MULTNOMAH COUNTY

VOTER ASSISTANCE TEAM (VAT)

REPORT

ON THE

NOVEMBER 7, 2006

GENERAL ELECTION

VOTING ASSISTANCE PHASE
October 11, 2006 through November 7, 2006

Report submitted by:
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February 28, 2007
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OPENING STATEMENT

The November 7, 2006 General Election cost a total of $790,840.78. With 262,628 citizens voting, the cost per voter was $2.08.

The Voter Assistance Team served 548 voters with disabilities or special needs in the November 7, 2006 General Election between October 11, 2006 and November 7, 2006. The average cost was $69.87 per voter assisted.

- 108 voters in 22 care facilities
- 50 off-site voters not in care facilities
- 46 on-site voters (including 4 ABMS voters)
- 17 HTML Ballots (14 in-county, 3 out-of-county) – 16 were verified as voted
- 2 Hospital patients (1 HTML and 1 standard ballot)
- 325 voters were assisted by phone (including 140 calls for “no-signature” on ballot envelope)
A total staff of 32 VAT members, including three volunteers, provided off-site assistance to 108 voters at 22 care facilities with a fairly even distribution throughout Multnomah County. Additional off-site assistance was provided to 50 voters plus two hospital patients. VAT members drove 1,155 miles or an average of 7.2 miles per off-site voter assisted.
Total cost of the VAT voting assistance phase in this election was $38,292.20

Distribution of VAT Expenses

- **VAT Wages**: 76%, $28,803.00
- **Vehicles**: 5%, $2,043.79
- **Supplies and Postage**: 3%, $1,273.16
- **Professional Services**: 10%, $3,736.51
- **Cell Phones**: 0.36%, $138.24
- **Equipment**: 2%, $947.50
- **Publicity**: 4%, $1,350.00
I. PERSONNEL

Thirty-two VAT members (including three volunteers) worked a total of 2275 hours during this election. Each team member received an average of 15 hours training. Additionally, most team members were trained to work in election areas other than VAT services.

A. Lead Coordinator — Rebecca Halverson

The Coordinator made contact with the voter following a request for assistance. She generated a printout of the voter’s registration information; arranged the date and time for the VAT visit; collected voting documents from the VAT members following each visit; and helped prepare a summary report following the election. At times, she also worked as a VAT member. As with most VAT members, she was trained to work in other election areas. When Rebecca Halverson was unavailable, either Lorene Lamp or Donna Knutson took the Lead Coordinator responsibility.

- Must be aware of total process with VAT members
- Provide instruction of some special topics by others; i.e., Donna (HTML and ABMS).

B. Support Coordinators — Lorene Lamp and Donna Knutson

The Support Coordinators were excellent additions to the VAT program this election. Their attendance and input on a daily basis was the key to a successful VAT effort. When family emergencies/etc. meant one of the Coordinators was out of the office, the remaining Coordinators kept the project on schedule.

C. VAT Members

Karissa Boyd
Kelly Burton
Terry Chapman
Meaghan Corwin
Rosie DeGuzman
Birhanu (Ben) Gessese
Dave Gomez
Jim Gorter
Rebecca Halverson
Tom Hoeft
Samuel Jackson
Ernest Jones
John Jones
Donna Knutson
Duane Knutson
Lorene Lamp
Samantha Luangsisongkham
Mae Marquand
Barbra McClendon
Doug Menely (volunteer)
Cathy Pickles
Linda Preisendorf
Judith Remington
Karen Richards
Bill Scheb
Todd Sloan (volunteer)
Annie Sorenson
Nick Tchijikov
Harvey Thorstad (volunteer)
Norman Watanabe
Jayne Wong
Jodell Wright

D. Language Assistants

1. After English, the most common languages in Multnomah County are Spanish, Russian, Cantonese, Mandarin, and Vietnamese. On Election Tuesday, interpreters for these languages were available in the Elections Office from 8:00 AM until 9:00 PM.

- Schedule general training and voter orientation before they assist voters. Schedule this training a day or two before the ballots are mailed to the voters.
- Give “Oath of Office for Vote-By-Mail Temporary Employees” prior to working with voters.
- Watch “The Ten Commandments of Communicating with People with Disabilities” and read the accompanying materials. Also watch “Vote by Mail” and “What’s New with Multnomah County Elections”. A Coordinator should be available to answer any questions following these videos.
- Train on use of “Affidavit of Elector Requesting/Receiving Assistance” (revised 2.1.07) to document language assistance whenever it is provided.
Try to keep them busy with a variety of duties which may include Line Monitor.
As Line Monitors they can identify voters potentially needing their assistance. For this reason, they should move along the line of voters standing outside. Any voter in line determined to need this type of assistance should be escorted inside the Elections Office using the SE 11th Avenue entrance.
When scheduling arrangements are made, hire them for three separate periods on Election Tuesday. This will include a morning period, an afternoon period, and an evening period. In this way, meal time will not be paid by Elections.
Prior to employment, notify the interpreters how long they will be working.
Pair each with an experienced VAT member to constitute a team. Doing so will expand the total number of VAT teams available and will provide the interpreters some valuable knowledge.
Also notify them to dress for possible work outside if voters are standing in line.

2. By prior arrangement Certified Sign Language translation services were used in care facility visits before Election Tuesday.
Schedule general training and voter orientation before they assist voters. Try to schedule this training a day or two before the ballots are mailed to the voters.
Give “Oath of Office for Vote-By-Mail Temporary Employees” prior to working with voters.
Watch “The Ten Commandments of Communicating with People with Disabilities” and read the accompanying materials. Also watch “Vote by Mail” and “What’s New with Multnomah County Elections”. A Coordinator should be available to answer any questions following these videos.
Train on use of “Affidavit of Elector Requesting/Receiving Assistance” (revised 2.1.07) to document language assistance whenever it is provided.
Request Patti Hank (Certified Sign Language Interpreter)
Due to the complexity of this specialized work, hire only certified sign language interpreters

3. In addition, several VAT members were fluent enough in a second or third language to provide language related voter assistance.
Prepare a list of staff with language skills and share it with VAT members and staff in Front Office.
Provide these language skilled staff with extra voter information training because they frequently will be asked to provide telephone assistance and the information they provide needs to be accurate.
Instruct them not to guess at information but to ask for further clarification from a Coordinator. It may be necessary to call the voter back with the information if no Coordinator is immediately available. Correct late information trumps wrong immediate information.
Train on use of “Affidavit of Elector Requesting/Receiving Assistance” (revised 2.1.07) to document language assistance whenever it is provided.

II. TRAINING
Each VAT member received an average of fifteen hours training beginning Tuesday, October 24 from 9:00 AM until 4:30 PM and continuing in broken segments thereafter.
Schedule training for two full days on the Monday and Tuesday after ballots are mailed to voters.
Follow immediately with work “in the field” on Wednesday, Thursday, and Friday of this same week.
One-Stop-Voting. If we know in advance the voter has moved within Multnomah County, take the correct new ballot and correct new return identification envelope so the VAT does
not have to make two trips to service this voter. Return the ballot and updated voter registration card inside a #12 envelope to the VAT Coordinator. It will then be delivered to Julie.

- Train in shorter "chunks" of time
- Increase amount of role playing
- Cross train five to six teams for the following: counter, signature verification, beeping, Line Monitor, providing break coverage for Observer Monitors, etc.
- Morning meetings with VAT members are only conducted by Mary and one Coordinator. Have morning meetings with Mary and Coordinators earlier to allow time to discuss meeting agenda and make any changes prior to meeting with entire VAT members.
- Leave daily agendas in VAT Library to review for members who have been absent.

**A. Housekeeping**

1. Administer the "Oath of Office for Vote-By-Mail Temporary Employees"
2. Payroll documents, including W2 forms
3. Distribute "Employee Handbook"
4. Complete "Personal Information Sheet"
5. Time card explanation
6. Signing in and out of the office
7. Read "Lunch & Breaks for Temps"
8. Tour of the office

   - A larger work area for the two computers by the telephone is needed for the VAT Coordinators. It would be helpful to have a two drawer file cabinet between two work surfaces, not the two existing desks. Also, either reposition or move the tower.
   - The door bell should be turned off in the basement during the election period because it is annoying.
   - Explain election functions during the tour so an overview is achieved.
   - Whenever possible, introduce VAT members to election employees working in different areas of the building.
   - Train early on how to utilize the phone system here at the office.
   - Discuss the "Exit Checklist" for return of any keys, ID's, and the final completion of time cards by each VAT member.
   - Provide each VAT member with a laminated card of critical telephone numbers attached to a lanyard.
   - Train selected members to look up voters on Oregon Central Voter Registration (OCVR.)

**B. Videos**

- Watch and discuss "What's New with Multnomah County Elections"
  1. "The Ten Commandments of Communicating with People with Disabilities"
  2. "Multnomah County Employees' Field Safety Guide"
  3. "Vote by Mail"

**C. Written Materials**

1. Accompanying documents with "The Ten Commandments of Communicating with People with Disabilities" video
2. "How to Assist Voters with Disabilities"

**D. Forms**

- Go over the forms slowly and thoroughly.
- Special laminated Pointer Cards are available. The card asks, "Do you need language assistance in voting?" in 12 different languages. A voter with a language difficulty is shown how to point to the preferred language on the card. Then the telephone number is dialed by
Once all the required dialing and inserting of access numbers is completed by the VAT, the receiver is handed to the voter, who speaks directly to the interpreter providing the preferred language assistance.

- Develop a “Telephone Log” to track each incoming phone call, whether or not it results in a VAT visit. This should be a very small, compact, daily form that is kept by the phone(s). Data would be limited to date and number of incoming calls, not specific names of callers.
- Calls from campaign offices requesting assistance on behalf of voters sometimes are problematic. For this reason, always obtain the name and telephone contact number of the caller. If a VAT call to the voter indicates the voter does not request assistance, attempt to notify the campaign office of our finding. Due to the nature of their work, it will be very difficult to reach them. Keep written documentation of these situations in the “Telephone Log”.

1. “VAT Log” (blue, pink for hospital voter)
   - Add boxes at top to indicate if care facility or office/curbside.
   - Boxes were adapted following the election to make record keeping easier.

2. “Affidavit of Elector Requesting/Receiving Assistance” (make this buff)
   - During training, stress the “Affidavit” as being the most important document. Before any assistance is provided, it must be signed by the voter. This is the only documentation that the assistance provided was requested.

3. “Intake form for voter requesting assistance for Voter Requesting Assistance” (white)
4. “Voter Registration” card
   - Per Julie (12/7/06), stamp the top of the registration card (next to yes/no boxes) with the red “VAT” stamp.
   - Contact the Secretary of State with the proposal to use a small hole or other tactile mark next to the signature line so a voter with visual disabilities may sign independently.
   - An updated voter registration card is required if the voter has made an apartment or unit change within the facility.
   - Always ask the voter if his/her signature needs to be updated. If unsure, encourage him/her to update at the time assistance is being provided.
   - The voter’s ballot (inside the signed identification envelope) and an updated voter registration card (NOT INSIDE THE SIGNED IDENTIFICATION ENVELOPE) are placed inside a #12 envelope in the following situations:
     - Whenever an updated voter registration card is required, which includes those times when a “Signature Stamp Attestation Form” is used. (See item #5 below.) VAT Coordinator will return the #12 envelope and its contents to Julie.
     - The #12 envelope is marked “RX” if the voter was in the hospital. VAT Coordinator will return the #12 envelope and its contents to Julie.
     - The #12 envelope is marked “OC” and the county’s name is added if the voter is registered to vote in an Oregon county other than Multnomah. VAT Coordinator will return the #12 envelope and its contents to Julie.
     - Per Julie (12/7/06), she would like to have ALL out of county voters handled by VAT, on-site and off.

