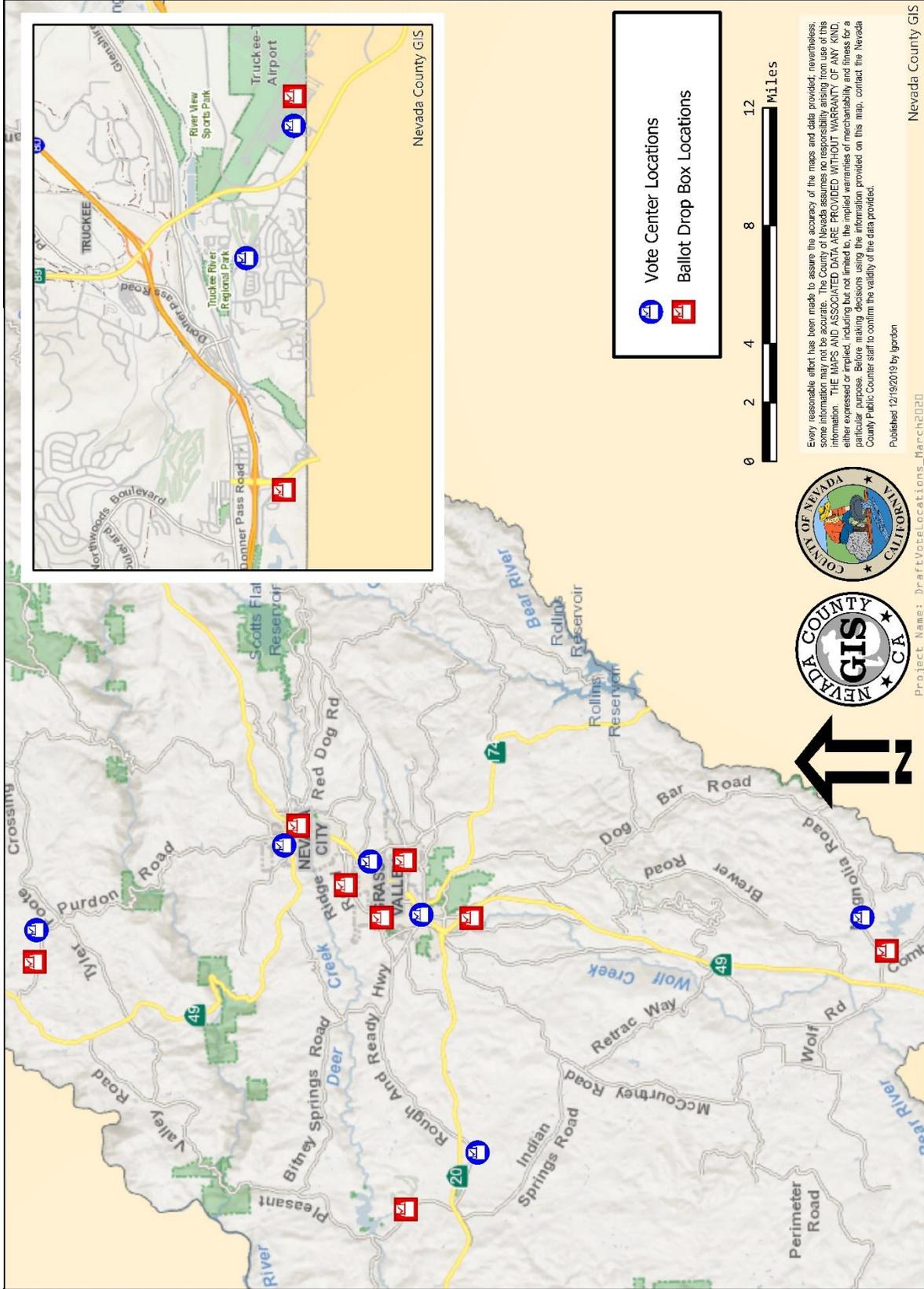
Some attendees said that they would be willing to include education and outreach materials for the VCA with other materials they pass out or in an email.

An attendee states that they think Sacramento County has ruled out using schools as vote centers just because it is hard to get them for multiple days.

The bilingual hotline was discussed. Sacramento County has a phone service they use for interpreting. Three way interpreter services are available; for example when a Spanish speaker calls, you can dial up and add the interpreter to the call. The Elections Department should talk to the Nevada County Social Services Department to see how they do it.

APPENDIX E

Proposed Vote Center & Drop-Off Locations



Every reasonable effort has been made to assure the accuracy of the maps and data provided; nevertheless, some information may not be accurate. THE COUNTY OF NEVADA ASSUMES NO RESPONSIBILITY arising from use of this information. THE MAPS AND ASSOCIATED DATA ARE PROVIDED WITHOUT WARRANTY, OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ACCURACY. Before making decisions using the information provided on this map, contact the Nevada County Public Counter staff to confirm the validity of the data provided.

