



SHIRLEY N. WEBER, Ph.D.

CALIFORNIA SECRETARY OF STATE

Elections Division | 1500 11th Street, 5th Floor | Sacramento, CA 95814

Tel 916.657.2166 | Fax 916.653.3214 | www.sos.ca.gov

Language Accessibility Advisory Committee (LAAC)

Wednesday, August 2, 2023, 10:00 a.m.

Meeting Minutes

1. The meeting was called to order at 10:03 a.m.

2. Roll Call and Declaration of Quorum

Roll was called and quorum was established.

The following participants were marked as present:

Committee Members

- Dean Logan
- Deanna Kitamura
- Jacqueline Coto
- Jeffrey Reeder
- Juan Pablo Cervantes
- Karduz Nguyen
- Paul Burke
- Pedro Hernandez

Secretary of State Staff

- NaKesha Robinson
Information Technology
Supervisor II
- Adam Quintana
Policy & Planning Manager,
Voter's Choice Act
- Ted Muhlhauser
Legislative Liaison
- Mike Somers
Election Security Manager
- Daneka Huynh
Language Access Coordinator
- Ryan Reece
VBM/Ballot Tracking Analyst

3. LAAC Members' Updates

Dean Logan

- Los Angeles County is focused on preparations for an expected November special election and the March primary election. They are planning their outreach efforts for the presidential primary especially as it affects No Party Preference voters. They are also preparing their first VCA mailing regarding voters' language preferences.

Deanna Kitamura

- Deanna's organization has begun their poll monitoring planning for the March 5th primary.

Jacqueline Coto

- No updates.

Jeffrey Reeder

- No updates.

Juan Pablo Cervantes

- No updates aside from Humboldt County's ongoing work in transitioning to a VCA (Voter's Choice Act) county.

Karduz Nguyen

- Karduz's community is prepping for outreach opportunities at a Mid-Autumn festival.

Paul Burke

- Paul has been working on the NPP Outreach Subcommittee and issues related to AB 1219, both of which are on today's agenda.

Pedro Hernandez

- Common Cause is preparing their poll monitoring efforts for the upcoming primary election.

4. SOS Updates

Office of Voting Systems Technology Assessment (OVSTA)

- NaKesha Robinson offered updates on various voting systems that are undergoing testing by OVSTA. The following is a list of voting systems currently in the process:
 - Dominion Democracy Suite 5.17-A should be undergoing testing next month.
 - ES&S Version 6.5.0.2 has withdrawn their application.

- Hart Verity Voting 3.2 Voting System has completed testing and an announcement regarding a public hearing will be released in a few weeks.
- KNOWiNK Poll Pad 3 version 3.4 (ePollbook) is undergoing testing.
- Tenex Precinct Central Version 6 (ePollbook) is also undergoing testing.
- KNOWiNK Poll Print Version 3.4 (Ballot on Demand) has an application under review.
- Runbeck Sentio Lite EVS and SPS 9.3 (Ballot on Demand) is in post-testing.
- Pedro asked NaKisha about how guidance can be relayed to counties about the language accessibility features for marking ballots. NaKisha said all the voting systems have ballot marking devices for accessibility purposes. She also asked Pedro to reach out to OVSTA to coordinate meetings so that discussions can be had about providing guidance on these features to the counties.

Voter's Choice Act (VCA)

- Adam Quintana updated the LAAC on the process of VCA counties creating their EAP (Election Administration Plans) renewals and new VCA counties that are developing their first EAPs. SOS has been encouraging counties to finish their EAPs prior to the recommended September 7th deadline. So far, SOS has received nineteen draft EAPs and feedback has been offered to all counties. VCA is also regularly meeting with counties to assist them in their EAP development and to share best practices. They have received four final EAPs so far and three have been approved. The VCA team anticipates that most or all final EAPs will be submitted to SOS within the next two weeks.

Legislative Affairs

- Ted Muhlhauser from SOS doesn't have updates but will be participating in the AB 1219 discussion that is on the agenda.

5. No Party Preference (NPP) Outreach Subcommittee Update

- Deanna presented the subcommittee's recommendations to SOS regarding NPP voter outreach. The subcommittee developed a postcard template for counties to send out to voters as well as a document to be posted on the SOS website.
- The subcommittee is asking the LAAC to vote on sending three recommendations to SOS:
 - That the prepared document be included on the SOS website.
 - That SOS share the postcard template with counties as a best practice.
 - Translate the materials into languages that go beyond those mandated by Section 203 or Section 14201.

- Deanna presented their postcard template and went into detail about the language they are using and the choices they made regarding the organization of the information.
- Jacqueline asked about the specific language and encouraged the subcommittee to be as clear as possible (like using the phrase “March 2024 primary” instead of just “March primary”). Other members made suggestions concerning the clarity and presentation of the language, which the subcommittee will be considering.
- Denise Green asked if the postcard will be directing voters anywhere to learn more about the political parties and their positions. Deanna said there isn’t anything in the postcard yet, and there was a discussion about whether to include a link or QR code to the SOS webpage featuring political parties’ statement of purpose. This will be considered by the subcommittee.
- There was also a look at the other side of the postcard with the form for voters to make their request, and questions were taken regarding the format and the language. Members brought up the possibility that voters may be confused about where to detach the form and how to mail it back to the counties and the subcommittee will consider their suggestions.
- A motion was presented by Paul Burke and was seconded by Jacqueline Coto.

Motion: To recommend that SOS share the postcard template with county election offices as a best practice, after further changes have been made.

Motion passes 8-0.

- The subcommittee then presented two versions of a document that reflects the information from the postcard and has been drafted with the intent to be placed on the SOS website. Members gave their preferences regarding the documents.
- A second motion was presented by Deanna and was seconded by Paul.

Motion: To recommend that SOS review and add the NPP document to their website.

Motion passes 8-0.

- Jeffrey Reeder excused himself from the meeting. There is no longer a quorum.
- Next meeting will feature a discussion and vote about which languages the postcard and website posting should be translated into beyond the languages that are mandated by Section 203 or Section 14201.
- Dean noted that it would be helpful for the LAAC to provide counties any recommendations on language specific outreach methods ahead of the presidential primary election.

6. County LAAC Toolkit Subcommittee Update

- The subcommittee has met twice, reviewed the current toolkit, and have created a list of questions to send to Armando Salud.
- Topics and suggestions for the new toolkit which will advise counties on how to form local LAACs and be successful in their work. The committee is hoping to have this completed by October.

7. Discussion on AB 1219

- Paul Burke provided a presentation on AB 1219, which has passed the Assembly and is being amended in the Senate.
- This bill would create simpler English wording that would allow for more accurate translations for ballot designations.
- One of the features of the bill will allow 8-point font type for all candidate names on multilingual ballots where a candidate's name is too long to fit normally.
- Ted Muhlhauser offered some context on the bill and its intended purpose, including the need to provide flexibility for counties in designing their ballots.

8. Public Comments and Future Agenda Items

- Public Comments:
 - No public comments were made.
- Future agenda items include updates from the subcommittees.

9. Adjournment at 11:35 a.m.

Next meeting is scheduled on Wednesday, October 4, 2023, at 10:00 a.m.