

# ELECTION ADMINISTRATION PLAN

## SAN BENITO COUNTY ELECTIONS



**JOE PAUL GONZALEZ**

County Clerk-Auditor-Recorder/Registrar of Voters  
440 5<sup>TH</sup> Street, Room 206  
Hollister, CA 95023

## Executive Summary

Senate Bill 423 authorized counties to implement the Voter's Choice Act (VCA) model for the November 3, 2020 election. San Benito County conducted its election in compliance with SB 423.

The Election Administration Plan (EAP) provides the formal guiding outline for the future of voting and elections in San Benito County. It incorporates the feedback provided by hundreds of voters and community advisory committees such as the Elections Advisory Group (EAG), EAG subcommittee Language Accessibility Advisory Committee (LAAC), and the CEW subcommittee Voter Accessibility Advisory Committee (VAAC)

Following the finalization of the EAP, the Elections Office will implement a comprehensive voter education campaign ranging from expanding our social media presence, partnerships with high schools and institutions of higher education, and collaborations with elected officials and government agencies. The plan is a framework for the campaign to meet its goal of informing San Benito County's 37,000 thousand voters of the upcoming changes and transition to the vote center mode.

At the time of preparing the EAP, approximately four vote centers and six ballot drop boxes are expected based on current voter counts and California Election Code requirements. Voters may also return their vote-by-mail ballot by mail without needing to affix additional postage, at a ballot drop box location, or at any vote center.

As San Benito County transitions to the vote center model, the Elections Office remains committed to our mission to provide election services for the citizens of San Benito County to ensure equal access to the election process, protect the integrity of votes, and maintain a transparent, accurate and fair process.

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## Voter Education and Outreach – General

Joe Paul Gonzalez, San Benito County Clerk-Auditor-Recorder/Registrar of Voters made significant efforts to educate the community at large in San Benito County regarding the California Voter’s Choice Act (VCA).

### Media and Public Service Announcements

EC §4005(a)(10)(I)(i)(II), EC §4005 (a)(10)(I)(i)(VII)

The San Benito County Elections Office use a variety of media and public service announcements in accessible formats to educate the voting-age population in San Benito County, to promote the availability of an accessible vote-by-mail ballot and how to request one, and to promote the Elections Department office contact (831) 636-4016 and SBCVote.us).

Media will include but not limited to, newspapers, radio, television, social media. The following San Benito County media outlets were chosen with consideration of their target audience, frequency of publication, reach, accessibility, and consultation with the public.

Newspapers:	Mission Village Voice, Hollister Free Lance
Online News Sources:	BenitoLink
Radio:	KMPG 1520 AM Radio Bonita
Television:	KION, KSBW
Social Media:	Facebook @sbcvote, Twitter @sbcvote

Significant efforts for educating potential voters through the above-mentioned media were implemented on Voter Choice Act (VCA) (general and on Executive Order N-67-20) on September 27, 2020, October 6, 2020, October 15, 2020, October 20, 2020, April 27, 2021, and June 29, 2021.

The San Benito County Elections Office will be continued to strategically reach out to the voting age population and will time its communication nearer to key election dates (rather than several months prior).

See Appendix A for more information regarding the choice of media sources.

## Having a Community Presence

EC §4005 (a)(10)(I)(i)(III)

The San Benito County Elections Office will educate the voters in San Benito County by having a community presence. San Benito County Elections partners with established community-based organizations to reach their target audiences via newsletters, emailing, social media, websites, and/or events. Types of organizations the San Benito County Elections Office will reach out to consist of, but will not be limited to, assisted living facilities, homeowner associations, local businesses, mobile home parks, nonprofits, political organizations retirement homes, and schools. These organizations will receive official media for purposes of education and outreach from the San Benito County Elections Office.

The San Benito County Elections Office will put emphasis on the availability on an accessible vote-by-mail ballot and how to request one with key community nonprofit and civic organizations such as the League of United Latin American Citizens (LULAC), Community Foundation for San Benito County, San Benito County Chamber of Commerce, Hollister Downtown Association, and Democratic and Republican Central Committees.

The San Benito County Elections Office has had meetings with the public and will continue to have meetings with community members. The Elections Office will also provide materials for or attend local events that are recommended by our staff and community members. Community event attendance will be published on the Elections website SBCVote.us when confirmed. The Elections Office will publicly notice events in advance and will disseminate the times and locations of those events using all appropriate media channels.

## Directly Contacting Voters

EC §4005 (a)(10)(I)(i)(VII)

San Benito County will make two direct contacts with voters for purposes of informing voters of the upcoming election and promoting the Election Office contact. These contacts will be in addition to other required contracts with voters including, but not limited to, sample ballots and the delivery of vote by mail ballots.

One direct contact will be mailing to registered voters in San Benito County informing them that a vote-by-mail ballot will be sent to all regardless of vote-by-mail preference. The other mailing will be sent after ballots have been mailed information these voters of their voting options at voting centers, if they would prefer to vote in person, and options for returning their vote-by-mail ballots.

## Using Resources to Ensure Voters are Informed

EC §4005(a)(10)(I)(i)(VII)

The San Benito County Elections Office will spend the necessary resources on voter education and outreach to ensure that voters are fully informed about the elections conducted in accordance with the Voter's Choice Act.

(Appendix B for specific information regarding the education and outreach budget for the June 7, 2022 Election as well as a comparison of this budget with the voter education and outreach for the March 3, 2020 Election)

## Voter Education and Outreach – Voters with Accessibility Needs

The San Benito County Elections Office formed a Voter Accessibility Advisory Committee (VAAC) to establish how to best educate and reach the disability community in San Benito County regarding the VCA. The Committee was established on August 25, 2020. The committee members are well connected to the disability community and will continue to assist the Elections Office in developing plans to best serve voters with disabilities in San Benito County.

### Educating the Disability Community – Voter Education Workshop

EC §4005(a)(10)(I)(VI)(ib)

The San Benito County Elections Office held one education workshop to increase accessibility and participation of eligible voters with disabilities on August 25, 2020. The workshop for the June 7, 2022, election will begin June 29, 2021, with a workshop.

## Accessible Voting Materials and Ballots

### Accessible Website

EC §4005 (a)(10)(I)(i)(IV)

The San Benito County Elections website is an accessible website per standards recommended in EC §2053(b)(4). The San Benito County Elections Office will work with the San Benito County Information Technology Staff to ensure that all election information is available in text-based format on the accessible website, SBCVote.us. Information includes, but will not be limited to, a list of the ballot drop-off locations and vote centers with dates and hours they are open, as well as the services available at vote centers. The San Benito County Elections Office has a dedicated page on voter outreach and accessible tools available.

### Accessible Services Available at Vote Centers and Ballot Drop Off Locations

EC §4005(a)(8)(B)(iii)

All registered voters will receive a vote-by-mail ballot and educational materials. Each voter will also receive a postage-paid postcard for requesting an accessible vote-by-mail ballot. Voters requesting an accessible vote-by-mail ballot need only fill out the postage-paid postcard and return it to the San Benito County Elections Office. Voters may also request an accessible vote-by-mail ballot and receive other information about accessible



voting via the San Benito Office will continue to use Remote Accessible Vote-By-Mail (RAVBM) platform to distribute accessible vote-by-mail ballots.

## Requesting a Replacement Ballot

EC §4005(a)(10)(I)(vii)

Voters with disabilities can request a replacement ballot two ways: (1) by calling the Elections Office or (2) by visiting any vote center. Voters who would like to request a replacement ballot be mailed to them may do so by emailing their request to [sbcvote@cosb.us](mailto:sbcvote@cosb.us). The last day replacement vote by mail ballots can be mailed is seven (7) days before the election. Voters with disabilities can also visit any vote center to receive a replacement ballot or to vote on accessible voting equipment.

## Addressing Disparities in Voter Accessibility and Participation

EC §4005(a)(10)(I)(v)

After any election that is conducted in compliance with the Voter's Choice Act, the San Benito County Elections Office will make a reasonable effort to address significant disparities in voter accessibility and participation. The San Benito County Elections Office will meet with the San Benito County VAAC to address and discuss any issues that ensured during the election. Furthermore, the San Benito County Elections Office will survey all vote center staff to evaluate and address any disparities regarding voter accessibility and participation.

## **Voter Education and Outreach – Language Minority Communities**

The San Benito County Election office formed a Language Accessibility Advisory Committee (LAAC) to establish how to best educate the language minority communities in San Benito County about VCA. The committee was established in 2004. The LAAC will assist in how to best reach the Spanish population in San Benito County. See Appendix C for materials regarding this committee.

### **Educating Language Minority Communities**

EC §4005(a)(10)(I)(i)(VI)(ia)

### **Bilingual Voter Education Workshops**

EC §405(a)(10)(I)(i)(VI)(ia)

The San Benito County Elections Office held bilingual voter education workshops to increase outreach and the participation of San Benito County's Spanish speaking community on August 25, 2020. The workshop for the June 7, 2022, election will begin June 29, 2021, with a workshop. Additional, workshops will be scheduled leading up to the Election.

### **Media and Public Service Announcements**

EC §4005(a)(10)(I)(i)(I), EC §4005(a)(10)(I)(i)(IX)

San Benito County does not have any media outlets that are specific to the Spanish speaking population. The San Benito County Elections Office consulted with the public and the San Benito County LAAC to establish a list of community partners that can assist with educating the Spanish speaking communities in San Benito County. This will primarily be done through the distribution of educational material in Spanish. How community partners will distribute Spanish educational material will be at their own discretion, but the San Benito County Elections Office has and will recommend including material in emails, newsletters, and flyers at public events they attend or through their daily operations. Public service announcements for purposes of informing voters and promoting the toll-free voter assistance (877) 777-4017 hotline will be posted in Spanish in BenitoLink and Freelance Newspaper.

