

Denver Election Commission
200 W. 14th Avenue Commission Meeting Room
April 20, 2004
4:00 p.m.

Present: Sandy Adams, Commissioner
Susan Rogers, Commissioner
Victoria Ortega, City Attorney's Office
Carolyn Metzler, Denver Republicans
Frank Sullivan, Denver Democrats
Ken Smith, Denverites for Cruelty-Free Circuses
Karon Majeel Hatchett, Executive Director
Robert Asmus, Staff
Rocky Rushing, Staff
Carrie Kellogg, Staff
Alan McBeth, Staff

(Commissioner Vaden was not present.)

Commissioner Rogers called the meeting to order at 4:02 p.m.

I. Approval of Minutes

Commissioner Adams moved that the minutes of the March 16, 2004 Election Commission Meeting be approved. Commissioner Rogers seconded the motion, which passed unanimously.

II. Executive Director Report (Please see attached report for detailed information.)

A. Revenue for March, 2004: \$86,306.75
Revenue Year to Date: \$207,870.58

B. Spanish Language Advisory Board Update

Please see the attached report on the most recent Spanish Language Advisory Board meeting. Ms. Hatchett indicated that certificates of appreciation have been prepared for all "Site Coordinators" who worked on Voter Registration for Cesar Chavez Day. Hatchett acknowledged the overall coordination of the event by Ms. Rojo and Mr. McBeth and noted that the citywide voter registration event received good media coverage.

Denver Election Commission
April 20, 2004
Page 2

She also indicated that the Advisory Board got a presentation from The Denver Forum, which is a 501 (c)(3) nonprofit organization (copy attached). Commissioner Rogers indicated that there is support for the Advisory Board to become an independent entity or to establish a connection with a nonprofit organization – so that donations for voter outreach could more easily be accepted.

Ms. Hatchett indicated that the Commission would conduct voter registration at the May 1st and 2nd Cinco de Mayo celebration at Civic Center Park. Hatchett noted that the Commission will use the city's booth – at no cost. Commissioner Rogers suggested that the Commission attempt to obtain such a booth at every city-sponsored event at which voter registration is planned.

C. Legislative Update

See attached report.

Ms. Hatchett indicated that she testified on Senate Bill 153, which would authorize "vote centers" for all elections – at the discretion of county election officials. Hatchett indicated that she is working with the County Clerks Association in lobbying efforts in support of the bill. Hatchett also reported that House Bill 1227 has been amended (to require voting machines to produce paper receipts of ballots cast by voters) and has been voted out of the House. The Clerks Association is lobbying against the amendment. The Secretary of State and the Clerks Association support the original bill, which concerns testing and certification of voting systems.

D. El Paso County Site Visit Update

Ms. Hatchett indicated that the Commission plans to visit El Paso County sometime in May. She is working on arranging possible dates. El Paso County has indicated that it prefers May 13, 2004. Commissioner Adams cannot participate on May 13th. Hatchett noted that May 20th is a possible date. Adams asked for how long the visit is planned. Hatchett responded that it would be a half-day visit. Commissioner Adams indicated that May 27th is a better day for her. Commissioner Rogers noted that May 27th would work for her.

Denver Election Commission
April 20, 2004
Page 3

III. Old Business

A. Caucus Update

Karon Hatchett indicated that some party officials had difficulties with voter lists provided by the Commission. There were some incorrect street ranges, and voters who had requested confidentiality (their names do not appear on typical voter registration reports produced by the Commission) were not included on the lists provided to the parties for their caucuses. Commissioner Rogers expressed the opinion that political parties use their own membership lists for the caucuses.

Most problems of which she was aware have to do with voters who moved and did not inform the Commission. Many of these voters' precincts changed when they moved, and their new addresses did not match the precinct caucuses they attempted to attend.

Ms. Hatchett indicated that the Commission would provide lists of "confidential" voters to the parties. Commissioner Rogers indicated that there is no need to do this. Both Commissioner Rogers and Commissioner Adams indicated that the parties use their own membership lists.

B. Stakeholders Committee Meeting Update

Ms. Hatchett indicated that the Commission is waiting for Councilwoman Boigon to finalize "focus group" dates. She directed the Commissioners to the Executive Director's report concerning the Stakeholders Meeting. (See report.) Hatchett asked the Commissioners if the plan outlined reflects their issues. Commissioners Adams and Rogers responded in the affirmative.