Published 12/19/2019 by Jordon

Project Name: DraftVoteLocations_March2020
 Nevada County GIS

APPENDIX F

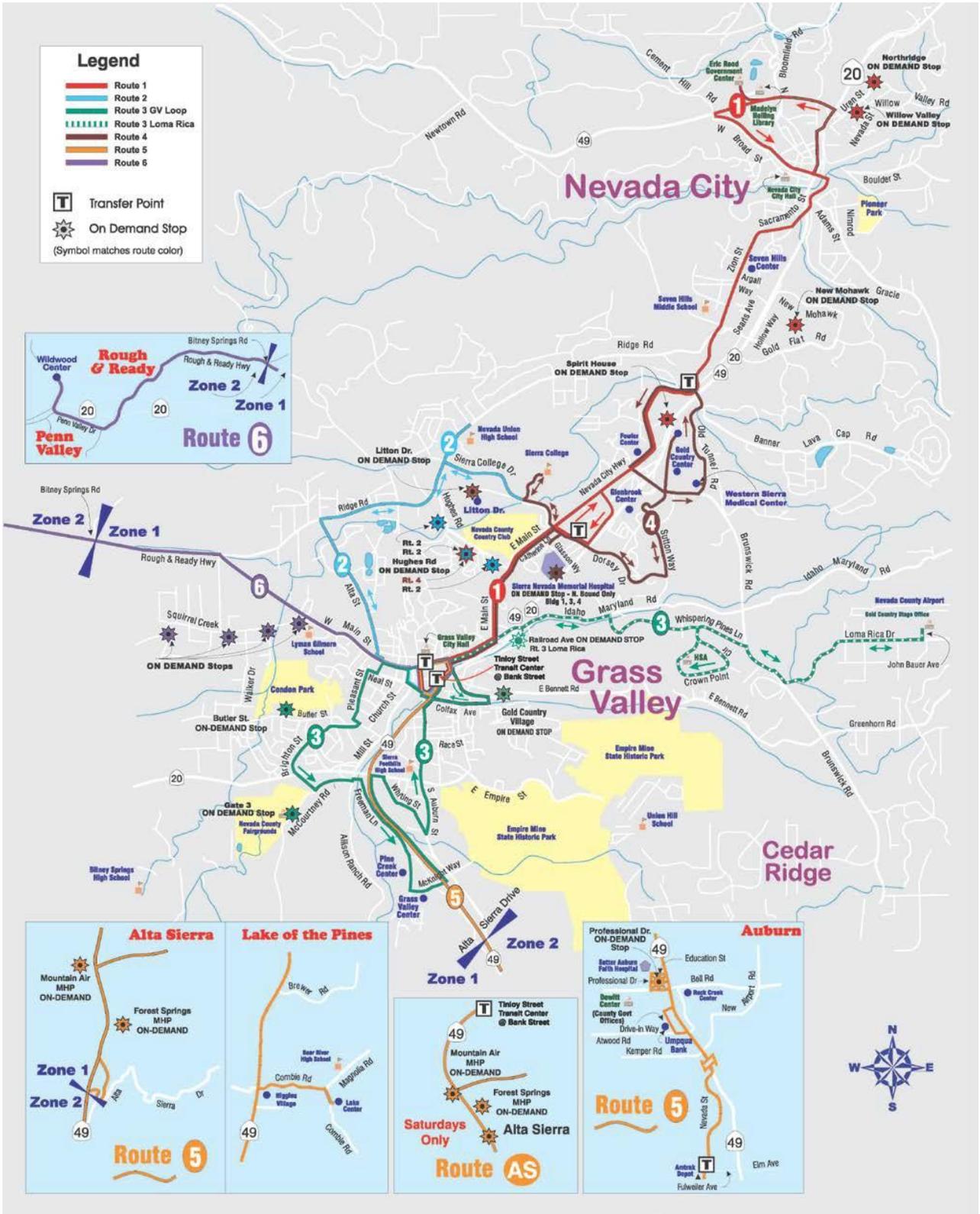
Vote centers and ballot drop off locations were determined based on criteria listed in Elections Code §4005(a)(10)(B). The data used to consider the criteria for siting vote centers and ballot drop off locations was gathered from the Nevada County Elections Office's election management system and the United States Census Bureau. The most relevant criteria for placement of vote centers and ballot drop off locations in Nevada County are the following: proximity to public transportation, proximity to communities with historically low vote by mail usage, proximity to population centers, proximity to language minority communities, proximity to voters with disabilities, proximity to communities with low rates of household vehicle ownership, and proximity to low-income communities. All vote centers and ballot drop off locations will have accessible and free parking available.

