Kitsap County Auditor's Office

Kitsap County Auditor – Elections Division
2020 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 sure that is the case for 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 2019 Accomplishments

Every county in Washington spent ample focus in 2019 in implementing a new voter registration and election management system, VoteWA. It was also the first year implementing same-day registration. Those changes were designed to benefit all voters. Kitsap County did, however, make a few changes that will benefit voters with disabilities specifically.

- We successfully entered into a contract to open a Vote Center in Bremerton.
- The Elections Division purchased new Accessible Voting Units to improve the experience for voters using them.
- The mobile voting schedule was updated to better address ongoing demand and recommendations made by the Accessible Voting Committee.
- We placed a higher emphasis on getting important messages out via social media.

2020 Priorities

- Step up efforts in voter outreach to increase awareness of available options for voters with disabilities, particularly online ballot access and mobile vote centers.
- Monitor the performance of our mobile vote centers before the Primary and General Election and all election day vote centers.
- For the Primary and General Election the Vote Centers will be open part of the day on the Saturday before Election Day and all day the Monday before Election Day.
- Implement a new Accessible Voting Unit with adaptable touch screen technology that allows voters with vision disabilities to adjust the display for best viewing.

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.

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.

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 still 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 2018 there were 18 who used it in the Primary and 13 in the General Election. In 2019 none used it during the Primary and 2 who used it in the General Election. We will inform voters that a new AVU is in place and will monitor how much that influences voters to take advantage.

Voter Outreach and Education

We will continue to adjust the timing of our outreach and use of 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 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.

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 and Bremerton for Election Day, with additional AVUs to serve the central and northern areas 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.

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

Winter

- Convene the Voter Access Advisory Committee.
- Coordinate accessible voting locations, logistics and voter outreach
- Develop accessible voting schedule for the August and November elections
- Hire, schedule and train bipartisan board workers to perform all Voting Center functions for each of the designated locations

Summer:

- Conduct accessible voting at the designated locations
- Promote accessible voting using social media and news releases
- 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
- Publish required legal notices with information on Accessible Voting, the Online Voter Guide, and/or the Local Voters' Pamphlet

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

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	• Policy oversight and direction
David Frisk	Plan Manager	• 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	• 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	• 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 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.

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 update an Accessible Voting brochure for distribution.

Issues and Action Item Management

Elections staff will discuss and document issues 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 2020
  - 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 updated 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.

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 online.
    - 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 measure 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

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 January. They must complete training before working in an election. Each Vote Center will be comprised of the following minimum staff:

- Two workers 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

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 March, 2020
- Official Political Party Observers: before August, 2020
- Voter registration and AVU demonstrations at each mobile voting location as determined by each participating location

Kitsap County Auditor's Office

Appendix A

<u>2019</u> General Election Accessible Voting Locations and Statistics

Mobile Voting Statistics – Nov 2019				
Location	**Address**	**Ballots Deposited**	**AVU**	**Ballots Issued**
10/21/19				
Liberty Shores	19360 Viking Ave NW, Poulsbo	2	0	0
Washington Veteran's Home	1141 Beach Dr E, Port Orchard	0	0	0
10/22/19				
Clearbrook Inn	12295 NW Schold Place, Silverdale	5	0	0
Bay Pointe	966 Oyster Bay Ct, Bremerton	5	0	0
10/23/19				
Kitsap Regional Library BI	1270 Madison Ave N, Bainbridge Is	1	0	0
Stafford Suites	1761 Pottery Ave, Port Orchard	11	0	0
10/24/19				
Bremerton Salvation Army	832 6th St., Bremerton	5	0	0
Canterbury Manor	703 Callahan Drive, Bremerton	15	0	0
10/25/19				
Kitsap Regional Library Sylvan Way	1301 Sylvan Way, Bremerton	0	0	0
Willows Retirement Living	3201 Pine Road, Bremerton	6	0	0
10/28/19				
Crista Shores	1600 NW Crista Shores Ln, Silverdale	30	0	2
Madison Ave Retirement Center	285 Madison Ave S, Bainbridge Is	6	0	1
10/29/19				
Kitsap Regional Library Little Boston	31980 Little Boston Road NE, Kingston	6	0	0
10/30/19				
Village Green Community Center	26150 Dulay Rd NE, Kingston	4	0	0
10/31/19				
Olympic College Bremerton	1600 Chester Ave, Bremerton	3	0	0
11/1/19				
Kitsap Regional Library Poulsbo	700 NE Lincoln Rd, Poulsbo	7	0	0
Total				

