

**County of Ventura  
Registrar of Voters**



**Election Administration Plan  
January 2022**

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**VENTURA COUNTY  
CALIFORNIA VOTER’S CHOICE ACT  
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# VENTURA COUNTY ELECTION ADMINISTRATION PLAN

## OVERVIEW

The California Voter's Choice Act (VCA) voting model provides all voters with additional opportunities to cast their ballot. Voters have the option to choose to vote at any of the Vote Centers throughout Ventura County, which are open for a minimum of eight hours for each of the 11 days of voting, compared with one day under the polling place model. These expanded hours include weekends. Voter registration services will be provided at all Vote Centers versus only one location (Ventura County Elections Division office) under the polling place model.

The Voter's Choice Act (VCA) requires counties to develop an Elections Administration Plan (EAP) along with a Voter Education and Outreach Plan. The EAP provides a brief overview of the Vote By Mail ballot process, the proposed locations of the County's Vote Centers and Vote By Mail Ballot Drop-off locations, and elections technology that will be deployed at Vote Centers. The Voter Education and Outreach Plan must inform voters on all aspects of the VCA, including Vote Centers and Vote By Mail Ballot Drop-off locations, and information specific to non-English preference voters and voters with disabilities.

This EAP incorporates the Voter Education and Outreach Plan, both of which were developed and finalized after consultation with community members and the county's Voter Accessibility Advisory Committee (VAAC) and Language Accessibility Advisory Committee (LAAC).

A 14-day comment period is provided to the public for comments on the draft EAP. Upon review of the comments, an amended EAP will be developed and posted for an additional 14-day public comment period. The final EAP will be adopted by the County Clerk, Recorder, Registrar of Voters and submitted to the Secretary of State for approval.

To provide feedback on the draft EAP plan (including Vote Center Locations and Drop Box Locations), click here:

<https://recorder.countyofventura.org/elections/voters-choice-act/>

## **VOTE BY MAIL**

*Elections Code 4005(a)(8)(A-B); 4005(a)(10)(I)(ii)*

### ***Vote By Mail***

The VCA model requires all registered voters to be mailed a ballot and a postage paid return envelope Beginning no later than 29 days before each election. Voters may return their voted ballot through the mail (postage paid), at any Ballot Drop Box starting 29 days before Election Day, or at any Vote Center. If a voter forgets to sign their return VBM envelope, or if their signature on their return VBM envelope does not match their signature(s) on their voter file, they will be notified by the Elections Division to complete and return a No Signature form or No Signature Match form prior to certification of the election. Eligible ballots postmarked on or before Election Day and received in the Elections Division by the legally required date, will be counted and added to the official results.

Vote Center and Ballot Drop Box locations have different hours of operations, which are published in the County Voter Information Guide, VBM insert document, and on the Elections Division's website, [www.VenturaVote.org](http://www.VenturaVote.org). All Vote Centers are open 7 am to 8 pm on Election Day only.

Once a VBM ballot is returned to the Elections Division, the VBM ballot envelope is signature checked against the voter's signature(s) on their voter file and any supporting documents. The VBM ballot is not processed until Elections Division staff determines the signature is a match. All challenged VBM ballots undergo a multi-level review and are also reviewed by a Supervisor. If the voter has not provided their signature, or if the signature does not match, the voter will be contacted to correct the issue prior to the election certification.

### ***Remote Accessible Vote By Mail (RAVBM)***

Any voters may receive access to the online Remote Accessible Vote By Mail (RAVBM) ballot marking program through the Election Division's website by completing the online electronic application located on [www.VenturaVote.org](http://www.VenturaVote.org). The RAVBM voting option will be advertised as part of the voting options all voters have.

The RAVBM system allows voters to access and mark their ballot in a screen-readable format on a personal computer. The ballot can be marked using the voter's own assistive technology, and then printed. Once a voter has completed marking their ballot, they will have an option to review their choices. Once their choices are final, the voter must print out the ballot and send it in using their return envelope that was mailed to them, a replacement envelope that is available at a Vote Center, or a printable envelope template included in the RAVBM instructions. RAVBM ballots can be returned in the same manner as any VBM ballot (mail, Ballot Drop Box, or Vote Center).

### ***Replacement Ballot Requests***

All voters may request a replacement ballot by telephone at (805) 654-2664 or (800) 500-3555, by faxing a request to (805) 648-9200, or by going to a Vote Center or the Elections Division office.

## **BALLOT DROP-OFF BOXES**

*Elections Code §4005(a)(1)(A-B); §4005(a)(10)(B); §4005(a)(10)(I)(vi); §4005(a)(10)(I)(vi)(II)*

The California Elections Code requires at least one Ballot Drop-off Box for every 15,000 registered voters in the County. Using the current number of registered voters, the minimum number of Ballot Drop-off Box locations is 34. These Ballot Drop-off Boxes will be available no less than 28 days before Election Day and open during regular business hours. To determine the best locations for ballot drop-off boxes, the Ventura County Elections Division uses the 15 criteria mandated by the Secretary of State (SOS) and the Elections Code to help determine the most efficient places. The criteria include:

1. Proximity to public transit
2. Proximity to communities with historically low Vote By Mail usage
3. Proximity to population centers
4. Proximity to language minority communities
5. Proximity to voters with disabilities
6. Proximity to low rates of vehicle ownership communities
7. Proximity to low-income communities
8. Proximity to communities of eligible votes that are not registered
9. Proximity to geographically isolated populations
10. Access to free parking
11. Time and distance a voter must travel to reach a location
12. The need for alternate voting methods for voters with disabilities for whom Vote By Mail ballots are not accessible
13. Traffic patterns near Vote Center and Ballot Drop-off Locations
14. The need for mobile vote centers in addition to the number of voter centers established pursuant to Election Code 4005
15. Vote Center location public or private university or college campus

To ensure voters who primarily speak a language other than English have sufficient access, drop-off boxes are marked “Official Ballot Drop Box” in all six languages: English, Spanish, Chinese, Tagalog, Vietnamese, and Gujarati.

Any voter may drop off their voted ballot at any Ballot Drop Box location during their published hours of operation. A list of confirmed Ballot Drop Box locations with hours of operation may be found on Appendix A.

