



Poll Worker Network Meeting Minutes

July 30, 2018 – 10 a.m. – 1:00 p.m.

City Hall, Room 305

Meeting Attendees:

Andrew Peck	Clint Wolfrom	Hillary Brown	Mathew Blain	Susan Fong
Ann Williams	Connie Lee	Jenny Caufield	Mayank Patel	
Barry Pearl	Daniel Kohanski	John Silmser	Steve Harrison	

1. Introduction: Clint and Mayank led the meeting with member introductions and offered a brief recap of the June 5, 2018 Election. We listed off voter and poll worker statistics where we could use improvement in poll worker recruitment, particularly our high school student poll workers.
2. Gather Poll Worker feedback on the following from last election:
  - a. Recruitment and Staffing:
    - i. Offer a more precise staffing plan pairing any new inspector with experienced clerks for an added assistance.
    - ii. Last election, a common scenario was one polling place overstaffed with four clerks while another polling place was understaffed with two clerks (due to a clerk not showing up). The suggestion is to enable FEDs to perform ad-hoc staffing on Election Day. (Relocate an adult clerk from an overstaffed precinct and move them to an understaffed precinct).
    - iii. Poll Workers are sometimes unsure who their assigned FED is on Election Day. FEDs should wear an added visual cue identifying the FED, possibly a uniformed vest.
  - b. Election Day Materials
    - i. Currently, one of our offerings to voters who need redirection to their home polling place is a precinct map and a list listing all the polling places and their addresses in San Francisco. The problem with only offering a large-city wide map is that it can be challenging to find a polling place nearby their current location (which is often the case). The suggestion is to supplement the large map with a small precinct specific map that emphasizes large visuals of only the nearest polling places within walking distance.
  - c. Training:
    - i. Besides reminding poll workers during their training to review their training materials before the election, we should send a reminder email a day before the election. We will instruct Inspectors to

assign opening job cards when they call the clerks the night before. This will also allow clerks to focus their efforts on one job card.

- ii. The clerks have job cards that allow them to see their instructions very clearly on one page. The suggestion is to create something similar to that for the inspectors. We do have the inspector checklist for voting, but it is multiple pages spanning multiple sections. The goal is to create a one-page Inspector "cheat sheet" which can give general instructions that are easy to follow.
- iii. Reconsider roster clerk duties involving issuing the Blue Ballot Secrecy folder. To limit the risk of a standard voter not receiving a blue secrecy folder, consider having the ballot clerk issue the blue secrecy folder instead.
- iv. It is important to emphasize in training that each voter receives a ballot that is tailored fit for them.
- v. Closing procedures in trainings have an impression as being an afterthought to clerks. Create a better overview that emphasizes the importance of closing procedures.
- vi. We added roleplaying activities in New Inspector classes. The suggestion is to add that to New Clerk classes as well. The dialogue on the job cards is precise and contains the information that is essential to a voter, but the dialogue is awkward when said out loud. If we act out the voting procedures in class to new clerks will give confidence to our poll workers during voting procedures.

### 3. Shared Non-Citizen Voting Materials and Procedures

- a. Showcased our new outreach materials concerning NCV
- b. Shared the pending Provisional Envelope format and procedures. Stressed the box that the voter would need to check if they are a Non-Citizen voting provisionally.
- c. NCV Ballot Issuing and Processing
  - i. The ballot will be a single quadrilingual card that has only the school board contests.
  - ii. Recommended a light blue color to highlight the border of the ballot pad. Similar to how Chinese is represented by Green and Spanish is represented by orange, etc.
  - iii. The Roster should include a tab marked 'NCV' to highlight the roster page that contains the names of NCV voters. Potentially, the Inspector can be instructed to do-so.
  - iv. There will be a second street index that will need to be posted exclusively for NCV voters. We will try and consolidate as much as we can.

### 4. 2019 Voting Equipment Demo

- a. Demonstration
  - i. Network members were given a presentation explaining the various new features the potential new voting machines of 2019 will have.
  - ii. Given a demonstration of the setup/breakdown of the new machines that applicable to their poll worker duties.

5. Action Items:

- a. All – Send in topics members would like to discuss in future meetings.
- b. All – Send any more feedback that not covered during the meeting.
- c. Clint – Send out RSVP link to our next Poll Worker network meeting which will be held on Thursday, September 27, 2018 in rm 305.