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**REGISTRAR OF VOTERS**  
COUNTY OF RIVERSIDE

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**Voting Accessibility Advisory Committee (VAAC)**  
**Meeting Minutes**  
**July 27, 2023 | 10:00 a.m.**

***Members:***

Larry Smith, Vice Chair  
Gabriel Taylor, Committee Member  
John Kopp, Committee Member  
Russia Chavis Cardenas, Committee Member

***Guests:***

Lucy Weiss, Law Clerk, Disability Rights California  
Sandra Guerrero, Assistant to the Riverside County Superintendent of Schools  
Stephanie Nelson, Deputy County Counsel, Riverside County  
Glyn Wild, Disability Specialist, University of California Riverside  
Brenda Pree, City Clerk, City of Palm Springs  
Paul Bradvica, Deputy City Clerk, City of Moreno Valley  
Pavel Ilie, Assistant Technology Trainer, Blindness Support Services  
Kimberly Ramirez, Guest

***Registrar of Voters Staff:***

Rebecca Spencer, Registrar of Voters  
Art Tinoco, Assistant Registrar of Voters  
Alma Del Carmen, Administrative Services Analyst I  
Miguel Borquez, Elections Technician II

***Meeting Commenced at 10:00 a.m.***



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***I. Welcome/Introductions***

Introductions were made of the following staff: Registrar of Voters Rebecca Spencer, Assistant Registrar Art Tinoco, and VAAC Vice Chair Larry Smith. Following staff introductions, attendees of the meeting made introductions.

***II. Approval of April 27, 2023 VAAC Minutes***

John Kopp made a motion to accept the April 27, 2023 VAAC minutes; Gabriel Taylor seconded. The April 27, 2023 VAAC minutes were accepted.

***III. 2023 County Election Schedule***

***A. August 29, 2023 UDEL Mail Ballot Election***

***i. No Election Due to Insufficient Nominees***

Larry Smith shared that there would not be a Uniform District Election (UDEL) due to insufficient nominees. Due to insufficient nominees, the landowner districts will appoint in lieu of election.

***B. November 7, 2023 Consolidated General Election***

***i. Nomination Period July 17<sup>th</sup> to August 11<sup>th</sup>***

Mr. Smith shared that the November 7, 2023 Consolidated General Election would be a small election. The nomination period is from July 17<sup>th</sup> to August 11<sup>th</sup>. There are four districts that will be in nomination period: De Luz Community Services District with 2 seats, Cabazon County Water District with 2 full and 2 short term seats, Chiriaco Summit County Water District with 2 seats, and Pinyon Pines County Water District with 3 seats. If the Registrar of Voters office receives the number of nominees needed, there will be an election. However, if the Registrar of Voters office receives only the total number of nominees needed for each seat or less, the candidates will be



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appointed in lieu of election. There will not be an election in the district if they are appointed in lieu of election. If incumbents do not file in any or all the districts, there will be an extension of the nomination period of five days, extending the nomination period to August 16<sup>th</sup>. The Registrar of Voters office must wait until the nomination period is over to know if there will be an election for those seats in those districts. There will be more information at our next VAAC meeting.

***ii. Ballot Measures***

Rebecca Spencer confirmed that the paperwork has been received to add a ballot measure for the City of Perris. Therefore, the City of Perris will have an election on November 7<sup>th</sup>.

Mr. Smith shared that the City of Norco has expressed an interest in placing a ballot measure. However, no documents have been filed.

***iii. Introduction of the Ballot Scanner***

Mr. Smith shared that the Registrar of Voters office will be introducing the Ballot Scanner in the November 7, 2023 election. Voters at Vote Centers will be able to insert their ballot into the Ballot Scanner and the ballot will remain secure in the Ballot Scanner cart until the end of the day. At the end of each day, election officers will remove the scanned ballots, count them, and return them to the Registrar of Voters office. On the last day, Election Day, election officers will bring back the ballots along with the SD Card from the Ballot Scanner.

The Ballot Scanner will scan ballots printed from the Accessible Voting Unit (AVU) with the QR code and ballots printed from the Ballot on Demand printer. After inserting their ballot into the Ballot Scanner, the voter will have options if there is an undervote, overvote, or if the voter did not mark their ballot correctly. For example, the voter put an x in the bubble instead of filling in the bubble next to their selection. If the voter undervotes or overvotes, the



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voter will have the option to leave the ballot as is and cast it, or retrieve it, spoil it, and receive another ballot to correct their mistake. The election officers at the Vote Center will be able to spoil the ballot and give the voter another ballot if necessary.