5. “Signature Stamp Attestation Form” (white)
   a. If the voter, due to a disability, is unable to sign the signature identification envelope he/she may use a signature stamp. For the signature stamp to be a valid signature, the voter must have submitted a “Signature Stamp Attestation Form” to the Elections Office at the time of voter registration. Or VAT members may provide the form to the voter at the time of voting. In such instance, the voter needs to complete a new voter registration card using the signature stamp. This updated voter registration card and the “Signature Stamp Attestation Form” would then accompany the ballot back to the Elections Office inside a #12 envelope. The VAT Coordinator
will deliver the #12 envelope to Julie so the voter’s signature may be updated before entering the ballot into the system.

b. When appropriate, we provided the following information on how to obtain a signature stamp. Many businesses provide this service, but these details pertain to Mail Room Plus, located at 11918 SE Division. The self inking stamp is about 3” long and 3” wide and costs $34.00. It takes, at the longest, two days to fill the order. Using a plain white 8½ x 11 sheet of paper, the voter signs his/her name at the top, middle, and bottom. Under each of these three signature locations, the voter then prints his/her name. In each of the three locations, the signature needs to be an original.

c. If the voter chooses to use his/her mark on the signature identification envelope, a voter registration card should be completed using the same mark to update the voter’s official information. This updated voter registration card would then accompany the ballot back to the Elections Office inside a #12 envelope. The VAT Coordinator will deliver the #12 envelope to Julie so the voter’s signature may be updated before entering the ballot into the system.

6. “VAT Visit Checklist” (gold)
   o Add a box so there is a place to record each time Telelanguage is used.
   o Add a box so there is a place to record each time Speech to Speech is used.

7. “HELP ME FORM”
   o Don’t use. They were sent to each care facility where we registered voters. They were not used by care facilities. The few voters who filled them out during registration we were not able to contact – even with seven to eight attempts and after verifying the phone number with the care facility.

E. Off-Site Materials Package (Black Folder Contents)
   o Develop a flow chart or diagram of the VAT process.
   o It should correlate with “folder content list” so VAT workers will know exactly which form to use and when to use it.
   o List contents on inside flap of black folder:
     ▪ Gray: Candidates and Ballot Measures (use LWV “Easy to Read Voting Guide”)
     ▪ Aqua: VAT Log (blue); Affidavit Form (buff); Telelanguage information card; blank voter registration cards; emergency and important telephone numbers information sheet
     ▪ Green: Vote by Mail information; FAQ; map and list of official drop sites; Attestation forms; political party information; “How to Assist People with Disabilities” booklet
     ▪ Maroon: emergency and important telephone numbers information sheet; Rsk-14; Flt-3; Rsk-4; Collision Report Form; school zone and parking restriction information
   o Also list contents on the outside of each colored folder.
   o Increase quantity of political party information documents to leave with voters.

1. Ballot Explanation Binder (gray) (League of Women Voters “Easy to Read Voting Guide”, three different versions)
2. Voter’s General Information Binder (green)
3. Emergency Procedures Binder (maroon)
4. Forms Binder (blue)
5. Sheet magnifier
6. Set of supplies (pen, pencils, tape, etc)
7. “QUIET PLEASE – Voting in Progress” sign
8. Set of official “Voters’ Pamphlets”
9. Set of League of Women “Voters’ Guides”

F. Auxiliary Aids and Services
1. Ask the voter “How may I assist you?” and offer options appropriate to the situation:
   a. Reading the ballot
   b. Marking the ballot as directed by the voter
   c. Reading the provided official explanatory materials to the voter when requested
      (official “Voters’ Pamphlet” or League of Women Voters “Voters’ Guide”)
      o Let the voter choose which pamphlet to use.
      o VAT members should take five extra sets of Voters’ Pamphlets and offer to leave them at the
        care facility.
   d. Language assistance
   e. Signing for voters with hearing disabilities (only available by prior arrangement)
   f. Use of magnifying tools for voters with visual impairments
      o Ovals were reported by voters as being too difficult to see. This was a printing issue and
        was resolved after the election.
   g. Accessible Ballot Marking System (ABMS)
      o We probably will not be making this service available to voters in the future, due to its cost.
      o Need to better publicize availability. Improve training with VAT members. Every member
        should have used it once.
      o When people say they want to vote – inquire as to how you may assist. Since it is new,
        mention the availability of ABMS for voters’ use.
   h. Hyper Text Markup Language (HTML) Ballot
      o Only train the Coordinators and a few select VAT members. But inform all members of its
        availability.
      o Expand the HTML ballot. Take it on a lap top computer to the voter, along with an
        accessible keyboard and a portable printer. Keep the same set up for voter use in the
        Elections Office.
      o Customize instructions to voter explaining that we have tactile (with holes) envelopes for
        voter to find signature line.
      o All promotional materials should stress the need to identify the voter in email requests to
        our office. Unless we have that information, we cannot provide assistance.
      o Be sure the voter still has his/her original signature identification envelope. If not, a
        replacement set of ballot documents should be either sent or given to the voter because the
        HTML ballot must be placed inside this envelope and returned to the Election Office.
      o The HTML ballot printed in the Elections Office is pre-marked “No Selection” for each
        race. Explain why this occurs to the voter. See Addendum for example.
      o Duplicating Boards at the Elections Office need special training so they do not erroneously
        view the “No Selection” and the voter’s selection as an overvote.
      o At the time the HTML ballot is provided to him/her, a voter in the Elections Office must be
        warned against overvoting.
      o Follow up after election to record the number of HTML ballots which were duplicated. At
        the same time, check voting records to determine if voters receiving HTML ballots voted. By
        having both numbers, it is possible to determine the success rate of the HTML ballots.
   i. Telesensory Machine
      o Provide hands on training for each VAT.
   j. Signature template
      o Sight impaired voters really liked the signature templates.
      o Include it with supplies in off-site black folder.
2. Emphasize the need for tact, neutrality, privacy and confidentiality when assisting the voter
   a. All assistance is to be provided by a “pair” of VAT members of differing party
      affiliation to guard against VAT member bias.
   b. Stress that the VAT member is not to lead the voter – the VAT member’s role is “to
      be a pencil”.
   c. It is not necessary to vote on every measure/candidate.
   d. Do not rush the voter. There are no time limits.
   e. Stress the need to keep confidential all information received about the voter and how
      his/her vote was cast.
   f. Protect any documents containing the voter’s signature.
   g. Provide a private and quiet place for the voter to work as best the environment
      allows.
   h. Caution about wearing clothing or accessories which may be construed as favoring a
      particular party, measure, or candidate.
   i. The voter may place the completed, sealed ballot envelope into the locked ballot box
      or hand it to a VAT member and observe as it is dropped into the ballot box.
   j. Alternatively, the voter may choose to keep the completed ballot and mail it directly
      to Multnomah County Elections.
      o Be sure VAT members know that ballots from all Oregon counties may be accepted by our
         staff, whether in the Elections Office or off-site.
      o Due to constantly changing circumstances, do not try to carry-over a list of voters needing
         VAT services.
      o At the time of service, tell each voter he/she will need to contact the Elections Office each
         time VAT service is desired.

G. Security and Safety
1. Obtaining employee photo ID card
2. How to use the card for entering the building, interior secured areas, and elevators.
3. Emphasize security and not allowing members of the general public to pass through doors
   when an ID card holder enters.
4. Accompanying documents with “Multnomah County Employees’ Field Safety Guide”
   o Emphasize the need for special safety when moving about in the Bay Area, whether in a
     vehicle or as a pedestrian. Do this in writing.
   o Spend time going over the “Emergency Action Plan”.
   o Provide training on what to do if injured or become ill while working on-site or off-site.
   o To protect the health of the voters, stress the importance of working only when healthy.
   o Explain the duties of the Facility Security Officers (FSO).

H. Driver Training
1. The driver drives the vehicle and is responsible for keeping track of fuel needs.
2. The accompanying team member is responsible for tracking mileage for each trip.
3. The accompanying team member is also responsible for carrying the cell phone, turning it
   on at the start of the trip, turning it off at the end of the trip, and returning it to the phone
   station for recharging.
4. Obtain copies of valid driver’s license for each VAT member who will be driving and
   have them sign the accompanying documentation. Verify that each license is current.
5. Provide instruction in parking and refueling the vehicles.
6. Each vehicle contains materials to be used in case of an accident, including a camera to
   help document the incident.
   o Have members indicate willingness to drive because not everyone wants this duty.
   o Willing drivers need to designate areas of Multnomah County unfamiliar to them.
   o Provide each car with special map (map quest, etc) plus Portland Map (AAA)
Driver is to determine route prior to leaving office.

Park on the street on Saturday and after hours on Election Monday. Don't take up space that voters with disabilities might use in the east parking lot. This lot closes at 6:00 PM on Election Monday and Tuesday so we need to monitor it after that time, if not sooner, to make sure voters with disabilities are able to access the parking spaces.

During that time if VAT cars need to be parked in the east lot, they should use the north spaces and then be moved to the south spaces when voters no longer need them on Election Monday and Tuesday.

The north spaces MUST remain available to the business's employees by 6:00 AM Election Monday, Tuesday, and Wednesday.

To fulfill the required orientation process prior to driving for County business, present Administrative Procedures RSK-14; FLT-3; and RSK-4 to all members whether or not they intend to drive county vehicles. Defensive Driving class not required for temporary employees who complete this orientation process. (New as of 10.5.06)

I. Cell Phones
   1. Operation and hands-on practice
   2. Phone numbers
   3. Checking in and out
      o Train VAT to recognize "dead" zones where no cell phone contact will occur. If that happens, the VAT should move to a slightly different location to try to make contact.
      o Keep an extra supply of batteries for each election.

III. SERVICES PROVIDED
   A. Locations
      o Between elections, keep a supply of green “Telephone Form for Voter Assistance” in VAT mailbox. Staff to complete one of these for each voter who requests assistance for a future election. Completed form goes in Mary’s mailbox.
      o Staff tells voter he/she will not be contacted until six weeks prior to the next election.
      o Six weeks prior to each election, VAT Coordinator begins contacting these voters to schedule assistance.

