

From: [Sofia Martinez <sofia@techandciviclife.org>](mailto:sofia@techandciviclife.org)
To: [Lorena Portillo <LPO@ClarkCountyNV.gov>](mailto:LPO@ClarkCountyNV.gov)
Date: 5/12/2023 3:06:56 PM
Subject: Nevada Election Administrator Association and Conferences

Hi Lorena,

Happy Friday! I'm reaching out to find out more information about conferences hosted by statewide associations of local election officials in your state. We would love to attend one but are having a hard time finding the appropriate association and their contact info in your state.

Do you happen to know if Nevada has an association or other type of membership body for local election officials like yourself? If so, would you happen to know the appropriate point of contact for the association?

Any information you could provide would be appreciated.

Thanks!

Sofia

Sofia Martinez

Logistics Associate

Center for Tech and Civic Life

Website: www.techandciviclife.org

From: [Lorena Portillo](#)
To: [Sofia Martinez <sofia@techandcivillife.org>](mailto:sofia@techandcivillife.org)
Date: 5/15/2023 11:44:55 AM
Subject: RE: Nevada Election Administrator Association and Conferences

Good morning Sofia,

Thank you for reaching out to me. Yes, we have a few organization that we belong to that might be what you are looking for. Please see below a list of our current partners and let me know if you need anything else.

Have a great day!

City Fiscal Officers Association of Nevada (COFA)
Shawn Frehner – Lincoln County - Treasurer
Email: smfrehner@lincolnnv.gov; 775-962-8074

*National Postal Forum (NPF)
Maureen Goodson – Executive Director
Email: mgoodson@npf.org; 703-293-2316

*The Election Center
Karla Hooter – Office Manager
Email: services@electioncenter.com; 251-396-4309

*Nevada Association of Counties (NACo)
Email: naco@naco.org; 702-393-6226

*Nevada Association of County Clerks and Election Officials
Amy Burgans – Douglas County – Treasurer
Email: aburgans@clerkofdouglasnv.us; 775-782-6273

Lorena Portillo
Registrar of Voters
Clark County Election Department
965 Trade Drive, Suite A
North Las Vegas, NV 89030
Phone Number: 702-455-0136
Fax Number: 702-455-2793
Email Address: lpo@clarkcountynv.gov

From: Sofia Martinez <sofia@techandcivillife.org>
Sent: Friday, May 12, 2023 2:07 PM
To: Lorena Portillo <LPO@ClarkCountyNV.gov>
Subject: Nevada Election Administrator Association and Conferences

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Website: www.techandcivicle.org

From: [Sofia Martinez <sofia@techandcivicliflife.org>](mailto:sofia@techandcivicliflife.org)

To: [Lorena Portillo <LPO@ClarkCountyNV.gov>](mailto:LPO@ClarkCountyNV.gov)

Date: 5/15/2023 11:45:06 AM

Subject: Out of Office RE: Nevada Election Administrator Association and Conferences

Thank you for reaching out. I will be out of the office on May 15, 2023. I will be sure to respond to your email as soon as possible.

--

Sofia Martinez

Logistics Associate

Center for Tech and Civic Life

Website: www.techandcivicliflife.org

From: [Sofia Martinez <sofia@techandciviclife.org>](mailto:sofia@techandciviclife.org)
To: [Lorena Portillo <LPO@ClarkCountyNV.gov>](mailto:LPO@ClarkCountyNV.gov)
Date: 5/16/2023 11:23:33 AM
Subject: Re: Nevada Election Administrator Association and Conference

Hi Lorena,

Thank you for all of this great information! We really appreciate it.

Have a great rest of your week!

Best,
Sofia Martinez
Logistics Associate
Center for Tech and Civic Life
Website: www.techandciviclife.org

On Mon, May 15, 2023 at 12:45 PM Lorena Portillo <LPO@clarkcountynv.gov> wrote:

Good morning Sofia,

Thank you for reaching out to me. Yes, we have a few organization that we belong to that might be what you are looking for. Please see below a list of our current partners and let me know if you need anything else.

Have a great day!

