



Los Angeles County Registrar-Recorder/County Clerk



CITY CLERK SUMMIT 2020

Dean's Message

Hello Friends and City Partners,

Welcome to the 2020 Virtual City Clerk Summit!

This is uncharted territory for us as community leaders. While many face hardships and uncertainty it is our offices and the work provided by public servants that truly makes an impact in the lives of those around us. I would like to take a moment and thank you for being here today and hope you, your family and friends stay healthy and safe.

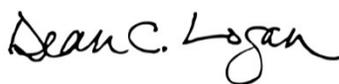
Throughout the summit we look forward to listening, sharing and exploring ways in which we can best serve our diverse community and ensure all voices are heard in the November General Election. We know we have a lot of work ahead to address issues that occurred in March, as well as new challenges related to public health and the expanded vote by mail model.

The next two days our office will cover a lot of ground, including an overview of the March Primary Election, improvements and action plans for November, voter education and outreach, and how our offices can better communicate as we strive forward.

You, your colleagues, and your communities are essential to building trust and sharing information with our County neighbors. I encourage you to ask the hard questions, provide insights, and connect with the Department leaders here with you in this summit. With your help, we will make an impact.

Thank you for participating in our virtual summit.

Sincerely,



Dean C. Logan
Los Angeles County
Registrar-Recorder/County Clerk

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Agenda

June 24th:

- 2:00 PM** Welcome
- 2:10 PM** RR/CC Reorganizing
- 2:30 PM** Recap of March Election
- 2:50 PM** Snapshot of November Election
- 3:05 PM** City Partnerships
- 3:30 PM** Open Discussion
- 3:50 PM** Wrap up

June 25th:

- 2:00 PM** Welcome Back
- 2:05 PM** Reflections on Day One
- 2:15 PM** Communications & Messaging
- 2:45 PM** City Outreach Partnerships
- 3:05 PM** Key election procedures for City Clerks & Candidate filing
- 3:40 PM** Open Discussion
- 3:55 PM** Wrap up

Community & Voter Outreach (CVO)

The Community & Voter Outreach (CVO) team is tasked with registering eligible citizens to vote and disseminating election information to the 10 million residents of Los Angeles County.

- Voter Registration
- Voter Registration Training
- New Citizenship Ceremonies
- Voting Equipment Demonstrations
- High School Engagement

For more information on how we can assist your city, please contact Phillip Verbera at (562) 345-8368 or pverbera@rcc.lacounty.gov .

Legislation & Intergovernmental Relations

The Legislation & Intergovernmental Relations section supports the County of Los Angeles and the Registrar-Recorder/County Clerk's legislative priorities. The team identifies and articulates RR/CC legislative priorities, serves as a liaison between RR/CC and other government agencies, and as a resource for state-wide election and recorder/clerk related legislation.

The Legislation Section produces or consults on the following products:

- Legislative Guide to Election Laws
- Recorder/Clerks Legal Reference Manual
- Bills of Special Interest Summary

For more information on how we can assist your city, please contact Latoya Mosley at (562) 462-3014 or ljohnson-mosley@rrcc.lacounty.gov .

Media & Communications

The Media & Communications section is responsible for managing and responding to all media inquiries, managing the messaging for all communications in the Department, increasing presence and creating community through social media accounts, distributing press releases on essential departmental functions, and coordinating tours. The section also plans and implements campaigns surrounding elections and creates any informational marketing collateral.

For more information on how we can assist your city, please contact Michael Sanchez at (562) 462-2648, or msanchez@rcc.lacounty.gov .

Special Services

The Special Services section fulfill the departmental mission providing election services in a fair, accessible and transparent manner by ensuring quality provision of services to voters with language assistance or accessibility needs.

Roles and responsibilities of the Section as follows:

- Monitor the Department's multilingual, accessibility, and other special services.
- Provide technical assistance on language assistance and assisting voters with disabilities to both internal sections and other election jurisdictions.
- Provide logistics and communications to Community Voter Outreach Committee, Language Accessibility Advisory Committee and Voting Accessibility Advisory Committee.

For more information on how we can assist your city, please contact Julia Keh at (562) 462-2754 or jkeh@rrcc.lacounty.gov .

Election Operations & Logistics Bureau

Election Worker Management & Training Division

The Election Worker Management & Training Division is responsible for recruiting and training approximately 13,000 election workers for Los Angeles County elections. The election worker pool consists of community members, county employees, and high school students; this includes multilingual workers that speak a language other than English. The Division strives to recruit, and train dedicated and technical savvy volunteers to ensure voters have a pleasant voting experience.