         1. On-site
            a. Multnomah County Elections Office (inside)
               Includes assistance on the telephone, at the front counter, and in the Helen Walton Room.
               o To control the number of voters in the Helen Walton Room, have an FSO issue a "Voter ID" on a lanyard. If such lanyards are not available, voters will need to wait until they are made available by voters returning to the Front Office from the Helen Walton Room.
               o Install the electric sign in the Front Office telling voters about the availability of voting in the Helen Walton Room upstairs.
               o One FSO is needed within the gated area downstairs to assist people on/off elevator.
               o Assign a VAT member to monitor the floor capacity upstairs. The limit is 49 people on the entire floor.
               o The VAT monitor for the Helen Walton Room needs to frequently inspect the Voters’ Pamphlets and remove any containing stray marks/comments left by a voter.
               o This monitor also needs to frequently inspect voting booths for the same type of marks/comments.
            b. Multnomah County Elections Office (curb-side)
               Members provide services to both the north and the east drive-up sites.
2. Off-site
   a. Private residences
   b. Care facilities (22)
      Calaroga Terrace
      Care Center East
      Chestnut Lane
      Crestview Nursing/Rehab
      ElderPlace in Cully
      Gateway Care
      Glisan Care Center
      Gresham Manor
      Harvest Home
      Hollywood East (large
      apartment complex)
      Irvington Village
      Marquis @ Centennial
      Marquis @ Piedmont
      Powell Valley
      Prestige Care
      Robison Jewish
      Rose Schnitzer Manor
      Rosemont Court
      Royal Anne
      St Anthony Village
      The Terrace (Laurelhurst)
      West Hills

   o During the initial conversation with the care facility, request the name and contact
     information of the facility ombudsman. This person is charged with representing the
     interests of the residents by investigating and addressing reported complaints.
   o Ask the facility how it is notifying its residents that assistance is available.
   o Encourage the selection of resident teams to organize voters within each facility. Members
     of the resident team must be registered voters and they cannot belong to the same political
     party.
   o Encourage the facility to contact Oregon Health Care Association to receive a copy of
     “Assisting Voters with Disabilities – Ideas for Activities”.
   o Contact the League of Women Voters to suggest its members provide this training to care
     facilities.
   o As a courtesy, contact the ombudsman and advise him/her of VAT services available for
     residents of the facility.
   o Working with resident facility teams and the facility’s ombudsman, schedule one VAT visit
     to provide voter assistance.
   o When the question of competency is raised, the determining factor should be whether or not
     the voter is his or her own decision maker.
   o Obtain more information about Yamhill County’s policy of hand delivering ballots to voters
     in care facilities.
   o Establish an effective way to communicate with Chestnut Lane.
   o Be aware that a resident may receive his/her ballot at a location other than the care facility.
   o Sometimes the care facility is just a temporary residence for the voter. If that voter wishes
     to receive assistance voting at the care facility, he/she will need to make arrangements to
     obtain the ballot. At the voter’s direction, a new voter registration card may be completed
     listing the care facility address as the voter’s address, which will result in the issuance of a
     replacement ballot. Care needs to be taken in such circumstances to be sure this is the
     voter’s decision and not that of the care facility or the VAT team

   c. Hospitals
      i. Providence Hospital
      ii. Legacy Hospital
         No reserved parking for VAT, but parking should not be a problem.
         Check in at the Nurses’ Station before going to the patient’s room.
         Provide each VAT team with a map of the hospital.
         Test for cell phone range after entering the hospital.
         Call back to Elections Office before leaving the hospital.
         o Start much sooner to develop a collaborative program. Ask for a face to face meeting
           with key hospital staff.
Explore the possibility of providing VAT information on tray place mats used by patients. This would allow us to reach family members, also.

**B. Auxiliary Aids and Services**

1. **Language Assistance**
   a. **Interpreters**
      i. **Signing**
         o Written notes may be a viable alternative for a deaf voter who has not learned sign language. It can be cumbersome and its effectiveness is dependent on the reading level of the voter.
         o Voters who are deaf and grew up communicating only through American Sign Language (ASL) may have limited skills in processing written English.
         o To a native ASL user, English is a second language; therefore, providing only standard written materials may not constitute effective communication for that person.
      ii. **Languages (Spanish, Russian, Mandarin, Cantonese, Vietnamese)**
   b. **Telelanguage**
      o Develop the “VAT Log” so there is a place to record each time Telelanguage is used.
      o Special laminated pointer card which asks, “Do you need language assistance in voting?” in 12 different languages should be used whenever possible.
   c. **Speech to Speech Relay Service (STS) assistance**
      o When providing Speech to Speech Relay Service, use close ended questions so the voter can respond either “yes” or “no”. Never assume you understand what the voter said.
      o If a voter uses speech which cannot be understood, take the voter to the Helen Walton Conference Room and use a speaker phone to call an STS operator. A specially trained Communications Assistant (CA) will have a three-way conversation with you and voter to interpret what the voter is saying.
      o You can also use two telephone lines and “call” the phone being used by the voter using the STS service. There is no charge for this service.
      o Develop the “VAT Log” so there is a place to record each time Speech to Speech Relay Service is used.

2. **Reading Assistance**
   a. **Reading of ballot to voter**
   b. The Secretary of State continued providing audio voter guides on cassette and CD. Working with the League of Women Voters of Oregon (LWVOR), Oregon Literacy, Oregon Advocacy Center and Talking Book and Braille Services we were able to provide and distribute audio versions of the LWVOR “Easy to Read Voting Guide” and regular “Voting Guide”.
   c. **Audio transcript of official “Voters’ Pamphlet” (127 tapes produced by Independent Living Resources)**
   d. **Reading of official “Voters’ Pamphlet” or League of Women Voters “Voters’ Guide” to voter**
      o Work with SOS to locate all care facilities so multiple Voters’ Pamphlets will be delivered. Currently, only one Voters’ Pamphlet is sent to the address of the care facility.
      o Call Bob Edsted at the Post Office if someone does not receive a Voters’ Pamphlet because he can call the local Post Office and a copy will be delivered to the voter.
      o Work with SOS to locate all care facilities so multiple Voters’ Pamphlets will be delivered. Currently, only one Voters’ Pamphlet is sent to the address of the care facility.
      o VAT members should always bring five extra copies to the care facility with the intent of leaving them.
e. Telesensory (26X) Vision Assistance Machine
   This new equipment was purchased by Multnomah County Elections to aid voters with limited vision to read their ballot and other voting materials directly. This machine electronically magnifies reading materials up to 26 times without the distortion presented by standard magnifiers.

f. Voting materials in Braille were supplied by the Secretary of State.

3. Ballot marking assistance
   a. ABMS was a new technological aid which allowed some voters with disabilities to mark their ballots independently and privately. Purchased by the Secretary of State with Help America Vote Act (HAVA) funds, ABMS uses a telephone and fax as a ballot marking assistive device. Using the telephone keypad, the voter completes the ballot, verifies the selections, submits the ballot and hangs up the phone. Within seconds, the system faxes back a ballot that is marked with the voter’s selections. The system does not store any information and does not tally any votes. The voter then places the ballot in the secrecy envelope, signs the signature verification envelope, and drops the ballot into the ballot box.
   b. Also new this election, HTML ballots were for voters with disabilities who access printed material or complete forms with the aid of technology. The HTML ballot is emailed to the voter, who opens it using a computer with a web browser application. It does not engage or require connection to the internet in any way. The voter completes the ballot using a computer, prints it out, and then mails it to the county elections office, just like a typical vote by mail ballot. These ballots were then duplicated for tabulation purposes.

4. Replacement ballot assistance
   o First verify with the political parties and then prepare a handout with the names of the parties and contact telephone numbers. Be sure to include a map and list of the official ballot drop sites, also. Such information may be left at care facilities for voters wishing to have their ballots picked up after the VAT have been to the facility. We will strive to only visit a facility once. We are not a ballot retrieval service.

5. “Signature Stamp Attestation Form” assistance

6. Voter registration card assistance

C. Scheduling
   o Make SURE members are of different political parties when creating teams.
   o Have half of the VAT teams wait in the Walton Room for outgoing calls and the other half in the basement. These groups would shift in the afternoon.
   o Maintain a phone connection with the basement.
   o VAT members tried to call 140 "No Sigs" on Election Monday and Tuesday. Keep tally of number of “No Sigs” contacted by VAT and the success rate of the contacts. Do the same for voters who return ballots in signature envelopes for other elections.
   o Determine who can stay late without notice.
   o Determine days and times available to work.
   o Three teams for Election Monday evening
   o Election Saturday the Election Office was open 9:00-2:00; some VAT members only stayed until noon. Consider reducing number of members, depending on particular election needs.
   o Election Tuesday: Begin with two teams at 7:00 AM to cover the Helen Walton Room plus one team to send out. The rest of the VAT members would arrive at 8:30 AM.
   o Especially Election Tuesday: have at least one team all day rotate outside to assist voters waiting in line. An interpreter should be a member of this team, although it should not always be the same interpreter.
   o Assign VAT member with abbreviated schedules on-site work. It is too difficult to schedule them off-site.
1. On-site
   o Use only three VAT units after 5:00 PM on Election Monday.
   o Continue to use a different attendance sheet for each day for VAT members to sign indicating what hours they will be available to work. Circulate these sheets from the first day and at the start of every subsequent day. Personal schedules do change and we must know who is going to be working any given day.
   o Continue to use shifts throughout the election, not just Election Monday and Tuesday.
   a. Multnomah County Elections Office (inside)
      At least one team (minimum) available at all times beginning six weeks prior to the election.
      o Helen Walton Room – must always have four VAT members on hand at all times at minimum. After 2:00 PM on Election Tuesday, 140 voted upstairs. Lack of voting activity by general public in the space. Signs needed to inform of voting on second floor. Keep tally of number of voters using this space.
   b. Multnomah County Elections Office (curb-side)
      At least one team (minimum) available at all times beginning six weeks prior to the election.
   c. Parking east of Elections Office
      o Consider supervision of the east parking lot.

2. Off-site
   a. Private residences
      Generally, we scheduled these only when the voter could not come to the Elections Office. We tried to coordinate these visits with visits to other residences or care facilities within the same geographic area. We are not a ballot retrieval service, so calls requesting this service were referred to the political party of the voter’s choice. Visits began October 25 and ended November 7.
   b. Care facilities
      The greatest amount of time was spent on scheduling our visits at care facilities. Prior arrangements were made at all, with telephone calls to the facility the day before to remind them of our visit the next day. Visits were almost always coordinated with visits to other care facilities or private residences within the same geographic area. Visits began October 25 and ended Election Friday. A few individual voters in care facilities were provided VAT services on Election Monday and Tuesday but our primary focus those two days was to service voters on-site and those in private residences.
      o Continue visits to Marquis facilities, especially Marquis at Centennial. They are very well organized.
      o Do not schedule visits prior to 9:00 AM.
      o Voters in care facilities were frequently unsure what materials they needed to bring during VAT visits. Posters promoting the services of VAT should include a picture of the ballot delivery envelope in the voter’s mailbox.
      o The care facilities often overestimated number of residents that would need assistance. Send fewer team members. Recommend that we send two teams and then have them call for back up if needed. It would be more cost effective to keep the two teams at one location a little longer than expected as compared to the cost to send out another team. Example: We had been informed we would see 24 plus voters but actually would see only three to six.
      o The need for voter assistance seemed greater at the smaller care facilities. The larger facilities seemed to be better prepared.
   c. Hospitals
      Through arrangements with Providence, VAT service was offered on Election Monday and Tuesday. Legacy was offered this service only on Election Tuesday. Such service ended at 6:30 PM on Election Tuesday. Visits to the hospital were only by request. Hospital staff were provided one specific cell phone number to call and encouraged NOT to use the Elections Office telephone. VAT members were trained to deliver the
ballot and any additional election required documents to the patient, provide voting assistance if requested, allow the voter to deposit the voted ballot into the ballot box, and return the ballot box to the Elections Office.

d. Other
  o Make early contact with Independent Living Resources to discuss ways to communicate with its clients about the availability of VAT assistance in voting.
  o Follow up with any new locations which were generated during the Registration Phase, such as Adult Foster Care facilities.

e. Telephone assistance
  Depending on existing circumstances, sometimes the assistance was immediate. Other times, a call back was required.