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Lorena S. Portillo

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Clark County Election Department

965 Trade Drive, Suite A

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Phone Number: 702-455-0136

Fax Number: 702-455-2793

Email Address: lpo@clarkcountynv.gov

From: Sofia Martinez <sofia@techandciviclife.org>

Sent: Friday, May 12, 2023 2:07 PM

To: Lorena Portillo <LPO@ClarkCountyNV.gov>

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Website: www.techandciviclife.org

From: [Lorena Portillo](#)
To: [Sofia Martinez <sofia@techandcivicle.org>](mailto:sofia@techandcivicle.org)
Date: 5/16/2023 11:48:21 AM
Subject: RE: Nevada Election Administrator Association and Conferences

Hi Sofia,

You are very welcome! You too, thank you!

Lorena S. Portillo
Registrar of Voters
Clark County Election Department
965 Trade Drive, Suite A
North Las Vegas, NV 89030
Phone Number: 702-455-0136
Fax Number: 702-455-2793
Email Address: lpo@clarkcountynv.gov

From: Sofia Martinez <sofia@techandcivicle.org>
Sent: Tuesday, May 16, 2023 10:24 AM
To: Lorena Portillo <LPO@ClarkCountyNV.gov>
Subject: Re: Nevada Election Administrator Association and Conferences

Hi Lorena,

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Have a great rest of your week.

Best,

Sofia Martinez
Logistics Associate
Center for Tech and Civic Life
Website: www.techandcivicle.org

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To: Lorena Portillo <LPO@ClarkCountyNV.gov>
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Sofia Martinez
Logistics Associate
Center for Tech and Civic Life
Website: www.techandcivicle.org

From: [Sophie Lehman <sophie@techandciviclife.org>](mailto:sophie@techandciviclife.org)
To: [Sophie Lehman <sophie@techandciviclife.org>](mailto:sophie@techandciviclife.org)
Date: 5/16/2023 12:11:23 PM
Subject: Final US Alliance May Convening Details

Hello!

We're excited to see you next week in Las Vegas! Before you depart, I wanted to highlight a few things. Additional details can be found in the [event and travel document](#).

1. We have enabled a Lyft event code for ground transportation in Las Vegas. When possible, and if permitted, please use this code to simplify the reimbursement process.
2. Programming begins at 9am each morning. Breakfast (including coffee/tea) will be available in the day's event space beginning at 8:30am on Monday and Wednesday and at 7:30am on Tuesday.
3. Dinner is not included in programming, and where permitted, can be reimbursed. Amounts and details are in the document.
4. The agenda is outlined in the document.

Lastly, at the convening, we'll kick off the topic of Communications. While you're packing, please glance around your office for any **publicly available Communications materials you'd like to share with other Centers and Alliance Partners**. We'd love to see it — whether it's a point of pride, or something clunky that could use a redesign. Our real-world examples make it possible for us to facilitate discussion and identify places the Alliance can build generic templates, guides, and tools for election offices looking to achieve excellence.

In particular, we're looking for:

- Publicly available communications plans and policies
- Job descriptions for communications roles
- Multilingual forms, including:
 - A single form with multiple languages
 - Several versions of a form in different languages
- Mailed voter education materials, such as:
 - Instructions sent with sample ballots
 - Information included on buck slips / ballot inserts
 - Physical letters sent to educate voters on a particular process, service, or election

Please let me know what questions I can answer.

See you soon!

Sophie

--



Sophie Lehman (she/her)
Associate Director
Center for Tech and Civic Life

From: [Sophie Lehman <sophie@techandciviclife.org>](mailto:sophie@techandciviclife.org)
To: [Sophie Lehman <sophie@techandciviclife.org>](mailto:sophie@techandciviclife.org)
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Sophie Lehman (she/her)
Associate Director
Center for Tech and Civic Life

From: [Sophie Lehman <sophie@techandciviclife.org>](mailto:sophie@techandciviclife.org)
To: [Lorena Portillo <LPO@ClarkCountyNV.gov>](mailto:LPO@ClarkCountyNV.gov)
CC: [Whitney May <whitney@techandciviclife.org>](mailto:whitney@techandciviclife.org)
[Japhet Els <japhet@techandciviclife.org>](mailto:japhet@techandciviclife.org)
Date: 5/18/2023 9:47:15 AM
Subject: Re: Your jurisdiction profile on the Alliance website

Hi Lorena,

We can't wait to see you next week!

