



# Governor's Commission on Disabilities Election Assistance Committee Agenda *Thursday, September 20, 2012 @ 2 PM*

John O. Pastore Center, 41 Cherry Dale Court,  
Cranston, RI 02920-3049  
(voice) 401-462-0100 (fax) 462-0106 (tty) via RI Relay 711  
(e-mail) [disabilities@gcd.ri.gov](mailto:disabilities@gcd.ri.gov)  
(website) [www.disabilities.ri.gov](http://www.disabilities.ri.gov)



**Attendees:** Casey Gartland (Vice Chair.); Kate Bowden, Regina Connor, Arthur Plitt, Rob Rock, Steven Taylor  
**Absent:** Rory Carmody (Chair.); Chris Butler, Leo Canuel, Steven Florio, Michelle Hayes, Miguel Nunez, Grace Pires, Robert Rapoza, Lorna Ricci, Chris Butler, Ken McGill,

**Staff:**

Bob Cooper, Christine Rancourt Bruzzi, Christopher DeGrave, Alyssa Sarault, & Julie Boothroyd (GCD Elections Fellow)



Clock graphic

**2:00 Call to Order and Acceptance of the Minutes & Vice-Chairperson Vote, Casey Gartland, Vice Chair**

The Vice Chair calls the meeting to order at 2:20 PM.  
Introductions of Committee member and guests



voting check off graphic

***MOTION: To accept the minutes of the previous meeting as presented***  
***Motion by: Arthur Plitt, Seconded: Rob Rock, Passed unanimously***



voting check off graphic

***MOTION: To accept the nomination of Gasey Gartland for vice-chairperson of the Election Assistance Committee. Motion by: Arthur Plitt, Seconded: Kate Bowden, passed unanimously***

## Action Items:



money graphic

**2:05 HAVA Grant: Budget Update and Grant Timelines, Bob Cooper, Executive Secretary**

**Purpose/Goal:** To discuss expenditure of the remaining HAVA grant cycle funding to be used/lost on Sept. 30<sup>th</sup>, 2012.

**Discussion:** Bob Cooper to update committee on remaining funding for publications, outreach, print ads, mailings, accessibility modifications, signage, etc. The Committee will discuss uses and approve as necessary.

### HAVA Activities

Items	July - September		October - Nov 7th		Post Election		Total
Staff Time	84 hours	\$4,107	119 hours	\$5,607	141 hours	\$4,472	\$14,187
Interpreters/CART				\$133		\$398	\$531
Media Campaign				\$3,000			\$3,000
CRM Software				\$400			\$400
Print Advertising		\$6,293		\$10,000			\$16,293
Voting Rights Flyers				\$12,598			\$12,598
Mileage/Tolls		\$233		\$467		\$233	\$933
Out of State – Training						\$1,235	\$1,235
Auditor General Fee						\$75	\$75
Fellowship Stipends		\$3,450		\$3,450			\$6,900
Voter Education & Registration mini-grants				\$20,000			\$10,000
Polling Place Access Renovations				\$6,680		\$13,320	\$20,000

**From:** Open Meetings Admin

<openMeetings@sos.ri.gov>

**To:** <bcooper@gcd.ri.gov>, <openMeetings@sos.ri.gov>

**Date:** 10/2/2012 10:09 AM

**Subject:** SOS Open Meetings : Meeting Minutes

October 02, 2012

This is your electronic confirmation for the electronic filing of meeting minutes for the Disabilities - Election Assistance Committee, Governor's Commission on. The meeting minutes filed are in for the meeting held on: September 20, 2012 14:00:00.

This notice was electronically filed on the Secretary of State Open Meetings Website on: October 02, 2012 10:08:38 am.

Please retain this message as your official proof of electronic filing.