## **VOTE CENTERS**

*Elections Code §4005(a)(3)(A); §4005(a)(4)(A,C-E); §4005(a)(6)(B-D) §4005(a)(10)(I)(ii); §4005(a)(10)(I)(vi)(I); §4005(a)(10)(I)(vi)(III), §4005(a)(10)(I)(vi)(VI); §4005(a)(10)(I)(vi)(IX); §4005(a)(10)(I)(vi)(X); §4005(a)(10)(I)(vi)(XI)*

Vote Centers are open for 11 days and are equipped with accessible voting equipment, language assistance, and offer Conditional Voter Registration (CVR) and same day voting. Under VCA, Vote Centers are required to be open for more than the traditional polling place format of one day. Vote Centers must be operated using two early voting periods: (1) Ten days before Election Day, and including Election Day, for a total of 11 days; and (2) three days before Election Day, and including Election Day, for a total of four days. (see Appendix B) The California Elections Code sets the parameters by which a county must provide Vote Center locations for voters:

- Starting from 10 days before Election Day, up to and including the fourth day before Election Day, for a minimum of eight hours per day, at least one Vote Center for every 50,000 registered voters.
- Starting from three days before Election Day, and including Election Day, for a total of four days, for a minimum of eight hours per day, one Vote Center for every 10,000 registered voters.
- For Special Elections conducted under the VCA model, starting from ten days before Election Day, for a minimum of eight hours per day, one Vote Center per every 60,000 voters must be operated; and on Election Day, one Vote Center per every 30,000 voters must be operated from 7 a.m. to 8 p.m.

Using the County of Ventura Elections Divisions' current number of registered voters, the minimum required number of 11-day and 4-day Vote Centers is listed in the table below:

<b>Days before Election Day</b>	<b>Number of Registered Voters per Vote Center</b>	<b>Vote Centers Accessible to the Public</b>
10	50,000	10
3	10,000	51

Vote Centers operate similar to polling places by allowing voters to cast their ballots in person, whether on paper or on a Ballot Marking Device which provides a disabled access unit.

To determine the best locations for Vote Centers and ballot drop-off boxes, the Ventura County Elections Division uses the 15 criteria mandated by the Secretary of State (SOS) and the Elections Code to help determine the most efficient places. This criterion is listed in the Ballot Drop-Off Boxes section.

All eligible Ventura County residents may visit any Vote Center starting 10 days before Election Day to obtain the following services:

- Vote in-person
- Use an accessible ballot marking device called ImageCast X (ICX), that includes a touchscreen, braille keypad, audio in English and Spanish, and input for use of assistive technology device such as sip and puffs (voter must provide own assistive technology) or paddles.
- Receive assistance in languages other than English
- Drop off a voted ballot
- Register to vote, or update a voter registration using the CVR

Voters who have not registered before the close of registration (15 days prior to the Election) will be able to complete a Conditional Voter Registration (CVR) at any Vote Center and cast a provisional ballot through Election Day.

Voters can visit any Ventura County Vote Center to obtain their correct ballot type. Vote Centers open at various times, but all are open a minimum of eight hours per day and all Vote Centers are open 7 a.m. to 8 p.m. on Election Day. A list of Vote Centers is included in Appendix B.

Ventura County Elections meets the VCA Vote Center location requirement; therefore, a Mobile Vote Center has not been implemented at this time. A Mobile Vote Center is being considered for future elections.

Vote Centers will have layout guidelines that will be used to ensure that accessible ballot marking devices and voting booths are placed in a manner that allows voters to mark their ballot privately and independently. Layouts will be adjusted to accommodate each room's size and configuration. (See Appendix C)

Vote Center staff use a secured portal to access the voter file to check-in a voter. If a voter has returned a ballot, they will be unable to obtain a replacement ballot. If a ballot has not been returned, a voter may obtain a replacement ballot, which would then void any other ballot issued to that voter. Once a ballot is returned by any method, any other ballot is automatically voided.

Voting conducted at Vote Centers follows the Secretary of State's security standards, the Elections Division's security procedures, California Election Code regulations, and the California Voting System Use procedures.

All voted ballots are returned nightly to the Elections Division. All tabulation is performed at the Elections Division. There are no tabulators at any Vote Centers.

## **VOTING TECHNOLOGY**

The County's voting technology is comprised of two main systems, voter registration and voting tabulation. These two systems are completely separated. The voting tabulation system is a closed system and does not have any connection to the Internet.

On-demand ballot printers are used to provide voters with their specific ballot type that corresponds to their voting precinct. Additionally, on-demand ballot printers minimize the purchase and printing of extra ballots that are needed to accommodate different ballot types.

Each Vote Center will be equipped with a minimum of three accessible Ballot Marking Devices (BMD). The BMD can also provide an independent voting experience for some voters with disabilities. These BMD's have ADA-compliant features and accessories and are programmed with all ballot types. The system allows for visual, audio, and tactile interfaces that can be used in any voter-preferred combination to navigate and mark a ballot.

VCA voter look-up technology utilizes a combination of electronic hardware and software to ensure secure electronic communication between the Vote Centers and the County of Ventura Elections Division's Election Information Management System (EIMS). EIMS interfaces directly with the Secretary of State's office through VoteCal. VoteCal is the centralized statewide voter registration database that exchanges information with county election management systems and other state systems. This VCA technology operates on a laptop that is hardened, meaning only the County of Ventura Elections Division approved software is operable on the device.

## **BUDGET**

*§4005(a)(10)(l)(v)*

The June 7, 2022 Statewide Direct Primary Election has been allocated \$261,544 for voter education and outreach, including two mailings (printing and postage). Additionally, the Elections Division will provide in-house support for the preparation of outreach materials, public presentations, and community events. This does not include resources that are available to the Elections Division at little or no cost, such as public service announcements. The department did not previously budget specifically for outreach and education. It is estimated that approximately \$45,514 was spent on outreach activities, including staff time in years with major elections.



The budget provides for the purchase of advertisements in newspapers, television, radio and social media, as well as printing and postage costs for direct mailings to registered voters.

Information about estimated short-term and long-term costs and savings from conducting elections under the VCA model compared to recent similar elections in the same jurisdiction that were not conducted under the VCA model will be provided once estimated costs have been determined.