C. DEC Budget Review and Update

Ms. Hatchett indicated that she has met with Commissioners Vaden and Rogers, with Kristy Bois of the Budget and Management Office (BMO) and the Mayor's Office. The budget and possible need for a supplemental were reviewed. Hatchett indicated that the staff will draft a zero-based budget for the remainder of 2004 and for 2005. She indicated her plan to acquire budget software that works in concert with PeopleSoft and that she plans to meet with BMO in the near future.

Denver Election Commission
April 20, 2004
Page 4

IV. New Business

A. Secretary of State Voter Registration Vendor Update

Ms. Hatchett indicated that the Secretary of State is working on certification of new voting machines. Commissioner Rogers asked if Denver is a test site for these. Hatchett responded in the negative. Commissioner Rogers also mentioned that there are recurring issues with the INTEGRITY software.

B. Review of DEC Voter Registration Services Pricing Policy

Ms. Hatchett directed the Commissioners to the report price comparison prepared by Mr. Bill Brennan,

Voter Registration Supervisor. Hatchett mentioned that the Secretary of State charges \$1,000.00 for a statewide Voter Registration list. Mr. Rushing noted that if the Commission were to set up the parameters for typically requested reports, there would be no "set up" costs for most reports. He suggested that four or five of the most commonly requested report types be set up and the reports sold for \$30.00. Custom reports could be sold for \$50.00.

Hatchett indicated that Mr. Brennan has suggested that reports cost \$75.00 to \$100.00, and she mentioned her opinion that reports should cost \$50.00.

Commissioner Adams proposed a two-tier plan, in which the five "standard" reports would cost \$50.00 and customized reports would cost \$70.00. Mr. Rushing noted that the "standard" (or "pre-set") reports are easy to produce. Commissioner Rogers suggested that the "complete" file and "pre-set" reports should cost \$30.00, with an additional cost for custom reports. Ms. Rojo mentioned that the staff can accommodate specific reports requests, but that these accommodations require staff time, which comes at a cost. Commissioner Rogers indicated that she likes lower fees.

Commissioner Adams noted that fees should be fair and should reflect the Commission's costs. Rogers remarked that little staff time is required to produce "standard" reports and reiterated her suggestion that the "complete" file and "pre-set" reports should cost \$30.00, and added that custom reports should cost \$50.00. Mr. Rushing noted that most report customers are able to do data manipulation on their own, and hence can customize a complete list to meet their own needs. Ken Smith replied that such "customization" might be difficult for some customers.

Denver Election Commission
April 20, 2004
Page 5

Commissioner Rogers indicated that she does not want the Commission to price any customer out of the market. Ms. Hatchett suggested that discussion of this matter be continued at the next Commission meeting, at which time she would submit recommendations for Commissioners' review. Commissioner Rogers reiterated that she does not want to price any candidates or campaigns out of the market.

C. Voter Identification Outreach

Mr. McBeth directed Commissioners to the "umbrella" Outreach Plan, with components devoted to "Voter ID" requirements. (Copy attached.) . Commissioners Adams and Rogers indicated that they would participate in public speaking on the new requirements Commissioner Rogers indicated that she wants speaking engagements scheduled as soon as possible, since many organizations do not meet in every month in the summer. Rogers also indicated that she wants to speak to the Inter Neighborhood Cooperation (INC) organization. Mr. McBeth indicated that he would contact INC and Neighborhood Associations immediately and would notify Commissioners of the speaking engagements scheduled. Ms. Hatchett mentioned promised Secretary of State "marketing material" regarding the new Voter ID requirements.

V. Announcements and Comments by Commissioners, Staff and Guests

Ms. Hatchett announced that the Commission has hired two new employees, and announced that they would join the meeting following their employee orientation today. Kathleen Mills has been hired as Election Judge Coordinator.

Anthony Rainey has been hired as Associate Information Technology System Administrator. Commissioner Rogers asked if there were comments from members of the audience.

Carolyn Metzler, Denver Republicans, noted that reports of absentee voters have previously cost \$75.00 for an initial report and updates. She asked if that price would remain the same. Ms. Hatchett responded that Mr. Brennan has indicated that the preparation of absentee voter reports is onerous. Hatchett indicated that these reports will be included in the recommendations promised for the next meeting, but that she does not think the cost will change.