IV. EXPENSES *
Expenses of $38,292.20 were incurred between October 11, 2006 and November 7, 2006.

A. Wages - $28,803.00
  * Wages for post election analysis/evaluation included.
  Thirty-two VAT members worked a total of 2275 hours during this election for a total expense of $28,803.00 in wages. Each team member received approximately fifteen hours of training.
  1. Coordinator(s)
     a. Total time – 188.5 hours; $2,813.00
     b. Regular time – 166 hours
     c. Overtime – 22.5 hours
  2. VAT Members ($11.35/hour - $11.70/hour with benefits)
     a. Total time – 2,086.5 hours; $25,990.00
     b. Regular time – 1,976.5 hours
     c. Overtime – 110 hours

B. Professional Services - $3,736.51
  1. Language Assistance - $3,165.01
     a. Interpreters –
        o Do not schedule on week ends, holidays, or before 8:00 AM
        i. Signing - $1,040.00
        o We used three paid sessions on two different days. To reduce cost, schedule one session on two separate days.
        ii. Spanish, Vietnamese, Russian, Cantonese, Mandarin - $2,112.50
           o When scheduling arrangements are made, hire them for three separate periods on Election Tuesday. This will include a morning period, an afternoon period, and an evening period. In this way, mealtime will not be paid by Elections.
           o Arrange to meet at care facility to avoid cost of travel time.
           o Management to sign each interpreter’s work document at the end of the assignment. Make a copy for our records to compare to the invoice that will arrive after the election. Place in Mary’s mailbox.
           o Use of “Affidavit of Elector Requesting/Receiving Assistance” (which was revised 2.1.07) will provide information on the number of voters receiving language assistance.
b. Telelanguage service - $12.51 (one telephone call)
   - Develop the “VAT Log” so there is a place to record each time Telelanguage is used. This information will then be used to verify the invoice for Telelanguage services, which arrives many weeks after the election.

2. Audio tapes (127) of official “Voters’ Pamphlet” produced by Independent Living Resources - $571.50

C. Vehicles - $2,043.79
   The five vehicles assigned to VAT were used to transport VAT team members to care facilities and individual assistance calls. In addition, the vehicles made some non-VAT trips to pick up ballot boxes from libraries and 24-hour ballot drop box sites. Four of the five vehicles were rented from Enterprise Rent-A-Car.
   - Try to use Motor Pool services to supply the vehicles we need. Enterprise costs were quite high because they were rental vehicles.
   1. Number of vehicles:
      - A total of five vehicles were used during the election. One was in use beginning October 11, three beginning October 25, and one beginning November 4. Vehicle use ended November 7 at end of the Election.
   2. Miles traveled:
      - From October 11, 2006 to November 7, 2006, VAT vehicles logged 1,155 miles or an average of 7.2 miles per off-site voter assistance call.
   3. Petty Cash is used for parking in the downtown area when a rental car is used. A receipt is required for reimbursement.

D. Supplies and Postage - $1,273.16
   $1,264.43 was spent on office expenses and supplies, including pens, pencils, paper (tablets and copy paper), copying materials, binders, folders, clipboards, registration cards, ballot boxes, voter privacy booths and other miscellaneous items. $8.73 was spent on postage expenses including stamps and Click N Ship service to transport ballots to other counties.

E. Equipment - $947.50
   1. Telesensory (26X) Vision Assistance Machine
      - $1895.00 was spent on this machine which allowed some voters with vision problems to read their ballots and supporting material directly. The cost is allocated evenly between Election and Registration VAT activities. This equipment will be used in future elections and for voter registration.
   2. Accessible Ballot Marking System (ABMS)
      - The actual cost of this piece of equipment was paid by the Secretary of State using HAVA funds. Its installation, which cost $997.90, was also paid by the Secretary of State using HAVA funds.
      - This was a very costly service. Two staff members traveled to Eugene for training (18 hours) followed by at least 30 hours spent proofing the ballots in the office.

F. Cell Phones - $138.24
   A total of eight cell phones were reserved for VAT use, primarily for teams in the field to communicate with the VAT office and with teams at other sites.
   - Be sure to state in writing the ending date for use of the cell phones at the time they begin. Otherwise, we will continue to be charged for their use after the election.
G. Publicity - $1,350.00
A video demonstrating the Elections Building Accessibility Remodel was produced by Metro East Community Media. Prior to the November 7 General Election, it was played approximately 50 times with the potential of reaching over 200,000 households.
- Continue to show the video produced by Metro East Community Media
- Ask the Call Center maintained by the Secretary of State to inform voters of VAT services available in Multnomah County.

H. IT Services - $0
We were not charged for IT Services, although we did install three additional work stations.
V. SUMMARY

Data in 2005 found 106,913 (23.5%) Multnomah County residents aged 18 and older described themselves as a person with a disability. (See Addendum) These residents were not institutionalized.

Similar data collected in 2001 found 132,230 (31.7%) Multnomah County residents in the same age range as having a disability. However, in 2001 the following additional question was posed to participants: “Because of any impairment or health problem, do you have any trouble learning, remembering, or concentrating?” Since Multnomah County Elections considers cognitive impairment relevant to voting, this 31.7% statistic is important.

Although this data was reported for residents, some of whom probably were not citizens, it remains impressive in light of the fact it did not include those residents who are institutionalized. Obviously, there are many Multnomah County citizens in need of our services.

As Commissioner Maria Rojo de Steffey asked in her “All About Multnomah County Seniors” Winter 2006 newsletter, “As we grow older, will our community be ready for us? The issue is: How do we engage our growing older population to continue active participation in our communities?”

Hopefully, this VAT Report has presented a clear insight to the efforts taken by Multnomah County Elections to stay abreast of the ever changing landscape of the elections process. In all the decisions we make, the voter’s interest remains our focus. We assisted voters who would otherwise have fallen through the cracks. One voter in a wheel chair living at a care facility said she had not voted since 1945 (when she left Oregon) and had given up hope of ever being able to vote again.

The cost is high but what is the cost to society if the votes of these citizens are not included? At what point would you, the reader, allow someone else to make the decision that your vote does not count?
Testimonials and Thank Yous:

THE
STYLUS

*** * ***

Winter Issue December 2006

The official publication of the
American Council of the Blind of Oregon.
Published Quarterly
Edited by John A. Fleming

*** * ***

ACB of Oregon’s PRESIDENT
Kae Madera
Phone: 503-282-0804 (home)
971-221-8260 (cell)

For more information about the American Council of the Blind of Oregon, you can go to our web page at: www.acboforegon.org

I voted Independently!
By Darian Slayton Fleming

I was among the first eighteen-year-olds to vote when the voting age was lowered. I have voted in many elections during the past years. In November of this year I voted without the assistance of sighted family members.

Politics and elections have always been among the topics of discussion, and voting is a privilege valued by my family. My mother worked for Barbara Roberts from the time she was an Oregon State Representative to when she served as Oregon’s Governor. My mother also filled the role of my ballot marker since I was old enough to vote.

Last November, when I was ready to vote, my mother was traveling. However, I was able to vote because I had learned about accessible voting alternatives at the American Council of the Blind (ACB) of Oregon’s convention exhibits. People who are blind were given the chance to experience voting by HTML ballot via email or by going to their Elections Offices and voting by telephone. I called the Multnomah County Elections Office, and they weren’t even surprised to receive my request. I gave my email address, and they sent me the html ballot along with very well written instructions about how to proceed. Since I had received some tips about how to use the ballot with Jaws, I was ready. As recommended, I used forms mode and got out of it each time I wanted to move to the next office or ballot measure. When I double-checked my work, all of my choices were entered to my satisfaction. The only help I received was locating the signature line on the envelope. I mailed my independently cast ballot in time to be counted.

Some may think it would have been easier to have a sighted person mark my ballot. However, I actually felt that it went more quickly with Jaws reading. I didn’t feel the need to discuss the ballot or ask for things to be repeated. Jaws reads information exactly as it appears on the screen and does not add editorial tones of voice or incidental remarks. My thinking process seemed clearer, and I felt good about my decisions. The sense of independence and autonomy I felt while voting touched me more than I thought it would. No one had to know how I voted. The idea that my choices could be totally private and anonymous gave me such a sense of control over my life. I celebrated my right to choose for myself.

I hope others took advantage of the opportunity to utilize the accessible voting via email or by phone at Election Offices in Oregon. We encourage continued accessibility by taking advantage of opportunities to demonstrate the effectiveness of technology and equal access. Opportunities like this one are our tickets to further access. I was proud to vote this year. This year I feel as though my vote really counted.
DEAR ANNIE SORENSON
DOUG GOMEZ
JUDITH REMINGTON
DUANNE KNUTSON
VAT TEAM

THANK YOU SO MUCH FOR YOUR TIME AND THE SO MUCH NEEDED HELP
VOTING, WITHOUT THAT EFFORT WE WOULD NOT HAVE BEEN ABLE
TO CAST OUR BALLOT.

PEOPLE LIKE YOU ARE SO IMPORTANT TO US WHO GREATLY NEED YOUR
KIND OF HELP.

HOPEFULLY WE WILL GET HELP AGAIN AT HARVEST HOMES. HOPEFULLY
WE WILL HAVE MORE ADVANCED NOTICE SO WE CAN HAVE MORE TIME TO
TALK VOTING FOR THOSE PEOPLE WHO WE NEED TO VOTE INTO OFFICE.
THAT WAY WE MAY HAVE A MUCH BETTER TURN-OUT THAN THIS TIME.

THANK YOU AGAIN FOR EVERYTHING.

SINCERELY,

MARGURITE HILL

HARVEST HOMES RESIDENTS
HARVEST HOMES STAFF
RESIDENT COUNCIL PRESIDENT - MARGURITE HILL

11/02/06
Thank you for the great service of helping me out with my ballot. In moving, I realized there was a problem. I still know my name and God wants all His people to vote. USA is a blessed place to live. To vote is to keep it that way. The two helpers were very pleasant.

Bless you this day and always.
Addendum

Locations of Service

Care Facilities (primarily)

- Calaroga Terrace
- Care Center East
- Chestnut Lane
- Crestview Nursing/Rehab
- ElderPlace in Cully
- Gateway Care
- Glisan Care Center
- Gresham Manor
- Harvest Home
- Hollywood East
- Irvington Village
- Marquis @ Centennial
- Marquis @ Piedmont
- Powell Valley
- Prestige Care
- Robison Jewish
- Rose Schnitzer Manor
- Rosemont Court
- Royal Anne
- St Anthony Village
- The Terrace (Laurelhurst)
- West Hills

Hospitals contacted

- Providence Hospital
- Legacy Hospital

Description of Disabilities/Special Needs (as described to VAT members at time of service)

- Alzheimer’s disease
- Blind
- Cognitive need
- Confined to bed
- Hearing impaired
- Hospital patient
- Illiterate
- Elderly and confined
- Paraplegic
- Post surgical patient recovering in private residence or facility
- Shut-in
- Cancer and other diseases
- Visually impaired
- Wheel chair
- Language assistance (The ADA does not define non English speaking as a disability, however we assisted voters sometimes using Speech to Speech Relay Services.)
### Brochures, Documents and Forms

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Secretary of State Bill Bradbury and Multnomah County Announces New Ways to Make Voting More Accessible

Nov 7th Elections Become More ADA Accessible

The State of Oregon has implemented requirements of the Help America Vote Act (HAVA) to make voting in the November 7 election easier for people who have had challenges in the past. Persons with disabilities and who are currently serving in the military are being assisted with new voting technologies and outreach tools.

“I’m thrilled that we’ve been able to harness new technologies to help people vote – especially persons with disabilities who’ve never been able to vote privately and independently,” said Secretary Bradbury. “We’ve worked hard to make 21st century technology answer the needs of 21st century voters.”

New technologies available at the County’s Election Office on November 7th include the following:

- The Accessible Ballot Marking System (ABMS) enables voters with disabilities to mark their ballot independently and privately. The ABMS uses a telephone and fax as a ballot marking assistive device. Using the telephone keypad the voter completes their ballot, verifies the selections, submits the ballot and hangs up the phone. Within seconds, the system faxes back a ballot that is marked with the voter’s selections. The system does not store any information and does not tally any votes. The voter places the ballot in the secrecy envelope, signs the signature verification envelope and casts their ballot.