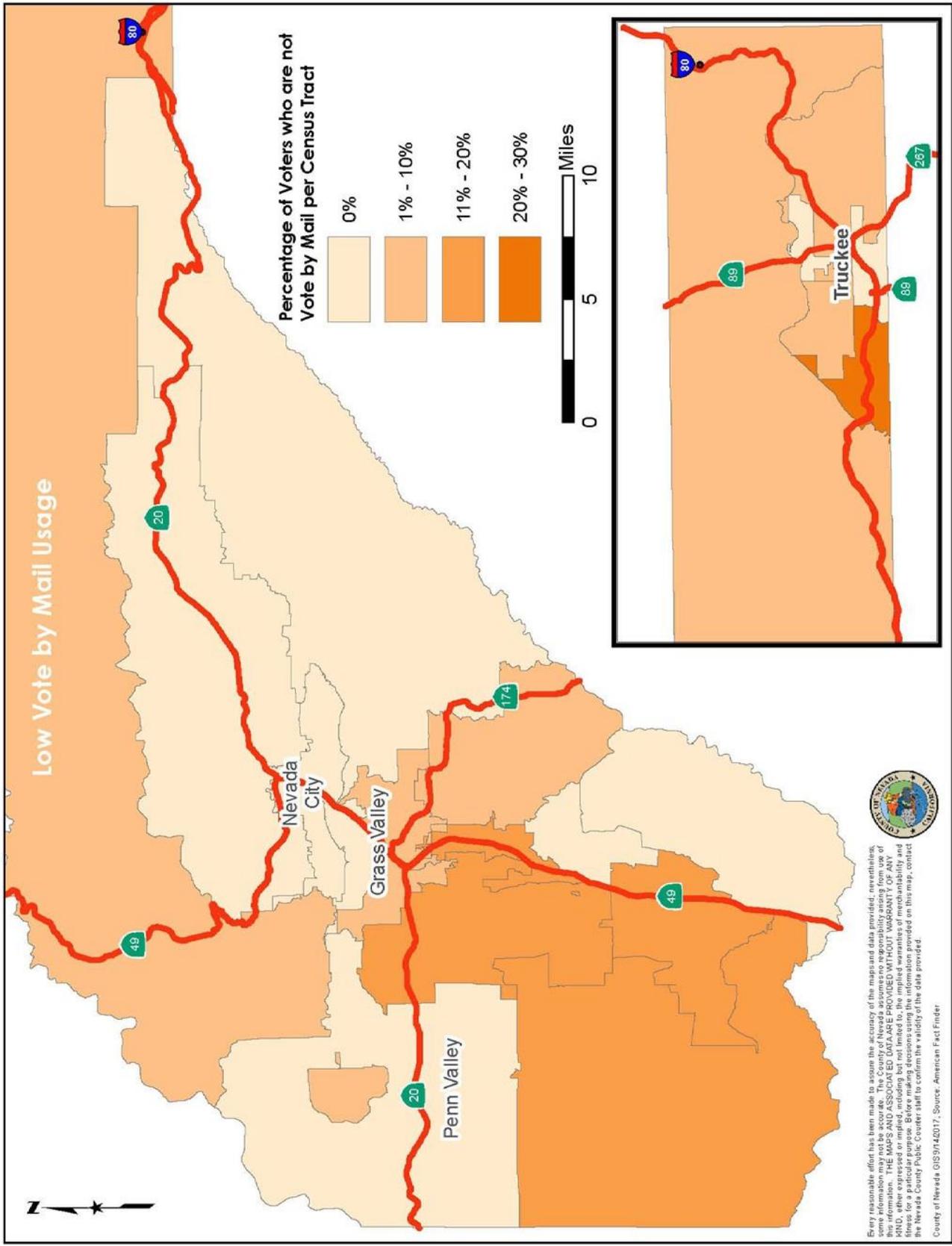
It has been determined that isolated communities, senior living communities, disability facilities, and mobile home parks would greatly benefit from having a mobile vote center. Mobile vote center locations and hours of operation will be available closer to the election on the Nevada County Elections website and in the voter information pamphlet sent out to all voters.

