



Kitsap County Auditor's Office

Kitsap County Auditor – Elections Division 2019 Voter Access Plan

Plan Overview

Every voter deserves the opportunity to vote independently and in private. The Kitsap County Auditor's Office – Elections Division is committed to making that opportunity available to everyone, including voters with disabilities.

This commitment includes providing and supporting effective technology and offering locations to make independent voting easy.

To help accomplish this, the Elections Division hosts an annual meeting with members of the Kitsap County Voter Access Advisory Committee to review and revise the county's voter access plan and interacts regularly with members of the committee to provide updates and receive input on committee objectives. While this committee and this plan are designed to meet the requirements of Washington State law found in RCW 29A.04.223, improving voter access for all voters helps fulfill the Auditor's Office mission of "Serving the people of Kitsap County by providing essential services in a manner that ensures quality, accountability and accessibility."

Accessible Voting Program 2018 Accomplishments

2018 was a year of process change for Elections, which may have benefitted voters with disabilities.

- Five new 24-hour ballot drop locations were added, increasing the countywide total to 22 and making it easier for voters in more locations to drop off ballots in a secure environment and without postage.
- All ballot drop boxes have been fitted with Braille messaging.
- We successfully moved our Northside Vote Center from the Poulsbo fire station to the Olympic College Poulsbo campus.
- The mobile voting schedule was updated to better address ongoing demand and recommendations made by the Accessible Voting Committee.



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2019 Priorities

- Improve outreach so voters with disabilities can more easily access options, particularly online ballot access and mobile vote centers, that will best support them in voting.
- Monitor the performance of our mobile vote centers before the Primary and General Election and all election day vote centers.
- The Elections Division is working to more effectively use social media tools to increase access for voters.
- With the state implementing a new voter registration and election processing system, monitor the performance of that system as it relates to accessible voting.

Plan Description

Voter Access Advisory Committee

This committee includes a cross-section of Kitsap County residents, advocates from and for residents with disabilities, Kitsap County staff and the Kitsap County Auditor.

This committee's core functions are:

- Meet annually to review and revise the Voter Access Plan.
- Provide input on accessible voting programs and proposals.
- Distribute outreach and education materials to the community.

Voter Access Plan

This plan describes the county's accessible voting program and is updated each year by the Auditor's Office and reviewed by the committee. The plan is designed to increase participation for voters with disabilities and includes recommendations for:

- Online ballot delivery access
- Changes to the location of vote centers
- Ballot drop box locations in compliance with state law
- Outreach to voters with disabilities
- Accessible Voting Units and other equipment in compliance with state law
- Continued implementation of the Help America Vote Act (HAVA)

Online Ballot Access

Accessing a ballot online allows for more flexibility for voters who use (audio) screen readers and magnifiers. Ballots can be marked online, then printed for the voter's signature and mailing or returning via ballot drop box.

In 2018, the Office of the Secretary of State of Washington amended WAC 434-250-120 to eliminate the option of electronic ballot return for non-military/overseas voters. This was done as a security measure to reduce the opportunity for interference through "electronic means" which has been identified as a vulnerability.



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24-Hour Ballot Drop Boxes

Kitsap County's 24-hour ballot drop boxes offer a secure and accessible way for voters to deposit ballots without postage. Every drop box in use during an election is opened at least 18 days before Election Day.

All drop boxes installed include Braille signage.

In 2018, five new ballot drop boxes were installed in Indianola, Keyport, Seabeck, Olympic College-Poulsbo and Naval Base Kitsap.

To better serve voters, Kitsap County Elections will evaluate drop box usage and voter feedback to ensure ballot drop boxes are placed in a manner that is convenient and accessible. We anticipate the possible location of a new drop box on the S'Klallam Indian Reservation at the tribe's request.

Accessible Voting Units (AVU)

Accessible Voting Units are portable voting booths that provide audio, touch screens and selection wheels to assist voters. Each AVU creates a paper ballot. Anyone can use an AVU, but they are specifically designed to assist voters with disabilities. All AVUs are tested for accuracy at federal, state and county levels and Elections Division staff members are trained in their set-up and use. AVUs are in each of our vote centers and are in place at each mobile voting site.