### **Spanish Educational Material**

The San Benito County Elections Office will distribute educational materials in Spanish provided by California's Secretary of State through City of Hollister – Clerk Office, Jovenes De Antano (nonprofit), or any other organizations that opt to use it in their outreach.

## Identifying Language Minority Voters

EC §4005(a)(10)(I)(i)(V)

The San Benito County Elections Office identifies language minority voters by their language preference indicated on voter registration forms. Minority language voters may also email ([sbcvote@cosb.us](mailto:sbcvote@cosb.us)) or call the San Benito County Elections Office to designate their language preference. We collect and store these data in our election management system. We also receive information about the language minority communities from the United States Census Bureau.

## Vote Centers

EC §4005(a)(10)(I)(vi)(I), EC §4005(a)(10)(I)(vi)(III), EC §4005(a)(10)(I)(vi)(VI)

There will be a total of four (4) vote centers to all voters in San Benito County. Below is a list of proposed vote centers. All Vote Centers will be open for at least eight hours a day during the early voting period. On Election Day all voter centers will be open from 7:00 a.m. to 8:00 p.m. Exact hours of each vote center's operation will be posted on the San Benito County Elections webpage [SBCVote.us](http://SBCVote.us) and included in the San Benito County Voter Information Guide.

### Open 29 Days Before the Election Through Election Day

EC §4005(a)(4)(A)

Elections Office  
440 5<sup>th</sup> Street, Room 206  
Hollister, CA 95023

### Voter Centers Open 10 Days Before the Election Through Election Day

EC §4005(a)(4)(A)

San Juan Bautista Community Center  
10 San Jose Street  
San Juan Bautista, CA 95045

Hall of Records (Old Courthouse)  
Monterey & 5<sup>th</sup> Street, Room 101  
Hollister, CA 95023

### Voter Centers Open 3 Days Before Election Through Election Day

EC §4005(a)(3)(A)

Saint Benedict Catholic Church  
1200 Fairview Road  
Hollister, CA 95023

California National Guard Armory (next to Hollister Airport)  
2302 San Felipe Rd  
Hollister, CA 95023

## Map of Vote Centers

EC §4005(a)(10)(I)(vi)(V)

See Appendix D for map and description of vote center and ballot drop off location placements and demography for San Benito County.

## Vote Center Details

Staffing Vote Centers

EC §4005(a)(10)(I)(vi)(IX)

Each vote center will tentatively have at least two (2) paid staff members including a vote center manager.

## Design and Layout of Vote Centers

EC §4005(a)(10)(I)(vi)(XI)

Voter centers are designed to ensure that each voter has the right to cast a private and independent ballot. Voting equipment and ballot drop boxes will be placed strategically in the vote center so that they are easily identifiable by voters and can be monitored by vote center staff. See Appendix E for the design and layout of vote centers.

## Security and Contingency Plans

EC §4005(a)(10)(I)(vi)(VIII)

## Ensuring the Security of Voting

EC §4005(a)(10)(I)(iv)

The San Benito County Elections Office will ensure the security of voting conducted at vote centers using the following methods and standards:

- All voter center staff will be well trained and prepared to assist eligible voters in every way possible. All vote center staff will also be versed in proper chain of custody procedures and the operations of voting equipment.
- Vote center staff will have access to the same election management system (EIMS) used in the County office. To ensure that every eligible voter casts the ballot he or she is eligible to vote in each election, EIMS allows voter center staff determine whether a voter is properly registered, whether the voter has received a ballot, whether the voter has returned a ballot, and what type of ballot to issue the voter.
- All laptops connected to EIMS are connected to VoteCal, the official statewide voter registration database managed by California Secretary of State. VoteCal tracks voters across the state and notifies vote center staff

is a voter is actively registered in another county and if the voter has received and/or returned a ballot in another county.

- All equipment connected to the election management system's server is fully compliant with all security measures and regulations (§20158). We ensure compliance in partnership with the San Benito County Information Technology staff.
- Each vote center will have voting equipment, resources, and signage placed strategically to ensure that every voter can cast a private and independent vote.
- The Domion ImageCast X-BMD voting equipment is a paper-based system and does not connect to any network. All equipment is secured with tamper-evident seals. Vote center staff will shut down and lock voting equipment securely when vote centers are not open.
- All recorded votes, including paper ballots, conditional voter registration (CVR) ballots, provisional ballots, and vote by mail ballots, will be transported securely to the San Benito County Elections office daily after the vote center closes.

## Prevention Measures and Potential Disruptions

EC §4005(a)(10)(I)(vi)(VIII)(ia), EC §4005(a)(10)(I)(vi)(VIII)(ib)

All elections and vote center staff will be prepared for potential disruptions at vote centers. The San Benito County Elections Office will have experienced staff on duty to distribute needed replacement materials and equipment. Staff will be prepared to troubleshoot equipment. All voter centers will have cell phones in order to connect quickly with elections staff when necessary.

See Appendix F for a list of potential disruptions and responses that elections and vote center staff will implement in the event of a disruption.

## Ballot Drop Off Locations

There will be six ballot drop off locations in San Benito County. All ballot drop off locations will be open 29 days before the election through Election Day. All ballot drop off locations will be open normal business hours at the least. The 24-hour ballot drop off locations will close 8 p.m. on Election Day. Exact times of each drop off location's operations will be posted on the San Benito County elections webpage at [SBCVote.us](http://SBCVote.us) and included in the San Benito County Voter Information Guide.

EC §4005(a)(1)(A), EC §4005(a)(10)(I)(vi)(II)

### 24-Hour Ballot Drop Off Locations (E-29)

EC §4005(a)(1)(B)

Ballot Drop Boxes have 24-hour video surveillance.

	Days Open	Hours Available	Election Day hours	In place	Notes	Public Transit
<b>Election Office, Winn Alley</b>	29	24 hours	Until 8 PM	2016	Drive Through & ADA	Bus Route
<b>Community Food Bank of San Benito County</b>	29	24 hours	Until 8 PM	2020	Walk-up	Bus Route
<b>Hollister Super, Su Super Mercado</b>	29	24 hours	Until 8 PM	2020	Walk-up & ADA	Bus Route
<b>City of Hollister Fire Station #2</b>	29	24 hours	Until 8 PM	2020	Walk-up	Dial-A-Ride
<b>Ridgemark Golf Club &amp; Resort Office</b>	29	24 hours	Until 8 PM	2020	Drive Through & ADA	Dial-A-Ride
<b>Windmill Market, San Juan Bautista</b>	29	24 hours	Until 8 PM	2020	Drive Through	Dial-A-Ride

## Map of Ballot Drop Off Locations

EC §4005(a)(10)(I)(vi)(V)

The San Benito County Elections Office has a complete list of drop box locations and rationale in Appendix D.



## Estimated Short-Term and Long-Term Costs and Savings

EC §4005(A)(10)(I)(v)

The San Benito County Elections Office has determined that costs will exceed savings with the first implementation of the VCA. Anticipated long-term savings include decreased costs for equipment, including the purchasing of new equipment and equipment maintenance, ballot printing, and labor.

See Appendix B for an example of the budget and expected costs and savings for the June 7, 2022 election as compared to the March 3, 2020 elections.

# Appendices

The following Appendices refer to sections in this document.

## *APPENDIX A*

The San Benito County Elections Office seeks to educate and reach out to as many potential voters as possible about the California Voter's Choice Act and to promote the toll-free voter assistance (877) 777-4017 hotline. To accomplish this goal, the elections office, in consultation with the public, has created a list of many types of media that have a variety of audiences. However, San Benito County's local media choices are limited by its population.

Below are descriptions of the local media that explain why these specific media were chosen.

Newspapers:	Mission Village Voice, Hollister Free Lance
Online News Sources:	BenitoLink
Radio:	KMPG 1520 AM Radio Bonita
Television:	KION, KSBW
Social Media:	Facebook @sbcvote, Twitter @sbcvote

Through consultations with the public, Social Media (Facebook and Twitter (@sbcvote)) and BenitoLink will be primary media for which voter education and outreach occurs.

Television News Stations and Radio will be used to reach a wider audience.

KMPG 1520 Radio Bonita is the popular local radio station in San Benito County and have a variety of programming that appeal to Spanish speaker demographics.

Mission Village Voice (print) and BenitoLink (online) both free newspapers, will also be used to reach as many potential voters as possible.

## APPENDIX B

General Budget Comparison of 2020 State Primary Election and 2022 State Primary Election.

<b>Category</b>	<b>2020 STATE PRIMARY BUDGET (POLLING PLACE MODEL)</b>	<b>2022 STATE PRIMARY BUDGET ESTIMATE (VOTE CENTER MODEL)</b>
<i>TEMPORARY STAFFING</i>	<i>\$92,100</i>	<i>\$72,877</i>
<i>ELECTION OFFICERS PAYROLL</i>	<i>\$38,000</i>	<i>\$45,000</i>
<i>VBM BOARD PAYROLL</i>	<i>\$6,000</i>	<i>\$7,392</i>
<i>LEGAL PUBLICATIONS</i>	<i>\$1,300</i>	<i>\$3,000</i>
<i>VIDEO SURVEILLANCE</i>	<i>\$5,000</i>	<i>\$5,500</i>
<i>ELECTION SPECIFIC POSTAGE</i>	<i>\$67,000</i>	<i>\$70,000</i>
<i>VOTING LOCATION SUPPLIES</i>	<i>\$35,000</i>	<i>\$10,000</i>
<i>POLL WORKER TRAINING</i>	<i>\$15,000</i>	<i>\$8,000</i>
<i>VOTING LOCATION DELIVERY</i>	<i>\$7,000</i>	<i>\$3,000</i>
<i>VOTING LOCATION RENTAL</i>	<i>\$4,000</i>	<i>\$5,000</i>
<i>VBM/VIG PRINTING/POSTAGE</i>	<i>\$156,000</i>	<i>\$200,000</i>
<i>ELECTION OFFICE SUPPLIES</i>	<i>\$15,000</i>	<i>\$10,000</i>
<b><i>TOTAL COST</i></b>	<b><i>\$441,400</i></b>	<b><i>\$439,769</i></b>

Outreach Comparison of 2020 State Primary Election and 2022 State Primary Election.