- HTML ballots are ballots for voters with disabilities who access printed material or complete forms with the aid of technology. The HTML ballot can be emailed to the voter. An additional application of the HTML ballot is for our service personnel in other countries who have access to email. The HTML ballot is opened by the voter using a computer with a web browser application, but does not engage or require connection to the internet in any way. The voter completes the ballot using a computer, prints it out, and then mails it to their county elections office, just like a typical vote by mail ballot. These ballots will also be duplicated by the county for tabulating purposes.

A phone line has been created to give disabled voters the opportunity to practice using the ABMS before coming to their local county clerk’s office to vote with it. Voters can call from any location, 24 hours a day: 1-866-483-8683. A brief generic ballot is available immediately, using the ballot access code “010.”

Voters can practice using the ABMS on their own specific local ballot by using their individual ballot access code, which can be obtained by calling the Deschutes County Clerk’s office at (541) 388-6547. **Use of the practice ballot does not register ballot choices in any way. It is for practice purposes only.**

Election Day is Tuesday, November 7th. Registered voters who have moved or had a name change since their last vote can update their information and request a ballot as late as Election Day at the County Clerk’s office, Deschutes County Services Center 1300 NW Wall St. (second floor).

Remember: postmarks do not count when returning your ballot. Ballots must be turned in to official drop sites or the County Clerks’ office by 8:00 pm on Election Day, Tuesday, November 7th.

More information about the ABMS and other tools available to those who need assistance or who need further information about voting, can be found at www.oregonvotes.org, or by calling the Election Line toll-free phone number at 1-866-ORE-VOTES (1-866-673-8683).
OATH OF OFFICE FOR VOTE-BY-MAIL TEMPORARY EMPLOYEES

We, the undersigned, being first sworn, severally say upon oath:

_I will perform the duties of Election Official, according to law, and I will diligently endeavor to prevent the violation of any provision of election law. I am not related to any person whose name appears on this ballot. (ORS 254.476)_

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<tr>
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<th>POLITICAL PARTY</th>
<th>EMERGENCY CONTACT NAME &amp; TELEPHONE</th>
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SPOTTER / OB. MONITOR / RUNNERS / TABLE #________/ BASEMENT CREW / YELLOW ROOM / RUTH / BLUE ROOM VOTER ASSISTANCE TEAM / LIBRARY ______________________________________ / OTHER ______________________________________

Subscribed and sworn to ______________________________________ before me this day: ___________________

Signature of witness to oath

Title ______________________________________
Dear Voter:

A signature stamp was used on your ballot envelope during the current election. In elections by mail we must be able to verify the signature on the ballot envelope with the signature on the voter registration card.

Oregon law allows for use of a signature stamp for voting purposes, if an attestation is filed in our office. You must meet the criteria on the attestation form enclosed. The signature stamp must be used consistently for both registration and voting.

Enclosed is the required attestation form and a new registration form. Please fill-out the form completely and return this letter with the form to us as soon as possible in the envelope provided.

**Your vote is important to us. In order to count your ballot we must receive it no later than 8:00pm on the tenth day following election day.**

If you have any questions please contact us.

Sincerely,

Multnomah County Elections
I, _______________________________________________________
(Print voter’s name as it appears on the voter registration form)

hereby attest that I am unable to sign my name because of a disability.

_I have read and understand the statements on this form, and I hereby
swear or affirm that the statements on this form are true._

_________________________________________
(Signature stamp or other indicator of voter’s signature)

INSTRUCTIONS

This attestation shall be completed and filed along with a registration form using the signature stamp on the signature line, before a voter may use a signature stamp or other indicator of the voter’s signature on any election document.

The person filing this form must be:

- Disabled;
- Unable, because of the disability, to sign the voter’s name; AND
- Registered to vote (a voter registration card may be filed at the same time as this attestation).

The signature stamp or other indicator used by the voter to represent the voter’s signature on any election document shall be the same stamp or other indicator used by the voter to represent the voter’s signature on this form and on the voter’s registration form.

If, after filing this form, the voter changes the voter’s signature stamp or other indicator of the voter’s signature, the voter shall file a new attestation and voter registration form to show the new representation of the voter’s signature.

This form is subject to the provisions of ORS 260.715 (1), which states:

“No person shall knowingly make a false statement, oath or affidavit where a statement, oath or affidavit is required under the election laws.”

VIOLATION OF ORS 260.715 (1) IS A CLASS C FELONY.
MULTNOMAH COUNTY, OREGON
ADMINISTRATIVE PROCEDURE       FLT-3

SUBJECT:   Driver Responsibility for County Vehicles

PURPOSE:   To assure safe vehicle operation

ORGANIZATION RESPONSIBLE:       Fleet, Records, Electronics, and Distribution Services (FREDS)

DATE:    October 1997   /s/ Beverly Stein

ORGANIZATIONS AFFECTED:    All Departments/Offices (except Sheriff's Office)

LEGAL CITATION/REFERENCE:   Executive Order 150

FORMS ATTACHED:
    ❖ Fleet Guidelines

I. FLEET GUIDELINES
   Driver is responsible for complying with Fleet Guidelines.

II. ACCIDENT REPORTING
   For accidents involving County-owned vehicles, refer to County Administrative Procedure #RSK-4.
FLEET GUIDELINES

I. DRIVER RESPONSIBILITY

A. County vehicles, owned or leased, other than vehicles assigned to elected officials, shall be used only for official County business. Personal use, including but not limited to, commuting or transportation of family members, friends, or other county employees, is not allowed.

B. Travel to/from home/work is allowed for the county employee of an assigned, take-home vehicle as described in County Administrative Procedure #FLT-2. Overnight use of a Motor Pool vehicle must be approved in advance by the Motor Pool Supervisor.

C. County employees have the responsibility to obey all traffic laws, regulations, signs and signals, and display courteous and cautious driving habits while driving a County vehicle. Parking and traffic citations and/or any resulting towing or impound charges are the responsibility of the driver.

D. Driver’s Licenses

1) County vehicles shall only be driven by authorized personnel possessing a valid, appropriate driver’s license issued by any state.

2) Employees must report any change of license status to his or her supervisor immediately.

3) Employees who operate a vehicle that requires a Commercial Driver’s License must possess a valid State Commercial Driver’s License with the appropriate endorsements.

4) The employee’s Department/Division Manager is responsible for assuring the validity of and appropriate class and endorsements of the driver’s licenses, both on initial hire and on a continuing basis.

E. Only County employees are authorized to operate County vehicles, except as provided below:

A person other than a County employee, including a contract or volunteer worker, engaged in the performance of official County business, may be authorized by the responsible Department/Division Manager to use a County vehicle. Contractors must have approval from the F.R.E.D.S. Operations Administrator to operate a County vehicle. Contractors are not covered by the County’s self-insurance for liability or workers compensation and must be covered by independent coverage before being authorized to operate a County vehicle. Contact Risk Management for coverage limitations. The Department/Division Manager shall be responsible for assuring the person is qualified under these guidelines to legally operate a County vehicle.
F. State law and Executive Order 174 requires the driver and all passengers of County vehicles to use lap seat belts and/or passive restraint devices.

G. County Ordinance #556 prohibits smoking in County vehicles.

H. Drivers of assigned vehicles must report an odometer reading on the last working day of each month to their Department/Division liaison or Fleet Services.

I. Fleet Services reserves the right to suspend or deny driving privileges for the use of County vehicles for non-compliance with any provisions of the Fleet Guidelines. In addition, failure to comply with the Fleet Guidelines may be cause for disciplinary action by the employee’s responsible department.

II. VEHICLE OPERATION AND EQUIPMENT

A. All County drivers have the responsibility to examine vehicles for damage or absence of parts or equipment and contact Fleet Services for repairs.

B. All County drivers are responsible to report any unsafe vehicle condition to Fleet Services.

C. All County drivers are responsible for the safekeeping of other county equipment, such as portable computers, tools, etc., while being transported in a county vehicle.

D. The County is not responsible for the theft of, or damage to, any personal items left in a County vehicle.

E. County drivers shall not add to or remove equipment from a County vehicle without the written consent of the Fleet, Records, Electronic, and Distribution Services Manager with the exception of: (a) expendable items, such as flares; (b) tools, for the purpose of putting them to intended use, such as a lug wrench/tire jack. No bumper stickers, political statements, or advertisements, shall be placed on or in county vehicles.

F. County drivers are responsible to arrange with the Motor Pool or Fleet Services for the replenishment of expendable items, such as flares, first aid kit supplies, or fire extinguishers to meet safety equipment standard requirements.

G. County drivers of assigned (non-Motor Pool) vehicles are responsible for:
   a) Self-service fueling of County vehicles when using the County fuel stations.  
   b) Checking and filling oil and other fluid levels.  
   c) Arranging for and maintaining the cleanliness of the vehicle, both exterior and interior.
   d) Arranging for scheduled maintenance through Fleet Services.

H. All County vehicles, with the exception of those qualified for confidential status, shall display exempt license plates.
I. Except as provided in County Administrative Procedure #FLT-4, all exempt licensed vehicles will display an official County logo.

III. ACCIDENT REPORTING

See Administrative Procedure #RSK-4.
I. PROCEDURE DESCRIPTION
   A. General
      This procedure is applicable to all Departments/Offices. This procedure is to be used by anyone using a vehicle that is involved in a collision while being used for County business.
   B. Procedure
      1. Collisions involving any vehicle being used for County business; including County-owned, personally-owned, rented, or leased vehicles are to be promptly reported by the driver (or the employee responsible for the vehicle in the case of a parked vehicle, hereinafter called “the driver”). All incidents, including single vehicle collisions, damage of unknown origin, and vandalism,
regardless of the extent of damage, shall be reported.

2. The driver shall complete and file a Multnomah County Vehicle Collision Report Form within 24 hours after a collision, or as soon as discovered in the case of a parked vehicle.

3. The person completing the form is to send the original to Fleet and retain a copy for Department/Office records. When necessary, Fleet is to send a copy to Risk Management, Property & Liability Program.

4. If any employee involved in the collision was injured and received medical services beyond first aid, follow County Administrative Procedure #RSK-1. If any employee involved in the collision was injured but did not receive medical services beyond first aid, follow County Administrative Procedure #RSK-2.

5. The Department of Motor Vehicles (DMV) form is available from any DMV office, most police stations, the County Motor Pool, and County Fleet Services. **It is the driver’s responsibility to file this form in a timely manner in compliance with state law.** Fleet Services can help employees determine whether this form needs filed based on the vehicle accident you have.

C. Drivers Safety Training/ Drivers Licenses

1. Departments are responsible for verifying that all employees driving on County business have current, valid licenses of the appropriate class.

2. Departments are responsible for making sure that employees drive safely at all times while on County business. Departments should provide for periodic driver’s safety training appropriate for the type of business driving.

II. DRIVER RESPONSIBILITIES

A. Seek medical attention for anyone injured in a collision and render first aid consistent with your training.

B. Obtain the other party's name, address, phone number, driver's license number, date of birth, insurance carrier, policy number and insurance agent information. Record the names, addresses, and phone numbers of witnesses.

C. When talking with others involved in the collision, be courteous, be concerned, be sympathetic, but do not make commitments or admit fault.

D. Do not discuss details of the collision with anyone except the investigating officer or others authorized by Risk Management, Property & Liability Program.
E. Do not enter into any settlement with any other party's insurance carrier without the approval of Risk Management, Property & Liability Program.

III. IMPLEMENTATION AND INTERPRETATION

Any questions relative to the intent or application of this procedure are to be directed to the Risk Management, Property & Liability Program, who is responsible for interpreting and implementing this procedure.
MULTNOMAH COUNTY, OREGON
ADMINISTRATIVE PROCEDURE
RSK-14

SUBJECT: Vehicle Use on County Business

PURPOSE: To establish standards for employees who operate vehicles on County business to reduce accidents, injuries and the County’s liability exposure.