Use of AVUs has decreased dramatically in the last few years. In the 2012 General Election 893 voters used an AVU to cast a ballot. In the 2016 General Election just three voters used an AVU. In 2018 there were 18 who used it in the Primary and 13 in the General Election.

Voter Outreach and Education

Much of the new emphasis will be made on getting information out earlier and using social media.

- The Local Voters' Pamphlet will be mailed out at least a week before ballots are mailed to publicize earlier mobile vote centers dates and new ballot drop boxes.
- The Elections Division will use social media (Facebook and Twitter) more to publicize vote centers and ballot drop boxes, with targeted emphasis on online ballot access.
- The Elections Division will work with local care facilities and other organizations to distribute information designed to assist voters with disabilities.



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Plan Objectives

The Elections Division is committed to working with the Voter Access Advisory Committee to develop programs to serve the community and meet or exceed federal and state accessible voting requirements.

The federal Help America Vote Act (HAVA) of 2002 requires all jurisdictions to ensure voting devices are available and accessible to blind or visually impaired voters – and that voters with disabilities are provided options for voting independently ([HAVA Section 301\(a\)\(3\)](#) and [RCW 29A.04.223](#)). As a vote by mail jurisdiction, the minimum requirements under federal and state laws requires the Elections Division to provide at least one AVU at the county administrative office beginning 18 days before an election.

The Committee and Elections Division staff have recommended and implemented services beyond the minimal requirements including:

- Transporting AVUs to locations throughout the county beginning 18 days prior to each Primary and General Election
- Establishing a Vote Center in Poulsbo for Election Day, with additional AVUs to serve the north end of the county
- Promoting Online Ballot Access for voters with disabilities
- Installing accessible ballot drop boxes with Braille signage in locations throughout the county

In addition to complying with federal and state accessible voting requirements, the Elections Division is committed to the following overall Plan objectives by:

- Increasing accessibility and election participation among voters with disabilities.
- Engaging the disability community in voting education and outreach.
- Providing comprehensive accessibility training to staff and election workers.
- Offering AVUs or precinct-specific printed ballots at our vote centers.
- Ensuring AVUs are available no later than 18 days prior to each Primary and General Election.
- Utilizing consistent statistical reporting methods for yearly comparisons.

Facts Relevant to the Plan

- State law requires that all voting machines and systems be federally qualified and state certified.
- State law prohibits Washington jurisdictions from purchasing or making changes to voting systems without state certification.
- State laws require electronic voting equipment to be equipped with a machine-readable Voter Verified Paper Audit Trail (VVPAT).
- Kitsap County has the ability to provide accessible voting to areas throughout the county.



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Measurements of Success

The Elections Division will conduct required testing of software and hardware to ensure performance is acceptable. Specific success indicators include:

- Installation of new ballot drop boxes
- Successful acceptance testing of software and hardware
- Election worker training and voter education
- Implementation of Voter Access Committee recommendations
- Measurable data indicating high usage of Online Ballot Access

Plan Risks

- Lack of public/political confidence in voting systems
- Lack of user acceptance and utilization of online system features and functionality
- Voter dissatisfaction and confusion about Online Ballot Delivery

Plan Schedule

Spring:

- Convene the Voter Access Advisory Committee on May 20.
- Coordinate accessible voting locations, logistics and voter outreach
- Develop accessible voting schedule for the August and November elections
- Establish and publicize locations of new ballot drop boxes

Summer:

- Distribute voter education and outreach materials for the August Primary
- Contact each residential Mobile Voting location to update voter registration records
- Inform local political parties and observers of mobile voting training and locations
- Hire, schedule and train bipartisan board workers to perform all Voting Center functions for each of the designated locations
- Publish required legal notices with information on Accessible Voting, the Online Voter Guide, and/or the Local Voters' Pamphlet
- Conduct accessible voting at the designated locations
- Promote accessible voting using social media and news releases

Fall:

- Distribute voter education and outreach materials for the November General Election
- Conduct accessible voting at the designated locations
- Promote accessible voting using social media and news releases



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Communications

The Elections Division will communicate with all committee members on continued outreach efforts and will seek input on strategies.