<b>Category</b>	<b>2020 STATE PRIMARY BUDGET (POLLING PLACE MODEL)</b>	<b>2022 STATE PRIMARY BUDGET (VOTE CENTER MODEL)</b>
<i>ADVERTISEMENTS</i>	<i>\$1,500</i>	<i>\$3,000</i>
<i>SOCIAL MEDIA</i>	<i>\$0</i>	<i>\$1,000</i>
<i>MAILINGS</i>	<i>\$10,000</i>	<i>\$15,000</i>
<i>PRINT MATERIAL</i>	<i>\$1,000</i>	<i>\$5,000</i>
<i>OTHER ITEMS</i>	<i>\$1,000</i>	<i>\$1,500</i>
<b><i>TOTAL COST</i></b>	<b><i>\$13,500</i></b>	<b><i>\$25,500</i></b>

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significant portion of the outreach is focused towards direct voter contacts such as mailings and handouts. The handouts have been printed in two languages (English and Spanish). The

Elections Office will continue to post on our website and presence on social media to get information to our voters, as well as continue planning and programming with our community partners.

## ***APPENDIX C***

**The San Benito County Language Accessibility Advisory Committee (LAAC) was established in 2004.**

The LAAC (former known as Advisory Group) was established under the DOJ Consent Decree, Judgment, and Order.

Settlement:

[https://www.justice.gov/sites/default/files/crt/legacy/2011/10/13/sanbenito\\_cd.pdf](https://www.justice.gov/sites/default/files/crt/legacy/2011/10/13/sanbenito_cd.pdf)

The San Benito County Voter Accessibility Committee (VAAC) was established on August 25, 2020.



## San Benito County Elections Department

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### Notice of Public Meeting

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#### Elections Advisory Group

Friday, August 25, 2020 at 5:30 pm  
Hall of records (old courthouse), 440 5<sup>th</sup> Street, Room 201, Hollister CA 95023  
Telephone Inquiries (831) 636-4016  
Email [sbcvote@cosb.us](mailto:sbcvote@cosb.us) for ZOOM invite

#### AGENDA

##### Review Minutes

1. Approve June Minutes

##### Old Business

2. Recap of previous meetings

##### New Business

1. Introduction
2. Elections Staff Updates
3. Governor Newsom Executive Order N-67-20 – November 2020
4. NEW Proposal – Voter Choice Act – Future Elections
5. Language Accessibility Advisory Committee
6. NEW Proposal Voter Accessibility Advisory Committee
7. Poll Worker Recruitment under COVID
8. Opportunities to engage the public (Requesting election staff for forums, meetings, or public/private events)

San Benito County  
Elections Department  
440 5<sup>th</sup> Street Room 205, Hollister, CA 95023  
Telephone (831) 636-4016 / Fax (831) 636-2939  
Email: [sbcvote@cosb.us](mailto:sbcvote@cosb.us)  
Twitter: @sbcvote

Request to add items to the agenda should be submitted in writing or material no later than the day before the meeting.

The following pages include minutes related to this committee (as of April 2021).



## San Benito County Elections Department

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### Notice of Public Meeting

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#### Elections Advisory Group

Tuesday, August 25, 2020 at 5:30 pm  
Hall of records (old courthouse), 440 5<sup>th</sup> Street, Room 201, Hollister CA 95023  
Telephone Inquiries (831) 636-4016  
Email [sbcvote@cosb.us](mailto:sbcvote@cosb.us) for ZOOM invite

#### AGENDA

##### Review Minutes

1. Approve June Minutes

##### Old Business

2. Recap of previous meetings

##### New Business

1. Introduction
2. Elections Staff Updates
3. Governor Newsom Executive Order N-67-20 – November 2020
  - a. This Executive Order will allow us to send a Vote by Mail to all registered voters in our county
  - b. We will keep our website and social media updated with the latest information
4. NEW Proposal – Voter Choice Act – Future Elections
  - a. Brief introduction to have other counties are administering their Elections
  - b. Larger public input and outreach components
  - c. Input will be accepted from all members of the public regardless of if they attend out meetings
5. Language Accessibility Advisory Committee
6. NEW Proposal Voter Accessibility Advisory Committee
  - a. Proposed to restructure the meeting format and to include fully include the Voter Accessibility Advisory Committee and the Language Accessibility Meeting in one agenda so we may target the public with specific needs in the best possible way
  - b. All topics are welcomed regarding accessibility
7. Poll Worker Recruitment under COVID
  - a. Our Poll workers will be asked to come back with the understanding that there will be regulations under COVID to follow.
8. Opportunities to engage the public (Requesting election staff for forums, meetings, or public/private events)



The following image was used on social media to advertise the Notice of Public Meeting for April 27, 2021:

**San Benito County  
Elections Department**



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# Notice of Public Meeting

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**Topic: Elections Advisory Group**  
**Time: Tuesday, April 27, 2021, 5:30 PM PST**

**In order to access the meeting please send an email to [sbcvote@cosb.us](mailto:sbcvote@cosb.us) to request zoom information. Thank you.**

**San Benito County  
Departamento de Elecciones**



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# Aviso de Convocatoria Publica

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**Tema: Grupo Consultivo de Elecciones**  
**Hora: Martes, 27 de Abril, 2021, 5:30 PM PST**

**Para recibir acceso a la junta favor de mandar un correo electronico a [sbcvote@cosb.us](mailto:sbcvote@cosb.us) para solicitar la informacion de Zoom. Gracias.**

The following pages include the agenda related to this committee:



## San Benito County Elections Department

440 5<sup>th</sup> Street, Room 206, Hollister, CA 95023  
Phone: (831) 636-4016 Fax: (831) 636-2939

### **ELECTION ADVISORY GROUP** April 27, 2021 at 5:15 p.m.



**Virtual Meeting Information**  
**Meeting ID 975 3841 6606**  
**Passcode 208871**

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The meeting starts at 5:15 p.m. with the first item and proceeds through the items in consecutive order unless otherwise noted

#### **CALL TO ORDER**

1. Introductions
2. Corrections to Agenda

#### **OLD BUSINESS**

#### **NEW BUSINESS**

1. Elections Staff Monthly Report
  - a. CSA 50 Election
  - b. Pacheco Pass Water District Election
  - c. San Benito County Redistricting
2. Re-Introduction to the Group
  - a. Mission Statement & Origins of Elections Advisory Group
  - b. Restructuring of Group
    - i. Public Outreach and Media Communication
    - ii. Elections Staff Monthly Report
    - iii. Community Membership
    - iv. Language Accessibility Advisory Committee (LAAC)
    - v. Voting Accessibility Advisory Committee (VAAC)
3. Open Discussion

#### **ADJOURNMENT**

**NEXT REGULAR MEETING DATE:** June 11, 5:15 p.m.

**Meeting materials are available for public inspection at:**

San Benito County Elections Department  
440 5<sup>th</sup> Street, Room 206, Hollister, CA 95023

And online at: <http://sbcvote.us/registrar-of-voters/elections-advisory-group/>

The County of San Benito does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. If you wish to attend the meeting and will require special assistance in order to participate, please contact Elections Office at (831) 636-4016 at least 72 hours in advance of the meeting to make arrangements. Persons with disabilities may request a copy of the agenda in an alternate format.

The following pages include the minutes related to this committee:

**ELECTION ADVISORY GROUP**  
April 27, 2021 at 5:15 p.m.



**Virtual Meeting Information**  
**Meeting ID 975 3841 6606**  
**Passcode 208871**

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The meeting starts at 5:15 p.m. with the first item and proceeds through the items in consecutive order unless otherwise noted

**CALL TO ORDER**

1. Introductions
2. Corrections to Agenda
  - a. Added "Approve minutes"
3. Approve Minutes
  - a. Approved by Angela Curro

**OLD BUSINESS**

**NEW BUSINESS**

1. Elections Staff Monthly Report
  - a. CSA 50 Election
    - i. Election is wrapping up by the end of the week – submission deadline is April 30. April 30 at 5:01pm the tabulation will begin at the Elections Department and soon after, sometime next week the Statement of Vote and results will be made known
  - b. Pacheco Pass Water District Election
    - i. Deadline for Candidates to file is this Friday, April 30. Based on the Number of Candidates, this determines if there is an election. Three positions are up if more than three candidates file then there will be an election and further information will follow for the Pacheco Pass Water District residents.
    - ii. This is a landowner election and votes are based on the amount of land that is owned by each landowner, each vote is weighed at different amounts
  - c. San Benito County Redistricting
    - i. Redistricting website is up and running – did a walk-through of the website
      1. The RFQ for interested demographers is due by this Friday April 30, 2021
      2. The "Communities of Interest Worksheet" will be up for community members to submit by the end of this week, early next week
2. Re-Introduction to the Group
  - i. Francisco presented the new Mission, Vision, Strategy, Values and Members Document
  - ii. Angela asked for it to be emailed to offer more suggestions/edits
  - iii. The document can be changed as the membership sees fit
  - iv. Final approval for next meeting but can return to offer changes at a later time
- b. Mission Statement & Origins of Elections Advisory Group
- c. Restructuring of Group

- i. Public Outreach and Media Communication
  - ii. Elections Staff Monthly Report
  - iii. Community Membership
  - iv. Language Accessibility Advisory Committee (LAAC)
    1. Suggested to reach out to LULAC to have their input and have students in this Group
    2. Mentioned that all documents for Redistricting are being translated and provided to the public
  - v. Voting Accessibility Advisory Committee (VAAC)
    1. Reach out to SOS to have their committee members to review the website to ensure we are complying
2. Open Discussion