Denver Election Commission
April 20, 2004
Page 6

Commissioner Rogers mentioned that she does not believe the Commission should charge an excessive

amount for reports, and that staff should include what other counties charge in its recommendations.

Ms. Metzler also noted that she had supported reprecincting based on her understanding that the Commission planned to reduce the number of precincts in Denver to 360-370 precincts. Although that did not happen, Metzler recognized the hard work done by staff members Kellogg and Rushing on the reprecincting project. She noted that staff did a lot of difficult work, with the result that the total number of precincts in Denver was reduced by only two precincts.

Commissioner Rogers noted that the reprecincting did help the Lowry and Green Valley Ranch areas of the city. Rogers asked Ms. Metzler if she foresaw credentialing problems with Denver's Republicans, given that the Denver Democrats experienced some problems in this area. Ms. Metzler responded in the negative, indicating that she got all of the information she needed from Mr. Rushing.

Commissioner Rogers noted that some party members went to the polling place shown on the voter card they received – instead of to the caucus location. The voter cards did not emphasize for voters that (in some cases) they had new precincts under the reprecincting plan. Rogers asked the representatives of the parties how caucus turnout had been. Ms. Metzler indicated that the Republicans had about one half of the turnout they had the last time caucuses were held. Mr. Sullivan indicated that the Democrats got approximately twice as many participants as the last time caucuses were held. Rogers indicated that she would direct her concerns to the credentialing chairperson of the Denver Democrats. Commissioner Adams suggested that Republican caucus turnout was low because the party did not receive the list of party members in time to make optimal use of it.

Frank Sullivan, Denver Democrats, mentioned that many people are concerned about the security of voting, and recommended that the Commission produce a statement on the security of voting machines and systems in Denver. Mr. McBeth responded that he is working on such a statement. Commissioner Adams suggested that such information be presented on Channel 8.

Denver Election Commission
April 20, 2004
Page 7

Ms. Rojo indicated that she will supply the same information to Univision TV. Ms. Hatchett suggested that Howard Cramer of Sequoia Pacific might be featured on a Channel 8 program to discuss voting security. She also suggested that such a presentation be tied to televised City Council meetings. Commissioner Adams suggested that the "City Council" connection was probably not a good idea.

Frank Sullivan questioned whether or not the button a voter pushes on the voting machine actually records the vote chosen. Commissioner Adams suggested that people with such concerns take the opportunity to view the testing of the machines. Commissioner Rogers noted that Commission staff "builds" each election in proprietary software that cannot be altered to affect voting results. Ms. Hatchett added that machine testing is the key to voting security. She noted that if the public could indeed "look at" the software that operates the machines, that would jeopardize the integrity of that software. Commissioner Rogers added that anyone who is uncomfortable with the voting machines has the option of voting with a paper ballot by means of absentee voting.

Mr. Sullivan insisted that, whatever testing is done, it is not performed on the number of ballots that are cast in a typical precinct. Commissioner Rogers replied that testing is performed on over 100 ballots – a number close to the number of people who vote in many precincts. Rogers noted that the Commission takes all such concerns seriously, and is convinced that Denver's voting machines and systems are secure, safe and accurate.

Ms. Metzler expressed the opinion that some people have "voter fraud paranoia," and cannot be convinced that their votes will be accurately counted, regardless of the evidence presented to demonstrate the security of the machines and systems in use.

Ken Smith spoke as an "informal" representative of Denverites for Cruelty-Free Circuses. Smith asked how the initiated ordinance (to prevent circuses with animals) would be named and numbered on the August ballot. The organization he represents hopes to begin publicity, and wants to know how the measure will be referred to on the ballot. He noted that in 2003, such an initiative was called INITIATIVE 100.

Commissioner Rogers responded that Secretary of State rules determine the numbering of ballot measures. Ms. Hatchett concurred.

Commissioner Rogers expressed the opinion that the measure must be named an "initiative," since referred measures are not allowed on Primary Election ballots. Hatchett added that the Secretary of State determines ballot order and content in June. She indicated her belief that if the Commission were to announce a "name" and "number" prior to the statutory deadline, it might set a precedent.

Commissioner Adams indicated that the initiative proponents can "take their chances," assuming that it is very likely the measure will be called INITIATIVE 100. Hatchett responded that Mr. Smith is looking for certainty as to the numbering of the measure.

