



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:	<ul style="list-style-type: none">■ 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 Mapping tool website: https://Bit.ly/CAKlocations 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)

Milestone	Original Date(s)	New Date(s)
Community Review for Translation of CAK Website/Landing Page	10/16/19 to 11/1/19	TBD
CAK Training #1	12/18/19	TBD
CAK Website Test Day	1/8/20	
CAK Training #2	2/19/20	TBD

- 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.



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6. Questions, Answers and Announcements (All)

- Points of Contact for CAK-related questions

CAK Locations
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Chief Executive Office
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CAK Website
Erica Jacquez
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