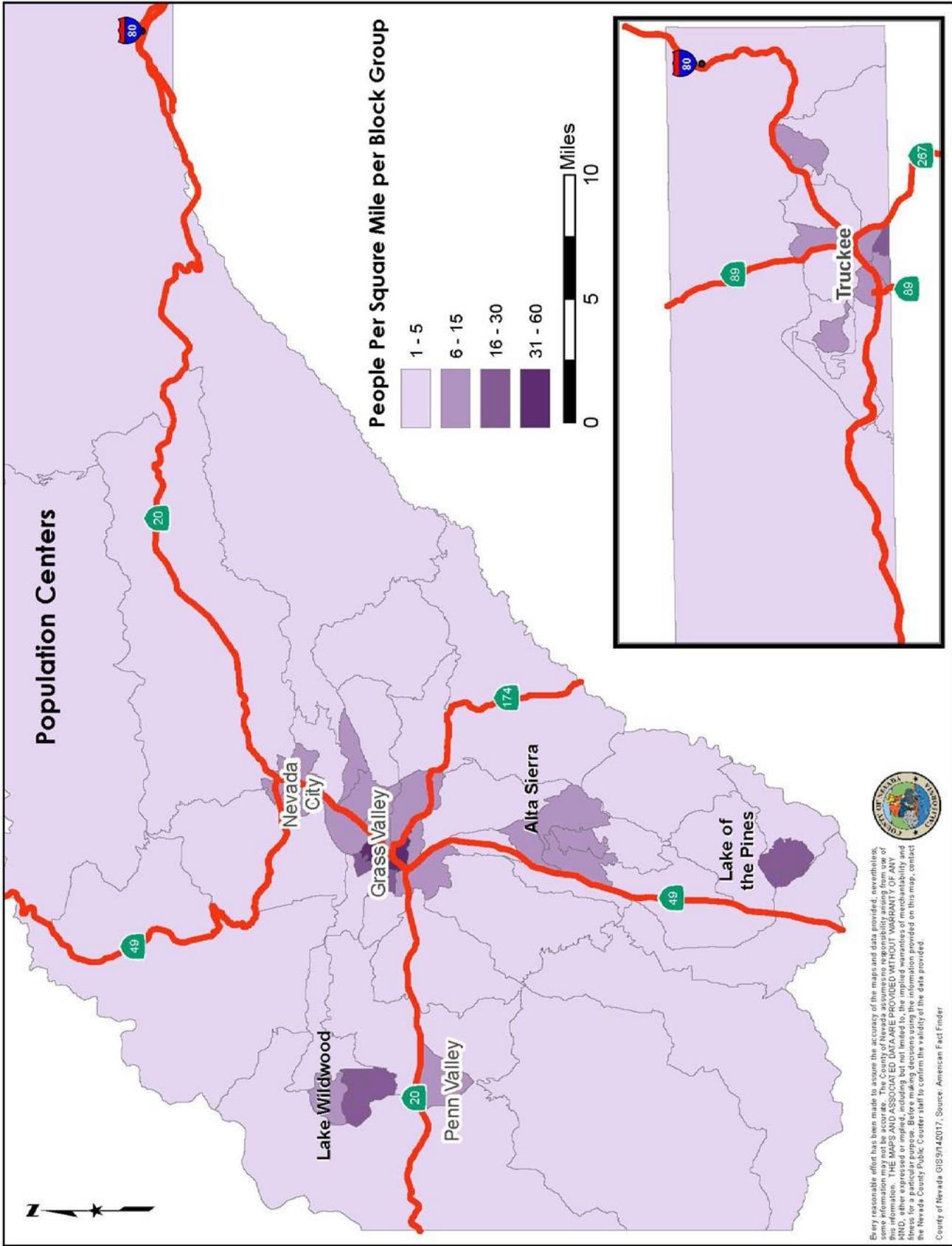
The following pages include maps of some of the criteria for which vote centers and ballot drop off locations were determined.