Mr. Smith asked that the Commission provide a definite answer. If that were not possible, he requested an explanation. Commissioner Adams reiterated that Secretary of State rules govern the date (June 16, 2004) at which issue "ballot names" are decided. Smith responded that this will be the only issue on the Primary ballot, and that the danger of an "unwise precedent" is virtually nonexistent. City Attorney Ortega remarked that it appears that Mr. Smith wants the Commission to say today what it will say in June. She indicated to the Commissioners that they should rely on state statutes and rules. Hatchett mentioned that the Secretary of State has advised against "precertification." To do so might set a precedent.

Commissioner Adams expressed the opinion that the petitioners can assume that "INITIATIVE 100" will be the name and number of the measure, but that the Commission cannot give official approval at this time. If it did, such an action might catch up to the Commission in future years, under different circumstances. Ms. Hatchett acknowledged that Mr. Smith wants an answer with "no changes and no problems" in the future, and that the Commission cannot guarantee that.

City Attorney Ortega indicated that ensuring a specific name and number would create unfounded expectations. She suggested that the Commissioners phrase whatever they say in such a way that it does not convey the message, for example, "We will probably use INITIATIVE 100." Ms. Hatchett mentioned that she is uncomfortable with setting a name and number today, but acknowledged that the Commission may set new policy if it likes. Mr. Smith said that what he was looking for is a statement from the Commission along the lines of "short of some compelling reason, the measure will appear as INITIATIVE 100 on the ballot."

[Karon Hatchett introduced the Commission's two new employees (Kathleen Mills and Anthony Rainey) to the Commissioners.]

At 5:15 p.m. Commissioner Adams moved that the Commission go into Executive Session with the City Attorney and Executive Director to discuss the numbering of the measure on the Primary Election ballot. Commissioner Rogers seconded the motion, which passed unanimously.

The Election Commission reconvened at 5:30 p.m. and announced the following statement regarding the previously discussed ballot numbering:

"Based on the fact that this is the only issue on the August 2004 ballot, we would recommend 'INITIATIVE 100' as the measure's number, barring any circumstances that would require the Commission to renumber this issue between now and June 16, 2004."

The next Regular Meeting of the Denver Election Commission is scheduled for Tuesday, May 18, 2004 at 4:00 p.m.

VI. Adjournment

At 5:34 p.m. Commissioner Adams moved that the meeting be adjourned. Commissioner Rogers seconded the motion, which passed unanimously.

THE DENVER ELECTION COMMISSION

Sandy Adams, Commissioner

Susan Rogers, Commissioner

Attest:

Karon Majeel Hatchett, Executive Director

Dated: _____
DATE: April 20, 2004
TO: DEC Commissioners
FROM: Karon Majeel Hatchett, Executive Director, DEC
SUBJ: Executive Director's Report

March 2004 Revenue: \$88,306.75 (includes SOS reimbursement)
YTD Total: \$207,870.58

Spanish Language Advisory Board Update:
(Report from Evelyn Rojo, Coordinator, attached)
Highlights:

- We have invited the Cesar Chavez Day Site Coordinators to the April meeting to receive Certificates of Appreciation.
- The Advisory Board received a presentation from a local non-profit, "Denver City Forum" that would provide an opportunity for the Board to accept direct donations from that organization. (See attachment.)
- Voter Registration booth at Hispanic Chamber conference on April 16, 2004.
- Cinco de Mayo: City and County of Denver Special Events Off donating City booth to DEC; Rojo coordinating volunteers.

Legislative Update:

- SB 153: Testified in support before House Local Govt. Committee April 8, 2004. Passed unanimously and sent to the House. It goes to the House floor Thursday, April 22, 2004. I will continue to work with Clerks Committee in support.
- HB 1227 already passed out of the House. (Lobbied against Rep. Madden's amendment to require paper receipts for 2004 election.) No objection to Rep. Plant's amendment regarding recount procedures for DREs to include paper records – at the direction of the SOS -- if paper records were used originally.

El Paso County Site Visit Update:
Spoke with representative from the El Paso County Clerk's Office and we propose one of the following dates: Thursday, May 13, 2004* or May 20, 2004.