Roles and Responsibilities

Name	Function	Roles and Responsibilities
Paul Andrews Daryl Daugs	Executive Sponsors	<ul style="list-style-type: none"> • Policy oversight and direction
David Frisk	Plan Manager	<ul style="list-style-type: none"> • Maintain implementation schedule with regard to election deadlines • Monitor security and adherence to state and federal laws • Facilitate communication • Planning and testing
Steve Gardner	Plan Coordinator	<ul style="list-style-type: none"> • Media and community relations • Develop and assist with voter education, training and outreach efforts • Project documentation • Coordination with Advisory Committee and Elections Staff
Advisory Committee	Guidance and expertise	<ul style="list-style-type: none"> • Advise solutions to reduce barriers to voting • Assist with communication and training • Provide outreach contacts

Advisory Committee Members

The Plan Coordinator will recruit members from the community to serve on the advisory committee as needed. Members should have experience and/or interest in disability access and accessible voting issues. Individuals who join the committee are asked to perform the following duties:

- Review the Plan
- Participate in the annual Committee meeting in person, by phone or email
- Correspond with the Committee as needed via email or phone
- Distribute accessible voting information and materials
- Provide input on Kitsap County accessible voting programs and proposals

Committee members serve on a voluntary basis. We are not funded to compensate members for driving mileage or per diem. Committee members are asked to serve for a minimum of one year and should contact the Plan Coordinator if they intend to leave the Committee.



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Advisory Committee Meetings

Committee meetings are convened annually to review the Plan. Email and telephone conference calls are conducted as needed.

Information Resources

Meeting minutes, agendas, statistics, survey results and related information are stored in the Auditor's Document Center. Elections data will be presented to the Committee at the annual meeting and upon request. Additionally, the Plan Coordinator will produce and maintain the [Accessible Voting](#) website and a brochure for distribution.

Issues and Action Item Management

Elections staff will discuss and document issues and action items that arise at Committee meetings. The Plan Coordinator will work with the Plan Manager to prioritize action items for follow up and resolution. Elections staff will report back to the Committee on the status of action items at subsequent meetings, conference calls and emails.

Voter Education and Outreach

The Elections Division will work with the Committee to develop materials promoting Online Ballot Access, 24-Hour Ballot Drop Boxes, mobile voting and AVUs as accessible and secure voting options for voters with disabilities. The Elections Division will conduct the following education and outreach activities:

- Update Accessible Voting website with current accessible voting program information
- Update accessible voting materials for 2018
 - These materials are distributed three weeks prior to the election so they are available early enough to inform voters of accessibility options.
- Promote the Accessible Voting Program using social media
- Provide Online Ballot Access demonstrations upon request
- Collect statistics on accessible voting and Online Ballot Access usage
 - Statistics are reported back to the Committee following the General Election or at the annual Advisory Committee meeting.
 - Continue to use revised statistics which include number of e-mail ballots returned. To ensure consistency, statistics will be collected for a specific period of time beginning with the posting of Online Ballot Access on the website, through certification of the election.



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Internet Information

Information will be posted on the Kitsap County Auditor's website with locations, dates and times that accessible voting is available.

The use of Online Ballot Access will be promoted as an effective accessible voting alternative. Online Ballot Access provides the following accessibility features:

- Compatible with screen reader software for text to speech and Braille output devices
- On-screen tool tips are compatible with audio screen readers
- Compatible with screen magnifier software
- Customized video player allows for navigation without the use of a mouse or the necessity to see the cursor on the screen
- Closed captioning on all candidate and ballot measure videos
- Audio available for all measure and candidate information
- Uses secure website technology

AVU Equipment Demonstrations

The Elections Division will provide information and demonstrations on the use of AVUs upon request and will:

- Educate facility staff and potential voters at mobile voting sites about the secure electronic voting process.
- Provide electronic voting demonstrations upon request to help voters feel more confident using the equipment when actual voting takes place.
- Provide information about accessible voting in the printed Local Voters' Pamphlet and in the Online Ballot Access.
 - Online Ballot Access allows candidates and committees to submit a statement in video format with closed captioning. Measures are available in audio format.