**PREVENTATIVE MEASURES**

*§4005(a)(4)(E)(ii); §4005(a)(10)(I)(iv)*

The County of Ventura Elections Division will have in place the following security measures prior to, during, and after the election. (See Appendix D for more details)

<b><u>Preventative Measures</u></b>	<b><u>Objective</u></b>
Standardized Security Measures	Secure election materials/equipment through standardized security measures.
Suspect Object or Person Guidelines	Minimize disruptions in case of a suspicious object or person.
Equipment Redundancy	Ensure all sites can function in case of missing, lost or inoperable equipment.
Vote Center Personnel Redundancy	Ensure all sites can function in case of missing personnel
Server & Network Redundancy	Ensure all sites can function in case of main network or server is down.
Voting Supplies Redundancy	Ensure all sites can function in case of missing or lost voting supplies.
Polling Site Equipment Redundancy	Ensure all sites can function in case of inoperable polling site equipment.
System Down Procedures	Ensure all sites can function in case of electrical failure.

# VOTER EDUCATION AND OUTREACH PLAN

## **OVERVIEW**

Ventura County Elections Division will reach out to community organizations, agencies, schools, and other groups to raise awareness of the new voting model. Public meetings will be held with community organizations and individuals that advocate on behalf of, or provide services to, individuals with disabilities and language minority communities. Ventura County Elections Division will hold multiple public education workshops in conjunction with planned community events. All public events hosted by the County will be Americans with Disabilities Act (ADA) accessible. (For a list of events see Appendix E. This list will be updated as events are scheduled.)

The public meetings will be combined with a paid and PSA media campaign utilizing news media, direct mail, radio, and television as part of its voter education and outreach efforts. (For a list of Media Partners see Appendix G) Use of the following social media will also be used:

<https://www.Facebook.com/VCClerkRecorder>,  
<https://www.twitter.com/VCClerkRecorder>,  
<https://www.youtube.com/user/VCClerkRecorder>

The campaign will promote the toll-free voter assistance hotline (800-500-3555) and 711 (CA Relay Service), inform voters with disabilities on how to obtain their ballot in an accessible format, and provide multilingual services to language minority voters.

## **COMMUNITY PARTNERS**

*§4005(a)(10)(I)(i)(III)*

The Ventura County Elections Division works in partnership with community organizations, schools, veterans' groups, government agencies, and other groups to increase awareness of the Vote Center model. Election representatives are attending community events, making presentations to organizations, and training interested individuals and groups to assist with education and outreach. A list of community events can be found in appendix E and community partners can be found in appendix F.

Community partners may assist in various ways, such as:

- Placing flyers and handouts in offices or locations the public may frequent.
- Including an article in an organizational newsletter or on a website
- By sharing accurate, non-partisan election information on social media using the hashtag #VenturaCountyVotes

- Participating in community outreach events, an updated list of outreach events is located on our website, [www.venturavote.org](http://www.venturavote.org)
- Inviting a County of Ventura Elections Division staff member to present non-partisan election information to clients, customers, members, or residents.

An online toolkit, which contains messages, graphics, flyers, and a VCA presentation is available for download at [www.venturavote.org](http://www.venturavote.org). Community members can contact [Elections@ventura.org](mailto:Elections@ventura.org) for more details.

## **HIGH SCHOOLS AND HIGHER EDUCATION**

County Elections staff will continue to provide local high schools and colleges with information and resources regarding registering to vote, pre-registering to vote, and VCA election model education.

## **INDIVIDUAL VOTER NETWORK**

Outreach and education activities are not limited to organizations. Individual voters may serve as part of a support network to alert the Elections Division to barriers to voting and provide solutions to ensure widespread awareness of the Vote Center model. The Elections Division will provide an online Voter Experience Survey form on its website to receive comments about voters' experiences. Survey questions will include the use of language services and access to the Vote Center among other questions. Voters at Vote Centers will be provided the opportunity to scan a QR code which will link directly to the online voter Experience Survey form.

Questions or comments from the public may be shared at any time by emailing [Elections@ventura.org](mailto:Elections@ventura.org).

## **DIRECT VOTER CONTACTS**

Two postcard mailings are planned to inform voters of the new election model, the availability of Election Division's toll-free voter assistance hotline, and the voting options, in addition to providing this information in the County Voter Information Guide (CVIG) and the Vote By Mail ballot materials (VBM). The mailings are tentatively scheduled based on the recommended dates by the Secretary of State.

- The first postcard mailing will be sent approximately 90 days before each election, informing all registered voters of the new voting model and to check their registration status.

- The second postcard mailing will be sent approximately 60 days before each election, reminding all registered voters of the new voting model and to remind voters when the Vote Centers open, options for returning their ballot, including a reminder to sign their VBM envelope, and to vote early and avoid the lines on Election Day.

All registered voters will receive an English or Spanish postcard based on the language preference listed on their voter file.

## **ADVISORY COMMITTEES**

The Elections Division has two advisory committees that assist in the creation and implementation of the Election Administration Plan outreach and education efforts.

Language Accessibility Advisory Committee (LAAC) goals, agendas, and meeting minutes are located on the LAAC webpage at:

<https://recorder.countyofventura.org/elections/elections/voter-information/language-accessibility-advisory-committee/>

More information on this committee can be obtained by emailing [elections.outreach@ventura.org](mailto:elections.outreach@ventura.org).

Voting Accessibility Advisory Committee (VAAC) goals, agendas, and meeting minutes are located on the VAAC webpage at:

<https://recorder.countyofventura.org/elections/elections/voter-information/voter-accessibility-advisory-committee/>

More information on this committee can be obtained by emailing [elections.recruiter@ventura.org](mailto:elections.recruiter@ventura.org)

## **PUBLIC SERVICE ANNOUNCEMENTS & MEDIA**

*§4005(a)(10)(I)(i)(I); §4005(a)(10)(I)(i)(II); §4005(a)(10)(I)(i)(VIII)*

Public Service Announcements (PSAs) will be distributed through local television, radio, newspapers, and social media. A PSA script for TV will be distributed with the request for visuals or closed captioning for voters who are deaf or hard of hearing. A radio script will include a request to stations to post the information on their companion websites to assist in reaching those voters. For a list of potential media partners see appendix G.

Posters, flyers, and social media graphics will be available from the County for print and online PSAs, and for government and community partners to use in their social media and newsletters. Printed PSAs will be accompanied by a request to post the announcement on any affiliated websites with audio for the blind and visually impaired.

The Elections Division will provide Spanish, Chinese, Vietnamese, Tagalog, and Gujarati language media outlets serving Ventura County with scripts for PSAs. The scripts will inform voters of the upcoming election and promote the toll-free voter assistance hotline. Artwork will also be available.