Caucus Update:

The parties reported problems with the voter files used for their Caucuses. We have identified the following isolated "Integrity" discrepancies and have corrected the file accordingly, as follows:

1. Identified and corrected street ranges previously entered to incorrect precincts. Updated voter file and provided corrected lists to both parties.
2. Confidential voters were not included in either the initial file or correction lists. Hard copy lists (name, precinct, affiliation status and date) of "Confidential" voters have been prepared for each party. (Any corrections from Item 1 would automatically be reflected in these lists.)

Stakeholders Committee Meeting Update:

Met April 15, 2004 with Shelly Watters from Councilperson Boigon's staff regarding the proposed DEC Stakeholders Meeting. Currently, we are waiting for Ms. Boigon to confirm facilitator selection and the focus group date. Initially, she had indicated that Mr. Floyd Ciruli would facilitate, but he is presently recuperating from surgery. Here is our current plan:

- Determine Commissioner availability, upon receipt of focus group date and facilitator name from Ms.

Boigon

- Schedule Stakeholders Meeting and reserve Council Chambers
- Meet with facilitator to design the focus group meeting.
- Refer Ms. Watta to Clerk's office liaison for Stakeholders contact information.
- Ms. Watta will coordinate focus group notices to Stakeholders.
- DEC staff will coordinate follow-up meeting notices.
- Commissioners Adams will facilitate follow-up meeting. DEC employees will staff it.

DEC Budget Review/Update:

Met with Commissioners Rogers and Vaden, Deborah Gokey and Carrie Kellogg (DEC), Vicky Ortega (CAO), Kristy Bois (BMO) and Michelle Harper, Mayor's Office regarding DEC budget and possible need for supplemental request. Both the 2003 and 2004 budgets were reviewed and discussed, and it was recommended that the staff initiate a "Zero-based" budget analysis for the remainder of 2004 and for 2005 budget planning. The staff is researching new Accounts Payable/Receivable tracking software and will meet with the Budget Management Office to assist with this process. The revised report will be presented as soon as practicable.

Kristy Bois reported that the DEC personnel budget currently reflects a deficit of \$44,000, due to increased personnel costs. A new position has been added, Program Coordinator (Spanish Language Outreach), the IT vacancy position was upgraded. The agency also incurred additional payroll costs for a retirement "cash-out".

Secretary of State Voter Registration Vendor Update:

Three finalists have emerged from the RFP process. The Secretary of State is currently providing hands-on demonstrations for Accenture, Votec & ESS.

Voter Registration Services Pricing:

(See Attachment)

Spanish Language Outreach Report

To: Election Commissioners

From: Evelyn Rojo

Date: 4/20/04

Re: Spanish Language Outreach Report

Recent activities include:

- Hispanic Chamber of Commerce Job Fair at the Colorado Convention Center – March 16, 2004 – This registration drive was held in cooperation with UNVISION Colorado, who donated a booth for this purpose, and with the volunteers of the Spanish Language Advisory Board. 14 new voters were registered for Denver, 11 out of County and 1 on file until voting age of 18 is reached. Twenty-five election judge applications were distributed, with one individual completing an application.
- Inaugural Lideres LAC International Conference "Democracy in a Changing World." The conference was attended by Political representatives with various backgrounds from different parts of Latin America and Puerto Rico. Also present were local political representatives and candidates. The conference theme was voter participation. Explained in different ways and in some instances with visual support, the political process of the Latin American Countries parallels that of the USA. Citizens are losing interest in political participation. Corruption, politicians interested in their own careers and vote fraud were some of the topics discussed. Voter outreach in Denver was presented. Representatives from Cash Advance gave a broad explanation of the kind of outreach they are doing in several states and the partnerships they have formed with non-partisan organizations to register new voters. They also gave a visual presentation of their registration efforts and the "Get Out To Vote" campaign. The various approaches the DEC is taking to increase accessibility and awareness for new voters was outlined. Similarities the DEC shares regarding citizen apathy and voter outreach were also presented.

· Spanish Translation of Important Information for the DEC Web Site

Work continues on the translation of selected information for Spanish speaking citizens. Such information includes: Mail ballots, Absentee ballots, Precinct locator, etc. Once translated, the staff will meet to select the format for posting the information.

· "The DEC Reports" Television Program

Contact has been made with the television station's general manager to gather volunteers for the production of the first episode which will be produced in Spanish.