Sincerely,

The Open Meetings Team at  
Office of Secretary of State A. Ralph Mollis  
State House Room 38  
Providence, RI 02903  
(401) 222-2357  
(401) 222-1404  
TTY: 711  
openmeetings@sos.ri.gov  
sos.ri.gov

Ride trips to polling places & distribution of Voting Rights Flyer				\$3,000			\$3,000
Election Day polling place surveyors		\$5,000		\$5,000			\$10,000
Voter Outreach Mailing DMV				\$50,000			\$50,000
<b>Total</b>	168 hours	\$19,083	238 hours	\$120,335	282 hours	\$19,734	\$159,152



voting check off graphic

**MOTION:** *To utilize the remaining HAVA funding for purchases directly concerning polling accessibility, signage, voter training & awareness, poll-worker outreach & training, publication/mailings, transportation, and associated staff wages & benefits. Motion by: Arthur Plitt, Seconded: Kate Bowden, passed unanimously*



polling place graphic

**2:15 Polling Place Accessibility, Christopher DeGrave, Asst. ADA Coordinator**

**Purpose/Goal:** To decide action plan/ discuss the various polling place accessibility issues as identified by staff and other voters during the 2012 Primary Election on September 11<sup>th</sup>, 2012.

**Discussion:**

- Issues concerning: signage, entrances utilized, interior route signage, AutoMark function and placement for privacy.
- Lack of enforcement of polling-place schematic setup diagram
- See attached report for survey and report details



voting check off graphic

**MOTION:** *To draft and send letters to the local board of canvassers reporting primary election issues and requested solutions. cc the RI Board of Elections and the U.S. Attorneys Office. Motion by: Arthur Plitt, Seconded: Kate Bowden, passed unanimously*



poll worker graphic

**2:35 Poll-Worker Training, Christopher DeGrave, Asst. ADA Coordinator**

**Purpose/Goal:** To decide action plan/ discuss the various poll-worker training issues as identified by staff and other voters during the 2012 Primary Election on September 11<sup>th</sup>, 2012.

**Discussion:**

- Many training issues identified concerning polling place setup, understanding of schematic, AutoMark function and general accessibility.
- See attached report for survey and report details
- **Action Plan:**
  - Develop accessibility for polling place checklist- to be completed/ checked by polling place warden.
  - Further develop/ update AutoMark training for poll-workers
  - Develop/ update the AutoMark startup checklist to include placement for privacy and error procedures.
  - Recommend updating Board of Election poll-worker training PowerPoint to include slides highlighting frequent accessibility concerns @ polling places.



voting check off graphic

**MOTION:** *To recommend immediately developing and implementing training solutions as a part of the committee action plan. Motion by: Rob Rock, Seconded: Kate Bowden, passed unanimously*



**2:45 Voter Education Mini-Grant RFP, Bob Cooper, Executive Secretary**

**Purpose/Goal:** To review the RFP's as submitted, discuss and award voter education grants.

**Discussion:**

**Voter Education Mini-Grant Request for Proposals (RFP)**

Total Funding Available: \$20,000

Individual mini-grant awards of \$1,000 - \$3,000

***Purpose of Mini-Grants is to provide:***

The same opportunity for access and participation, including privacy and independence, to individuals with the full range of disabilities as for other voters and individuals with the full range of disabilities with information about the accessibility of polling places.

**Allowable Grant Activities:**

1) Teaching voters with disabilities what to expect when they arrive at the polling place:

The new Voter ID requirements - what to bring and show the poll workers, and How to fill out the ballot (either paper or Automark);

2) Explaining to voters with disabilities and their families their voting rights including:

The right to an accessible polling place;

The right to assistance;

The right to use the Automark (computer voting machine);

The right to vote without interference; and

The right to file an administrative complaint.

3) Assisting voters with disabilities, locate their polling place (with redistricting many polling places have been changed).

4) Transporting voters with disabilities to their polling place on election day; or

5) Any other non-partisan activity to ensure voters with disabilities has the same opportunity to participant in elections.

Grant Activities may commence immediately upon notice of grant award and must be completed by 10 PM, November 9, 2012 Election Day.



voting check off graphic

***MOTION: To re-open the voter education mini-grant RFP's application period thru October 5, 2012. Motion by: Rob Rock, Seconded: Arthur Plitt, passed unanimously***



calendar graphic

**2:55 Announcements, Agenda and Scheduling the Next Meeting, Casey Gartland, Vice Chair**

Items to be placed on the next meeting's agenda:

- Board of Canvasser Letters
- Mini-Grant RFP Application Review/ Voting

Next meeting will be on: October 9, 2012 @ 2 PM



alarm clock graphic

**3:00 Adjournment, Casey Gartland, Vice Chair**



voting check off graphic

***MOTION: To adjourn at: 3 PM, Motion by: Rob Rock, Seconded: Arthur Plitt, passed unanimously***