ORGANIZATION RESPONSIBLE: Risk Management

DATE: 10/05/2006

ORGANIZATIONS AFFECTED: All Departments/Offices

LEGAL CITATION REFERENCE: MCC 7.100, ORS Chapter 806
ANSI Z15.1 2006 (new)

I. PROCEDURE DESCRIPTION

General

1. This procedure applies to all Departments/Offices.

2. As a public agency, it is important that the County take all reasonable measures to mitigate the frequency and severity of accidental losses, and County liability including losses that arise out of the operation of motor vehicles.

3. This procedure applies to all employees, whether full-time, part-time, or temporary, who drive any vehicle on County business. “Employee” includes County volunteers.
Definitions

1. “Moving Violation”: A violation of the Oregon Vehicle Code that occurs while the employee is the operator of a motorized vehicle.

2. “Preventable Accident”: Any motor vehicle collision or operation of a vehicle driven on County business that results in property damage, personal injury, or both, where the employee fails to do everything reasonable to prevent the accident as determined by the Vehicle Accident Review Committee.

3. “Vehicle Accident Review Committee (VARC)”, Attachment A: A three-member committee of County employees that reviews all County vehicle accident reports; analyzes them for the causes(s) of the accident, determines if the accident was preventable, and recommends corrective actions.

4. Departmental Human Resources: Human Resource staff assigned to a specific department.

Background

The operation of vehicles is required for many County services. How vehicles are operated affects the image of the County and the County’s liability exposure. In addition to direct repair costs other costs may be incurred for medical expenses as well as indirect costs for losses of vehicle use, employee productivity, and claims administration. The County strives to prevent accidents and injuries to minimize economic loss and human suffering. Employees operating County vehicles on County business must comply with County Administrative Procedure FLT-3.

Requirements

1. Drivers may be considered qualified to drive on County business when they possess a drivers’ license of the proper class that is valid in Oregon. Licenses that have expired, been canceled, suspended or revoked are invalid.

2. Drivers will be considered fully qualified to drive on County business after successfully completing an approved driver safety training course.
   
a. All employees driving on County business at time of procedure implementation will have one year to attend an approved driver safety training course.

b. Newly hired or transferred employees that drive as part of their work assignment will have 6 months to complete an approved driver safety training course, provided they complete a departmental driver orientation process.
prior to driving for County business. An example departmental orientation document is attachment B.

c. Non-County sponsored training courses must be approved by the Safety, Health, & Workers’ Compensation Section and the VARC to meet this requirement.

3. Employees driving their personal vehicles on County business must carry the minimum auto liability insurance required by the State.

4. If an employee is considering driving a County or personal vehicle out-of-state (other than to Washington State) on County business the most time efficient and cost-effective mode of transportation must first be determined; if driving is the preferred method of transportation but it is not the most time efficient or cost effective, then it must be justified with notification to Risk Management, Property & Liability Program. This travel recommendation is to protect the County from the unnecessary liability exposure that is present when a vehicle is used for an out-of-state trip (See County Administrative Procedure FIN-2 for further information on travel guidelines.)

II. RESPONSIBILITIES

Employees:

1. Must have a valid driver’s license when driving a vehicle on County business;

2. Attend an approved driver safety training program to become qualified to drive a vehicle on County business.

3. Whose duties require the operation of a vehicle must notify their supervisor immediately upon receipt of notice that their driver’s license has been expired, canceled, suspended, or revoked, or if there is a change in the license class status;

4. May be able to continue driving on County business depending upon the reason for the change in license status and if the employee obtains an occupational permit from DMV;

5. Will obtain occupational permits issued from DMV at the employee’s expense;

6. Using a personal or private vehicle on County business, must maintain the minimum automobile liability insurance required by the State. Insurance coverage lapses must be reported immediately to the employee’s supervisor.
7. Who use personal vehicles on County business do so at their own risk. The employee’s insurance is primary and any County coverage only applies in excess on any loss occurring in the course and scope of employment. The County does not provide collision, PIP, uninsured motorist or comprehensive coverage for privately owned vehicles. The owners and drivers of private vehicles are responsible for comprehensive and collision coverage. The County will not pay for any damage or loss to private vehicles or personal belongings. Medical coverage is limited to that provided by the County employee’s auto insurance coverage or workers’ compensation.

8. Have sole responsibility for traffic, photo red light/radar and parking citations. Moving violations while driving on County business may result in employee discipline.

9. Must report vehicle operations resulting in personal injury or property damage under the County’s Vehicle Collision Reporting Policy and Procedure (see RSK-4). This includes all vehicles used for County business including; County-owned, personally-owned, rented, or leased vehicles.

10. Must operate vehicles used on County business only when they are in safe operating condition. Deficiencies in County-owned vehicles must be reported to the County Fleet Services Division at (503) 988-5181 immediately.

11. May only operate a vehicle on County business if they drive in a safe, courteous and lawful manner. Involvement in preventable accidents while driving on County business is grounds for appropriate disciplinary action and a change in driving assignments.

Supervisors

1. Ensure employees receive driver safety training upon initial assignment or when it becomes apparent that the employee may need to drive a vehicle for County business.

2. On receiving notice that an employee driver’s license is or will be expired, canceled, suspended, or revoked, or of a change in license class status, notify their Departmental/Office Human Resources and obtain clarification on the employees ability to drive a County owned or operated vehicle.

3. Must instruct the employee not to drive a vehicle on County business until the employee provides proof from the DMV that their driver’s license is current.
Proof must be in the form of a certified driving record from the DMV certified (signed with seal from the DMV Department).

4. Must instruct employees with vehicle liability insurance that terminates for any reason not to drive private vehicles on County business until automobile liability insurance is in effect again.

Departmental Human Resources or Elected Official’s designee

1. Will work with the employee’s supervisor to give direction regarding the status of the worker when a license is expired, canceled, suspended or revoked or there is a change in an employee’s license class status;

2. Central Human Resources will review any letter from a County supervisor to DMV regarding a request for a hardship or occupational license to provide consistency;

3. May disqualify drivers from driving vehicles on County business when deemed appropriate and necessary.

4. Will keep reports on driving records provided by the Vehicle Accident Review Committee in employee personnel files.

5. Must consider driving records in the selection of drivers for any work related activity in order to reduce the future liability to the County that could result from motor vehicle accidents.

6. May consider the following screening and monitoring measures to help accomplish the purpose of this policy:

- Offers of employment to prospective employees where driving is a requirement of the position may be conditioned upon satisfactory evidence of the ability to drive safely through an Oregon Driver and Motor Vehicle Services (DMV) record check, or a similar record check if the prospective employee is from another state;

- As a condition of employment applicants that drive as a part of their job may be required to furnish drivers license records prior to offers of employment;

- Reports of accidents, driving history and driving records may be reviewed for employees being considered for promotion or internal transfer into a job where driving a County vehicle is required.
Vehicle Accident Review Committee will:

1. Review all accidents involving any County vehicle including County-owned, County-rented or County-leased vehicles to investigate and determine if the accident was preventable or non-preventable. Determination of accident preventability will be based on the Oregon Truckers Association criteria for determining accident preventability.

2. Periodically check DMV records for employees authorized to drive on County business when an employee is involved in two or more preventable accidents in a twelve-month period, or has received two or more citations for a moving violation in a twelve-month period, or a combination of one preventable accident and one moving violation citation. The record will be made available to drivers, the driver’s supervisors and the department director/elected official of that employee.

3. Report changes in the status of County employees’ driver licenses to the Departmental Human Resources Manager/Elected Official designee of the Employee’s Department/Office and the employee’s supervisor.

4. Review and take appropriate actions on all vehicle and driver information received.

5. Notify the employee, employee’s supervisor, and Fleet Management of any accident in which they were involved as a driver where it was determined by the VARC to be preventable. Such employees will be required to participate in a driver-training course specific to the preventable component described in the accident report.

6. Report all findings on employee vehicle accidents to the Department Directors/Elected Officials in a timely manner.

Fleet Services Division will:

1. Collect information about all vehicle accidents occurring while on County business and provide such information to the Vehicle Accident Review Committee for analysis and action;

2. Send all information to the Vehicle Accident Review Committee in a format agreed upon by Fleet Services and the Vehicle Accident Review Committee.
III. IMPLEMENTATION AND INTERPRETATION

Any questions or concerns about this procedure may be directed to the Risk Manager, who is responsible for interpreting and implementing this procedure.

Attachment A
Multnomah County
Vehicle Accident Review Committee

I. PURPOSE

The Multnomah County Vehicle Accident Review Committee (VARC) promotes the safety of authorized drivers, passengers, and the public while County employees are operating motor vehicles on County business. The VARC attempts to accomplish this by analyzing accidents and recommending corrective actions to eliminate the system failures leading to the accident.

The VARC does not have authority to take disciplinary action against drivers involved in motor vehicle accidents or incidents.

The VARC is committed to a common goal of reducing vehicle accidents and incidents and therefore the costs to the County in human suffering, property damage, and liability.

II. MEMBERSHIP

The VARC consists of three members appointed by the Safety, Health, & Workers’ Compensation Manager. One member from the Safety and Health Section, one from Fleet Services, and one at-large member chosen from a Department/Office or Division on a rotating basis. All members must have a valid Oregon Class C Driver License, or equivalent if a resident of another state and have already participated in an approved driver safety training program. Members will be appointed for a term of two years.

III. FUNCTIONS

The Multnomah County VARC analyzes motor vehicle incidents such as collisions and traffic citations to identify system failures. This process is designed to focus on “what” is at fault rather than “who” is at fault. The emphasis of the incident analyses is on preventing the same kind of incident from happening in the future.

Motor vehicle accidents are analyzed to determine if they were preventable or non-preventable. Guidelines from the Oregon Trucking Association in Determining Accident Preventability are used by the VARC to determine whether or not an accident was preventable. The VARC uses information provided to the Fleet Services Manager as part of the initial incident documentation.

If VARC determines an accident could have been prevented by the driver, the driver, their supervisor, and the Fleet Services Manager will receive a letter stating that the accident was preventable. The driver will also be required to participate in a driver training course specific to the preventable component described in the incident documentation.
In addition to preventable accidents, the above actions will be taken whenever a driver is cited for a moving violation such as, but not limited to, speeding or running a red light.

If a driver is involved in two or more preventable accidents in a twelve-month period, or they received two or more citations for a moving violation in a twelve-month period, or a combination of one preventable accident and one moving violation citation, Fleet Services will perform a drivers license background check on the affected driver. The purpose of this background check is to determine if the affected driver has a valid license.

IV. TRAINING

The VARC is a peer group. VARC members will have available to them the guidelines Determining Accident Preventability from the Oregon Trucking Association.

V. RECORD KEEPING

The VARC will keep track of accidents in an Excel database. Information on the number of accidents by month, department/office or division, accident type, preventability, and citations issued will be included in the database.

The names of drivers involved in accidents and cited for moving violations will also be maintained in a database. At the VARC’s discretion, if an employee is involved in multiple accidents and/or citations a letter to this effect will be sent to the employee’s supervisor and the Fleet Services Manager.
New-Hire/New Driver Vehicle Orientation

Department: ___________  Employee Name: ________________

I have reviewed the following County Administrative Procedures and have had the opportunity to ask questions concerning the contained information.

FLT-3  Driver Responsibility for County Vehicles  Date: __________

RSK-4  Vehicle Collision Reporting  Date: __________

RSK-14 Vehicle Use on County Business  Date: __________

Traffic-related motor vehicle crashes are the leading cause of work-related injury and death. It may be the most dangerous work related activity performed on a daily basis.