Have you had a chance to review your profile for the website? We plan to publish it on May 26 and want to confirm everything looks good to you. If you haven't already, you can find and edit your profile in this [document](#).

Let me know if you have questions.

Thanks!
Sophie

On Tue, Apr 25, 2023 at 3:53 PM Sophie Lehman <sophie@techandciviclife.org> wrote:

Hi Lorena,

We're excited to see you in Las Vegas next month for the Alliance convening. After the convening we'll publish all the jurisdiction profiles on the [Alliance website](#) on Friday, May 26. It's a big month for the cohort!

The goal of publishing your profile is for readers to learn more about the diverse cohort of Centers and show how your nonpartisan work with the Alliance is positively impacting your communities. To get a sense of how we can showcase your work with the Alliance, check out the voter postcard section in MacDougal County's profile.

We drafted the content and would now like you to review, fill in the blanks, and approve before we publish. This should take you less than 1 hour to complete. You can make edits directly in the document.

The deadline to submit your edits is Friday, May 12th.

1. Open the [document](#) where you can see all the Center profiles together. Click your jurisdiction at the top to jump to your profile.
2. Check your seal image. Is it correct? If not, please share an updated image via email.
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4. Read the overview. Is it accurate? You'll notice all profiles are concise, high-level overviews of your community, between 150-200 words. Keep this in mind when making your edits.

Thank you,
Sophie

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Sophie Lehman (she/her)
Associate Director
Center for Tech and Civic Life
www.techandcivicle.org

by the free evaluation copy of Outlook

From: [Lorena Portillo](#)
To: [Sophie Lehman <sophie@techandcivicliflife.org>](mailto:sophie@techandcivicliflife.org)
CC: [Whitney May <whitney@techandcivicliflife.org>](mailto:whitney@techandcivicliflife.org)
[Japhet Els <japhet@techandcivicliflife.org>](mailto:japhet@techandcivicliflife.org)
Date: 5/18/2023 12:22:22 PM
Subject: RE: Your jurisdiction profile on the Alliance website

Hello,

So sorry for my delayed response. We are too very excited and are preparing for your visit! The only item that needs updating is our website address. It should be www.clarkcountynv.gov/vote. Let us know if you need anything else.

Thank you!

Lorena S. Portillo
Registrar of Voters
Clark County Election Department
965 Trade Drive, Suite A
North Las Vegas, NV 89030
Phone Number: 702-455-0136
Fax Number: 702-455-2793
Email Address: lpo@clarkcountynv.gov

From: Sophie Lehman <sophie@techandcivicliflife.org>
Sent: Thursday, May 18, 2023 9:47 AM
To: Lorena Portillo <LPO@ClarkCountyNV.gov>
Cc: Whitney May <whitnev@techandcivicliflife.org>; Japhet Els <japhet@techandcivicliflife.org>
Subject: Re: Your jurisdiction profile on the Alliance website

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If you have any questions about your profile please let us know. Looking forward to seeing these pages (and us) come together next month!

Thank you,
Sophie

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Sophie Lehman (she/her)
Associate Director
Center for Tech and Civic Life
www.techandciviclife.org

From: [Sophie Lehman <sophie@techandcivicliflife.org>](mailto:sophie@techandcivicliflife.org)
To: [Lorena Portillo <LPO@ClarkCountyNV.gov>](mailto:LPO@ClarkCountyNV.gov)
CC: [Whitney May <whitney@techandcivicliflife.org>](mailto:whitney@techandcivicliflife.org)
[Japhet Els <japhet@techandcivicliflife.org>](mailto:japhet@techandcivicliflife.org)
Date: 5/18/2023 12:32:23 PM
Subject: Re: Your jurisdiction profile on the Alliance website

Perfect, I've made a note of the change. Thanks, Lorena!