The Division consists of the following operations:

- Poll worker Services Section
- Poll worker Outreach Section
- Election Training Section

For information on how we can assist your city, please contact Blanca Lopez at (562) 462-2877 or blopez@rrcc.lacounty.gov.

Vote Center Management Division

Vote Center Management Division manages the identification and recruitment of potential Vote Centers (VC) while maintaining consistent, accessible options for voters and ensuring an equitable distribution of VCs throughout all electoral jurisdictions in Los Angeles County. Additionally, ensuring each VC is adequately prepared with all necessary supplies and equipment to ensure the efficiency and security of election operations.

The Division consists of the following operations:

- Vote Center Assessment and Selection
- Mobile Voting Services and Vote By Mail Drop Box Program
- Vote Center Supplies and Transportation

For information on how we can assist your city, please contact Terina Keresoma at (562) 462-3040 or tkeresoma@rrcc.lacounty.gov

Candidate & Voter Services Bureau

Election Information & Preparation Division

The Election Information & Preparation Division consists of 3 Sections, 2 Units, and its management team. The Division has a workforce of approximately 50 employees year-round and up to 200 employees during post-election operations for major cycles. Operations are as follows:

- Election Planning Section
- Election Information Section
- Campaign Finance Section
- Election Coordination Unit
- Proposition B Unit

For more information on how we can assist your city, please contact Alex Olvera at (562) 462-2815 or aolvera@rrcc.lacounty.gov.

Vote By Mail (VBM) Division

The VBM Division oversees the production of VBM ballots sent to voters in LA County, as well as the receipt, validation and preparation of returned ballots ahead of tally operations. Depending on the size of the election, the Division may employ up to 300 temporary staff to support operations. The Division also assists with the receipt and initial signature count for all statewide initiatives and referendums. Other operations include:

- Providing in-person voter services on the 3rd floor of the Norwalk Headquarters
- Affidavit distribution for individuals, campaigns and organizations
- Assisting intergovernmental agencies with distribution of voter registration cards

For more information on how we can assist your city, please contact Tanya Ramirez at (562) 462-2910 or framirez@rrcc.lacounty.gov.

Voter Records Division

The Voter Records Division is responsible for updating hard copy and online voter registrations for all voters in LA County. The Division also verifies signatures on all state, local and nominating petitions. During the post-election canvass period, staff process ballots cast via the provisional and conditional voter registration (CVR) options. The Division also performs voter file maintenance from sources such as:

- Department of Motor Vehicles (DMV)
- National Change of Address (NCOA)
- Return mail from the United States Postal Service (USPS)
- Information forwarded by cities throughout LA County
- Various tasks from Vote Cal Import Table (records coming from the Secretary of State)
- Maintenance lists provided by the Department's internal IT Bureau

For more information on how we can assist your city, please contact Emmanuel Anyiwo at (562) 462-2693 or eanyiwo@rrcc.lacounty.gov.

Telephone List

Executive Office			
Dean Logan	Registrar-Recorder/County Clerk	(562) 462-2716	dlogan@rcc.lacounty.gov
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Julia Keh	Multilingual & Accessibility Services	(562) 462-2754	jkeh@rrcc.lacounty.gov
Elections Operations & Logistic Bureau			
Aaron Nevarez	Assistant Registrar-Recorder/County Clerk	(562) 462-2800	anevarez@rrcc.lacounty.gov
<i>Vote Center Management</i>			
Terina Keresoma	Division Manager	(562) 462-3040	tkeresoma@rrcc.lacounty.gov
Jaime Young	Vote Center Assessment & Selection	(562) 347-2402	jyoung@rrcc.lacounty.gov
Adrian Avelar	Mobile Voting & VBM Drop Box Programs	(562) 345-8372	aavelar@rrcc.lacounty.gov
<i>Election Worker Management & Training</i>			
Blanca Lopez	Division Manager	(562) 462-2877	blopez@rrcc.lacounty.gov
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Candidate & Voter Services Bureau			
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Carol Williams	Voter Records Research	(562) 462-2363	cwilliams@rrcc.lacounty.gov
<i>Vote By Mail</i>			
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Jeffrey Pransky	Vote By Mail	(562) 462-2934	jpransky@rrcc.lacounty.gov



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