

Language Access Advisory Committee Notes – April 5, 2018

In attendance:

Name	Organization
John Arntz	Department of Elections
Nataliya Kuzina	Department of Elections
Aurora Livingston	Department of Elections
Mayank Patel	Department of Elections
Jonathan Aaberg	Department of Elections
Iva Maurin	Department of Elections
Jill Fox	Department of Elections
Jonathan Stein	Asian Americans Advancing Justice, Asian Law Caucus
Mohsin Mirza	Asian Americans Advancing Justice, Asian Law Caucus
Heather Kittel	Mayor's Office on Disability
Annette Wong	Chinese for Affirmative Action
Gregory Keech	City College – Department of English as a Second Language
Pedro Hernandez	Fair Vote California
Christopher Bardales	Mayor's Office of Neighborhood Services
Omar Pimentel	Mission Graduates
Frances Hsieh	Office of Civic Engagement and Immigrant Affairs
Laura Melgarejo	PODER - People Organizing to Demand Environmental & Economic Rights
Hazel Lee	SF - Shanghai Association
Lulu Feliciano	SFMTA - Municipal Transportation Agency
Randy Weaver	SFPL Project Read
Eugene Alejo	South of Market Community Action Network (SOMCAN)

Meeting Minutes:

1. The group reviewed the Department of Elections outreach materials for the June 5, 2018 Election. These materials highlight multi-lingual and accessible services offered by the Department.
 - a. [Voter education materials are available in English, Chinese, Spanish, and Filipino and available to download on the Department's website at http://sfgov.org/elections/explore-outreach-efforts](http://sfgov.org/elections/explore-outreach-efforts). [To request outreach materials to be sent to your organization please use the online request form at http://sfelections.org/tools/outreach/outreachmat.php](http://sfelections.org/tools/outreach/outreachmat.php).
 - b. [To request an in-person voter education presentation in English, Spanish, Cantonese, Mandarin, or Filipino, complete the online request form at http://sfelections.org/tools/outreach/outreachreq.php](http://sfelections.org/tools/outreach/outreachreq.php). You may also contact Jill Fox, Voter Outreach Manager, at sfoutrreach@sfgov.org or (415) 554-5685. Presentations can be tailored for specific audiences, for varying timeframes, and include specific subject matter. You may also watch the **Your City Your Choice June 5, 2018, [Election video presentation available in English at https://youtu.be/kvHbnuytNgE](https://youtu.be/kvHbnuytNgE)**.
 - c. The Department uses a language access color-coding scheme. Chinese is represented by green, Spanish is represented by orange, and Filipino is represented by yellow.

2. The group discussed some ideas for potential sites to hold outreach events. Some of the locations suggested were:
 - a. San Francisco Academy of Sciences
 - b. School campus lobbies
 - c. Portola Connection Center
 - d. San Bruno Market
 - e. Interfaith Council Meetings (monthly)
3. The group discussed Prop N: Non-Citizen Voting in School Board Elections, which was approved by San Francisco voters in Nov 2016. This Charter Amendment allows a non-citizen resident of San Francisco who is of legal voting age, and the parent, legal guardian, or legally recognized caregiver, as defined in California Family Code Section 6550, of a child under the age of 19 living in the San Francisco Unified School District to vote for members of the Board of Education.
 - a. The Board of Supervisors will hold a Committee hearing related to Prop N on May 9, and the proposed ordinance may appear before the full Board on May 15 and May 22. The Board may still make changes but is expected to finalize the language and approve the proposed ordinance on May 22.
 - b. The Department of Elections is currently preparing for Non-Citizen Voting in School Board Elections to be held on November 6, 2018.
 - i. The Department is working with a vendor to supply a separate database where these voter records will be stored.
 1. Some concern was expressed about this database being separate from the official elections voter registration database.
 2. John explained that these voter records are kept separate because San Francisco's local voter registration database exchanges voter registration information with the California statewide voter registration database and a voter must be a U.S. citizen to be a registered voter in California. Prop N voter records cannot be contained within the statewide system.
 3. Another important point mentioned was that the California Elections Code (CAEC) allows voter registration information to be released to persons or groups for election, scholarly, journalistic, political, or governmental purposes determined by the California Secretary of State. (CAEC sections 2188, 2194; California Government Code section 6254.4)
 - ii. The Department is drafting the content and layout of a separate affidavit of registration.
 1. The group's initial feedback on the document was implemented, but if any group members have additional feedback on the formatting or language on the most recent version please let the Department know.
 2. The affidavit includes an important notice that explains that any information the voter provides to the Department may be obtained by Immigration and Customs Enforcement (ICE). The notice informs Prop N voters that they may wish to consult an immigration attorney, an organization that protects immigrant rights, or any other knowledgeable source before providing any personal information to the Department of

Elections and registering to vote in San Francisco Board of Education Elections.