On Thu, May 18, 2023 at 11:22 AM Lorena Portillo <LPO@clarkcountynv.gov> wrote:

Hello,

So sorry for my delayed response. We are too very excited and are preparing for your visit! The only item that needs updating is our website address. It should be www.clarkcountynv.gov/vote. Let us know if you need anything else.

Thank you!

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From: Sophie Lehman <sophie@techandcivicliflife.org>
Sent: Thursday, May 18, 2023 8:47 AM
To: Lorena Portillo <LPO@ClarkCountyNV.gov>
Cc: Whitney May <whitney@techandcivicliflife.org>; Japhet Els <japhet@techandcivicliflife.org>
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Thank you,
Sophie

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Sophie Lehman (she/her)
Associate Director
Center for Tech and Civic Life
www.techandcivicliflife.org

From: [Lorena Portillo](#)
To: [Sophie Lehman <sophie@techandcivicle.org>](mailto:sophie@techandcivicle.org)
Date: 5/19/2023 3:41:08 PM
Subject: RE: Your jurisdiction profile on the Alliance website

Sophie thank you so much! I will not be at the conference, but will be preparing for the group visit. I have to be at a commissioner event on Monday and I did not want to waste a day. I am sending Jeff Martin which is also an alliance member that will hopefully bring great insight to the group. So sorry for the last minute change, but I am still wearing two hats and it is a bit challenging, but will get through it. I truly believe the staff that is attending will do great. Let me know if you need anything else and please provide any feedback.

Election Staff

Christine Casten-Tang
Gabriela Muro
Dan Kulin
Jeff Martin
Noemi Esparza

Thank you and see you soon!

Lorena S. Portillo
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www.techandcivicle.org

by the free evaluation copy of Outlook

From: [Sophie Lehman <sophie@techandcivillife.org>](mailto:sophie@techandcivillife.org)
To: [Lorena Portillo <LPO@ClarkCountyNV.gov>](mailto:LPO@ClarkCountyNV.gov)
Date: 5/19/2023 3:49:47 PM
Subject: Re: Your jurisdiction profile on the Alliance website

Totally understand! We are thrilled that so many of your team can join us and can't wait to see you on our Tuesday visit.

See you next week!
Sophie

On Fri, May 19, 2023 at 2:41 PM Lorena Portillo <LPO@clarkcountynv.gov> wrote:

Sophie thank you so much! I will not be at the conference, but will be preparing for the group visit. I have to be at a commissioner event on Monday and I did not want to waste a day. I am sending Jeff Martin which is also an alliance member that will hopefully bring great insight to the group. So sorry for the last minute change, but I am still wearing two hats and it is a bit challenging, but will get through it. I truly believe the staff that is attending will do great. Let me know if you need anything else and please provide any feedback

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Christine Casten-Tan

Gabriela Muro

Dan Kulin

Jeff Martin

Noel J. Sparza

Thank you and see you soon!

Lorena S. Portillo

Registrar of Voters

Clark County Election Department

965 Trade Drive, Suite A

North Las Vegas, NV 89030

Phone Number: 702-455-0136

Fax Number: 702-455-0500

From: Sophie Lehman <sophie@techandcivicliflife.org>
Sent: Thursday, May 18, 2023 11:32 AM
To: Lorena Portillo <LPO@ClarkCountyNV.gov>
Cc: Whitney May <whitney@techandcivicliflife.org>; Japhet Els <japhet@techandcivicliflife.org>
Subject: Re: Your jurisdiction profile on the Alliance website

Perfect, I've made a note of the change. Thanks, Lorena!

On Thu, May 18, 2023 at 11:22 AM Lorena Portillo <LPO@clarkcountynv.gov> wrote:

Hello,

So sorry for my delayed response. We are too very excited and are preparing for your visit! The only item that needs updating is our website address. It should be www.clarkcountynv.gov/vote. Let us know if you need anything else.

Thank you!