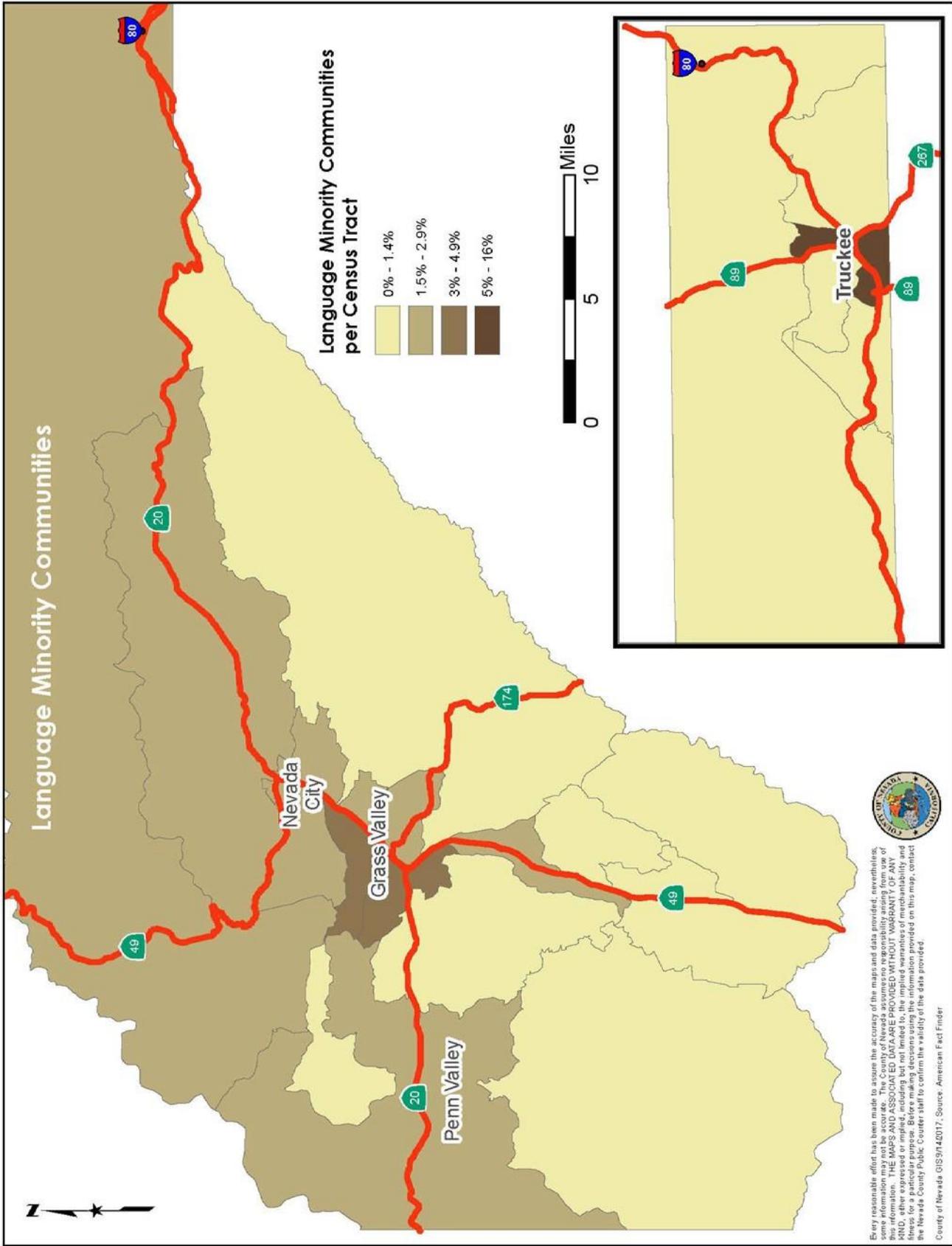
Gold Country Stage Route Map

Public Transportation in Western Nevada County



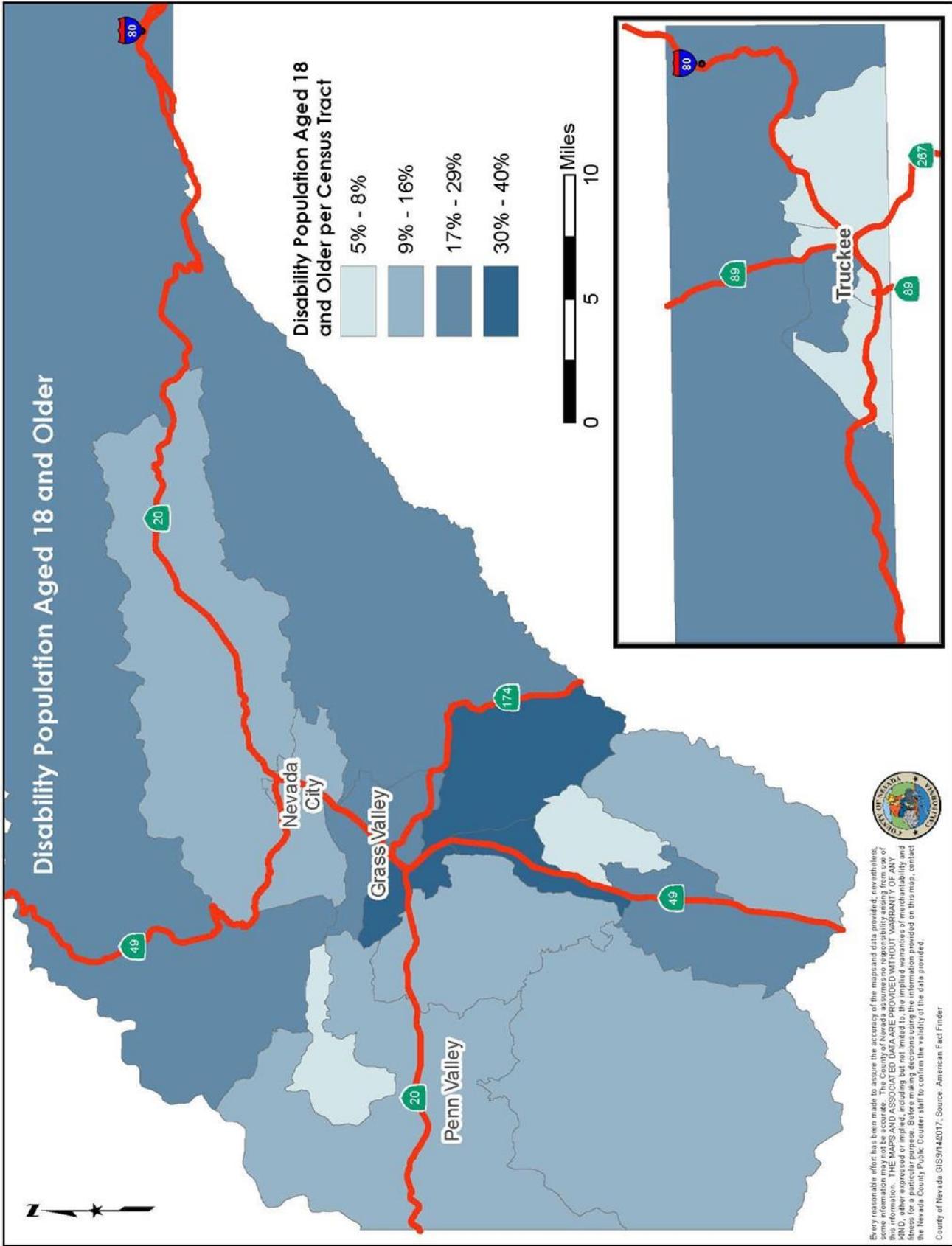