### **ADJOURNMENT**

**NEXT REGULAR MEETING DATE:** June 29, 5:15 p.m.


**Meeting materials are available for public inspection at:**

San Benito County Elections Department  
440 5<sup>th</sup> Street, Room 206, Hollister, CA 95023

And online at: <http://sbcvote.us/registrar-of-voters/elections-advisory-committee/agendas/>

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The following image was used on social media to advertise the Notice of Public Meeting for June 11, 2021:



**San Benito County  
Elections Department**

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# **Notice of Public Meeting**

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**Topic: Elections Advisory Group**  
**Time: Friday, June 11, 2021, 5:15 PM PST**

**In order to access the meeting please send an email to [sbcvote@cosb.us](mailto:sbcvote@cosb.us) to request zoom information. Thank you.**



**San Benito County  
Departamento de Elecciones**

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# **Aviso de Convocatoria Publica**

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**Tema: Grupo Consultivo de Elecciones**  
**Hora: Viernes, 11 de junio, 2021, 5:15 PM PST**

**Para recibir acceso a la junta favor de mandar un correo electronico a [sbcvote@cosb.us](mailto:sbcvote@cosb.us) para solicitar la informacion de Zoom. Gracias.**

The following pages include the agenda related to this committee:

**ELECTION ADVISORY GROUP  
Special Meeting**



**NOTICE OF PUBLIC MEETING:  
June 11, 2021, at 5:15 p.m.**

**Virtual Meeting request via email [sbcvote@cosb.us](mailto:sbcvote@cosb.us)**

---

The meeting starts at 5:15 p.m. with the first item and proceeds through the items in consecutive order unless otherwise noted

1. Call to Order –
2. Introductions –
3. Corrections to Agenda -

**DISCUSSION**

1. Introduction to Voter's Choice Act (VCA)
  - a. History Background
    - i. Voting Locations and 2020 VCA-like
    - ii. 2022
  - b. Drop Boxes – locations and reasoning
  - c. Outreach
2. Language Accessibility Advisory Committee (LAAC)
  - a. Under VCA
  - b. Members of the public may address the Commission on LACC items
3. Voting Accessibility Advisory Committee (VAAC)
  - a. Under VCA
  - b. Members of the public may address the Commission on VAAC items

**ADJOURNMENT**

**NEXT REGULAR MEETING DATE:** Tuesday, June 29, 2021.

**Meeting materials are available for public inspection at:**

San Benito County Elections Department

440 5<sup>th</sup> Street, Room 206, Hollister, CA 95023

And online at: <http://sbcvote.us/registrar-of-voters/elections-advisory-group/>

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The following pages include the minutes related to this committee:

**ELECTION ADVISORY GROUP  
Special Meeting**



**NOTICE OF PUBLIC MEETING:  
June 11, 2021, at 5:15 p.m.**

**Virtual Meeting request via email [sbcvote@cosb.us](mailto:sbcvote@cosb.us)**

The meeting starts at 5:15 p.m. with the first item and proceeds through the items in consecutive order unless otherwise noted

1. Call to Order – 5:18pm
2. Introductions – around the zoom screens introductions
3. Corrections to Agenda - none

**DISCUSSION**

1. Introduction to Voter’s Choice Act (VCA)
  - a. History Background
    - i. Voting Locations and 2020 VCA-like
      1. We explained the reason the San Benito Elections department was able to use the VCA like model
        - a. Several participants expressed that they liked the model because they could go to any location to vote or drop off ballots
        - b. It was a different way of voting with the extended days and they thought it was only because of COVID.
        - c. This might help keep voter participation up
    - ii. 2022
      1. The elections that are coming up are November 2021, June 2022, November 2022.
      2. We plan on VCA model for San Benito moving forward and the following is our plan.
  - b. Drop Boxes – locations and reasoning
    - i. There will be six ballot drop off locations in San Benito County. All ballot drop off locations will be open 29 days before the election through Election Day. All ballot drop off locations will be open normal business hours at the least. The 24-hour ballot drop off locations will close 8 p.m. on Election Day. Exact times of each drop off location’s operations will be posted on the San Benito County elections webpage at SBCVote.us and included in the San Benito County Voter Information Guide.

	<b>Days Open</b>	<b>Hours Available</b>	<b>Election Day hours</b>	<b>In place</b>	<b>Notes</b>	<b>Public Transit</b>
<b>Election Office, Winn Alley</b>	29	24 hours	Until 8 PM	2016	Drive Through & ADA	Bus Route

<b>Community Food Bank of San Benito County</b>	29	24 hours	Until 8 PM	2020	Walk-up	Bus Route
<b>Hollister Super, Su Super Mercado</b>	29	24 hours	Until 8 PM	2020	Walk-up & ADA	Bus Route
<b>City of Hollister Fire Station #2</b>	29	24 hours	Until 8 PM	2020	Walk-up	Dial-A-Ride
<b>Ridgemark Golf Club &amp; Resort Office</b>	29	24 hours	Until 8 PM	2020	Drive Through & ADA	Dial-A-Ride
<b>Windmill Market, San Juan Bautista</b>	29	24 hours	Until 8 PM	2020	Drive Through	Dial-A-Ride

1. Attendees shared that the locations work as a quick way to vote and to encourage others to vote
2. Each location has enough space for at least two cars to be passing by/parking and anyone else walking up

b. Outreach

i. Media – printed and online

1. San Benito County does not have any media outlets that are specific to the Spanish speaking population. The San Benito County Elections Office consulted with the public and the San Benito County LAAC to establish a list of community partners that can assist with educating the Spanish speaking communities in San Benito County. This will primarily be done through the distribution of educational material in Spanish. How community partners will distribute Spanish educational material will be at their own discretion, but the San Benito County Elections Office has and will recommend including material in emails, newsletters, and flyers at public events they attend or through their daily operations. Public service announcements for purposes of informing voters and promoting the toll-free voter assistance (877) 777-4017 hotline will be posted in Spanish in BenitoLink and Freelance Newspaper.
  - a. LAAC should do greater outreach to spread the word every few months, especially before an election
  - b. BenitoLink is accessible to the San Benito County Community and is free
  - c. Freelance is not as widespread but our older population does receive the newspaper at their home



- a. Reaching out to nonprofits and their regular meetings can help
- 2. Language Accessibility Advisory Committee (LAAC)
  - a. Under VCA
    - i. All LAAC items will be brought forward and discussed during the Election Advisory Group meetings
    - ii. Election advisory group is committed and will bring to each meeting a new topic of discussion on the needs of the Spanish speaking community and engaging with more outreach
    - iii. Radio stations in the area that target the Spanish speaking community include Radio Bonita and Tricolor
  - b. Members of the public may address the Commission on LACC items
    - i. None at this moment
- 3. Voting Accessibility Advisory Committee (VAAC)
  - i. The Group will try to bring forward different any issues that are around voter accessibility.
  - ii. The Group will invite people with accessibility needs to come forward with questions and/or concerns
  - b. Under VCA
    - i. This practice will continue as before and will make an extra effort to recruit and retain members with language and accessibility
  - c. Members of the public may address the Commission on VAAC items
    - i. None at this moment

**ADJOURNMENT 7:09pm**


**NEXT REGULAR MEETING DATE:** Tuesday, June 29, 2021.

**Meeting materials are available for public inspection at:**

San Benito County Elections Department  
440 5<sup>th</sup> Street, Room 206, Hollister, CA 95023  
And online at: <http://sbcvote.us/registrar-of-voters/elections-advisory-group/>

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The following image was used on social media to advertise the Notice of Public Meeting & Voter Education Workshop for June 29, 2021:



**San Benito County  
Elections Department**

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# **Notice of Public Meeting & Voter Education Workshop**

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**Topic:** Elections Advisory Group & Workshop  
**Time:** Tuesday, June 29, 2021, 5:15 PM PST

**In order to access the meeting please send an email to [sbcvote@cosb.us](mailto:sbcvote@cosb.us) to request zoom information. Thank you.**



**San Benito County  
Departamento de Elecciones**

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# **Aviso de Convocatoria Publica**

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**Tema:** Grupo Consultivo de Elecciones  
**Hora:** Martes, 29 de junio, 2021, 5:15 PM PST

**Para recibir acceso a la junta favor de mandar un correo electronico a [sbcvote@cosb.us](mailto:sbcvote@cosb.us) para solicitar la informacion de Zoom. Gracias.**

The following pages include the agenda related to this committee:

**ELECTION ADVISORY GROUP  
&  
VOTER EDUCATION WORKSHOP**



**NOTICE OF PUBLIC MEETING:  
June 29, 2021, at 5:15 p.m.**

**Virtual Meeting request via email [sbcvote@cosb.us](mailto:sbcvote@cosb.us)**

---

The meeting starts at 5:15 p.m. with the first item and proceeds through the items in consecutive order unless otherwise noted

1. Call to Order
2. Introductions
3. Corrections to Agenda

**DISCUSSION**

1. Potential Recall 2021
2. Voter's Choice Act (VCA)
  - a. Edited Election Administration Plan
    - i. Voting Locations and 2020 VCA-like
    - ii. 2022
  - b. Drop Boxes – locations and reasoning
  - c. Outreach
    - i. Media – printed and online
3. Language Accessibility Advisory Committee (LAAC)
  - a. Under VCA
  - b. Members of the public may address the Commission on LACC items
4. Voting Accessibility Advisory Committee (VAAC)
  - a. Under VCA
  - b. Members of the public may address the Commission on VAAC items

**VOTER EDUCATION WORKSHOP**

1. Voter Registration
  - a. Same Day Registration, UOCAVA, RAVBM
2. Outreach
  - a. Billboard, bus stops, and community events
3. 2022 Upcoming Elections – VCA
4. Senate Bill 152- alternative voting method for 2021 Governor Recall

**ADJOURNMENT**

**NEXT REGULAR MEETING DATE:** Tuesday, August 31, 2021.

**Meeting materials are available for public inspection at:**

San Benito County Elections Department  
440 5<sup>th</sup> Street, Room 206, Hollister, CA 95023