3. Once the Board of Supervisors approves the proposed ordinance, the Department will email the final version of the affidavit to the group.
 - iii. The Department is drafting content to be posted on sfelections.org
 - iv. The Department is drafting procedures for the elections process for Prop N voters.
4. John informed the group that when voters approved the Charter amendment, Prop N, in the November, 2016, election, they only changed the definition of “voter” for School Board elections to include non-citizens. This is why the Department is conducting the election as it does all elections, other than incorporating a new definition of voter for School Board elections. However, the elections process will remain the same and will be conducted in compliance with the San Francisco Municipal Elections Code and the CAEC.
 - a. The Department of Elections will not ask people to disclose any information about themselves or provide documentation to substantiate their identity. These voters will not be required to provide any type of supporting documents related to residency, citizenship status, or parental status. Prop N voters will only be responsible for checking a box, declaring under the penalty of perjury that they are eligible Prop N voters.
5. The group discussed the ideal timeframe for Prop N voters to begin registering. This will need to take place after May 22 once the Board approves the proposed ordinance.
6. [The Office of Civic Engagement and Immigrant Affairs \(OCEIA\) has created a website where individuals can find immigration legal help <https://immigrants.sfgov.org/>](#). Currently this information is only available in English but will be translated at a later time.
 - a. OCEIA community ambassadors plan on distributing Prop N information to the community in the upcoming months.
7. Supervisor Fewer’s office provided information to OCEIA regarding Prop N related outreach that OCEIA incorporated into its Request for Proposal (RFP) for grant funding which would be allocated for education and outreach to potential Prop N voters to assist them with understanding the legal risks and responsibilities. NOTE: Soon after this LAAC meeting occurred, OCEIA issued the RFP. [To access the information regarding the grant associated with Prop N, use the following link: <http://sfgov.org/oceia/grants>](#)
 - a. It was emphasized that this education and outreach needs to include Limited English Proficient (LEP) culturally appropriate information. It was suggested that if a potential Prop N voter does not understand the legal language, perhaps they could be put into contact with a Community Based Organization (CBO) that may serve their community and offer assistance.
 - b. The Mayor’s Office of Neighborhood Services has put together a list of CBOs containing their location and contact information.
 - c. OCEIA will produce materials that are in compliance with the San Francisco Language Access Ordinance.
 - d. The RFP is scheduled to be released in April and outreach will begin in May which could cause confusion since the Board of Education will not be on the ballot until November.
 - e. [The RFP proposal will be advertised through the OCEIA website <http://sfgov.org/oceia/>](#).

8. One point that was brought up was that the proposed ordinance requires Prop N voters re-register before every election. This deviates from the regular elections process and voter registration requirements. The CAEC requires retention of voting and elections documentation for 22 months so the purpose of this is not to destroy this registration information after each election.
 - a. The Department's target date to begin outreach and release the final affidavit is July 16. The group mentioned that some community organizations would like to start educating voters about Prop N before school gets out in early June. The Department recommends waiting until after the certification of the June Election to register Prop N voters so that people register responsibly. By July, the Department of Elections will shift gears from the June Primary Election to the November General Election.
 - b. The Department will also finalize Prop N frequently asked questions and post them on sfelections.org.
9. The group discussed concerns related to undocumented individuals and their hesitation to participate because by registering to vote in a Prop N election, an official list will exist that contains this information. There is a large risk associated with this due to the current national immigration environment. The group reemphasized the need to inform voters of the risk associated registering and voting in this election.
 - a. The group discussed the possibility of referring individuals to seek advice from a trusted immigrant advocacy groups. Outreach strategies will be very important. Community groups hope to provide their clients with accurate information and learn how to navigate this sensitive topic. It is important to empower groups to become politically engaged through voting as well as other means.
10. The audience community groups would like to reach includes permanent residents, immigrants who are citizens who have not voted, and undocumented immigrants. A different outreach message will be needed when communicating with different audiences. The Department would like to know what messages in the community are effective and will use this information to help inform the content that is produced.
 - a. Places like City College, Department of English as a Second Language are a great opportunity to obtain feedback.
11. The Department needs to recruit many poll workers for the upcoming election. June 5 is during finals week so many student volunteers will not be available. San Francisco will have 583 polling places and each location will be staffed with 4-5 trained poll workers. Poll workers must be legal residents of San Francisco. If you know anyone interested in becoming a poll worker instruct them to visit the Department of Elections, Monday through Friday from 10 a.m. to 4 p.m. The hiring process includes a 10-question quiz and a brief interview. One training class is required, and the person must work the full day on Election Day. Poll workers can earn between \$142 - \$195, depending on position and language ability. City employees cannot be poll workers.
12. The group reviewed various polling place signage that will be used during the June 5 election.
 - a. The Department's goal for polling place signage is to let voters know how they can get voting assistance. They can ask a poll worker, call the Department, or [visit sfelections.org](http://sfelections.org). Polling place information signs have been translated into Chinese, Spanish, Filipino.

- b. The Ballot Information Sign, posted on the election table, where voters sign the roster and pick up their ballot, provides information about language and accessibility services in Chinese, Spanish, Filipino, Vietnamese, and Korean.
- c. Bilingual ballots are available in Chinese, Spanish, and Filipino. Reference ballots, which are translated copies of the official ballot, will be available in Vietnamese and Korean.
- d. Many polling places will also have bilingual poll workers assisting voters.
- e. There will also be signs explaining conditional voter registration. If a voter is not listed in the roster, they have the option to visit the City Hall Voting Center to conditionally register and cast a conditional provisional ballot. Voters may check their registration status using the [Voter Registration Status Lookup Tool](#). Polling places will also be equipped with address cards informing voters of the City Hall Voting Center's address and available public transportation routes.