· Spanish Language Advisory Board Meeting March 7, 2004

A new Board of Director structure was introduced for the purpose of better facilitation with the DEC in accessing different communities. Agreement was reached to bring ideas and suggestions to the next

meeting for further discussion in order to assist in the decision of whether to implement a new structure. Board members also were advised of the desire to select a new chairperson. Members also expressed the desire to have hold meetings at one location. Various convenient sites will be explored.

· On-Going Projects

1. City-wide registration day at 12 bank branches in Denver
2. Wells Fargo Bank registration drive May 14, 2004
3. LaCasa Quitman Dia De La Mujer (Woman's Day)

Minutes

Denver Election Commission Latino Advisory Board
March 3, 2004

Code of Ethics

Evelyn Rojo introduced Mr. Michael Henry, Staff Director of the City's Board of Ethics, who explained the Code of Ethics relative to accepting cash donations or gifts. He indicated that the Code of Ethics "prohibits certain types of gifts to City employees or to City elected officials." He realizes that the Resource Committee is not concerned with this area, so he gave the following example where the Code of Ethics does apply. "If a company is manufacturing new voting equipment and if that company decided it would like to give Karen a round-the-world cruise, the answer should be 'No Thank You'." And he offered this very unofficial opinion. "If an organization wanted to donate relatively modest premiums, prizes or gifts to the folks who were registering people to vote or to some of them if their names were pulled out of a hat, this type of donation would not violate the Code of Ethics." He also reiterated that Karen is very clear and very correct in that the Denver Election Commission members should authorize such programs so they are not surprised that this activity is occurring.

The other issue that he discussed related to cash donated to the City; e.g., Wells Fargo donates a \$1000 to the Election Commission for refreshments to be served at meetings. Instead of handing the money to Karen or Evelyn, there needs to be a fund established by City Council that allows for the receipt of those monies. He indicated that Karen and Evelyn are now knowledgeable in setting up such a fund. This will simplify accepting cash donations for voter education purposes.

Karen Hatchet, Executive Director of the Election Commission, introduced herself to the group. Because questions concerning gift and cash donations had been raised, Karen explained the Election Commissioners' most recent policy on this issue. The Commissioners decided to establish a policy after the Board of Ethics had determined that the League of Women Voters could pay for the "I Voted" stickers. The City had eliminated this expense due to the budget crunch. Because the Commissioners anticipated that other similar opportunities might arise, they established and approved a policy regarding the receipt and approval of cash or gift donations. Karen explained the policy to the group. Members of the Advisory Board indicated that the policy was somewhat restrictive and they want the Commissioners to reconsider expanding the policy to include other organizations that are not 501c.3 organizations. Karen will place this item on the Agenda for the next Election Commission meeting, which is scheduled for March 16th. Karen asked that a representative from the Advisory Board to be present at this meeting, specifically to give examples and to explain why a reconsideration is needed.

Univisión

Leonard Hernandez and Amparo Rodriguez, representatives from Univisión reported on the progress of the "Corre La Voz" voter registration campaign. Univisión is currently running vignettes/editorials that encourage Latinos to register to vote. (The Advisory Board was given a preview during the meeting of

these vignettes/editorials.) These vignettes are being run during 5:00 o'clock and 10 o'clock news periods. The station has also produced a "Corre La Voz" logo, which is shown along with the vignettes/editorials. Univisión hopes to invite prominent individuals like Mayor Hickenlooper, community leaders, and other visible people to tape future voter registration public service announcements for Corre La Voz.

Univisión is also working on a number of other activities that will generate excitement on the voter registration campaign. These activities center on a festive environment that would include local and regional bands, corporate booths, etc. Additionally, the voter registration campaign would involve using promotional donations and materials such as tickets to concerts to direct Latinos to the event where they could be asked to register to vote. The Univisión representative asked for guidance regarding the language in the Code of Ethics that allows/disallows Univisión to seek and accept donations or promotional materials.

(Mr. Henry indicated that there is nothing in the Code of Ethics to discourage this practice, but advised Univisión to present their concerns to the Election Commission and get approval. Karen cautioned that the Election Commission or its official representatives cannot receive or give tickets as an incentive to register to vote - registration is the pre-cursor to voting. She, too, advised Univisión to bring this matter to the Election Commission.

The Univisión representatives also wanted to know exactly what the Youth Voter Registration Project is doing in Denver. Karen explained that this organization is institutionalizing voter registration in the high schools to register the 3500 students who will reach the age of 18 prior to the voter registration deadline and thereafter. Univisión wants to ensure that if there are opportunities to coordinate with the Youth Voter Registration Project and not duplicate its activities.