**VOTER SERVICES**

§4005(a)(10)(l)(i)(X); §4005(a)(10)(l)(vi)(IX); §4005(a)(10)(l)(vi)(X); §4005(a)(10)(l)(vi)(XI); §4005(a)(10)(l)(vii); §4005(a)(10)(l)(i)(IV); §4005(a)(10)(J)

***Services for Limited English Proficient Voters***

In compliance with the Voting Rights Act of 1965, Ventura County translates all election materials in Spanish. In compliance with state law, the County provides language assistance and translated copies of the official ballot in Chinese, Tagalog, Vietnamese, and Gujarati.

***Language Accessibility Advisory Committee (LAAC)***

The LAAC is a volunteer advisory committee to the Ventura County Elections Division that meets quarterly. The mission of the LAAC is to advise and assist the County Registrar of Voters with implementation of federal and state laws relating to access to the electoral process by voters with limited English proficiency so that all persons who are eligible to vote can understand the voting process. Ventura County Elections Division will work with LAAC members and community partners to identify voters and communities with language needs. Ventura County is required to provide language assistance in accordance with state and federal laws for the following covered languages:

- Spanish (federal)
- Tagalog (state)
- Chinese (state)
- Vietnamese (state)
- Gujarati (state)

***Education Workshops:***

§4005(a)(10)(l)(i)(V); §4005(a)(10)(l)(i)(VI)(ia); §4005(a)(10)(l)(i)(IX)

The Ventura County Elections Division will continue its outreach to language minority voters and will work with LAAC members and community partners to provide voters with language assistance at educational workshops. These bilingual workshops will focus on increasing awareness of voting eligibility and educating voters about changes and their voting options under the Voter’s Choice Act.

<b>VCA Education Workshop Type</b>	<b>Language</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Language Community Workshop	Spanish	February 8, 2022	10:00 AM	Zoom

Language Community Workshop	Chinese	February 8, 2022	3:00 PM	Zoom
Language Community Workshop	Tagalog	February 9, 2022	10:00 AM	Zoom
Language Community Workshop	Gujarati	TBD	TBD	Zoom
Language Community Workshop	Vietnamese	TBD	TBD	Zoom

***Media/Advertising***

The Ventura County Elections Division will solicit feedback from the LAAC to determine the appropriate media outlets to utilize to notify language minorities of their voting options under the VCA model. Press releases will be distributed to local multilingual media partners and will announce the toll-free voter assistance hotline. The toll-free hotline provides assistance in English, Spanish, and Tagalog, with the ability to connect with live translators who can provide access to over 200 languages and dialects. The Ventura County Elections Division will work with the LAAC and community partners to identify which media outlets are utilized by the county’s language minorities.

***Materials in Alternate Languages***

All active registered voters in Ventura County will be mailed a Vote By Mail ballot beginning at least 29 days before Election Day. All official ballots and return envelopes are bilingual in English and Spanish. The County Voter Information Guide (VIG) is printed in English and in Spanish. These County VIGs also contains the Vote Center locations and the Vote By Mail Drop Box locations. In addition, Ventura County is required to provide facsimile copies of official ballots in Chinese, Tagalog, Vietnamese, and Gujarati in specific areas of the County according to California Elections Code Section 14201. All facsimile ballot copies in the required languages and ballot types will be provided to each Vote Center.

***Bilingual Assistance at Vote Centers***

Vote Centers which require language assistance have been identified by the California Secretary of State through U.S. Census data. Additional identification will be through the public input process, including input provided by the County’s LAAC.

The Elections Division will strive to recruit at least one Spanish-speaking Election Worker for each Vote Center to provide language assistance. If a Vote Center is in or adjacent to a precinct with other language requirements, the Elections Division will attempt to recruit Election Workers fluent in that language. The accessible language ballot marking device contains ballot content and audio in English and Spanish. In addition, the county will utilize the Secretary of State’s Telephone Interpreter Services vendor as an alternative method of language assistance that Election Workers and Elections Division staff can utilize to call in and speak with a live interpreter. Vote Center workers are asked to use the Telephone Interpreter Service Tally Sheet to track voters who come into Vote Centers

and request assistance in a language other than English. This information will assist the Ventura County Elections Division in identifying language minorities.

## **VOTERS WITH DISABILITIES**

*§4005(a)(10)(i)(VI)(ib); §4005(a)(10)(i)(iii)*

The Elections Division is committed to working with voters with disabilities to increase accessibility in the democratic process. The Elections Division’s website provides information and resources for voters with disabilities, including details on the ICX voter assistance device, the Remote Accessible Vote By Mail (RAVBM) system, disability services available at Vote Centers, and the VAAC.

### ***Voting Accessibility Advisory Committee (VAAC)***

The VAAC is a citizen advisory committee which makes recommendations for improving access to voting and election materials and helping to identify barriers to voting.

### ***Education Workshops***

The Elections Division will hold Disability Community Workshops featuring demonstrations of the (ICX) accessible ballot marking device voting options and the RAVBM system. Workshop locations are to be determined and will be combined with an existing community event. Workshop advertising will be done on the Ventura County Elections Division’s website, social media, print (flyers and posters) and radio media, along with trusted community partners.

<b>VCA Education Workshop Type</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Disability Community Workshop	February 17, 2022	TBD	TBD
Disability Community Workshop	February 24, 2022	TBD	TBD

### ***Media/Advertising***

The Ventura County Elections Division will solicit feedback from the VAAC to determine the appropriate media outlets to utilize to notify members of the disability community of their voting options under the VCA model. Printed materials and press releases distributed throughout Ventura County will advise the voters of all accessible ballot options, including the ability to connect voters with disabilities with TTY (Text Telephone) allowing voters who are deaf, hard of hearing, or speech-impaired to use the telephone to communicate with Elections Division staff.

PSA scripts for TV will be distributed with the request for audio, visuals or closed-captioning. Printed PSAs will be accompanied by a request to post the announcement on any affiliated websites with audio for the blind and visually impaired.

### **Remote Accessible Vote By Mail (RAVBM)**

*§4005(a)(10)(I)(ii)*

All counties are required to provide an accessible Vote By Mail option for voters with disabilities. The RAVBM system allows voters to download and mark their ballot privately and independently using their own assistive technology if needed. Voters then print their marked ballot and return it to the Elections Division to be counted. Voted ballots can be returned by mail, at any VBM Drop Box, any Vote Center, or the Elections Division office.