Statistics and Comments

The Elections Division will conduct the following activities to demonstrate overall satisfaction with accessible voting options:

- Collect data on the use of AVUs and Online Ballot Access
- Convene the Advisory Committee to solicit feedback and suggestions on the accessible voting plan



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Quality Management

Quality management addresses product and equipment functionality. Product acceptance on all equipment and activities will be maintained through the following procedures:

- Testing, analysis and process improvement
- Evaluation, follow-up and review of all training to ensure appropriate levels of knowledge and understanding of how to operate the equipment is developed among the required staff

Quality Control Process

Quality will be controlled using the following procedures and processes:

- Logic and accuracy testing of the equipment and system upgrades with detailed check-off lists, review by team members, final acceptance by the county Auditor
- Follow-up and evaluation of training for Election Staff and Election Workers
- Proofreading of all Online Ballot Access and AVU information to ensure consistency with printed materials

Technical Operations and Maintenance

Technical operations and maintenance of the accessible voting equipment will be completed in accordance with state law and vendor software/hardware specifications.

Training

Training is mandatory for all Election Staff and Elections Board Workers prior to each Primary Election. Training is also available for official Political Party Observers.

Training Content

- Respectful communication and sensitivity toward voters with disabilities and special needs
- Technical knowledge in the operation, security and set-up of AVUs
- Knowledge of state and federal requirements
- Voter registration and training demonstrations for the use of AVU equipment

Election Worker Recruitment

Election workers have been recruited beginning in April. They must complete training before working in an election. Each Vote Center will be comprised of the following minimum staff:

- Two workers per location who have subscribed to the oath of duties
- Workers will be Elections Division staff and/or represent one of the two major political parties whenever possible



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Schedule

The following training dates for staff, election workers and Political Party Observers are scheduled prior to the Primary and General Elections:

- Election Worker AVU operation: before August, 2019
- Official Political Party Observers: before August, 2019
- Voter registration and AVU demonstrations at each mobile voting location as determined by each participating location



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Appendix A

2018 General Election Accessible Voting Locations and Statistics

Mobile Voting Statistics – Nov 2018				
Location	Address	Ballots Deposited	AVU	Ballots Issued
10/22/18				
Bremerton Salvation Army	832 6 th St., Bremerton	7	0	7
10/23/18				
Clearbrook Inn	12295 NW Schold Place, Silverdale	50	0	1
Crista Shores	1600 NW Crista Shores Ln, Silverdale	8	0	1
10/24/18				
Washington Veteran's Home	1141 Beach Dr E, Port Orchard	5	0	3
Bay Pointe	966 Oyster Bay Ct, Bremerton	2	0	1
10/25/18				
Village Green	26150 Dulay Rd NE, Kingston	11	0	1
Canterbury Manor	703 Callahan Drive, Bremerton	17	0	0
10/26/18				
Willows Retirement Living	3201 Pine Road, Bremerton	19	0	2
Stafford Suites	1761 Pottery Ave, Port Orchard	17	0	2
10/29/18				
Kitsap Regional Library	1270 Madison Ave N, Bainbridge Is	6	0	2
Madison Ave Retirement Center	285 Madison Ave S, Bainbridge Is	6	0	1
10/30/18				
Liberty Shores	19360 Viking Ave NW, Poulsbo	4	0	2
Kitsap Regional Library Poulsbo	700 NE Lincoln Rd, Poulsbo	5	0	1
10/31/18				
Kitsap Regional Library Bremerton	1301 Sylvan Way, Bremerton	4	0	10
11/1/18				
Olympic College Bremerton	1600 Chester Ave, Bremerton	9	0	11
Total		170	0	45



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2018 Primary Accessible Voting Locations and Statistics