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North Las Vegas, NV 89030

Phone Number: 702-455-0136

Fax Number: 702-455-2793

Email Address: lpo@clarkcountynv.gov

From: Sophie Lehman <sophie@techandcivicliflife.org>
Sent: Thursday, May 18, 2023 8:47 AM
To: Lorena Portillo <LPO@ClarkCountyNV.gov>

Hi Lorena,

We can't wait to see you next week!

Have you had a chance to review your profile for the website? We plan to publish it on May 26 and want to confirm everything looks good to you. If you haven't already, you can find and edit your profile in this [document](#).

Let me know if you have questions.

Thanks!

Sophie

On Tue, Apr 25, 2023 at 3:53 PM Sophie Lehman <sophie@techandcivicliflife.org> wrote:

Hi Lorena,

We're excited to see you in Las Vegas next month for the Alliance convening. After the convening we'll publish all the jurisdiction profiles on the [Alliance website](#) on Friday, May 26. It's a big month for the cohort!

The goal of publishing your profile is for readers to learn more about the diverse cohort of Centers and show how your nonpartisan work with the Alliance is positively impacting your communities. To get a sense of how we can showcase your work with the Alliance, check out the voter postcard section in Macoupin County's profile.

We drafted the content and would now like you to review, fill in the blanks, and approve before we

The deadline to submit your edits is Friday, May 12th.

1. Open the [document](#) where you can see all the Center profiles together. Click your jurisdiction at the top to jump to your profile.
2. Check your seal image. Is it correct? If not, please share an updated image via email.
3. Review the quick facts. Are the estimated numbers accurate? We're using estimates so we don't need to update the page every week or month. For full-time election staff, use your best guess based on how your office is structured. Fractions are okay.
4. Read the overview. Is it accurate? You'll notice all profiles are concise, high-level overviews of your community, between 150-200 words. Keep this in mind when making your edits.

If you have any questions about your profile please let us know. Looking forward to seeing these pages (and us) come together next month!

Thank you,
Sophie

--



Sophie Lehman (she/her)
Associate Director
Center for Tech and Civic Life
www.techandciviclife.org

From: [Lorena Portillo](#)
To: [Sophie Lehman <sophie@techandcivicliflife.org>](mailto:sophie@techandcivicliflife.org)
Date: 5/21/2023 7:59:32 PM
Subject: RE: Your jurisdiction profile on the Alliance website

Thank you me too!

Lorena S. Portillo
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965 Trade Drive, Suite A
North Las Vegas, NV 89030
Phone Number: 702-455-0136
Fax Number: 702-455-2793
Email Address: lpo@clarkcountynv.gov

From: Sophie Lehman <sophie@techandcivicliflife.org>
Sent: Friday, May 19, 2023 2:50 PM
To: Lorena Portillo <LPO@ClarkCountyNV.gov>
Subject: Re: Your jurisdiction profile on the Alliance website

Totally understand! We are thrilled that so many of your team can join us and can't wait to see you on our Tuesday visit.

See you next week!
Sophie

On Fri, May 19, 2023 at 2:41 PM, Lorena Portillo <LPO@clarkcountynv.gov> wrote:

Sophie thank you so much! I will not be at the conference, but will be preparing for the group visit. I have to be at a commissioner meeting on Monday and I did not want to waste a day. I am sending Jeff Martin which is also an alliance member that will hopefully bring great insight to the group. So sorry for the last minute change, but I am still wearing two hats and it is a bit challenging, but will get through it. I truly believe the staff that is attending will be great. Let me know if you need anything else and please provide any feedback.

Election Staff

Cristine Casten-Tang
Gabriela Muro
Dan Kulin
Jeff Martin
Noemi Esparza

Thank you and see you soon!

Lorena S. Portillo
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From: Sophie Lehman <sophie@techandcivicliflife.org>

Cc: Whitney May <whitney@techandcivicliflife.org>; Japhet Els <japhet@techandcivicliflife.org>
Subject: Re: Your jurisdiction profile on the Alliance website

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Thank you!