A voter with a disability may request a link to the RAVBM system by submitting an online electronic application available on [VenturaVote.org](http://VenturaVote.org) under Elections Forms. As all voters receive a ballot in the mail, a voter using the RAVBM system may use the envelope they received in the mail to return their voted RAVBM ballot. They may also download an envelope template from the RAVBM system.

### **Vote Center Accessibility**

All Vote Centers will have at least three accessible ballot marking devices (ICX) to mark their ballot independently and privately and at least one accessible voting booth for a chair or wheelchair, pens grips, and magnifying glasses. Any voter may vote on an ICX. The ICX allows the voter to choose to mark a ballot using the touch screen display, the provided audio tactile device with braille, or their own assistive technology. Key features of the ICX include:

- A touchscreen tablet that provides the option to change text size and contrast on the tablet.
- An Audio Tactile Interface (ATI) keypad with Braille.
- Headphones, and audio instructions, in English and Spanish.
- The ability for voters to use their own Paddle or Sip and Puff assistive device.
- A Privacy mask for voters with low vision to ensure their votes are kept private as they use the audio instructions.

The ICX does not tabulate or count votes. The voter must print out their selections after marking their ballot choices and place the printed ballot in the ballot box. No voter information is stored on any ballot marking device, ensuring all ballots are kept confidential and private.



## **ADDRESSING DISPARITIES IN PARTICIPATION**

The Elections Division works with community partners to attend events and offer presentations in historically low voter turnout areas. Citizens may pick up voter registration forms at the Elections Division office, City Halls, libraries, and post offices. Citizens may also register to vote online directly at [registertovote.ca.gov](https://registertovote.ca.gov) or access the state voter registration website through the Elections Division's website, [www.venturavote.org](https://www.venturavote.org).

Ventura County Elections will make a reasonable effort to address significant disparities in voter accessibility and participation by meeting with the VAAC and LAAC to discuss any issues that ensued during the election. Furthermore, all Vote Center staff will be surveyed to evaluate any disparities regarding voter accessibility and participation for voters with disabilities and limited English proficiency.

### ***Registering to Vote***

County agencies serving low-income households and individuals with disabilities provide voter registrations forms to their clients. The Secretary of State provides National Voter Registration Act (NVRA) resources and training to County agencies serving low-income residents and individuals with disabilities. The County will provide additional information and training on request to coordinators and staff at agencies.

The Department of Motor Vehicles (DMV) and the Secretary of State (SOS) have established a California Motor Voter Program which will automatically register any person who is qualified to vote unless that person opts out of registration. The Elections Division will also mail a registration form to citizens upon request.

Information on voting rights and elections is provided by the Elections Division to the Ventura County Sheriff's Main Jail, the Todd Road Jail and Ventura County Youth Correctional Facility. Authorized representatives from each facility will bring completed registration forms and VBM applications to the Elections Division for processing.

## Appendix A, Potential Ballot Drop Box Locations

Location	Address	Inside/Outside	Hours
<b>Camarillo</b>			
Camarillo City Hall	601 Carmen Drive Camarillo, CA 93010	Outside	24/7
Camarillo Sheriff's Department	3701 Las Posas Road Camarillo, CA 93010	Outside	24/7
Studio Channel Islands Art Center	2222 Ventura Boulevard Camarillo, CA 93010	Outside	24/7
Ventura County Office of Education, Conference & Educational Services Center	5100 Adolfo Road Camarillo, CA 93012	Outside	24/7
<b>Fillmore</b>			
Fillmore Library	502 2 <sup>nd</sup> Street Fillmore, CA 93015	Outside	24/7
<b>Moorpark</b>			
Moorpark City Hall	799 Moorpark Avenue Moorpark, CA 93021	Outside	24/7
Moorpark College	7075 Campus Road Moorpark, CA 93021	Outside	24/7
<b>Newbury Park</b>			
Dos Vientos Community Center	4801 Borchard Road Newbury Park, CA 93020	Outside	24/7
Thousand Oaks Library – Newbury Park Branch	2331 Borchard Road Newbury Park, CA 93020	Outside	24/7
<b>Ojai</b>			
Ojai City Hall	401 South Ventura Street Ojai, CA 93023	Outside	24/7
<b>Oak Park</b>			
Oak Park Library	899 Kanan Road Oak Park, CA 91377	Outside	24/7
<b>Oak View</b>			
Ventura County Fire Station 23	15 Kunkle Street Oak View, CA 93022	Outside	24/7
<b>Oxnard</b>			
Albert H. Soliz Library	2820 Jourdan Street Oxnard, CA 93036	Outside	24/7
Seneca Family of Agencies	2130 North Ventura Road Oxnard, CA 93036	Outside	24/7
Channel Islands Boating Center	3880 Bluefin Circle Oxnard, CA 93035	Outside	24/7
Oxnard College	4000 South Rose Avenue Oxnard, CA 93033	Outside	24/7
Oxnard Union High School District	1800 Solar Drive Oxnard, CA 93030	Outside	24/7
Oxnard Public Library	251 South A Street Oxnard, CA 93030	Outside	24/7
Ventura County Healthcare Agency	2500 South C Street Oxnard, CA 93033	Outside	24/7

