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**REBECCA SPENCER**  
Registrar of Voters



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**ART TINOCO**  
Assistant Registrar of Voters

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**REGISTRAR OF VOTERS**  
COUNTY OF RIVERSIDE

**Voting Accessibility Advisory Committee (VAAC)**  
**Meeting Minutes**  
**July 21, 2020 | 10:00 a.m.**

***Members:***

Julie Caban, Chair  
Larry Smith, Co-Chair  
Mario Janesin, Committee Member  
Ruthee Goldkorn, Committee Member  
John Kopp, Committee Member  
Gabe Taylor, Committee Member  
Pavel Ilie, Committee Member  
Chuck Reutter, Committee Member

***Guests:***

Deborah Cole  
Marilyn Kopp  
Janet Bernabe  
Ronak Patel  
Gail Paulsen  
Glen Wild  
Nichole Romane  
Sabrina Foley  
Linda Simolsky

***Registrar of Voters Staff:***

Rebecca Spencer, Registrar of Voters  
Art Tinoco, Assistant Registrar of Voters  
Paul Burgarino, Chief Deputy, Registrar of Voters  
Alma Del Carmen, Elections Technician II, Registrar of Voters  
Valerie Reinhardt, Executive Secretary, Registrar of Voters

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

***I. Welcome/Introductions***

Introductions were made of the following staff: Registrar of Voters Rebecca Spencer, Assistant Registrar of Voters Art Tinoco, and Committee Co-Chair Larry Smith. Following staff introductions, attendees of the meeting made introductions. Rebecca Spencer introduced Paul Bugarino, Chief Deputy over Operations.

***II. Approval of January 31, 2020 Minutes***

Chuck Reutter made a motion to accept the minutes with the following changes; add Chuck Reutter, Gabe Taylor and Pavel Ilie as Members of the Committee not guest. Mario Janesin seconded the motion.

***III. Update on State VAAC***

Larry Smith shared that Alma Del Carmen participated in the State VAAC meeting held on July 15, 2020. Alma shared that the Secretary of State provided an update on Remote Accessible Vote-by-Mail (RAVBM) usage. It was noted that usage of RAVBM has been updated for all counties for the March Primary Election and will be posted on the SOS website. The Personal Protective Equipment Guidelines (PPE) final version as recommended by the Secretary of State will be provided in the coming weeks for all counties. The next meeting is scheduled for September 16, 2020 via Zoom.

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***IV. Report on the March 2020 Presidential Primary***

Rebecca Spencer shared a brief summary of the March 3, 2020 Election. Ms. Spencer shared there were 534 polling places on election day throughout the county. Ms. Spencer shared during the canvassing of votes after election day, the stay at home order was put in place by the Governor. The Governor issued an Executive Order to allow additional days for all counties to certify the election.

***V. Discussion on the Governor's May 8<sup>th</sup> Executive Order***

Ms. Spencer shared that the Governor has issued two Executive Orders for the upcoming November Election. The first requires that every registered voter be mailed a Vote-by-Mail Ballot. Ms. Spencer shared that the Registrar of Voters anticipates issuing 1.2 million ballots throughout Riverside County for the upcoming November Election. The second Executive Order stipulates regulations for in-person voting. That Executive Order requires that the Registrar of Voters have one in-person voting opportunity for every 10,000 registered voters. In Riverside County that would require 120 in person Vote Centers. The Executive Order also requires Vote-by-Mail drop off boxes, one for every 15,000 registered voters, that would require Riverside County to provide 80 Vote-by-Mail drop off boxes for the November Election.

***VI. Report on Updates/New Development on the November 2020 Consolidated General Election***

Ms. Spencer shared for the November Election the Registrar of Voters will move towards a Vote Center model. The Voter Information Guide (VIG) will be mailed out forty days before the election. The VIG will contain a list of the 120 Vote Centers as well as the hours of operation. It will contain the location and hours of operation for the 80 Vote-by-Mail drop off locations.

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The VIG will also contain Sample Ballot, Candidate Statements, Measure materials as well as suggested Vote Centers where we previously posted Polling Place locations. Voters will not be assigned to a particular Vote Center; voters will be able to choose from any of the 120 locations. All 120 locations will have connectivity to the voter registration data base. The Registrar of Voters will provide a list of suggested locations based on distance in order to assist with crowd control at each location. After receiving the Voter Information Guide, voters will receive the Vote-by-Mail ballot 29 days before the election. To encourage voters to practice social distancing during the current COVID pandemic, the Registrar of Voters is strongly encouraging voters to use their Vote-by-Mail ballot. Voters are encouraged to utilize the Vote Centers if they require in-person voting assistance, if they need replacement ballots or if absolutely necessary.

Ms. Spencer shared that the 80 Vote-by-Mail drop off boxes will be available beginning Monday, October 5, 2020. The Vote-by-Mail boxes will be located at City Clerk offices and County Libraries. The drop off boxes will be staffed and will be open during regular working hours from 8:00 a.m. to 5:00 p.m., Monday thru Friday and 7:00 a.m. to 8:00 p.m. election night. In addition to the two twenty-four hour secure drop off boxes located at the Registrar of Voters offices there will also be drive through drop off boxes at Registrar of Voters office beginning five days before the election. Voters that are dropping off multiple ballots will be asked to complete the Authorized Agent portion of the envelope.