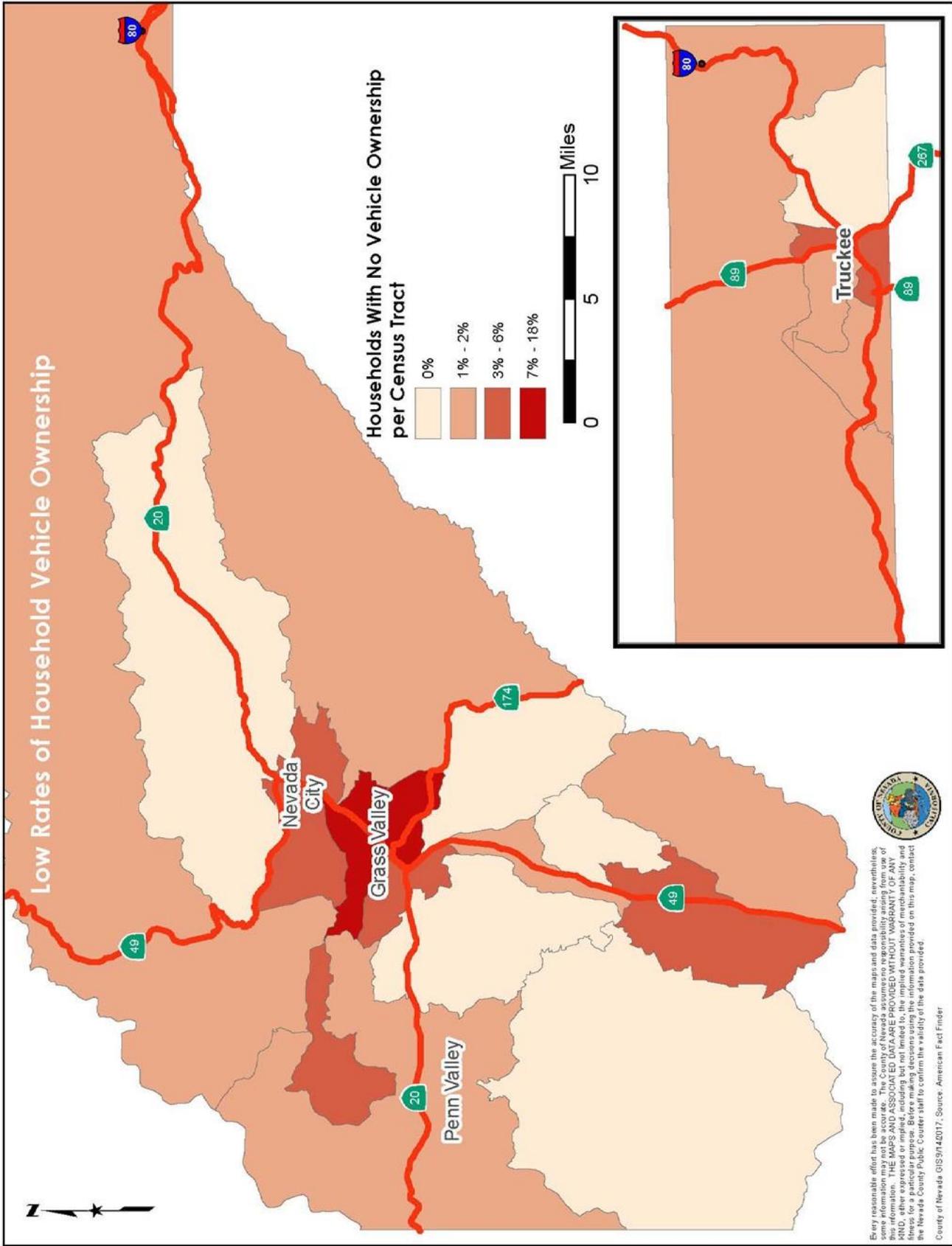
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County of Nevada, GIS/IN 42017, Source: American Fact Finder