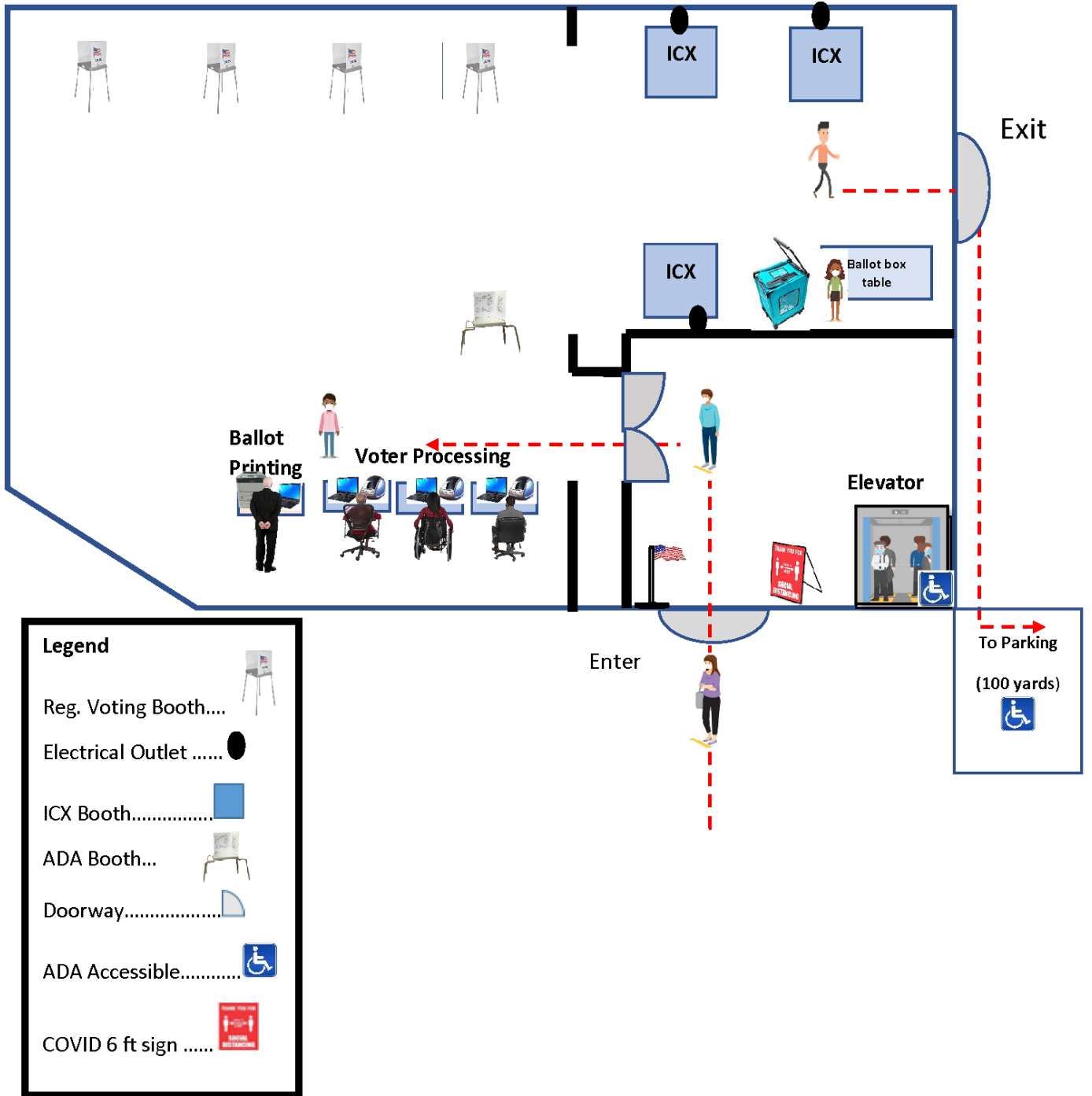
<b>Port Hueneme</b>			
Port Hueneme City Hall	250 North Ventura Road Port Hueneme, CA 93041	Outside	24/7
<b>Santa Paula</b>			
Santa Paula City Hall	970 East Ventura Street Santa Paula, CA 93060	Outside	24/7
<b>Simi Valley</b>			
Ventura County Fire Station 43	5874 East Los Angeles Avenue Simi Valley, CA 93063	Outside	24/7
Free Clinic of Simi Valley	2003 Royal Avenue Simi Valley, CA 93065	Outside	24/7
Simi Valley Family YMCA	3200 Cochran Street Simi Valley, CA 93065	Outside	24/7
Simi Valley Public Library	2969 Tapo Canyon Road Simi Valley, CA 93063	Outside	24/7
Ventura County Human Services Agency	2900 Madera Road Simi Valley, CA 93065	Outside	24/7
Ventura County Fire Station 44	1050 Country Club Drive Simi Valley, CA 93065	Outside	24/7
<b>Thousand Oaks</b>			
Goebel Adult Community Center	1385 East Janss Road Thousand Oaks, CA 91362	Outside	24/7
Thousand Oaks City Hall	2100 Thousand Oaks Boulevard Thousand Oaks, CA 91362	Outside	24/7
Thousand Oaks Community Center	2525 North Moorpark Road Thousand Oaks, CA 91360	Outside	24/7
Ventura County Fire Station 30	325 West Hillcrest Drive Thousand Oaks, CA 91360	Outside	24/7
<b>Ventura</b>			
Avenue Library	606 North Ventura Avenue Ventura, CA 93001	Outside	24/7
San Buenaventura City Hall	501 Poli Street Ventura, CA 93001	Outside	24/7
Jose R. Flores Saticoy Community Center	11168 Violeta Street Ventura, CA 93004	Outside	24/7
Ventura County Government Center, Hall of Administration Drive-Up	800 South Victoria Avenue Ventura, CA 93009	Outside	24/7
Ventura County Government Center, Hall of Administration Walk-Up	800 South Victoria Avenue Ventura, CA 93009	Outside	24/7
Ventura County Government Center, Hall of Justice Walk-Up	800 South Victoria Avenue Ventura, CA 93009	Outside	24/7
Ventura Family YMCA	3760 Telegraph Road Ventura, CA 93003	Outside	24/7

