

Disability Advisory Committee Minutes

2/2/2016

MEMORANDUM FOR THE RECORD

The Disability Advisory Committee met at 10:00 am on February 2, 2016 at the Lewis County Historic Courthouse. The Meeting Agenda is attached.

Attendees were:

Larry Grove, Lewis County Auditor
Tom Stanton, Chief Deputy Auditor
Mariann Zumbuhl, Elections Supervisor
Jack Harris, Disabled Community Member
Diana Haug, Toledo Senior Center Site Manager
Lynn McCord, Board Member of Work Opportunities
Doug Carey, Lewis County Facilities Manager

Absent:

Heather Boyer, Election Specialist (answering phones & manning the Elections counter)

Welcome/Introductions:

The Auditor welcomed everyone and introduced any new members.

Secretary of State Election Review

The Secretary of State Election review of the August 2015 primary was discussed. The Lewis County Elections Department received a very favorable review with only a few minor suggestions and changes. Larry commented that the reviewer went with them to the ballot drop boxes including the new Morton drop box when they emptied the box of ballots. The reviewer had positive comments for the new accessible voting route signs at the Courthouse and new signs at the ballot drop box locations. The changes were made that were suggested by the reviewer including two additional signs on the external doors to the Courthouse stating the Auditor's Office is a voting center, verification notices were updated and the 8-day registration letter was changed.

Recent Improvements

The county has been struggling to get the main elevator up and running for several months working with an outside contractor who specializes in elevators. According to Doug, the elevator's software needs to be updated and it hopefully will be completed in approximately six weeks. The temporary accessible voting route signs seem to be working. The signs inside the elevator have helped customers to access the floors they need. Jack commented that he had no trouble finding the accessible route when he came in for the meeting today.

New Improvements:

Larry talked about the new signs located around the Historic Courthouse that were installed. These can be removed and stored when there is not an election. Removable signs were also installed at the Twin City Senior Center and the Morton Senior Center where the new ballot drop box was installed. The new drive up ballot drop box was installed in 2015 at the Morton Senior Center located at 103 Westlake Ave, Morton. Also discussed were the removable signs the County Public Works Sign Shop made and installed there, the cameras that were installed over the drop box, the cost of the drop box and installation, and all the time and work the facilities department did to get everything just perfect. Larry talked about the inserts we put in the ballots notifying voters of the new drop box in Morton. Jack suggested a brighter color paper rather than the brown used in November to get the voters' attention. The yellow paper used for this February was a good choice.

Replacement Ballots

Diana brought up that some seniors come to the Toledo Senior Center that have lost, misplaced or did not receive a ballot. The MyVote website was discussed as an access point for replacement ballots, ballot return information or updating or changing your address. Diana thought that would be a great tool for when any elderly persons come into the Senior Center and may have lost their ballot. Someone at the center can then help these voters log on to the website and print a replacement ballot.

New Ballot Drop-box locations:

Larry discussed plans for a new ballot drop box on the corner of Chehalis Avenue and Center Street in the old Star Tavern parking lot. A drive up ballot drop box is projected to be installed at that location owned by Lewis County by the end of April. The drop box would then be ready for the May 24, 2016 Presidential Primary. This drop box can be accessed from Center Street and after the ballot is deposited in the drop box, the voter can exit onto Chehalis Avenue. Similar removable signage that was placed at Morton Senior and Chehalis Senior Centers, shall be placed at this new location as well. Lynn agreed that signs directing voters to the new box is a great idea.

The cost of the drop box for the Morton drop box was approximately \$7,000 and the cost will drop due to the location chosen for the Center Street drop box. The drop box will be similar in size to the Morton drop box and will accommodate 1,000 to 2,000 ballots. The drop box would be emptied every other day and locked up at 8 pm on election night. One person would lock it at 8 pm and two people from the office would make the rounds to all drop boxes to empty the ballots.

Planned Improvements:

Plans were discussed to add an additional drive-up ballot drop box and possible locations in the future. The legislature is considering a bill this session that would establish the number of ballot drop boxes in a county based on population.

Lewis County DAC Plan

An updated plan was reviewed and approved by the committee.

The meeting was then adjourned.

2/2/2016 Disability Advisory Committee Agenda

- Welcome/Introductions
- Secretary of State review summary
- Previous Improvements:
 - New signage around Historic Courthouse to direct people to the Accessible Voting Route.
 - Improved signage at Twin Cities Senior Center.
 - Accessible, drive-up ballot drop box installed at Morton Senior Center with signage.
 - New metal signs replaced sandwich board signs at all ballot drop box locations. Signs have a consistent message and are able to be removed during non-election periods.
- Recent Improvements:
 - Temporary accessible voting route due to main elevator outage.
 - Signage to explain accessible voting route after entering elevator.
- Planned Improvements:
 - Accessible, drive-up and walk-up ballot drop box to be installed near the courthouse in the old Star building parking lot (corner of Chehalis Ave & Center St).
- Updating Annual Plan
- Good Of The Order