Defensive driving is driving to prevent accidents, in spite of the incorrect actions of others or adverse weather conditions. As a defensive driver you must operate your vehicle in a manner to avoid contributing to an accident or being involved in a preventable accident. Multnomah County recognizes that providing defensive driving tools to employees is the first step towards keeping employees safe while driving. As part of this recognition, all employees who drive as part of their work assignment must participate in a defensive driving course. Newly hired employees and new drivers have 6 months to complete a defensive driving course. Contact your supervisor or designated trainer for details on how to complete the training.

Employee signature: ____________________  Date: ________________

Supervisor signature: ____________________  Date: ________________

Copy: Personnel training file
      Risk Management-503/4
Disability prevalence according to 2005 Behavioral Risk Factor Surveillance System data from Oregon

Respondents are coded as having a disability if they answered yes to one or both of the following questions:
1) Are you limited in any way in any activities because of physical, mental, or emotional problems?
2) Do you now have any health problem that requires you to use special equipment, such as a cane, wheelchair, a special bed, or a special telephone?

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BE A PATRIOT.
VOTE

QUESTIONS ABOUT YOUR REGISTRATION?
Call 503-988-3720
Registration deadline for the November election is October 17th. We have registration forms.

NEED A REPLACEMENT BALLOT?
Fax a request to 503-988-3719 Attn: VAT, before November 2nd. Elections will deliver a ballot to you at CDSU.
ELECTION DAY SERVICES TO VOTERS IN YOUR FACILITY

For REGISTERED OREGON VOTERS in your facility today, Multnomah County Elections is available to provide Election Day services by calling 503.519.6425. The following information must be provided:

- Voter’s full name
- Voter’s birthday
- Voter’s address
- Voter’s county of residence (we are able to provide ballots from all counties within Oregon)
- Patient’s room number or location of voter within facility
- Hospital contact person and telephone number if we need follow up information about the voter (probably the nurse who will be available when the ballot is delivered)

Once the above information is provided, a bipartisan team of election officials will deliver the correct ballot and any additional election required documents to the voter. They will remain to assist the voter, if requested. If no assistance is requested, they will allow the voter to deposit the voted ballot into the ballot box and return it to Multnomah County Elections.

Please, no calls for this service after 6:30 PM today.
We prominently displayed the following “IF YOU NEED AN INTERPRETER” in the windows of our Elections Office:

![IF YOU NEED AN INTERPRETER](image)

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This special laminated pointer card asked, “Do you need language assistance in voting?” in 12 different languages. A voter with a language difficulty was shown how to point to the preferred language on the card. Then the telephone number was dialed by the election staff. Once all the required dialing and inserting of access numbers was completed by the staff, the receiver was handed to the voter, who spoke directly to the interpreter providing the preferred language assistance. A two sided Pointer Card is shown here.
AFFIDAVIT OF ELECTOR REQUESTING/RECEIVING ASSISTANCE
ORS § 254.445 (3)(a)

I declare on this date I requested and received assistance marking my ballot from two persons of different political parties provided by the Multnomah County Elections Office.

___________________________
Printed Name of Elector

___________________________  __________________
Signature of Elector       Date

___________________________  ________  _________________
Signature of Assistance Team Member  Party  Date

___________________________  _________________________
Signature of Assistance Team Member  Party  Date

☐ Check box if language assistance was provided.
Which language? ________________________________

Revised 02.01.07
HELP ME FORM

Yes, I would like help in the November 7, 2006 Election.

Voter ____________________________________________________________ Phone # ______________________________

Address __________________________________________________________ Date ______________________________

☐ Marking Ballot ☐ Reading Ballot ☐ Language Services ☐ Other ________________________________________________

Voter ____________________________________________________________ Phone # ______________________________

Address __________________________________________________________ Date ______________________________

☐ Marking Ballot ☐ Reading Ballot ☐ Language Services ☐ Other ________________________________________________

Voter ____________________________________________________________ Phone # ______________________________

Address __________________________________________________________ Date ______________________________

☐ Marking Ballot ☐ Reading Ballot ☐ Language Services ☐ Other ________________________________________________

Voter ____________________________________________________________ Phone # ______________________________

Address __________________________________________________________ Date ______________________________

☐ Marking Ballot ☐ Reading Ballot ☐ Language Services ☐ Other ________________________________________________
Recently the Multnomah County Elections Voter Assistance Team visited your facility to register and update voter registrations.

As a follow up to the registration drive we are enclosing forms that may be used if your residents need assistance in marking or filling out their ballot for the upcoming General Election which is on November 7, 2006.

We could schedule a return visit between October 25th and November 3rd. Since ballots will not be mailed out to you until October 20th, this should leave enough time to assist all who need it.

Please mail the completed forms to us in the enclosed envelop by October 17, 2006.

Call Rebecca Halverson, 503-988-3720 to schedule a block of time for our voter assistant teams to come out.

Thank you for your cooperation and participation in voter registration.
INTAKE FORM FOR VOTER REQUESTING ASSISTANCE

Call taken by:______________________________________ Date:_____________________  Time:_______________
Call back by:_______________________________________ Date:_____________________  Time:______________

Name of Voter: ________________________________________________  Voter Status: _____

Address: __________________________________________________________Apt # ___________

Cross-street: __________________________________________________________

Telephone number(s): _______________________________________________________

Appointment Date/Time: _______________________________________________________

In-Office Assistance : _______________________________________________________

Bus lines here are #15-Belmont and #70-12th Avenue __________________________
Parking available here _______________________________________________________
Service animal _____________________________________________________________

Type of Assistance Requested: _______________________________________________________

Replacement ballot materials needed which? _______________________________________________________

Safety hazards at location? Animals? _______________________________________________________

VAT Members: Briefly summarize the details of your assistance, including the time, date, and any necessary follow-up required. If assistance was aborted, explain the circumstances. _______________________________________________________

Signatures of BOTH VAT members and date signed:

(Signature) (Date)

(Signature) (Date)
Attention Residents

Do You need Help With your 2006 Ballots?

Today Wednesday Nov 1, 2006
Where: Recreation
Time: 10:00-1:00

Voters Assistance
Please Bring Ballots With You.

Thanks
TELEPHONE FORM FOR VOTER ASSISTANCE

1. Please record the requested information below.

2. Tell the voter a VAT member will call soon to obtain more information about the voter’s needs.

3. Initial this form.

4. Place in VAT mailbox as soon as possible.

Your initials

Date

Time of call

Voter (print name)

Address

Telephone(s)

Special time/day for call back


VOTING TECHNOLOGY

Ballot gives disabled a way to vote independently

Form is sent by e-mail and can be filled out with computer software

By Timothy Alex Akimoff
Statesman Journal
November 3, 2006

On Tuesday, Angel Hale joined other Oregonians and voted in the privacy of her own home without assistance.

It’s something she has never done because she lost her sight when she was 13.

“It was elation,” Hale said. “I don’t think I can express it properly for people who have had that ability their entire lives.”

A new ballot that can be e-mailed and read by a computer now allows people with disabilities to vote just like Hale did. It’s being used for the first time statewide, and developers said the ballot is generating interest from voting districts from as far away as Florida.

The HTML ballot, so-called because it uses Hypertext Markup Language, is available upon request to voters with disabilities who vote just like Hale did. It’s being used for the first time statewide, and developers said the ballot is generating interest from voting districts from as far away as Florida.

The ballot was developed in part by Hale’s husband, Gene Newton, a program officer in the Oregon Secretary of State’s office. Newton stressed that the ballot does not allow people to vote via the Internet.

Secretary of State Bill Bradbury has been an advocate of the new ballot.

“It’s like very clear that it has hit a chord in the disability community,” Bradbury said Thursday. “We’ve gotten 10 e-mails just today from people who are telling us they are loving it.”

Hale and Newton usually pour a glass of wine and sit down to vote together. It was during one of these many voting sessions that they talked about Hale’s inability to fill out her ballot privately. That got Newton to thinking about ways to use technology to help.

“We started conceptualizing this three years ago,” Newton said.

Newton said Oregon’s vote-by-mail system really drove the project and gave the state a lead in election technology.

“In Oregon, because you vote by mail, people typically vote at home,” Newton said. “So, one of the questions we’ve asked is how do we provide that same level of accessibility for people who have disabilities.”

The ballot won’t work for everyone. For one thing, one has to have a computer. But the technological step forward is creating some buzz.

“We’re really, really excited about it,” said Julie Anderson, a lawyer with the Oregon Advocacy Center, which provides legal assistance to people with disabilities.

The ballot was developed in part by Hale’s husband, Gene Newton, software, a Web browser and a printer. Eventually, it might have much wider distribution.

“It could be helpful to our troops in Iraq and Afghanistan if we could send them an HTML ballot if for some reason they lost their first ballot or it never got to them,” said Marion County Clerk Bill Burgess.

Marion County has received five requests for HTML ballots, but developers have been slow to get the word out because the ballot is still in development.

A pilot program in Deschutes County in 2004 was successful, but the task of coding all 5,000 variations in Oregon’s ballots seemed overwhelming to Newton at the time.

By this summer, that task had been completed.

Hale admittedly is more technology savvy than many people, but she is elated with the possibility that the HTML ballot might help many who have relied on others to fill in their ballots to cast their first independent votes.

“The thing I love about this ballot is that I can actually sit at home and vote one vote per day if I like,” Hale said. “I can do exactly what you do.”

When Hale started her ballot Monday night, she couldn’t focus well. She shut down her computer and started again Tuesday morning.

“It was absolutely so liberating,” Hale said. “When I’ve done this in the past, I’ve had a certain set time that I’m with somebody and I had to make my decisions at that time. I’m in my mid-30s, and I’ve never been able to do this.”
General Election, November 07, 2006 - 26-0156-1

Ballot Style 26-0156-1

Instructions to Voter:
To vote, select the radio button or check the checkbox(es) which corresponds to your choice(s). For write in candidates - select the radio button or the checkbox corresponding to the "write in" option AND enter the candidate name in the subsequent input field. Attention! Remember to inspect your ballot for mistakes! If you have questions, call 803-888-3720.

Representative In Congress, 5th District-Vote For One

- No Selection
- Paul Aranas (Pacific Green Party)
- Darlene Hooley (Democrat)
- Write In
  - If Write In was selected, please enter the write in candidate's name:

Governor-Vote For One

- No Selection
- Joe Keating (Pacific Green Party)
- Jalonzoizzle (Democrat)
- Write In
  - If Write In was selected, please enter the write in candidate's name:

State Senator, 19th District-Vote For One

- No Selection
- Richard Devlin (Democrat)
- Marc Delphine (Libertarian)
- Write In
  - If Write In was selected, please enter the write in candidate's name:

State Representative, 35th District-Vote For One

- No Selection
- Fred Bremner (Republican)
- Greg Macpherson (Democrat)
- Write In
  - If Write In was selected, please enter the write in candidate's name:

Judge of the Supreme Court, Position 6-Vote For One

- No Selection
- Virginia L. Lindsey
- Jock Roberts
- Write In
  - If Write In was selected, please enter the write in candidate's name:

Judge of the Court of Appeals, Position 9-Vote For One

- No Selection
- Earl T. Rosenblum-INCUMBENT
- Write In
  - If Write In was selected, please enter the write in candidate's name:

Judge of the Circuit Court, 4th District, Position 4-Vote For One

- No Selection
- Adrienne C. Nelson-INCUMBENT
- Write In
  - If Write In was selected, please enter the write in candidate's name:

Judge of the Circuit Court, 4th District, Position 28-Vote For One

- No Selection
- Mark K. Kramer
- Charles L. Best
- Write In
  - If Write In was selected, please enter the write in candidate's name:

- Utzida L. Watkins
- Christopher D. Wright
- James E. Leumenbergr
Senate Bill 79

Printed pursuant to Senate Interim Rule 213.28 by order of the President of the Senate in conformance with pre-session filing rules, indicating neither advocacy nor opposition on the part of the President (at the request of Secretary of State Bill Bradbury)

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure as introduced.