And online at: <http://sbcvote.us/registrar-of-voters/elections-advisory-group/>

The following pages include the minutes related to this committee:

**ELECTION ADVISORY GROUP  
&  
VOTER EDUCATION WORKSHOP**



**NOTICE OF PUBLIC MEETING:  
June 29, 2021, at 5:15 p.m.**

**Virtual Meeting request via email [sbcvote@cosb.us](mailto:sbcvote@cosb.us)**

---

The meeting starts at 5:15 p.m. with the first item and proceeds through the items in consecutive order unless otherwise noted

1. Call to Order – 5:18 pm
2. Introductions – all zoom attendees introductions and welcome from Ana (Senior Clerk) and Francisco (Assistant County Clerk)
3. Corrections to Agenda - none

**DISCUSSION**

1. Potential Recall 2021 – Recall efforts have collected enough signatures to on to the next steps, review period, those that signed have opportunity to remove name, review by SOS and potential call of Recall Election by lieutenant Governor, there is not date at this time
2. Voter’s Choice Act (VCA) – Review plan and to offer and opportunity for participants to comment on the Plan
  - a. Edited Election Administration Plan – edits were made to reflect the wishes of the public including a voting location closer to North County and more outreach opportunities listed
    - i. Voting Locations and 2020 VCA-like
      1. Voting locations on this Plan includes Election Office, Armory (CHANGE), Sunnyslope Water District (CHANGE), and San Juan Bautista – covering all county areas that were brought up last meeting
      2. VCA-like was conducted in November 2020. This is how our Elections will be conducted, there are a few differences such as 2 vote centers being open beginning 10 days before Election Day and increase of outreach
    - ii. 2022
      1. The June Primary will be here soon, and we are ready with our Plan
      2. November Election will allow us to conduct under the Plan and stay consistent with all voters in the County
  - b. Drop Boxes – locations and reasoning
    - i. There have not changed as they are cemented down. Total of 5 cemented down. Additional movable (with wheels) drop boxes will be placed in locations where move voters will have the opportunity to use the boxes.
    - ii. These locations can change from Election to Election, and it will be based on the needs of the voters and as patterns develop in the County
  - c. Outreach
    - i. Media – printed and online
      1. BenitoLink representatives (reporter) have contacted us on doing a story every election on the location of vote centers and drop boxes

1. Will post on social media more information of the planned outreach including each website update and mailer that we mail out so that voters can be on the lookout for these.
2. Language Accessibility Advisory Committee (LAAC)
  - a. Under VCA
    - i. Still accepting any and all LAAC items under VCA during this meeting and during future meetings, members and attendees of this meeting are encouraged to gather input from the community and to invite community members to participate in this meeting
  - b. Members of the public may address the Commission on LACC items
    - i. None at this time
3. Voting Accessibility Advisory Committee (VAAC)
  - a. Under VCA
    - i. Still accepting any and all LAAC items under LAAC during this meeting and during future meetings, members and attendees of this meeting are encouraged to gather input from the community and to invite community members to participate in this meeting
  - b. Members of the public may address the Commission on VAAC items
    - i. None at this time

## **VOTER EDUCATION WORKSHOP**

1. Voter Registration
  - a. Same Day Registration, UOCAVA, RAVBM
    - i. Reviewed the paper voter registration card
    - ii. Displayed a Same Day Registration envelope and explained different situations why voters would use this method of registration (recent move to the county, having an out of county address, and recently moved to the state of CA)
    - iii. UOCAVA explanation- those serving in the military are able to register to vote in the county they last lived and using a previous address (parents, friends, etc.).
      1. Family members are eligible and encouraged to apply
    - iv. RAVBM explanation- this is a method of registration that allows access to your ballot remotely. This is a way for voters to have another option to access their ballot from any location and submitted to the Elections Department in different ways including fax
2. Outreach
  - a. Billboard, bus stops, and community events
    - i. The Elections Department uses several different outlets for outreach to inform and disseminate the information to our voters.
    - ii. These outreach efforts include – social media (Facebook is widely used in San Benito county), word of mouth (we will present information at public meetings and other gatherings in order to reach a great audience and potential new registered voters), County office/meetings/events (we are open to the public and we will attend public meetings as needed to inform attendees of upcoming events for our department and any other county events)
3. 2022 Upcoming Elections – VCA
  - a. Voter’s Rights Act of 1965 and CA 2002 Voting Rights Act and Voter’s Choice Act
    - i. No discrimination when it comes to voting and all must have accessibility to vote
    - ii. Offers options to the way you can place your vote.

- i. The move to use the way of administration an Election under the Voter’s Choice Act was due to the need and want to provide for all voters and allow for greater feedback to and from voters
    - ii. Voters will now have more options and will be more informed than ever before
    - iii. Activity – where can I place my voter under VCA? – shared different place and ways to complete vote
  2. Senate Bill 152- alternative voting method for 2021 Governor Recall
    - a. There is always legislation on how to administer Elections or how there might be a change in the way Elections are ran
    - b. Senate Bill 152 is currently being discussed as they way to administer Elections for the remainder of the year, through January 1, 2022.
    - c. The Bill would allow for different methods of administration including VCA-like that we used in November 2020
    - d. Still pending approval but this will most likely be how we run the Recall Election once it is called – we do not have a Recall date but know that it will occur before the end of the year.

**ADJOURNMENT** 7:43pm

**NEXT REGULAR MEETING DATE:** Tuesday, August 31, 2021.

**Meeting materials are available for public inspection at:**

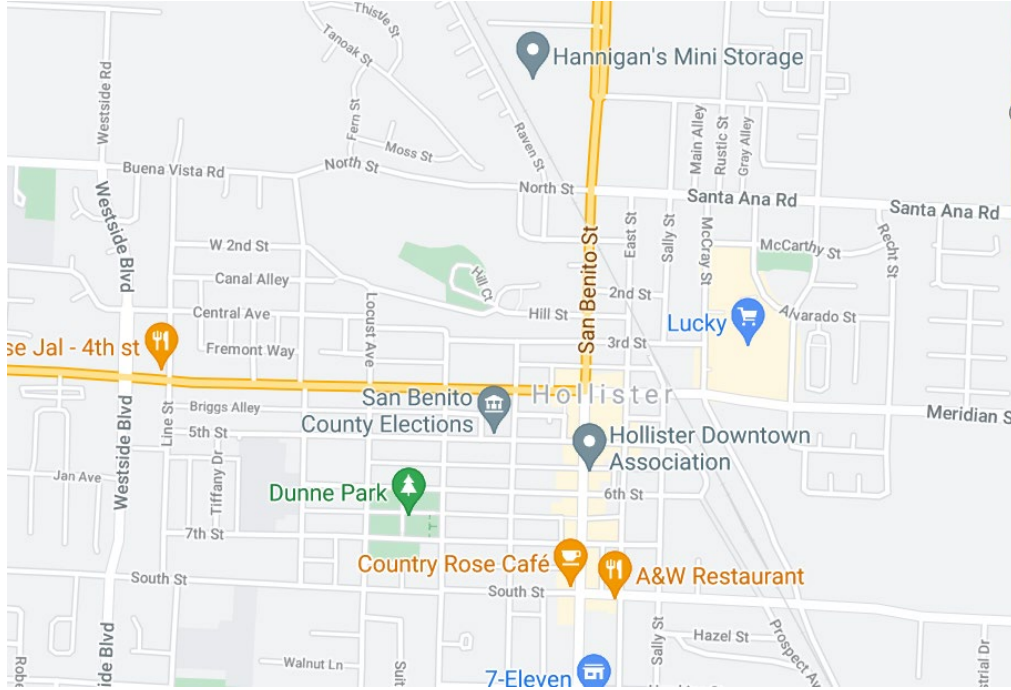
San Benito County Elections Department  
440 5<sup>th</sup> Street, Room 206, Hollister, CA 95023  
And online at: <http://sbcvote.us/registrar-of-voters/elections-advisory-group/>

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**APPENDIX D**

Vote Center:  
Address:

Hall of Records – Old Courthouse  
440 5<sup>th</sup> Street, Room 101, Hollister, CA 95023

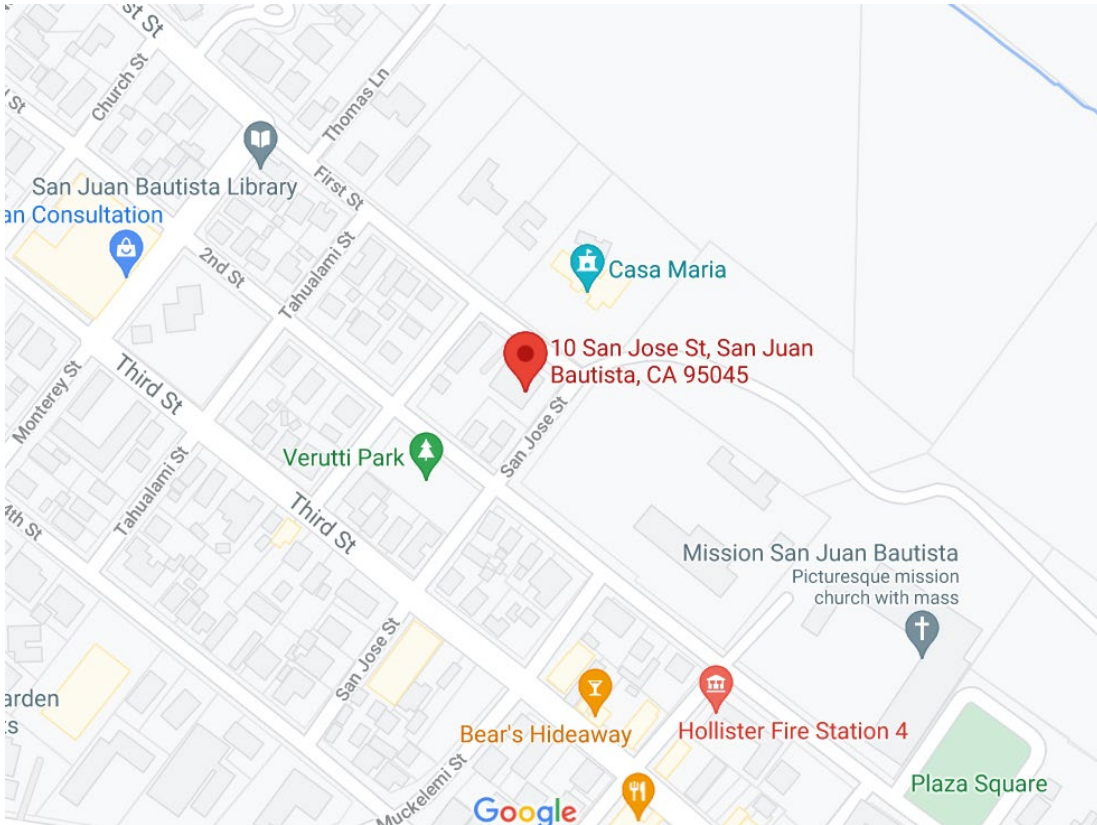


Vote Center:

San Juan Bautista Community Center

Address:

10 San Jose Street, San Juan Bautista, CA 95045

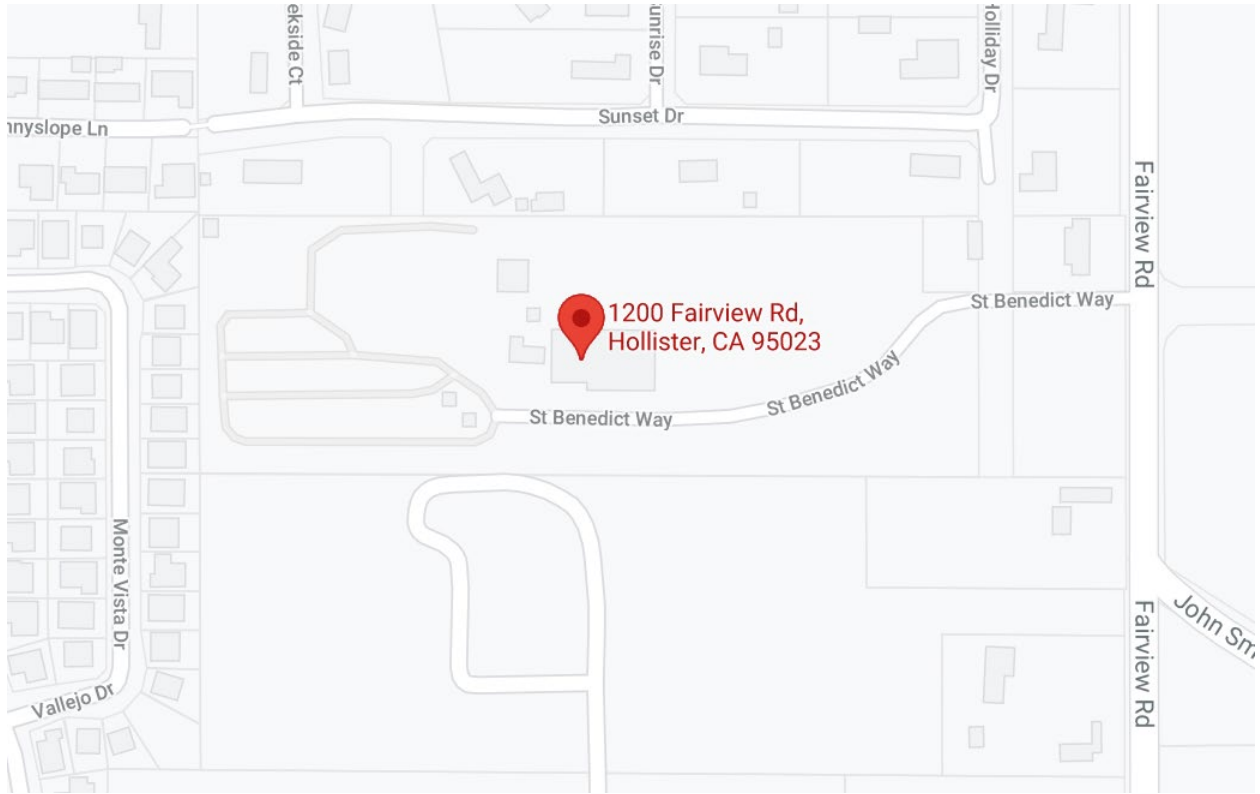


Vote Center:

Saint Benedict Catholic Church

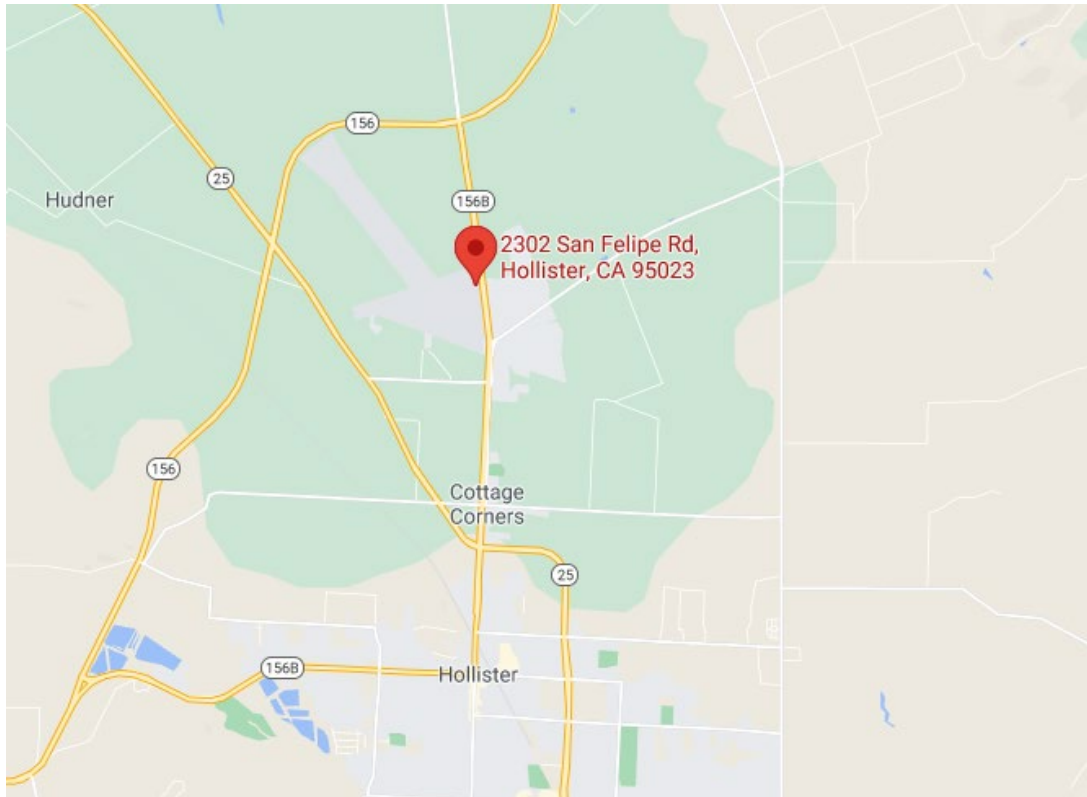


Address: 1200 Fairview Road, Hollister, CA 95023



Vote Center:  
Address:

California National Guard Armory  
2302 San Felipe Rd Hollister CA



## Drop Boxes

Vote centers and ballot drop off locations were determined based on criteria listed in Elections Code EC §4005(a)(10)(B).

The data used to consider the criteria for siting vote centers and ballot drop off locations was gathered from the San Benito County Elections Office's election management system and the United States Census Bureau.

The most relevant criteria for placement of vote centers and ballot drop off locations in San Benito County are the following: proximity to public transportation, proximity to communities with historically low vote by mail usage, proximity to population centers, proximity to language minority communities, proximity to voters with disabilities, proximity to communities with low rates of household vehicle ownership, and proximity to low-income communities. All vote centers and ballot drop off locations will have accessible and free parking available.

It has been determined that isolated communities, senior living communities, disability facilities, and mobile home parks would greatly benefit from having a drop box.

The following pages include maps of some of the criteria for which vote centers and ballot drop off locations were determined.

Drop Box: Elections Office / Public Library  
Address: Winn Alley, Hollister CA 95023  
Dates/Hours: 29 Days – 24 hours a day  
Access: Drive Through & ADA Accessible



#### Rationale for this location:

This drop box has been in operation since 2016 and it has been growing in popularity with the voters. It is placed in a well-marked and well-lit alley between the County Library and the Elections Office.

There is predominately low-income population with high density housing in the immediate area. This area has a history of low turn-out and low-propensity of voters.

In downtown Hollister, alleys are named, marked by street signs, and are used frequently by the residents.

It is on a regular bus route.