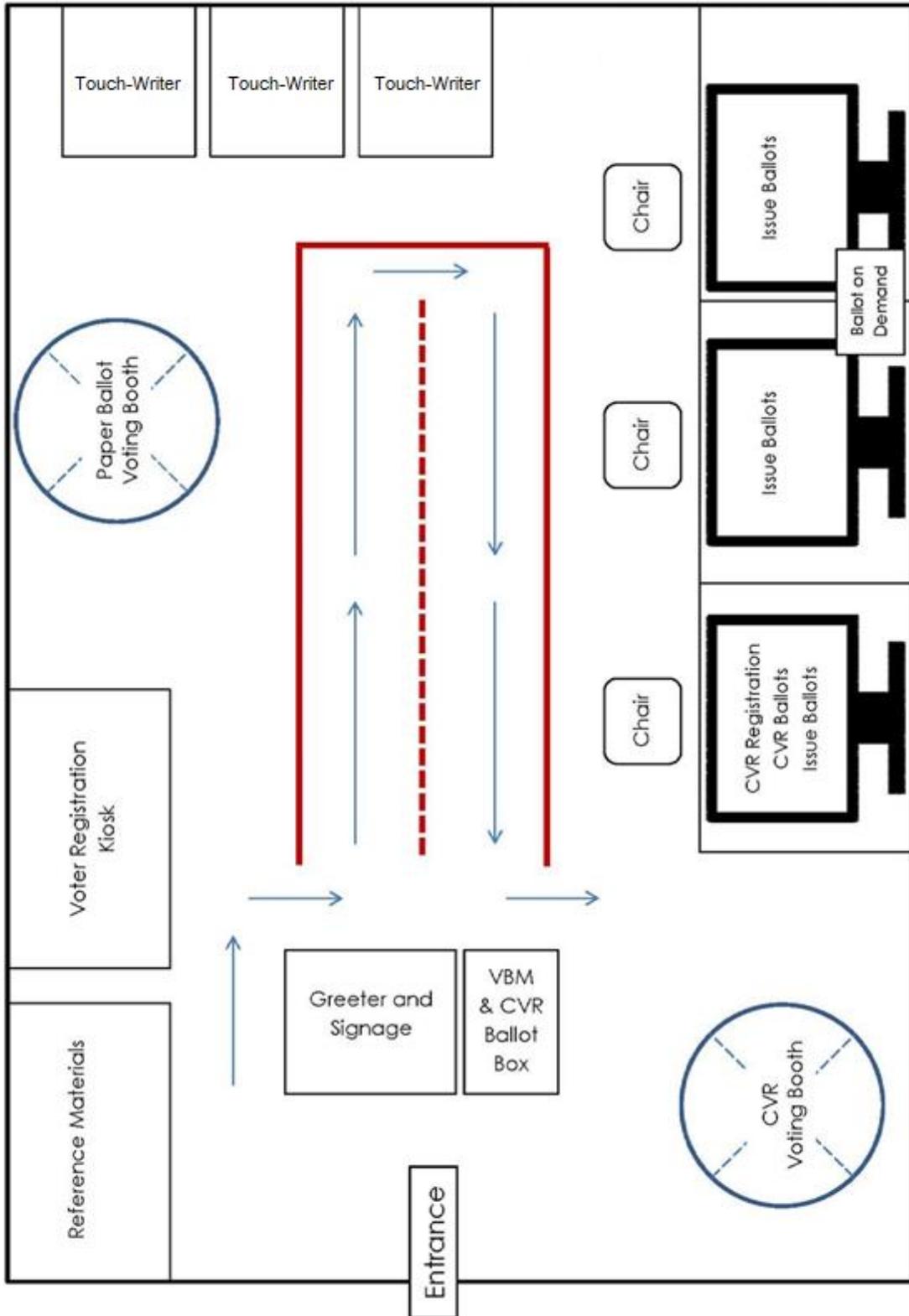
Every reasonable effort has been made to assure the accuracy of the maps and data provided, nevertheless, some information may not be accurate. The County of Nevada assumes no responsibility arising from use of this information. THE MAPS AND ASSOCIATED DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND, INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Before making decisions using the information provided on this map, contact the Nevada County Public Counter staff to confirm the validity of the data provided.