## Appendix B, Potential Vote Center Locations

	<b>LOCATIONS</b>	<b>ADDRESS</b>
1	Ventura Avenue Adult Center	550 N. Ventura Ave. Ventura, CA 93001
2	Army National Guard Armory	1270 Arundell Ave. Ventura, CA 93003
3	Community of Christ	1848 Poli St. Ventura, CA 93001
4	TBD	Ventura, CA
5	Ventura Unified School District	255 W. Stanley Ave. #100 Ventura, CA 93001
6	Loyal Order Of Moose Lodge #1394	10269 Telephone Rd. Ventura, CA 93004
7	Elections Division, Government Center HOA	800 S. Victoria Ave. Ventura, CA 93009
8	Poinsettia Pavilion-Santa Paula Room	3451 Foothill Rd. Ventura, CA 93003
9	The Salvation Army	622 W. Wooley Rd. Oxnard, CA 93030
10	Channel Islands Boating Center	3880 Bluefin Cir. Oxnard, CA 93035
11	North Oxnard United Methodist Church (The Garden Church)	1801 Joliet Pl. Oxnard, CA 93030
12	South Oxnard Center	200 E. Bard Rd. Oxnard, CA 93033
13	Loyal Order Of Moose Lodge #561	1935 S. Oxnard Blvd. Oxnard, CA 93033
14	Lutheran Church of Our Redeemer	721 Doris Ave. Oxnard, CA 93030
15	River Ridge Golf Course	2401 W. Vineyard Ave, Oxnard, CA 93036
16	Oxnard College	4000 S. Rose Ave. Oxnard, CA 93033
17	Boys & Girls Club of Greater Oxnard and Port Hueneme	1900 W. Fifth St. Oxnard, CA 93030
18	TBD	Oxnard, CA
19	Port Hueneme Library	510 Park Ave. Port Hueneme, CA 93041
20	Camarillo Public Library	4101 Las Posas Rd. Camarillo, CA 93010
21	Ventura County Community College District	761 E. Daily Drive Suite 200 Camarillo, CA 93010
22	Camarillo Community Center	1605 E. Burnley St. Camarillo, CA 93010
23	TBD	Camarillo, CA
24	TBD	Camarillo, CA
25	V.C. Office Of Ed. Conference & Ed. Services	5100 Adolfo Rd. Camarillo, CA 93012
26	La Quinta Inn & Suites	1320 Newbury Rd. Thousand Oaks, CA 91320
27	Cal Lutheran University	130 Overton Ct. Thousand Oaks, CA 91360
28	TBD	Thousand Oaks, CA
29	Goebel Adult Community Center	1385 E. Janss Rd Thousand Oaks, CA 91360
30	United Methodist Church of Thousand Oaks	1000 E. Janss Rd. Thousand Oaks, CA 91360
31	Sunset Hills Country Club	4155 Erbes Rd. Thousand Oaks, CA 91360
32	Dos Vientos Community Park	4801 Borchard Rd. Newbury Park, CA 91320
33	Borchard Community Center	190 N. Reino Rd. Newbury Park CA 91320
34	Oak Park Library	899 Kanan Rd. Oak Park, CA 91377

35	TBD	Westlake Village, CA
36	Loyal Order of Moose Lodge	4860 Alamo St. Simi Valley, CA 93063
37	TBD	Simi Valley, CA
38	Rancho Santa Susana Community Center	5005 E. Los Angeles Ave. Simi Valley, CA 93063
39	Shepherd of The Valley Lutheran Church	4191 Cochran St. Simi Valley, CA 91361
40	Ronald Reagan Presidential Library	40 Presidential Dr. Simi Valley, CA 93065
41	Simi Valley Public Library	2969 Tapo Canyon Rd. Simi Valley, CA 93063
42	Simi Church of Christ	1554 Sinaloa Rd. Simi Valley, CA 93065
43	Friendly Village of Simi	195 Tierra Rejada Rd. Simi Valley, CA 93065
44	Simi Institute for Careers & Education	1880 Blackstock Ave. Simi Valley, CA 93065
45	Moorpark Community Center	799 Moorpark Ave. Moorpark, CA 93021
46	Arroyo Vista Recreation Center	4550 Tierra Rejada Rd. Moorpark, CA 93021
47	Blanchard Community Library	119 N. 8th St. Santa Paula, CA 93060
48	Santa Paula Senior Center	530 W. Main St. Santa Paula, CA 93060
49	First Baptist Church	1057 First St. Fillmore, CA 93015
50	Ojai United Methodist Church	120 Church Rd. Ojai, CA 93023
51	Oak View Park and Resource Center	555 Mahoney Ave. Oak View, CA 93022

# Appendix C, Sample Vote Center Layout



## Appendix D, Preventative Measures

*§4005(a)(10)(l)(vi)(VIII)(ia); §4005(a)(10)(l)(vi)(VIII)(ib)*

### Standardized Security Measures

- ❖ All employees are required to always carry their badge with them, the badge is how they access various parts of the Elections Division.
- ❖ Employees only have badges access to areas that are required for their work.
- ❖ Sensitive areas such as the VBM processing room, computer room and ballot storage have highly restricted access, no one is allowed to enter these rooms alone.
- ❖ All parts of the Elections Division are monitored by video surveillance.
- ❖ Visitors & observers must sign in at the front desk and wear a visitor/observer badge at all times, unless in a designated observation spot they must be accompanied by a staff member at all times.

### Suspect object or person guidelines

- ❖ Lead workers are trained to contact the police and elections staff in case of a suspicious person or object is seen at a vote center.

### Equipment Redundancy

- ❖ Vote Center lead workers are trained to notify our office in case of any missing or non-functional equipment.
- ❖ A troubleshooting team with spare equipment will be available to sites in case of missing or non-functional equipment.
- ❖ Additional equipment can be delivered directly by elections warehouse staff.
- ❖ In case of extended equipment failure, the vote centers can function with the use of a digital roster backup file.

### Vote Center Personnel Redundancy

- ❖ In case of staffing issues or shortages the lead or if the lead is not there the remaining staff members are trained to contact the Elections Division to acquire replacement staff as needed.

### Server & Network Redundancy

- ❖ The Election Division's Election Management System (EMS), adjudication system and vote counting system are all located on the County's secured data center.
- ❖ Regular backups are scheduled to maintain all updates and changes to voter data & the voting system itself.
- ❖ These system backups are available in case of the main server going down.

## **Voting Supplies Redundancy**

- ❖ All vote centers will have additional supplies in case of a large number of voters.
- ❖ Backup supply containers will be with the troubleshooting team to deliver to sites as needed.
- ❖ Additional backup supply containers will be able to be delivered from the Elections Warehouse if the need arises.
- ❖ The Warehouse Supervisor will be responsible for maintaining the backup supply containers.

## **System Down Procedures**

- ❖ In the event of an extended electrical outage the site can operate off of backup batteries to power a limited set of equipment.
- ❖ In the event of a multi-day outage backup batteries can be brought to the site from the elections warehouse to keep the equipment powered.