Exempts information contained in voter registration records and relating to disability of elector from disclosure under public records law.

A BILL FOR AN ACT

Relating to records of disability of elector; creating new provisions; and amending ORS 247.973.

Be It Enacted by the People of the State of Oregon:

SECTION 1. ORS 247.973 is amended to read:

247.973. (1) Subject to subsection (2) of this section, an individual’s signature submitted under this chapter for purposes of registering to vote is subject to inspection as a public record under ORS 192.410 to 192.505. The signature may be inspected in the office of the county clerk.

(2) A person may not make a copy of or provide to another person a copy of an individual’s signature submitted under this chapter for purposes of registering to vote.

(3) Subsection (2) of this section does not apply to copies made by any elections official acting in an official capacity for purposes of administering the provisions of ORS chapters 246 to 260 or any rules adopted thereunder.

(4) Identifying information or documents submitted by an individual for purposes of registering to vote as required under the Help America Vote Act of 2002 (P.L. 107-255) are exempt from disclosure under ORS 192.410 to 192.505.

(5) Identifying information relating to a disability of an elector that is entered into official voter registration records by an elections official is exempt from disclosure under ORS 192.410 to 192.505.

SECTION 2. The amendments to ORS 247.973 by section 1 of this 2007 Act apply to requests for disclosure of public records made on or after the effective date of this 2007 Act.

NOTE: Matter in boldface type in an amended section is new; matter (italic and bracketed) is existing law to be omitted.

New sections are in boldface type.

LC 949
VAT VISIT CHECKLIST

DATE ___________ LOCATION ____________________________________________

TEAM _______________ ADDRESS _______________________________________

OUTGOING

☐ Intake Form for Voter Requesting Assistance– Voter Name/Address/Instructions (White)

☐ Affidavit - ORS – (Buff)

☐ VAT Log (Blue)

☐ Registration Card

☐ Replacement Ballot

☐ White VAT Envelope (Registration card and Ballot)

☐ Special Hospital Instructions (Pink)

☐ Ballot Box

☐ Car and Phone and Map

INCOMING

☐ VAT Log (Blue) completed – Every voter that you visited.

☐ Affidavit - ORS – (Buff) – One for every voter

☐ Intake Form for Voter Requesting Assistance– Voter name/Address/Instructions/add any information that is needed

☐ Completed Registration Card Signed. You won’t always have one.

☐ White VAT Envelope (With Ballot and Registration Card enclosed)

☐ Ballot Box

☐ Car and Phone and Mileage
VAT Log

Care Facility Name ________________________________________

Individual Assistance

On-Site Assistance

Voter ________________________________________  Address  _____________________________________  Phone _________________

Date _________  Time _______  Team Member ______________________________   Team Member _______________________________

☐ Affidavit  ☐ Voter Reg Card  ☐ Sig Stamp Form  ☐ Ballot Requested  ☐ Ballot Delivered  ☐ Ballot Voted  ☐ Ballot Return Elections  ☐ Cancelled

Voter ________________________________________  Address  _____________________________________  Phone _________________

Date _________  Time _______  Team Member ______________________________   Team Member _______________________________

☐ Affidavit  ☐ Voter Reg Card  ☐ Sig Stamp Form  ☐ Ballot Requested  ☐ Ballot Delivered  ☐ Ballot Voted  ☐ Ballot Return Elections  ☐ Cancelled

Voter ________________________________________  Address  _____________________________________  Phone _________________

Date _________  Time _______  Team Member ______________________________   Team Member _______________________________

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Voter ________________________________________  Address  _____________________________________  Phone _________________

Date _________  Time _______  Team Member ______________________________   Team Member _______________________________

☐ Affidavit  ☐ Voter Reg Card  ☐ Sig Stamp Form  ☐ Ballot Requested  ☐ Ballot Delivered  ☐ Ballot Voted  ☐ Ballot Return Elections  ☐ Cancelled

Voter ________________________________________  Address  _____________________________________  Phone _________________

Date _________  Time _______  Team Member ______________________________   Team Member _______________________________

☐ Affidavit  ☐ Voter Reg Card  ☐ Sig Stamp Form  ☐ Ballot Requested  ☐ Ballot Delivered  ☐ Ballot Voted  ☐ Ballot Return Elections  ☐ Cancelled
# VAT Daily Schedule

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Greetings!

Oregon’s November 7 General Election is closing in on all of us quickly. As part of OHCA’s government relations effort, we have undertaken the responsibility of ensuring that each of our facility members has access to voting resources.

We are hoping that residents in long-term care facilities are able to register to vote or change their registration if necessary, receive a ballot and successfully cast their vote with greater ease than before. To that end, we have compiled several resources for our members that we hope will encourage providers to take an active role in assisting residents with voting.

We have enclosed lists of available resources and important dates to remember as well as voter registration cards, a guide to assisting voters with disabilities, and some suggestions for registration/ballot pickup activities. There are also a number of ways to contact your local County Clerk or the Oregon Secretary of State throughout the materials if you need additional resources.

Please share this information with your residents. We hope it helps to increase voter turnout in what we all recognize as Oregon’s greatest generation. If you have any questions about the materials or need further assistance, please don’t hesitate to contact me at (503) 694-2013.

Sincerely,

[Signature]

Rob Johnson
Government Affairs Representative
Oregon Health Care Association

September 29, 2006
Assisting Voters with Disabilities
-Ideas for Activities-

1. GETTING STARTED

Create Voter Assistance Teams
➢ Ask residents, staff, family members and community members to volunteer on a team.
  ○ Two persons per team
  ○ Each team member must be a registered voter from a different political party than the other team member (example: a team can be composed of one registered Democrat and one registered Republican).

➢ Train teams
  (go to http://www.ohca.com/members/govrelations.htm to download or print the training slides)
  Provide each trained team member with a "Certificate of Completion" and/or a badge or pin indicating they’ve been trained as your facility’s Voter Assistance Team.

OR

Invite a County Assistance Team(s) to Work in Your Facility
➢ Contact your County Clerk (see pages 15-18 of the Voting in Oregon Guide for your county’s information) to obtain a list of Voter Assistance Teams.
2. PRE-ELECTION ACTIVITIES

Establish a Voter Registration Table at Your Facility
- Ask for volunteers from the Voter Assistance Teams and/or other family members, residents, staff and community members to staff the table
- Place voter registration tables in your facility's lobby, dining room, activity room or other public places as you see fit
- Provide: information on the Voter Assistance Teams, voter registration forms for new voters and for those updating their registration information, non-biased voters’ guides, important dates to remember and other relevant information

Advertise the Availability of the Voter Assistance Teams
- Announce the existence of the team(s) at various events and activities and introduce them if possible
- Use posters in the facility to inform residents of the Voter Assistance Teams
- Introduce the Voter Assistance Teams in your facility's newsletter or other publications distributed to residents and family members

Host a Voter Registration Day Activity(ies)
- Recruit the Voter Assistance Teams and/or other volunteers to go door-to-door asking residents if they're registered to vote, and if they are whether or not they would like or need the assistance of the Voter Assistance Team: If they're not registered to vote ask them if they would like to register and if they would, provide them with the forms and instructions to do so (See Attachment A for further information)
- Create Voter Registration Tables in various public places in your facility on a special day to encourage residents to register to vote, update their registration and to vote.
3. ELECTION "DAY" ACTIVITIES

After ballots are received:

➢ Work with teams to set up dates and times to assist residents who requested assistance to vote
➢ Set up a "Voting Day or Days" at your facility when the Voter Assistance Teams will be available to assist folks to vote
➢ Once residents have voted (not just those who need assistance), transport residents to the County Election Office to deposit ballots there, OR
➢ Organize a field trip for residents to vote via the telephone or other alternative methods at the County Election Office

BALLOTS MUST BE RECEIVED BY 8 p.m. ON ELECTION DAY
Attachment A

Voter Assistance Team Door-To-Door Activity

1. Knock on the residents' door. Introduce yourselves. Explain who you are and why you are there.

2. Ask the resident if they are registered to vote and if the resident is, if they need any type of assistance to vote. (Explain the various alternative methods available to vote besides the use of the teams - see "Resources Available for Assisting Voters with Disabilities.")

3. If the resident is not registered to vote, ask if they would like to register. If not, thank the resident for their time and provide your team's contact information just in case they change their mind. However, if the resident is interested in registering, provide the resident with a registration form and allow them to complete it. Explain that a copy of a valid identification with their current name and address is also required to register to vote (Example: current photo i.d. such as driver's license, paycheck stub, utility bill, bank statement or government document).

4. Offer to send the voter registration card and identification information to the County Election Office for the resident.

5. Provide all residents who request assistance in voting with a card giving them the team members' names, the date(s) the team will be available to assist the resident to vote, and a telephone number to contact the team members.
Resources Available for Assisting Voters with Disabilities

Information and documents are available at the Oregon Secretary of State’s Office, Elections Division, 1-866-ORE-VOTE (673-8683) or on the internet at http://www.sos.state.or.us/elections/HAVA/.

What is Available in Alternative Format?

➢ State of Oregon Statewide Voters’ Pamphlet
➢ Voting in Oregon Guide
➢ Voter Registration Cards
➢ Election Questions and Answers
➢ Ballots
➢ League of Women Voters (LOWV) Nonpartisan Voting Guide and Easy To Read Guide

How are they Available? (note: ALL AUDIO FORMATS BY REQUEST ONLY)

➢ State of Oregon Voters’ Pamphlets are available in the following formats:
  ○ CDs (MP3 compatible) (audio)
  ○ On the Web (streaming audio or downloadable MP3 audio files)
➢ LOWV Nonpartisan Regular Voting Guide is available in the following formats:
  ○ CD (audio)
  ○ Four track cassette tapes (audio). These tapes are compatible with NLS tape players available through Talking Book and Braille Services, Oregon State Library.
  ○ On the Web (streaming audio or downloadable MP3 audio files)
  ○ Large Print
➢ LOWV Nonpartisan Easy To Read Voting Guide (Large Print)
  ○ CD
  ○ Cassette tapes compatible with any cassette tape player.
  ○ On the Web (streaming audio or downloadable MP3 audio files)
  ○ Spanish
➢ **Voting in Oregon Guides** are available in the following formats:
  - Large print
  - Two track tapes (audio)
  - CDs (audio)
  - On the Web (streaming audio and downloadable MP3 audio files)
  - Spanish

➢ **Voter Registration Cards**
  - Large print
  - Spanish
  - On the web at
    - [http://www.sos.state.or.us/elections/votreg/sel500.pdf](http://www.sos.state.or.us/elections/votreg/sel500.pdf)

➢ **Election Questions and Answers**
  - Web interactive at:
    - [http://www.sos.state.or.us/elections/HAVA/elect_q_a/main.html](http://www.sos.state.or.us/elections/HAVA/elect_q_a/main.html)

➢ **Ballots**
  - Telephone (Accessible Ballot Marking System – ABMS) available at all County Clerks’ offices.
  - Large print ballots by request in some counties
  - Computer disc (HTML) Ballots for voters who use screen reader or screen enlargement technology are available statewide.
  - Tactile Ballot available by request in Marion County only