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Email Address: lpo@clarkcountynv.gov

From: Sophie Lehman <sophie@techandcivicliflife.org>
Sent: Thursday, May 18, 2023 8:17 AM
To: Lorena Portillo <LPO@ClarkCountyNV.gov>
Cc: Whitney May <whitney@techandcivicliflife.org>; Japhet Els <japhet@techandcivicliflife.org>
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We drafted the content and would now like you to review, fill in the blanks, and approve before we publish. This should take you less than 1 hour to complete. You can make edits directly in the

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4. Read the overview. Is it accurate? You'll notice all profiles are concise, high-level overviews of your community, between 1,000-2,000 words. Keep this in mind when making your edits.

If you have any questions about your profile, please let us know. Looking forward to seeing these pages (and us) come together next month.

Thank you,
Sophie

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Sophie Lehman (she/her)
Associate Director
Center for Tech and Civic Life
www.techandciviclife.org

From: [Sophie Lehman <sophie@techandcivicliflife.org>](mailto:sophie@techandcivicliflife.org)

To: [Dan Kulin <DKulin@ClarkCountyNV.gov>](mailto:DKulin@ClarkCountyNV.gov)

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[Jeffrey Martin <JEM@ClarkCountyNV.gov>](mailto:JEM@ClarkCountyNV.gov)

Date: 5/30/2023 6:33:33 PM

Subject: May Convening Follow Up

Attachments: IMG_5032.jpg

Dear Lorena, Dan, Christine, Noemi, Gabriela, Christine, and Jeff,

On behalf of the entire Alliance, thank you for attending the May cohort convening! Your participation and perspective were instrumental in making our time together incredibly productive.

We are processing your array of feedback and will follow up with what to expect in the coming weeks on the ongoing development of both Alliance resources and the Values and Standards.

A huge thanks to all of you as well for being as local hosts and accommodating TWO site visits! It was absolutely a highlight. One of the most noted items in our debrief on Wednesday was how much Center staff appreciated the chance to visit your office and how welcoming your staff were. (I've attached a couple of the post-its.) Thank you, thank you, thank you!

As a final reminder, if you're allowed to seek reimbursement for your travel expenses (parking, mileage, etc.) under your state and local laws, complete this [reimbursement form](#) to document your expenses and email it to Nareth Phin at nareth@techandcivicliflife.org.

Please let me know if you have questions.

Thank you,
Sophie

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Sophie

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[Lorena Portillo <LPO@ClarkCountyNV.gov>](mailto:LPO@ClarkCountyNV.gov)
[Jeffrey Martin <JEM@ClarkCountyNV.gov>](mailto:JEM@ClarkCountyNV.gov)
Date: 5/31/2023 12:16:14 PM
Subject: RE: May Convening Follow Up

Hello Sophie,

It was our pleasure to host the tours. Our Team enjoys sharing our processes and having discussions with other Election Professionals. I personally enjoyed learning from and participating in the sessions. Again, thank you for providing the opportunity for us to gather and share our ideas and processes.

Thank you,

Noemi Esparza
Elections IT Manager
Clark County Election Department
965 Trade Drive, Suite A
North Las Vegas, NV 89030
Phone Number: 702-455-2787
Email Address: Noemi.Esparza@clarkcountynv.gov

From: Sophie Lehman <sophie@techandcivillife.org>

Sent: Tuesday, May 30, 2023 5:54 PM

To: [Dan Kulin <DKulin@ClarkCountyNV.gov>](mailto:DKulin@ClarkCountyNV.gov); [Christine Casten-Tang <Christine.Casten-Tang@ClarkCountyNV.gov>](mailto:Christine.Casten-Tang@ClarkCountyNV.gov); [Noemi Esparza <Noemi.Esparza@clarkcountynv.gov>](mailto:Noemi.Esparza@clarkcountynv.gov); [Gabriela Muro <Gabriela.Muro@ClarkCountyNV.gov>](mailto:Gabriela.Muro@ClarkCountyNV.gov); [Lorena Portillo <LPO@ClarkCountyNV.gov>](mailto:LPO@ClarkCountyNV.gov); [Jeffrey Martin <JEM@ClarkCountyNV.gov>](mailto:JEM@ClarkCountyNV.gov)

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Please let me know if you have questions.

Thank you again!
Sophie



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