CAK Subcommittee
Meeting Highlights

Date/Time: October 16, 2019, 9:30am-11:00am
Location: Los Angeles County Kenneth Hahn Hall of Administration, Room 739
Presenters:
- Avianna Uribe, County of Los Angeles, Chief Executive Office
- Maria Garcia, City of Los Angeles, Mayor’s Office of Budget and Innovation
Notes: Vanessa Gonzalez, County of Los Angeles, Chief Executive Office
Reference Materials:
- PowerPoint presentation: https://census.lacounty.gov/committees/#cak
- CAK Registration: http://census.lacounty.gov/committees/#cak
- Other information: https://census.lacounty.gov/ and https://census.lacity.org/

1. Welcome and Introductions (Avianna Uribe and Maria Garcia)
   - Avianna Uribe opened the meeting by welcoming all attendees and with introductions.

2. Status of CAK Survey (Avianna Uribe)
   - Registrations of over 800 CAKs have been received.
   - County Departments will receive more updates from LA County’s Census Goodwill Ambassador (CGA) Program Coordinator, Harvey Kawasaki.
   - New sign-ups for CAKs are still being accepted - Deadline to register is November 13, 2019.
     - Registration link is available on LA County’s Census website.
   - LA County’s CAK Coordinator, Vanessa Gonzalez, is conducting follow-ups to fill in gaps of information needed.

3. CAK Host Requirements (Avianna Uribe and Maria Garcia)
   - CAK Checklist and Liability Waiver will be forthcoming; an overview was provided of some potential items that may be required of CAK hosts.
     - Staffing assistance should be taken into consideration for CAKs, for purposes of setting up the kiosk during the activation period.
     - Last week, the City and County of LA were notified that there will be guidelines and/or requirements coming from the State of California pertaining to the overall CAK program – role of CAKs/QACs (Questionnaire Assistance Centers), equipment, location, device specifications). Therefore, certain pieces of the CAK program, including CAK Host Requirements, will be put on hold, pending clarification.
     - We expect to receive the State’s guidelines/requirements in approximately two (2) weeks up to a month.
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- Cybersecurity is a strong focus for the upcoming Census, as there have recently been several cybersecurity events that have taken place across the state.
  - We continue actively engaging in conversations with the State with the shared goal in mind: to make the Census Questionnaire secure and accessible to everyone in LA County.
  - With the internet being a new challenge for many of LA County’s Hard-to-Count populations, our work to implement a Countywide CAK program will continue to push forward.
- CAK Locator Tool – we continue to be committed to providing a CAK locator tool so that members of the public can find a convenient location to use a computer and other services to complete the Census questionnaire.

4. Updated Draft of CAK Website/Landing Page (Maria Garcia)

- In addition to specifications we anticipate from the State that we intend on incorporating, we continue developing the CAK Website/Landing Page. Information has been translated into twelve (12) languages other than English.
  - Update: The Translation Community Review Period is TBD until we receive more guidance from the State.

  ➢ This review period will be open to all CBOs and other interested stakeholders.

5. Updated Operational Timeline (Maria Garcia)

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<thead>
<tr>
<th>Milestone</th>
<th>Original Date(s)</th>
<th>New Date(s)</th>
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</thead>
<tbody>
<tr>
<td>Community Review for Translation of CAK Website/Landing Page</td>
<td>10/16/19 to 11/1/19</td>
<td>TBD</td>
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<tr>
<td>CAK Training #1</td>
<td>12/18/19</td>
<td>TBD</td>
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<tr>
<td>CAK Website Test Day</td>
<td>1/8/20</td>
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<tr>
<td>CAK Training #2</td>
<td>2/19/20</td>
<td>TBD</td>
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- We will be hosting mandatory CAK trainings; however, depending on when we receive the State’s CAK/QAC guidelines and/or requirements, the dates might be pushed back a month or two.
- CAK Website test day has been removed; will be done by the LA City and LA County.
- An email-blast will be sent to apprise everyone of updates on the operational timeline.
6. Questions, Answers and Announcements (All)

- Points of Contact for CAK-related questions

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  CAK Website
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