



ELECTIONS ACCESSIBILITY NEEDS ADVISORY COMMITTEE

CITY AND COUNTY OF HONOLULU
OFFICE OF THE MAYOR
HONOLULU, HAWAII 96813-3077

AGENDA

HONOLULU HALE, 530 S. KING ST, ROOM 205 & VIRTUALLY via WEBEX
FRIDAY, JUNE 14, 2024 AT 2:00 PM

COMMITTEE MEMBERS

Donald Sakamoto, Chair
Brandon Young, Vice Chair
Ho'opi'ookalani Balaz
Ann Lemke

PUBLIC PARTICIPATION AND TESTIMONY

Pursuant to HRS §92-3, this meeting will be conducted as an in-person meeting. Remote and in-person testimony will also be permitted on all items with the following procedures in effect for the meeting.

VIEWING THE MEETING

Members of the public will be allowed into the meeting room, and may view the meeting live, at the direct link:

<https://cchnl.webex.com/cchnl/j.php?MTID=m0546a920a8d52b3c4b99ce65ea187b66>

Viewers may also join the meeting using a meeting number and password by visiting www.webex.com and entering the meeting number 2485 320 6371 and clicking "Join." The password for the meeting is p28MZvxj7FD (72869895 from phones and video systems.)

ORAL & WRITTEN TESTIMONY

Oral testimony will be permitted on all items on the agenda, subject to the following restrictions:

1. Persons may submit oral testimony remotely through the Webex video conferencing platform, at the direct link :

<https://cchnl.webex.com/cchnl/j.php?MTID=m0546a920a8d52b3c4b99ce65ea187b66>

Persons may also submit oral testimony using a meeting number and password by visiting www.webex.com and entering the meeting number 2485 320 6371 and clicking "Join." The password for the meeting is p28MZvxj7FD (72869895 from phones and video systems.) Webex testifiers are strongly encouraged to log in before the start of the meeting to ensure their connection and audio visual settings are functioning.

The public may access the audio of the meeting at the following telephone numbers:

One tap mobile (for attendees only)

[+1-408-418-9388](tel:+1-408-418-9388), [+1-213-306-3065](tel:+1-213-306-3065), [24853206371#72869895#](tel:+1-408-418-9388) United States Toll
[+1-213-306-3065](tel:+1-213-306-3065), [24853206371#72869895#](tel:+1-213-306-3065) United States Toll (Los Angeles)

Numeric password: 72869895 (if prompted)

Telephone Numbers

- +1-408-418-9388 United States Toll
- +1-213-306-3065 United States Toll (Los Angeles)

Access Code: 2485 320 6371

Join from a video system or application

Dial [24853206371@cchnl.webex.com](https://cchnl.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

2. Each speaker may not have anyone else read their statement and is limited to a three-minute presentation.
3. All oral testimony, both remote and in-person, will be taken on each item and then will be closed.

Written testimony may be emailed to Kevan Wong, at kevan.wong@honolulu.gov or mailed to 530 South King Street, Room 306, Honolulu, HI 96813. To ensure distribution at the meeting, written testimony should be submitted electronically by 10:00 a.m. on the day of the meeting. Any testimony received after this time will be incorporated into the record as appropriate. If submitted, written

testimonies, including the testifier's address, email address, and phone number, will be available to the public at <https://www.honolulu.gov/mayor>.

MISCELLANEOUS

Minutes of the meetings will be completed pursuant to HRS Chapter 92 and posted to <https://www.honolulu.gov/mayor> upon completion and approval.

If you need an auxiliary aid/service, other accommodation due to a disability, or an interpreter for non-english speaking persons, please contact Kevan Wong at (808) 768 – 6608 or kevan.wong@honolulu.gov as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request.

Upon request, this notice is available in alternate formats such as large print, braille, or electronic copy.

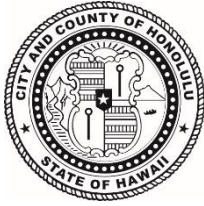
AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL AND DETERMINATION OF QUORUM**
- III. APPROVAL OF MINUTES OF APRIL 26, 2024 MEETING**
- IV. INFORMATIONAL DEMONSTRATION AND DISCUSSION BY THE STATEWIDE ELECTIONS ACCESSIBILITY NEEDS COMMITTEE ON THE USE OF AN ALTERNATIVE FORMAT BALLOT**

INFORMATION ABOUT ALTERNATIVE METHODS OF VOTING, INCLUDING THE ALTERNATE FORMAT BALLOT DEMONSTRATION CAN BE FOUND AT THE FOLLOWING LINK:

<https://elections.hawaii.gov/voting/voters-requiring-assistance/>

- V. PRESENTATION AND DISCUSSION ON PAMPHLET: *TIPS FOR ELECTION WORKERS AND VOLUNTEERS: HOW TO ASSIST VOTERS WITH DISABILITIES***
- VI. SCHEDULE NEXT MEETING**
- VII. ANNOUNCEMENTS**
- VIII. ADJOURNMENT**



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Committee Members
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Ann Lemke

Minutes

Honolulu Elections Accessibility Needs Advisory Committee Meeting
Honolulu Hale Room 205 & Virtually via WEBEX
Friday, April 26, 2024 at 2:30 P.M.