The Accessible Voting Unit (AVU) will not allow the voter to overvote. The AVU will notify voters if there is an undervote for any contest. Voters can make corrections on the AVU before printing the ballot and inserting it into the Ballot Scanner.

The Ballot Scanner will assist the Registrar of Voters office in posting the results of the election sooner on Election Night. The Registrar of Voters office will read all the Vote Center Ballot Scanner SD Cards. The ballots that were not scanned by the Ballot Scanner, and are therefore not accounted for on the Ballot Scanner SD card, will be scanned and counted once received at the Registrar of Voters office.

Ms. Spencer confirmed that the November 7, 2023 election will be the first time the Registrar of Voters office will use Ballot Scanners at Vote Centers. Mr. Smith shared that the use of the Ballot Scanners in the November 2023 election will allow staff to experience how it works and troubleshoot any issues before implementing it at all Vote Centers in the March 5, 2024 Presidential Primary Election.

John Kopp asked if the Ballot Scanner would accept and scan a ballot on which a voter has intentionally under voted. Mr. Smith confirmed that the Ballot Scanner will notify the voter that they under voted for a contest and will provide the voter the following options: retrieve the ballot and make corrections or cast their ballot as is without making any corrections.

#### ***IV. Election Administration Plan Update***

Mr. Smith shared that Julie Caban had sent out invitations on July 18<sup>th</sup> of a virtual public consultation meeting to discuss the Draft Election



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Administration Plan (EAP). Attached to the invite was the preliminary Draft Election Administration Plan. The hope is that interested parties will participate in the consultation meeting and voice their opinions or concerns. Ms. Spencer shared that under the California Elections Code, the Registrar of Voters office is required to update the Election Administration Plan every 2 years. The Election Administration Plan was started in 2022 and requires an update and recertification in 2024. However, given how busy the Registrar of Voters office will be in 2024, the decision was made to start the recertification process now in 2023. The recertification process will start with public consultation meetings. There will be a public consultation meeting on August 1<sup>st</sup>, specifically for the disability community to provide the Registrar of Voters office with feedback on the Draft Election Administration Plan. There will also be a public consultation meeting on August 10<sup>th</sup> for the language access community to provide the Registrar of Voters office with feedback. Afterwards, there will be a public hearing on August 29<sup>th</sup>. The public hearing is for the public in general to provide the Registrar of Voters office with feedback on the Draft Election Administration Plan. All meetings will be publicly noticed and posted on the Registrar of Voters website. Email invites will also be sent out. All feedback received will be reviewed by the Registrar of Voters office and changes may be incorporated where possible.

If the Draft Election Administration Plan requires an amendment, an Amended Election Administration Plan will be made. Public comments will be allowed for the Amended Election Administration Plan. The Amended Election Administration Plan will then be finalized.

Ms. Spencer shared that she hopes to finalize the Election Administration Plan in September 2023. The Election Administration Plan would then be good for 4 years. When a county begins an Election Administration Plan, it is only good for 2 years. After the second approval process, it goes into a 4-year approval cycle.

Gabriel Taylor requested that when the updated and revised Election Administration Plan is emailed to VAAC members, a deadline be included



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for when people should submit their comments if they have any. Having a deadline will be helpful in communicating with their community partners and the general public. Ms. Spencer approved the request and will make sure to include a deadline for accepting public comments when sending out invites for the public hearing and on public notices.

Mr. Taylor asked for a tentative date for when the updated Draft Election Administration Plan might be posted on the Registrar of Voters website. Ms. Spencer shared that, following the public consultation meetings, the updated Draft Election Administration Plan will be posted on the website on August 14<sup>th</sup>. This will provide the public a 14-day comment period in preparation for the public hearing on August 29<sup>th</sup>. The deadline to submit public comments on the Draft Election Administration Plan will be August 29<sup>th</sup>.

***V. Additional Discussion and/or Announcements from Committee Members***

No additional discussion, announcements, or comments were made from committee members or the public.

***VI. Adjournment***

Meeting adjourned at 10:30 a.m.

The next meeting is scheduled for September 28, 2023.