Drop Box:                   Ridgemark Golf Club & Resort Office  
Address:                    3800 Airline Hwy, Hollister, CA 95023  
Dates/Hours:              29 Days – 24 hours a day  
Access:                     Drive Through & ADA Accessible



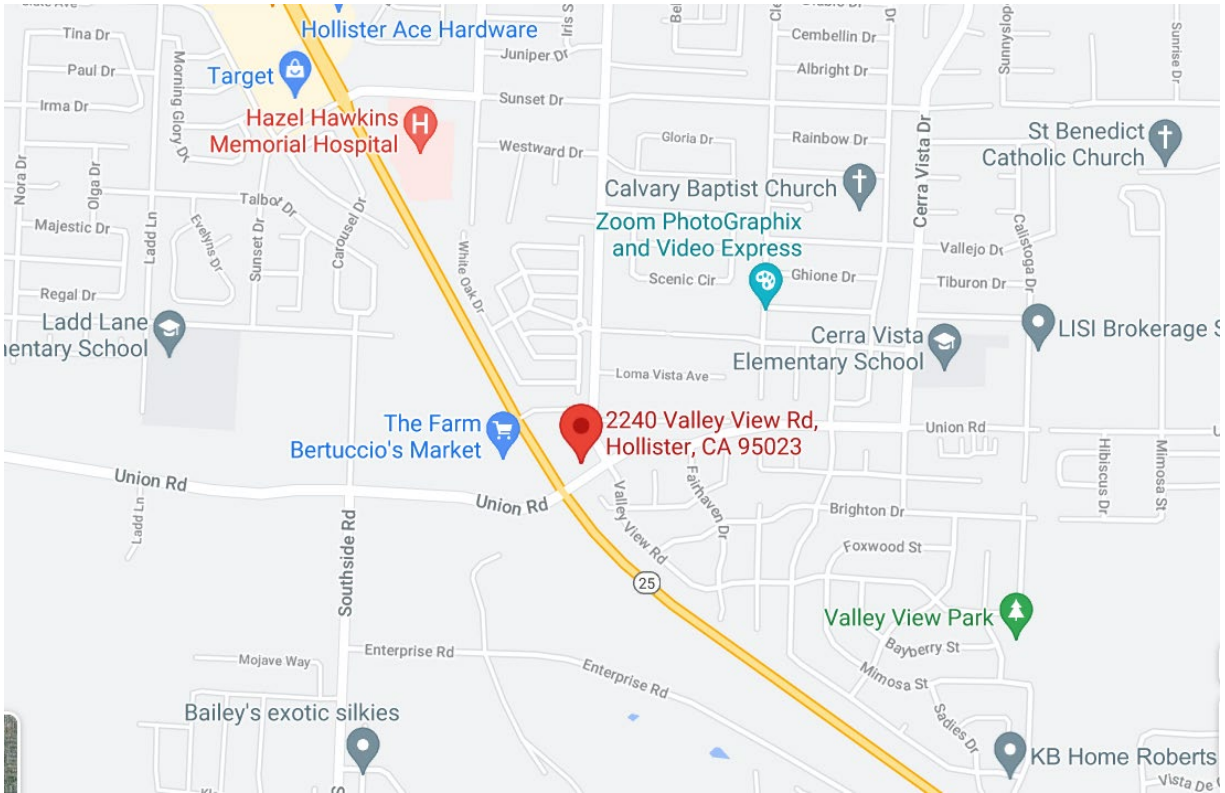
**Rationale for this location:**

This area has a history of high turn-out and high-propensity of voters. This drop box serves a large senior and unincorporated community.

The location of the drop box provides easy access to communities in the southern part of the County of San Benito, including the townships of Tres Pinos, Paicines, Panoche, Bitterwater, Cienega, and Colinga.

There is Public Transit available through Dial-a-Ride.

Drop Box: City of Hollister Fire Station #2  
Address: 2240 Valley View Rd, Hollister, CA 95023  
Dates/Hours: 29 Days – 24 hours a day  
Access: Walk-up



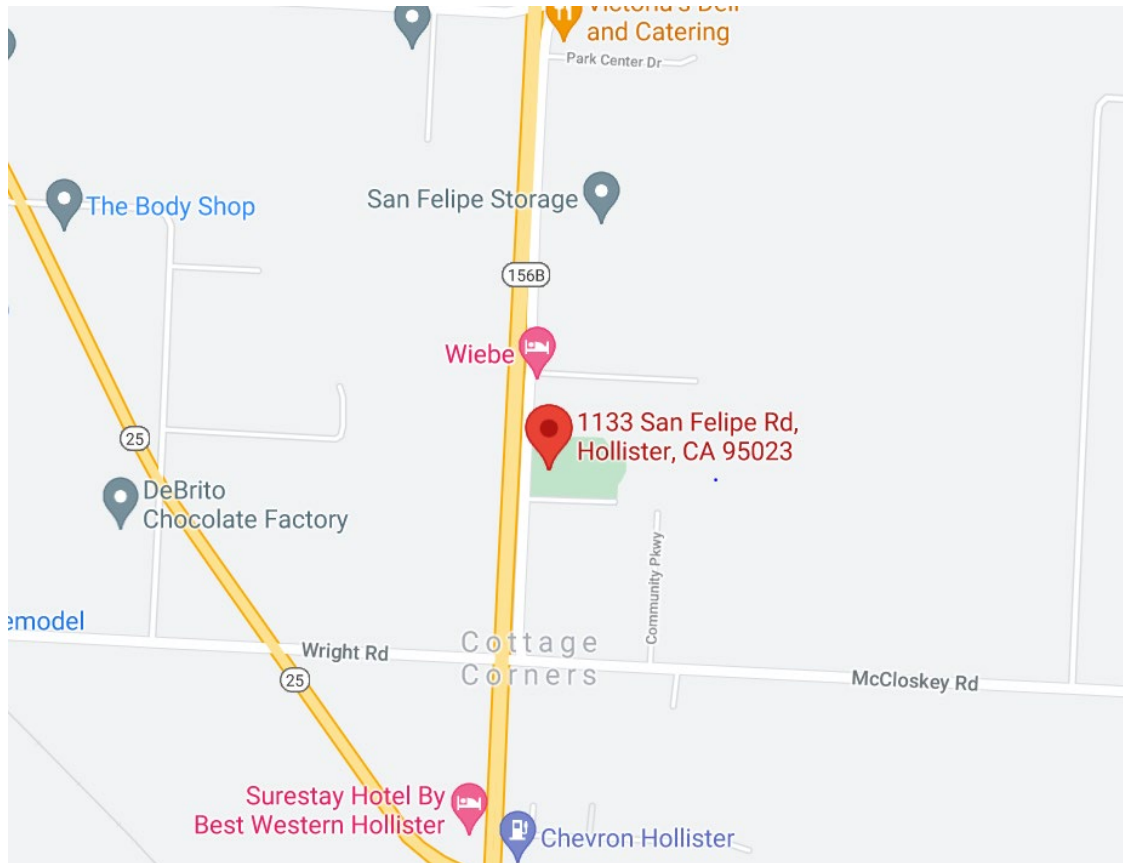
**Rationale for this location:**

The greatest population growth of the County of San Benito is taking place in this area; approximately 1,000 single-family homes are scheduled to be built by late 2021.

This location is at a busy intersection of Union Road and Highway 25. This drop box servers a high volume of Bay Area commuters.

There is Public Transit is available through Dial-a-Ride.

Drop Box: Community Food Bank of San Benito County  
Address: 1133 San Felipe Road, Hollister CA 95023  
Dates/Hours: 29 Days – 24 hours a day  
Access: Walk-up



Rationale for this location:

This drop box is in the front entrance of the Food Bank of San Benito County, and directly adjacent to the Community Homeless Solutions, Child Protective Services, Health and Human Services, and the low-income housing nonprofit Community Service Development Corporation

This location is on a regular bus route.

Drop Box: Hollister Super, Su Super Mercado  
Address: 1280 San Juan Road, Hollister CA 95023  
Dates/Hours: 29 Days – 24 hours a day  
Access: Walk-up & ADA Accessible



**Rationale for this location:**

This supermarket is in a shopping center is in a predominate Spanish speaking community in Hollister with high density housing in the immediate area. This area has a history of low turn-out and low-propensity of voters.

The drop box will also be adjacent to three senior living communities and a mobile home park.

The location is on a regular bus route.

The Drop Box is in the Hwy 156 a major traffic artery from Hwy 101 to the City of Hollister.



Drop Box: Windmill Market – San Juan Bautista  
Address: 301 The Alameda, San Juan Bautista, CA 95045  
Dates/Hours: 29 Days – 24 hours a day  
Access: Drive Through



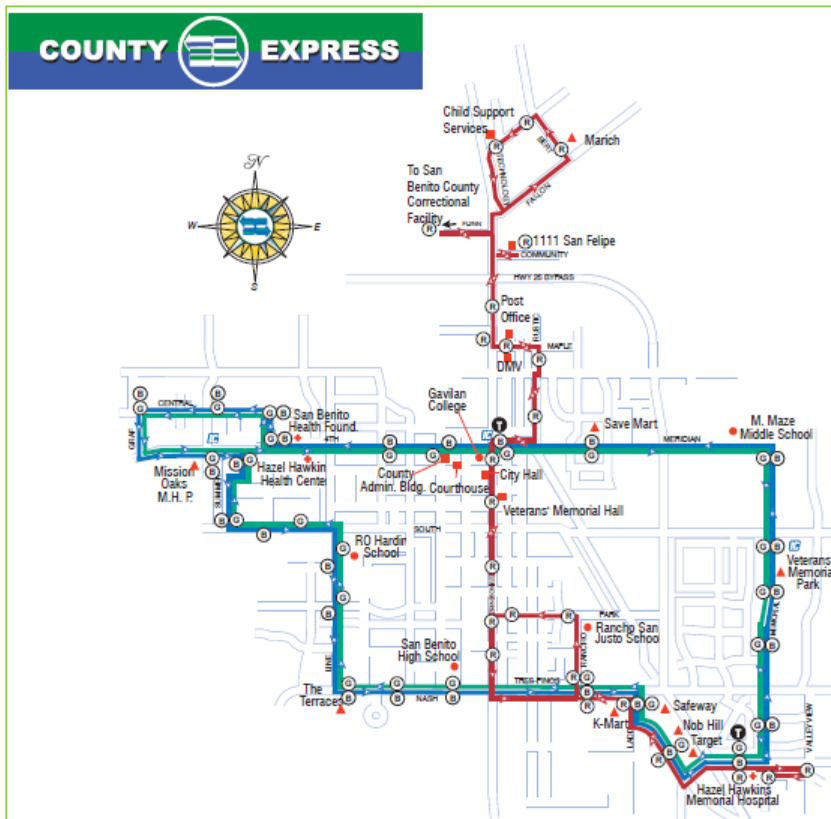
**Rationale for this location:**

This shopping center is a major hub of activity for the City of San Juan Bautista and the township of Aromas. The shopping location has the local post office, since there is no local mail delivery in San Juan Bautista, all the residents come to the post office to pick up their mail.