## Appendix E, Outreach Events 2019 TO PRESENT

**Past and Upcoming Events – Events will be added as soon as they are scheduled**

Date	Event
<b>2019</b>	
March 16	Simi Valley Youth Employment Service Job and Career Expo
March 21	Voting Accessibility Advisory Committee
April 3	Language Accessibility Advisory Committee
April 13	Oxnard Earth Day Festival
April 15-26	High School Voter Education Weeks
May 2	Latino Business Expo
June 15	Oxnard Juneteenth Festival
July 10	LAAC and VAAC Community Meeting
August 7-8	Ventura County Fair
August 17	Ventura County Pride
August 23	CSUCI Move-In Day
September 16-27	High School Education Weeks
September 24	National Voter Registration Day
October 5	Oxnard Multicultural Festival
October 9	Education Program Osher Lifelong Learning Institute at California State University Channel Islands
October 16	LAAC and VAAC Community Meeting
October 16	University Village
October 18	Conejo Valley Republican Women at Los Robles Greens
November 9	Chinese Cultural Festival
<b>2020</b>	
January 22	Voting Accessibility Advisory Committee Meeting
February 12	Language Accessibility Advisory Committee Meeting
April 13-24	High School Voter Education Weeks
July 8	Language Accessibility Advisory Committee Meeting
July 23	Voting Accessibility Advisory Committee Meeting
September 14-25	High School Voter Education Weeks
October 13	Voting Accessibility Advisory Committee Meeting
<b>2021</b>	
January 28	Voting Accessibility Advisory Committee Meeting
March 10	Language Accessibility Advisory Committee Meeting
April 19-30	High School Education Weeks
April 22	Voting Accessibility Advisory Committee Meeting
June 9	Language Accessibility Advisory Committee Meeting
July 22	Voting Accessibility Advisory Committee Meeting
September 13-24	High School Voter Education Weeks
September 28	National Voter Registration Day

October 12	Education Program Simi Valley High School
November 16	Language Accessibility Advisory Committee Public Consultation Meeting
November 16	Voting Accessibility Advisory Committee Public Consultation Meeting
November 17	Voter's Choice Act Public Consultation Meeting
<b>2022</b>	
February 8	Spanish language bilingual voter education workshop
February 8	Chinese language bilingual voter education workshop
February 9	Tagalog language bilingual voter education workshop
February 17	Voter education workshop for voters with disabilities
February 24	Voter education workshop for voters with disabilities
February TBD	Gujarati language bilingual voter education workshop
February TBD	Vietnamese language bilingual voter education workshop
March 24-26	Juneteenth – An American Journey
April 2	Ventura Spring Street Fair
April 18-29	High School Education Weeks
May 14-15	California Strawberry Festival
July 30-31	Oxnard Salsa Festival
September 10	Ventura Art & Street Painting Festival
September 19-30	High School Education Weeks

## Appendix F, Potential Community Partners

Language	Organization / Clubs
English	
	League of Women Voters Ventura County Chapter
	Diversity Collective
	NAACP Ventura County Chapter
	Habitat for Humanity of Ventura County
	Community Action of Ventura County, Inc.
	United Way of Ventura County
	VC Area Agency on Aging
	Independent Living Resource Center
	Laubach Literacy of Ventura County
	TCGLAD
	Tri-County Regional Center
Chinese	
	Conejo Chinese Cultural Association
	Ventura County Chinese American Association
Tagalog	Filipino American Council of Ventura County
	Filipino Community of Ventura County Inc.
	Oxnard Filipino Community Church
	Philippine Center of Ventura County
	Iglesia Ni Cristo - Locale of Oxnard
Vietnamese	Ventura Buddhist Center - An Lac Mission
	Vietnamese Community Church
	CSUN Vietnamese Student Association
Spanish	El Concilio Family Services

	Organizacion en California de Lideres Campesinas
	Mixteco/Indigena Community Organizing Project
	La Alianza Global Jus Semper
	El Lustrador Foundation
	Latin America Assistance Incorporated
	Amigos 805
	Alianza Nacional de Campesinas, Inc.
	Cabrillo Economic Development Corporation
Gujarati	San Fernando Valley Gujarati Association
	Hindu Temple Ventura County
	Sri Venkata Krishna Temple
	Hindu Swayamsevak Sangh - Simi Valley
	Simi Valley Mandir (India Heritage Club)
	Sikh Gurdwara of Ventura County
	Suva Spicemart (Indian Grocery Store)
	Namaste Spiceland (Indian Grocery Store)
	Gujarati Society of Southern California
	Garden India Restaurant / Grocery
Clubs	Ventura County Community Foundation
	M.E.Ch.A. (Ventura College)
	M.E.Ch.A. (CSUCI)
	Ventura College Political Science Club
	E.O.P.S.
	Ventura County League of United Latin American Citizens
	Kilusan Pilipino (CSUCI Club)
	Multicultural Dream Center (MDC)

## Appendix G, Potential Media Partners

Ventura County News Channel	English	County Press Release Site
CAPS Media	English	Local TV and Radio
VC Reporter	English	Newspaper
Ventura Life	English	Magazine
Ventana	English	Magazine
Pacific Coast Business Times	English	Newspaper
Amigos 805	English and Spanish	News Website
Farm Bureau of VC	English	Newsletter
VC Star	English	Newspaper
Vida	English and Spanish	Newspaper
Tri County Sentry	English	Newspaper
Ojai Valley News	English	Newspaper
Coastal View	English	Newspaper
Fillmore Gazette	English	Newspaper
The Acorn	English	Newspaper
Ventura Breeze	English	Newspaper
Citizens Journal	English	News Website
The Voice	English	Newspaper
Santa Paula Times	English	Newspaper
Gold Coast Broadcasting	English and Spanish	Radio
1450 Sports Radio	English	Radio
95.1 KBBY	English	Radio
KHAY	English	Radio
LAM 103.7 FM	Spanish	Radio
Lazer Broadcasting	Spanish	Radio
La Mexicana Radio	Spanish	Radio
KCLU – Cal Lutheran Public Radio	English	Radio
KCRW Public Radio	English	Radio
SPCR Public Radio – KJAI 89.5	English	Radio
Radio Nueva Vida	Spanish	Radio
Air 1 Radio	English	Radio
KOXZ	Spanish	Radio
88.5 CSUN Public Radio	English	Radio
Radio Indigena 94.1	Mixteco/Spanish	Radio
Worship 101 FM Radio	English	Radio
98.3 The Word (Christian Radio)	English	Radio
Caps Radio	English	Radio
Jose Radio	Spanish	Radio
Oasis Radio	Spanish	Radio
Uradio	Chinese	Radio
KMRB	Chinese	Radio
KEYT 3	English	TV
Spectrum 1 News	English	TV