2019 Primary Accessible Voting Locations and Statistics

Mobile Voting Statistics – August 2019				
Location	**Address**	**Ballots Deposited**	**AVU**	**Ballots Issued**
7/22/19				
Liberty Shores	19360 Viking Ave NW, Poulsbo	0	0	0
Washington Veteran's Home	1141 Beach Dr E, Port Orchard	4	0	0
7/23/19				
Clearbrook Inn	12295 NW Schold Place, Silverdale	0	0	0
Bay Pointe	966 Oyster Bay Ct, Bremerton	3	0	0
7/24/19				
Kitsap Regional Library	1270 Madison Ave N, Bainbridge Is	2	0	0
Stafford Suites	1761 Pottery Ave, Port Orchard	3	0	0
7/25/19				
Bremerton Salvation Army	832 6th St., Bremerton	0	0	0
Canterbury Manor	703 Callahan Drive, Bremerton	0	0	0
726/19				
Kitsap Regional Library Bremerton	1301 Sylvan Way, Bremerton	0	0	0
Willows Retirement Living	3201 Pine Road, Bremerton	0	0	0
7/29/19				
Madison Ave Retirement Center	285 Madison Ave S, Bainbridge Is	1	0	0
7/30/19				
KRL Little Boston Branch	31980 Little Boston Rd NW, Kingston	1	0	0
7/31/19				
Village Green	26150 Dulay Rd NE, Kingston	1	0	0
8/1/19				
Olympic College Bremerton	1600 Chester Ave, Bremerton	0	0	0
8/2/19				
Kitsap Regional Library Poulsbo	700 NE Lincoln Rd, Poulsbo	2	0	0
Total		**17**	**0**	**0**

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Appendix B

24-Hour Ballot Drop Locations (as of Jan 1, 2020)

Bainbridge Island School District
8489 Madison Avenue NE
Bainbridge Island, WA 98110

Bangor - Naval Base Kitsap
2500 Ohio Street
NSB Silverdale, WA 98315

Bremerton - Downtown
Norm Dicks Government Center
345 6th Street
Bremerton, WA 98337

Bremerton - East
Kitsap Regional Library, Sylvan Way
1301 Sylvan Way
Bremerton, WA 98310

Burley Store
14972 Bethel-Burley Road SE
Port Orchard, WA 98367

Hansville - Norwegian Point Park
38950 Hansville Road NE
Hansville, WA 98340

Indianola Tennis Courts
20761 Greenwood Street NE
Indianola, WA 98342

Keyport - Central Park
15378 Washington Avenue NE
Keyport, WA 98345

Kingston - North Kitsap Fire & Rescue
26642 Miller Bay Road NE
Kingston, WA 98346

Kingston - Village Green Park
10810 NE West Kingston Road
Kingston, WA 98346

Manchester Stormwater Park
2399 Colchester Drive E
Port Orchard, WA 98366

Navy Yard City
West Side Improvement Club
4109 West E Street
Bremerton, WA 98312

Port Orchard
Kitsap County Auditor's Office
619 Division Street
Port Orchard, WA 98366

Port Orchard (East) - SKFR Station 8
1974 Fircrest Drive SE
Port Orchard, WA 98366

Port Orchard (Glenwood) - SKFR Station 17
7990 McCormick Woods Drive SW
Port Orchard, WA 98367

Poulsbo Fire Station
911 NE Liberty Road
Poulsbo, WA 98370

Poulsbo - Olympic College
1000 Olympic College Way NW
Poulsbo, WA 98370

Seabeck - Green Mountain Elementary School
3860 Boundary Trail NW
Bremerton, WA 98312

Silverdale - CK School District
(Jenne-Wright Building)
9210 Silverdale Way NW
Silverdale, WA 98383

Southworth WSF Terminal
11677 SE Southworth Ferry Drive
Port Orchard, WA 98366
(Near ferry terminal entrance.)

Suquamish Tribal Council Bldg.
18490 Suquamish Way NE
Suquamish, WA 98392

Tracyton - Bremerton Elks, Lodge 1181
4131 Pine Road NE
Bremerton, WA 98310