Mobile Voting Statistics – August 2018				
Location	Address	Ballots Deposited	AVU	Ballots Issued
7/23/18				
Bremerton Salvation Army	832 6 th St., Bremerton	4	0	4
7/24/18				
Clearbrook Inn	12295 NW Schold Place, Silverdale	3	0	1
Crista Shores	1600 NW Crista Shores Ln, Silverdale	5	0	0
7/25/18				
Bay Pointe	966 Oyster Bay Ct, Bremerton	4	0	0
Washington Veteran's Home	1141 Beach Dr E, Port Orchard	2	0	1
7/26/18				
Village Green	26150 Dulay Rd NE, Kingston	1	0	1
Canterbury Manor	703 Callahan Drive, Bremerton	27	0	0
7/27/18				
Willows Retirement Living	3201 Pine Road, Bremerton	4	0	2
Stafford Suites	1761 Pottery Ave, Port Orchard	7	0	0
7/28/18				
Kitsap Regional Library	1270 Madison Ave N, Bainbridge Is	8	0	1
7/30/18				
Madison Ave Retirement Center	285 Madison Ave S, Bainbridge Is	1	0	0
Liberty Shores	19360 Viking Ave NW, Poulsbo	4	0	1
7/31/18				
Kitsap Regional Library Poulsbo	700 NE Lincoln Rd, Poulsbo	5	0	1
8/1/18				
Kitsap Regional Library Bremerton	1301 Sylvan Way, Bremerton	1	0	1
8/2/18				
Olympic College Bremerton	1600 Chester Ave, Bremerton	1	0	1
Total		77	0	14



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Appendix B (update to reflect current locations) 24-Hour Ballot Drop Locations (as of May 3, 2019)

<p><u>Bainbridge Island</u> Bainbridge Island School District 8489 Madison Avenue NE Bainbridge Island, WA 98110</p>	<p><u>Keyport - Central Park</u> 15378 Washington Avenue NE Keyport, WA 98345</p>	<p><u>Poulsbo Fire Station</u> 911 NE Liberty Road Poulsbo, WA 98370</p>
<p><u>Bangor - Naval Base Kitsap</u> 2500 Ohio Street NSB - Silverdale, WA 98315</p>	<p><u>Kingston - North Kitsap Fire & Rescue</u> 26642 Miller Bay Road NE Kingston, WA 98346</p>	<p><u>Poulsbo - Olympic College</u> 1000 Olympic College Way NW Poulsbo, WA 98370</p>
<p><u>Bremerton - Downtown</u> Norm Dicks Government Center 345 6th Street Bremerton, WA 98337</p>	<p><u>Kingston - Village Green Park</u> 10810 NE West Kingston Road Kingston, WA 98346</p>	<p><u>Seabeck - Green Mountain Elementary School</u> 3860 Boundary Trail NW Bremerton, WA 98312</p>
<p><u>Bremerton - East</u> Kitsap Regional Library Sylvan Way 1301 Sylvan Way Bremerton, WA 98310</p>	<p><u>Manchester Stormwater Park</u> 2399 Colchester Drive East Port Orchard, WA 98366</p>	<p><u>Silverdale - CK School District</u> (Jenne-Wright Building) 9210 Silverdale Way NW Silverdale, WA 98383</p>
<p><u>Burley Store</u> 14972 Bethel-Burley Road SE Port Orchard, WA 98367</p>	<p><u>Navy Yard City</u> West Side Improvement Club 4109 West E Street Bremerton, WA 98312</p>	<p><u>Southworth WSF Terminal</u> 11677 SE Southworth Ferry Drive Port Orchard, WA 98366 (Near ferry terminal entrance.)</p>
<p><u>Hansville - Norwegian Point Park</u> 38950 Hansville Road NE Hansville, WA 98340</p>	<p><u>Port Orchard</u> Kitsap County Auditor's Office 619 Division Street Port Orchard, WA 98366</p>	<p><u>Suquamish Tribal Council Building</u> 18490 Suquamish Way NE Suquamish, WA 98392</p>
<p><u>Indianola Tennis Courts</u> 20761 Greenwood Street NE Indianola, WA 98342</p>	<p><u>Port Orchard (East) - SKFR Station 8</u> 1974 Fircrest Drive SE Port Orchard, WA 98366</p>	<p><u>Tracyton - Bremerton Elks, Lodge 1181</u> 4131 Pine Road NE Bremerton, WA 98310</p>
	<p><u>Port Orchard (Glenwood) - SKFR Station 17</u> 7990 McCormick Woods Drive SW Port Orchard, WA 98367</p>	