Ms. Spencer shared the Vote Centers will be open for a total of four days beginning October 31 thru election day. All 120 Voter Centers will be open Election Day from 7:00 a.m. to 8:00 p.m. Voters will be able to go to any Vote Center, fill out an application with their name, address, and date of birth. The Election Officer will enter the application into the voter registration data base. The Election Officer will confirm the voter is registered, verify signatures, confirm that the voter has not already voted using the Vote-by-Mail ballot that was mailed to them and then provide them with an activation code. Once the voter has the activation code, they will be directed to the touch screen ballot marking devices. The poll worker will activate the voting

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session based on their residence address. The voter will then navigate the ballot using the ballot marking device tablet. Once the ballot has been completed and printed, the voter will then place the ballot in the blue Ballot Box. At the end of the night all paper ballots will be collected and returned to the Registrar of Voters office for scanning and counting.

Gabe Taylor asked to clarify the application process prior to the voter completing their ballot. Ms. Spencer shared that the application process is replacing the poll books and will be more of the early voting process. Ms. Spencer shared that its essentially a request for a replacement ballot as the voter should have already received their Vote-by-Mail ballot.

Debra Cole asked how will voters sign their ballots at the drop off locations? Will they be needing to show identification? Ms. Spencer shared that the process is the same as if ballots were dropped off or received by the USPS. Once it is received at the Registrar of Voters office, signatures on the envelope are compared to the voter's registration card. The ballots are then processed when the signatures are confirmed. Ms. Spencer shared if the signatures do not match, the Registrar of Voters is required to send the voter a Signature Verification Statement to inform them of the discrepancy with their signature. The voter must return the Signature Verification Statement by the deadline provided.

John Kopp asked if the vendors who are printing the ballots capable of meeting the demand needed for the November Election? Ms. Spencer shared that the vendor confirmed they have the capacity to meet the current request for Riverside County. Ms. Spencer shared Riverside County was already at 74% Vote-by-Mail prior to the Governor's request for an all ballot election.

Mr. Kopp asked in regard to signature verification, as people age, signatures can change will this delay the voter's ballot from being processed? Ms. Spencer shared when signatures are verified staff look for signature similarities, not differences. Voters often sign their first initial the

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same and everything after can be different. Ms. Spencer shared if the signature does not match a Signature Verification Statement is sent to the voter and the ballot stays in a pending status until it can be verified. The Signature Verification Statement contains a deadline for the voter to return in order for their ballot to be processed. The ballot is rejected if the Signature Verification Statement is not returned by the deadline provided.

***VII. Questions/Comments***

Pavel Ilie asked if a voter has experienced recent vision loss and their signature is drastically different from their original signature on the Voter Registration Card, is there a way for the voter to be preventative and update their signature before the election? Ms. Spencer shared the voter can re-register any time before close of registration and that would be processed and used for the upcoming election.

Ruthee Goldkorn asked if a voter is unable to walk up to a Vote Center or drop off location will there be staff available to come out and assist the voter? Ms. Spencer shared that all Vote Centers and drop off locations will be offering curbside assistance. Curbside assistance information is posted in the Voter Information Guide. The Voter Information Guide will have a toll-free number that voters can use to make an appointment to request curbside service. Registrar of Voters staff will contact the Vote Center of choice and make an appointment for the voter.

Linda asked if the Voter Information Guide (VIG) is available on the website and can it be read with a screen reader? Ms. Spencer shared that the VIG is available on the Registrar of Voters website and is available in PDF format and Democracy Live, which is compatible with screen readers. Linda asked if there is a way for voters to vote online? Ms. Spencer shared that Remote Accessible Vote-by-Mail (RAVBM) is a way for voters to vote online. That functionality is available 29 days before the election using Democracy Live. The voter would log in, enter their name and date of birth. The ballot that is registered to the voter's residence will appear. After the ballot is complete the voter can print it out and drop it off or mail it in. For the November

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Election this functionality is available for all voters.

John Kopp asked if there has been any guidance issued for candidates wanting to file paperwork during the pandemic. Ms. Spencer shared that the guidance issued by the Secretary of State's indicates all paperwork issued to candidates requires a specific request and signature from the candidate. The Registrar of Voters can email the candidates an application that will require information on the office they are running for, residence address to confirm they are registered to vote in that district to qualify for that office. The candidate will also need to complete a form stating that they are requesting all official documentation be sent to them electronically. Ms. Spencer shared that the Secretary of State has allowed candidates to take the oath as part of the Declaration of Candidacy via Zoom. Once the official documentations are completed, candidates return the original documents to the Registrar of Voters office by mail or leave them in our twenty-four hour drop off box. Ms. Spencer shared that City Clerks are the filing officials for the City Council candidates so each City Clerk would have their own procedures for candidates.

***VIII. Adjournment***

Meeting adjourned at 11:38 a.m.

The next meeting is scheduled for September 2020