Video recording of this meeting can be found at:

<https://www.youtube.com/watch?v=e1akGqIA1tk>

Committee Members

Donald Sakamoto, Chair
Ho'opi'ookalani Balaz, absent
Ann Lemke
Brandon Young

I. CALL TO ORDER

The meeting was called to order at 2:30 p.m. by Chair, Donald Sakamoto who gave the following opening remarks:

Welcome Advisory Committee members and the public. Your participation enables the County and State to receive recommendations that can help improve the elections process for voters with accessibility needs.

As background - Hawaii became a vote-by-mail state after the passage of Act 136 during the 2019 legislative session with first implementation in the 2020 primary election. This will be the third election cycle in Hawaii using the voting by mail election scheme.

II. ROLL CALL

Ann Lemke
Brandon Young
Donald Sakamoto
Ho'opi'ookalani Balaz, absent

Chair Sakamoto recognized the following members and allowed each to make a brief self-introduction: Donald Sakamoto, Brandon Young and newly sworn in board member Ann Lemke.

With the formal attendance noted and a quorum present, the meeting continued.

III. APPROVAL OF MINUTES OF JUNE 30, 2022 MEETING

- Brandon Young moved, and Donald Sakamoto seconded the minutes of the 6/30/22 meeting be approved. The motion passed unanimously.

IV. SELECTION OF VICE CHAIR

- Committee member Brandon Young nominated himself as Vice Chair. There were no further nominations.
- By acclamation, Brandon Young was selected as Vice Chair.

V. PRESENTATION BY THE STATEWIDE ELECTIONS ACCESSIBILITY NEEDS ADVISORY COMMITTEE ON THE 2024 ELECTIONS

James Gashel, Vice Chair of the Statewide EANAC reported:

- The process to request and return an electronic ballot has been streamlined
- Voters must update their voter registration to request an electronic ballot
- Ballot Trax is a tool to track the status of a voter's ballot
- The Statewide Committee is working on getting charter questions and other ballot questions written in simple language

VI. UPDATE FROM THE HONOLULU ELECTIONS DIVISION ON THE 2024 ELECTIONS

- Rex Quidilla, Elections Administrator reported:
 - Voter Notification Cards would be arriving in voter's homes the following week
 - City Elections website has voter information in multiple languages and is accessible for blind users
 - Will be working with Library for the Blind and Print Disabled (LBPD) to create documents in accessible formats and utilize Radio Reading Program for voter information
 - Will be providing interpretation services for voters who don't speak English as a first language and for American Sign Language
 - On mailing dates for ballots in the Primary Election (July 24, 2024) and General Election (October 18, 2024)
 - Mail ballot return envelopes have a tactile hole to assist visually-impaired voters to locate the signature box on the envelope without assistance
 - Return mail ballot envelopes for the Primary (Red) and General (Orange) Elections will be in different colors
 - Ballot Trax can be used to track the status of a ballot
 - Online Ballot Replacement System will be available to request a replacement ballot
 - A system called TXT2Cure will be available for voters who need to correct a signature deficiency electronically, the system is accessible

- An Alternative Format Ballot (AFB) can be used by voters to vote electronically
- There is a new Place of Deposit at Hauula Civic Center, bringing the total island-wide to 16 sites
- Voter Service Centers will be open at Honolulu Hale and Kapolei for ten business days prior and up to election day
- Pop-up Voter Service Centers will be open on a limited basis for five days each at Kaneohe District Park and Wahiawa District Park
- Voters who choose to vote in person should do so early
- Chair Sakamoto suggested workers be trained on the etiquette of serving voters with an accessibility needs.
- Chair Sakamoto raised a question regarding how the Honolulu County Elections Office planning to work with the news media to inform the voters about the elections process, etc.