Public Transit is available through Dial-A-Ride.

## Vote Centers & Drop Boxes Public Transportation

Public Transit for San Benito County is limited to buses and Dial-A-Ride.

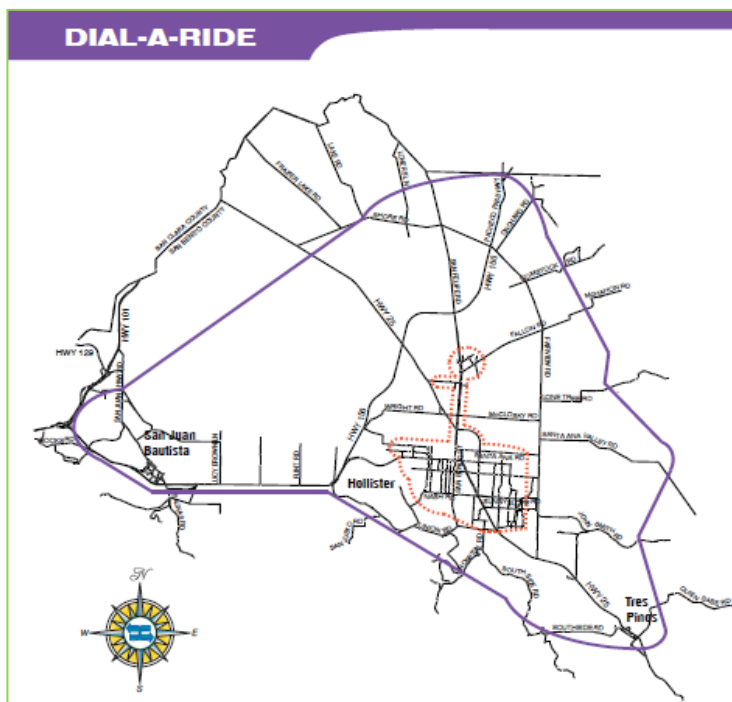


Regular Hollister bus routes reach:

- Three of the Voting Locations
- Three of the Drop Boxes

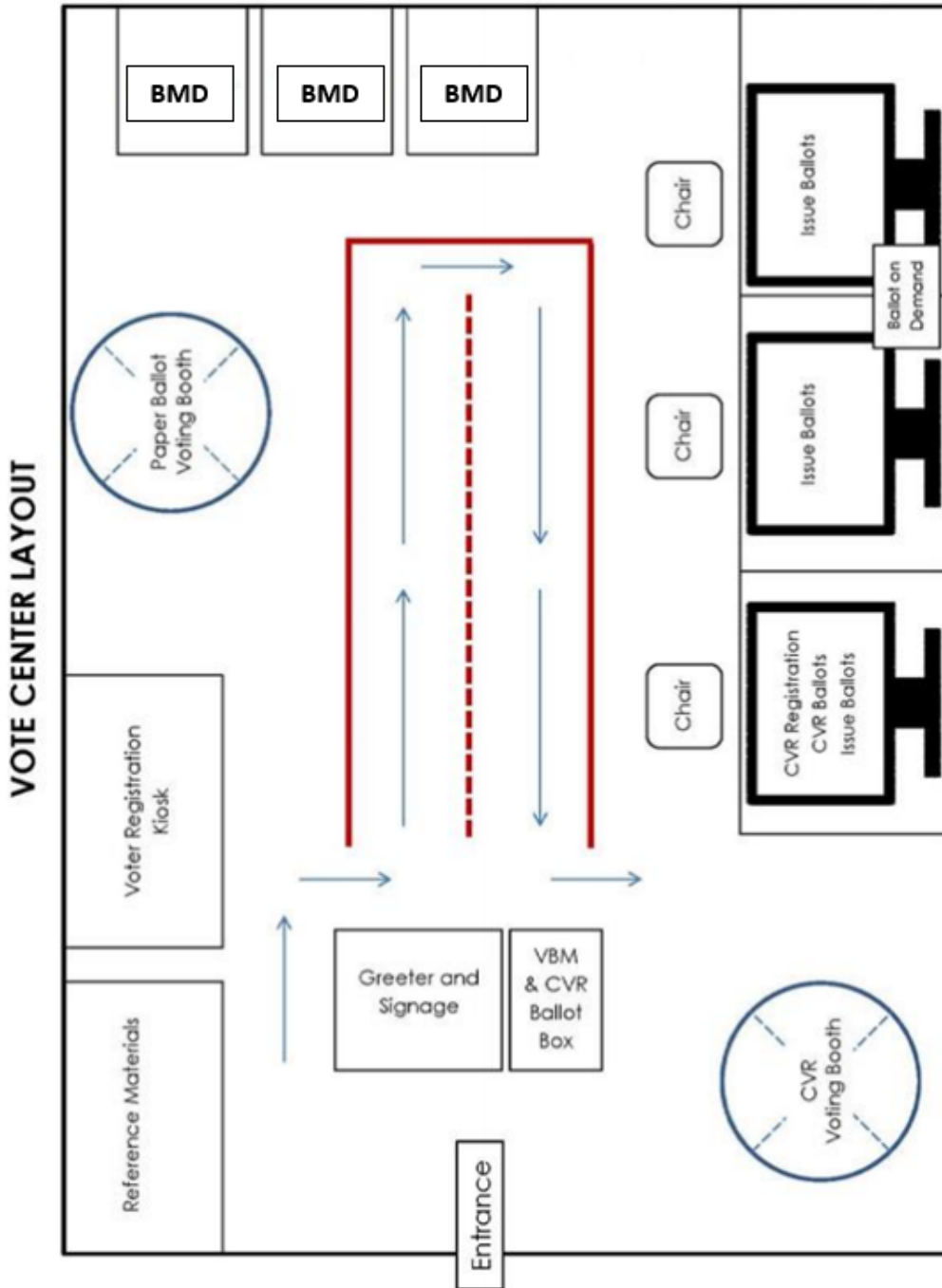
Dial-A-Ride offers access to:

- All Voting Locations
- All Drop Box Locations



*APPENDIX E*

Vote Centers Design and Layout



## *APPENDIX F*

### Vote Centers Design and Layout

<b>Potential Disruption</b>	<b>Response</b>
Election Management system goes down	Vote center manager will notify elections office. If disruption is only at a specific vote center and lasts longer than 30 minutes, or any significant amount of time depending on amount of voters present, voters will be directed to another vote center or given the option to vote provisionally. If disruption is county-wide, vote center staff can issue provisional ballots if staff are able to determine correct ballot type or precinct for voter, based on the back-up list provided to voter center staff. Keep paper record of all voters and information to enter into EIMS once system is back up and running. Elections office will contact vendor right away and resolve the issue as soon as possible.
Power Outage	Voter Center manager will notify elections office. If power outage lasts longer than 15 minutes, direct voters to another vote center. Public will be notified via website, phone message, news, radio, social media, etc. Election conduct will continue even if the power outage is a Public Safety Power Shutoff (PSPS) event. Vote center staff will be trained to administer voting in the event of a prolonged power outage. The San Benito County Elections Office will work with vote center owners on options to continue voting uninterrupted.
Weather	Voter Center Manager will notify elections office. If a vote center is unreachable or unsafe due to weather, a back-up vote center will be contacted and will set up immediately for use. Public will be notified via website, phone message, news, radio, social media, etc.
Fire or Other Disaster	All staff and voters must first be evacuated safely. Voter center manager will notify elections office. If time allows, vote center staff will do the following in order: (1) securely remove all voted ballots from the facility (VBM, paper ballots, CVR ballot(s)), (2) secure/shut down all computers accessing election management system and (3) secure/shut down all voting equipment. Elections office will notify public via website, phone recording, news, radio, social media, etc., and inform public of alternate vote centers. A replacement vote center will be set up as soon as possible.
Voting equipment stops working	While vote center manager resolved the issue, paper ballots can be issued to voters. Voter center manager will follow troubleshooting instructions provided in voter center manual for staff. If unable to resolve, vote center manager will contact election office for replacement equipment.
Ballot on demand stops working	While vote center manager resolves the issue, pre-printed paper ballots can be issued to voters. Vote center manager will follow

	troubleshooting instructions provided in vote center manual staff. If unable to resolve, vote center manager will contact Elections Office. If still unable to resolve, vote center manager will contact Election Office staff for replacement equipment.
Internet connection goes down	Vote center manager will follow troubleshooting instructions provided in vote center manual for staff. In unable to resolve, vote center manager will contact Elections Office. If still unable to resolve, Elections Office or vote center manager will contact county information services or internet provider for customer support. If internet outage lasts longer than 15 minutes, vote center staff can issue provisional ballots via electronic voting equipment or sample ballots or paper ballots (if possible) in provisional envelopes. Vote center staff will keep paper record of all voters and information for elections staff will keep paper record of all voters and information for election staff to enter into EIMS at election office. If internet outage lasts longer than one hour, or any significant amount of time depending on amount of voters present, voters will be directed to another vote center. Public will be notified via website, phone message, news, radio, social media, etc.
Suspicious person or object	Vote center manager will contact security authorities depending on the situation.
Voter center employees do not show up	Vote center manager will contact elections office to find a replacement staff for the vote center. A list of trained backup staff will be maintained by the Elections Office.
Vote center is unusable	If the vote center is unusable for any reason, vote center manager will notify the elections office. A list of backup vote centers will be maintained by the Elections office. Election office staff will assist vote center staff in moving and setting up the new vote center. Public will be notified of a change of location via website, phone message, news, radio, social media, etc.