County of Nevada, GIS/IN 42017, Source: American Fact Finder



APPENDIX G

VOTE CENTER LAYOUT



APPENDIX H

POTENTIAL DISRUPTIONS AT VOTE CENTERS

Potential Disruption	Response
Election Management System goes down	Vote center manager will notify elections office. If disruption is only at a specific vote center and lasts longer than 30 minutes, or any significant amount of time depending on amount of voters present, voters will be directed to another vote center or given the option to vote provisionally. If disruption is county-wide, vote center staff can issue provisional ballots if staff are able to determine correct ballot type or precinct for voter, based on the back up list provided to vote center staff. Keep paper record of all voters and information to enter into DIMS once system is back up and running. Elections central will contact vendor right away and resolve the issue as soon as possible.
Power outage	Vote center manager will notify elections office. If power outage lasts longer than 15 minutes, direct voters to another vote center. Public will be notified via website, phone message, news, radio, social media, etc. Election conduct will continue even if the power outage is a Public Safety Power Shutoff (PSPS) event. Vote center staff will be trained to administer voting in the event of a prolonged power outage. The Nevada County Elections Office will work with vote center owners on options to continue voting uninterrupted.
Weather	Vote center manager will notify elections office. If a vote center is unreachable or unsafe due to weather, a back-up vote center will be contacted and will be set up immediately for use. Public will be notified via website, phone message, news, radio, social media, etc.
Fire or Other Disaster	All staff and voters must first be evacuated safely. Vote center manager will notify elections office. If time allows, vote center staff will do the following in order: (1) securely remove all voted ballots from the facility (VBM, V-Drives from vote center scanners, paper ballots from black ballot box, CVR ballots), (2) secure/shut down all computers accessing election management system and (3) secure/shut down all voting equipment. Elections office will notify public via website, phone recording, news, radio, social media, etc., and inform public of alternate vote centers. A replacement vote center will be set up as soon as possible.

Potential Disruption	Response
Voting equipment stops working	While vote center manager resolves the issue, paper ballots can be issued to voters. Vote center manager will follow troubleshooting instructions provided in vote center manual for staff. If unable to resolve, vote center manager will contact Elections Office. If still unable to resolve, vote center manager will contact warehouse staff for replacement equipment.
Ballot on demand stops working	While vote center manager resolves the issue, pre-printed paper ballots can be issued to voters. Vote center manager will follow troubleshooting instructions provided in vote center manual for staff. If unable to resolve, vote center manager will contact elections office. If still unable to resolve, Elections Office will contact vendor for customer support.
Internet connection goes down	Vote center manager will follow troubleshooting instructions provided in vote center manual for staff. If unable to resolve, vote center manager will contact Elections Office. If still unable to resolve, Elections Office or vote center manager will contact county information services or internet provider for customer support. If internet outage lasts longer than 15 minutes, vote center staff can issue provisional ballots via electronic voting equipment or sample ballots or paper ballots (if possible) in provisional envelopes. Vote center staff will keep paper record of all voters and information for elections staff to enter into DIMS at elections office. If internet outage lasts longer than one hour, or any significant amount of time depending on amount of voters present, voters will be directed to another vote center. Public will be notified via website, phone message, news, radio, social media, etc.
Suspicious person or object	Vote center manager will contact security authorities depending on the situation.
Vote center employees don't show up	Vote center manager will contact elections office to find a replacement staff for the vote center. A list of trained backup staff will be maintained by the Elections Office.
Vote center is unusable	If the vote center is unusable for any reason, vote center manager will notify the elections office. A list of backup vote centers will be maintained by the Elections Office. Warehouse staff will assist vote center staff in moving and setting up the new vote center. Public will be notified of a change of location via website, phone message, news, radio, social media, etc.

APPENDIX I

Budget Comparison of 2016 State Primary Election and 2020 State Primary Election

Category	2016 State Primary Budget	2020 State Primary Budget	Difference
Labor & Salary	\$161,582.88	\$193,899.46	\$32,316.58
VBM/VIG Printing	\$217,331.12	\$282,530.50	\$65,199.38
Precinct Ballot Printing	N/A	N/A	N/A
VBM/VIG Postage	\$39,297.29	\$51,086.48	\$11,789.19
Sample Ballot Printing	N/A	N/A	N/A
Sample Ballot Postage	N/A	N/A	N/A
Outreach	\$7,205.84	\$8,768.89	\$1,563.05
Equipment & Supplies	\$46,422.26	\$35,000.00	(\$11,422.26)
Temps/Election Workers	\$92,635.00	\$75,135.00	(\$17,500.00)
Training	1590.66	\$500.00	(\$1,090.66)
Vote Center Rental	1935.00	\$7,550.00	\$5,615.00
IT	17921.30	\$2,329.99	(\$15,591.31)
Total Cost	\$585,921.35	\$656,800.32	\$70,878.97

Outreach Budget Comparison of 2016 State Primary Election and 2020 State Primary Election

Outreach Cost	2016 State Primary Budget	2020 State Primary Budget	Difference
Advertisements	\$1,272.84	\$20,000.00	(\$18,727.16)
Social Media	-	\$1,000.00	(\$1,000.00)
Equipment & Supplies for Events	-	\$3,000.00	(\$3,000.00)
Event Rentals	\$2,095.00	-	\$2,095.00
Mailings	\$3,838.00	\$64,000.00	(\$60,162.00)
Translation Services	-	\$1,085.00	(\$1,085.00)
Total Cost	\$7,205.84	\$89,085.00	(\$81,879.16)

APPENDIX J

Planned Event Attendance

The Nevada County Elections Office plans on organizing and attending events to educate voters about the Voter's Choice Act, including but not limited to events that community organizations plan to attend to educate voters. The Elections Office will publicly notice events in advance and will disseminate the times and locations of those events using all appropriate media channels.