Please click this link for additional concerns and questions that were raised
<https://www.youtube.com/watch?v=e1akGqIA1tk>

VII. SCHEDULE NEXT MEETING

- Committee Member Lemke moved the next meeting be held on June 14, 2024 at 1:30 p.m. or 2:30 p.m., and Vice Chair Young seconded the motion. It was passed unanimously.

IX. ADJOURNMENT

- Committee Member Lemke moved to adjourn the meeting and was seconded by Vice Chair Young. The motion passed unanimously and the meeting adjourned at 3:50 pm.

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TIPS FOR ELECTION
WORKERS: How to Assist
Voters with Disabilities

**Prepared by the Statewide
Elections Accessibility
Needs Advisory
Committee in
Collaboration with the
Hawaii Office of Elections
and County Election
Offices**

Introduction: We know that most registered voters with disabilities, like other voters, will vote by mail or online from the convenience of their home or office. However, some voters with disabilities will choose to vote at a Voter Service Center. We also know that those working at Voter Service Centers will be trained in procedures and policies by the Office of Elections and County Election Offices. This flyer is to assist these individuals in helping voters with disabilities who come to vote at Voter Service Centers. It includes practical tips for successfully engaging with individuals with disabilities and practical tips on making Voter Service Centers fully accessible to voters with disabilities. It is not comprehensive, but does address steps that

can be taken in advance of voting and how to interact with people with varied disabilities when they come to vote, so the voting experience is safe, simple, efficient, and satisfying. Any worker, who encounters something they do not know how to address, can find a person and number to call on the back of this flyer.

Most Important Point: If you see an individual with a disability, DON'T ASSUME ANYTHING. Offer assistance, and if the person says "yes" to the offer, ask HOW you may help them.

Curbside/Drive-Thru Voting: Allow curbside or drive-thru voting.

Long Lines: When you see a person with a mobility or vision disability using a walker, wheelchair, scooter, or cane, offer to escort them to the front of the line, but do not insist.

Drop Off Location: Arrange for the drop off location to be curb-free or have a ramp.

Entrance to Voter Service Center: Pathway should be free of obstacles, at least

36 inches wide, step free, zero-degree threshold, and have someone available to open the door if the door cannot be automatically opened with a push button.

Signage and Orientation: Have easily readable signs for check-in, voting, questions, and restrooms as well as someone available to tell someone where check-in, voting, and restrooms are and to answer other questions. If asked, escort the person to the desired location.

Number and Label the Areas Associated with Voting in Person: By numbering and labeling the steps associated with voting in person an individual will know what order to follow.

Orientation to Ballot: If requested, have someone available to share a sample ballot and indicate marking options.

Demonstration of How to Use a Voting Machine with and without Accessible Features: Have someone available to show how to use voting machines.

Hard Copies of Ballots: If requested, give a voter a

hard copy of the ballot he/she completed. It could be a screenshot on the person's smart phone.

Disability-Specific Suggestions.

Hearing: If a person can't hear and has a smart phone, ask if it may be used to communicate or use a pad of paper and pen to communicate.

Vision: Have someone available to guide the person to a desired spot. Ask how to assist in guiding the person.

Mobility: Have available places to sit and to write. Spaces approaching and around voting machines should accommodate wheelchairs and scooters, provide privacy, and allow a seated person to reach machine controls.

Understanding: Allow a person who wants it, to have a person of his/her choice assist them in using a voting machine.

Handouts and Wall

Posters: Have handouts that explain in plain English the meaning of ballot amendments; have a handout that numbers the steps connected to

voting in person. Post a large version of this sequence on a wall. Have pictures, names, and party of candidates in handouts and posted on walls.

Support Animals and Guide Dogs: Let them accompany their owner throughout the voting experience. Do not interact with them. They are working animals not pets.

Ensuring Independence and Privacy: The keys to a successful voting experience are independence and privacy. How these will occur will be determined by the individual voter.

Avoid Physical Barriers: Provide clear pathways that are at least 36 inches wide, and places to turn around easily in a wheelchair or scooter.

Have spaces for check-in that are standard table height and could allow a person to sit.

Have sturdy tables with chairs where a person may read or write.

Have chairs with arms that do not tip over easily.

Have available clipboards and pens.

Have good lighting.

Have non-slip, even flooring.

Have all print material in audio form and Braille.

Have floating volunteers who can secure paper when someone needs to write, give directions, or answer questions.

Who to Contact if You Have a Question:

AS A WORKER AT A VOTER SERVICE CENTER, YOU WILL BE SUCCESSFUL WHEN ASSISTING VOTERS WITH DISABILITIES IF YOU USE YOUR COMMON SENSE AND BE OPEN TO SUGGESTIONS FROM THESE VOTERS.