Karen reiterated the role of the Election Commission Latino Advisory Board. The focus of the Advisory Board is to get information to the entire Denver community at large, specifically targeting the Spanish language communities – ensuring that everyone has full access to voting and the election process, including the information regarding the up-coming voter identification requirements at the polling places. The Election Commission looks to the Board for volunteers to man the voter registration booths, to network to different community-based organizations, and to find volunteers.

A suggestion was made that the Advisory Board uses another organization as a pass through to give out the gifts or premiums. Karen asked for a list of non-profit organizations that would be interested in participating. Karen will draft the proposal and send it to everyone for review.

After all this discussion, the Advisory Board agreed to forward the following proposal to the Denver Election Commission and agreed that a Board member would attend the meeting where the proposal was discussed.

Identify an organization to negotiate the tickets, gifts, and the prizes between Univisión and another organization. Starting our own revenue fund; what would it take to do this?

Karen also clarified that sponsoring organizations can represent themselves at any event, but if the Election Commission sponsor the event, then the organizations that participate must follow only Denver Election Commission allowable procedures and practices. As an example, these organizations could not solicit voters for a particular political party or anything that politicizes or commercializes the process.

Voter Registration – Saturday, March 27, 2004

The Site Committee reported that specific sites in each Council District and at the Caesar Chavez event have been arranged. Ray Ortega indicated that someone needs to coordinate the logistics (tables, chairs, materials, etc.) and volunteers at each site.

Several members of the Advisory Board volunteered to staff a location; Karen will contact the Councilperson of the other Districts to ask for more volunteers. Angela Padilla volunteered to be the point person for the District 1 site; John Gallegos for District 2, Patricia Salazar for District 8 (she also volunteered to co-facilitate with Evelyn); and Ray Ortega for District 9.

Motion: A motion was made and passed that the point persons for each location will start voter registration at 10 a.m. and man the voter registration desk until 2. After 2, the point person can decide to either stay longer or shut down at 2.

Wells Fargo Statewide Voter Registration – May 14

Janelle Rodriguez, Wells Fargo representative, has arranged the logistics and materials (tables, chairs, forms, pens, League of Women Voters pamphlets, signage cards, etc.) for the Wells Fargo Statewide Voter Registration. She is seeking the Board's help with the voter registration. She stated that the volunteers only need to show up and check in with the store manager. Prior to the May 14, the volunteers will be

given the name of the store manager and also written instructions in how to register people to vote. The volunteer needs to man the station from 11 am to 2 pm. The voter registration station will be ready at 8 am to accommodate anyone who wants to register then or take the form home to fill it out. The forms will be available all day regardless of whether a volunteer is there or not.

Announcements:

The Denver Election Commission is sponsoring a public meeting on Tuesday, March 23 from 5:30 p.m. to 8:30 p.m. in the City Council chambers.

Karen will keep the Advisory Board abreast of what the Election Community is doing or addressing, and will start providing more updates of the Commission meetings so the Board stays informed on the events of the Election Commission. Board members are welcome to attend the Election Commission meetings, which are held on the third Tuesday of every month at 4 p.m. The Millennium Newspaper will publish pictures of the Advisory Board in next week's issue.

Meeting adjourned.

OUTREACH PLAN 2004

ü VOTER REGISTRATION
ü ELECTION JUDGE RECRUITMENT
ü VOTER IDENTIFICATION INFORMATION

April, 2004

VOTER REGISTRATION/ELECTION JUDGE RECRUITMENT/VOTER ID REQUIREMENTS: OUTREACH PLAN 2004

INTRODUCTION

The Denver Election Commission is embarking on an plan to outreach to all potential voters of every ethnic and language background in Denver (to encourage Voter Registration), and to include Election Judge recruitment and new Voter Identification requirements in the "outreach" effort -- until the 2004 elections are complete.

TRAINING

The Commission has developed a Voter Registration Drive brochure and training materials for Voter Registration and Election Judge Recruitment. We expect Voter Identification materials from the Secretary of state by May of 2004.

PARTNERS – VOTER REGISTRATION, JUDGE RECRUITMENT, ID INFORMATION

The Election Commission will develop partnerships to assist with volunteers and registration sites. The Commission plans to train volunteers and to organize, coordinate and monitor the Voter Registration activities of its Partners. Partnerships are also crucial for optimal Election Judge Recruitment and dissemination of Voter ID Information.

Potential Partners:

- City Council members KARON HATCHETT
- State Senators (who represent Denver) SANDY ADAMS
- State Representatives (who represent Denver) SUSAN ROGERS
- City Departments ALAN
- State and US governmental agencies ALAN

- Spanish Language Advisory Board members EVELYN
- Wells Fargo Mortgage Bank services ALAN & EVELYN
- Denver City Forum ALAN & EVELYN
- New Voters Project KARON HATCHETT
- Denver Public Schools HATCHETT(New Voters Project)
- League of Women Voters ALAN
- Universities and Colleges in Denver HATCHETT (New Voters Project)
- Churches EVELYN ROJO
- Service and Civic Organizations ALAN
- Neighborhood Organizations ALAN
- Non-Profit Organizations ALAN
- Large Employers ALAN
- Political Parties KARON HATCHETT
- Chambers of Commerce ALAN & EVELYN
- Secretary of State KARON HATCHETT

(1)

PLAN COMPONENTS

1) Meet with potential Partners

- Present the Plan and get input on it.
- Ask for Voter Registration Volunteers; keep records of names.
- Request January through June calendar of organization events; get permission to organize Voter Registration, recruit Election judges and present Voter ID Information at those events.
- Create Calendar of all potential events citywide. Determine which can be attended with Voter Registration, Election Judge and Voter ID material.
- Schedule times and locations at which to train volunteers; contact volunteers.
- Schedule times and locations at which the Partner will do Voter Registration. Make sure volunteers are scheduled. (Monitor.)
- Supply needed material (Voter Registration forms, etc.) to Partners' volunteers prior to events or other times and locations for registration.
- Schedule Election judge and Voter ID presentations.

2) OUTREACH --Voter Education RE: Voter ID Requirements

- DEC is waiting for Voter ID information from the Secretary of State (SOS) – DEC needs to know what is the SOS message to Colorado Voters regarding ID requirements for Voter Registration and Voting? (DEC needs SOS "voting" information for education of Election Judges and the electorate.)
- DEC is waiting for information on SOS "marketing" of Voter ID requirements [EG: Will SOS provide posters and brochures? Does SOS have a "Marketing Plan" (including tag lines, ad content, etc.) with which DEC efforts should comply?]
- DEC plans to attend SOS "Voter ID Education" programs in May.
- When the above-mentioned information becomes available, DEC plans to:

- ü Provide Voter ID information to all media (including neighborhood, business and service organizations' newsletters, web sites, etc.)
- ü Provide Voter ID information to political parties, League of Women Voters, non-DEC Voter Registration drives, etc.
- ü Distribute "Voter ID Information" at all DEC Voter Registration and Election Judge Recruitment OUTREACH events.
- ü Arrange for DEC speakers at organizations' events, forums, meetings, etc. (ARE COMMISSIONERS AVAILABLE?)

3) Material

Supply sufficient Voter Registration, Election Judge Recruitment and Voter ID material (in English and Spanish) and "orientation brochures" to all partners.

(2)

4) Ongoing contact

Partners must be contacted regularly. Urge them to do Voter Registration, Election Judge recruitment and to present Voter ID information; schedule Commission representatives to speak on all issues; make sure partners abide by their commitments; encourage their good work; tell them how they are doing; see if they need more forms, etc.

5) Record-keeping

The Commission must keep track of:

- How many Voter Registration and Election Judge have been returned, and from whom they came. (We will need Billie Kisciras' and Kathleen Mills' help on this.)
- The events that Partners have promised to schedule and attend.
- Which Partners need more material and/or training.

6) Publicity

- The Commission will send Press Releases on the Voter Registration/Election Judge recruitment/Voter ID information drive.
- Individual Events will get local and citywide Press Releases.
- Stories will be written for weekly and monthly newspapers.
- The Commission will encourage ALL media to publicize the drive.
- Monthly TV shows on DCTV – to be run for the entire following month.

7) Thank You

- Post-Voter Registration/Election Judge Recruitment/ Voter ID Information Drive publicity, honoring Partners (Press Releases; perhaps an event).
- Thank You letters and certificates from the Commissioners to all participating Partners.
- Individual calls from Commissioners to all Partners.