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Agenda Date: 9/12/2017

Agenda Placement: 10C

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** John Tuteur - Registrar of Voters  
Elections

**REPORT BY:** John Tuteur, Assessor-Recorder-County Clerk - 253-4459

**SUBJECT:** Registrar of Voters and HR Director to present Voter Choice Act Draft Election Administration Plan and request approval of classifications for Vote Center workers

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### **RECOMMENDATION**

Registrar of Voters and Director of Human Resources request the following actions:

1. Registrar of Voters requests Board input on draft Election Administration Plan including voter outreach to implement the Voter Choice Act for June 5, 2018 Primary Election; and
2. Director of Human Resources request adoption of a resolution to amend the Table and Index of Classes, to include Vote Center Lead and Vote Center Clerk classifications, effective September 23, 2017.

### **EXECUTIVE SUMMARY**

Napa County is one of 5 pilot counties implementing the Voter Choice Act for the June 5, 2018 Primary Election. The Voter Choice Act requires the Registrar of Voters to produce an Election Administration Plan (EAP) to guide outreach to underserved groups and the community at large in preparation for implementation. The primary change for Napa County will be the provision of secure ballot drop boxes at 7 locations throughout the county and the upgrade of our vote centers to permit conditional voter registration up to and including Election Day.

The draft EAP was published on Friday August 11, 2017. A public consultation for voters with disabilities was held on Monday August 21, 2017 in American Canyon. A public consultation for language minority groups was held on Tuesday August 22, 2017 in Calistoga. Initial meetings of the Language Accessibility Advisory Council and Voter Accessibility Advisory Council were held on September 6, 2017. This study session is an opportunity for Board members to provide input on the EAP and the outreach program in general.

In order to implement the Election Administration Plan as outlined, the Registrar of Voters identified the need for seasonal positions to staff 8 Vote Centers. Therefore, the Registrar of Voters requested that Human Resources

conduct a classification study to determine the correct classification for these seasonal positions. As a result of the study Human Resources is recommending the creation of a Vote Center Lead and a Vote Center Clerk classification. The newly created classifications will provide necessary staffing support for implementation of the Voter Choice Act.

### **PROCEDURAL REQUIREMENTS**

1. Staff reports
2. Public comments
3. Motion, second, discussion and vote on the item

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	General fund costs for 70 Voter Center Lead and Vote Center Clerk workers to staff the 8 vote centers required under the Voter's Choice Act (VCA) have been budgeted in the 2017-2018 budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Voter's Choice Act encourages all California counties to adopt the vote center model by June 2020. Napa County is a pilot county because of our 90% vote by mail status and 10 years of experience with vote by mail assistance centers. The VCA was adopted by the legislature to increase the yield of eligible citizens who register to vote and the turnout of registered voters. The VCA model is cost effective in handling the new requirements of conditional voter registration.
Is the general fund affected?	Yes
Future fiscal impact:	Vote center staffing costs will continue for future elections. One time costs for vote center equipment will not be repeated.
Consequences if not approved:	Napa County will have to implement conditional voter registration at polling places which will be costly and cause lengthy delays for all voters attempting to vote or register to vote at polling places.
Additional Information:	

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Napa County is one of 3 pilot counties implementing the Voter Choice Act for the June 5, 2018 Primary Election.

The Voter Choice Act requires the Registrar of Voters to produce an Election Administration Plan (EAP) to guide outreach to underserved groups and the community at large in preparation for implementation. The primary change for Napa County will be the provision of secure ballot drop boxes at 7 locations throughout the county and the upgrade of our vote centers to permit conditional voter registration up to and including Election Day.

The draft EAP was published on Friday August 11, 2017. A public consultation for voters with disabilities was held on Monday August 21, 2017 in American Canyon. A public consultation for language minority groups was held on Tuesday August 22, 2017 in Calistoga. Initial meetings of the Language Accessibility Advisory Council and Voter Accessibility Advisory Council were held on September 6, 2017. This study session is an opportunity for Board members to provide input on the EAP and the outreach program in general.

Human Resources conducted an analysis of the Voter Choice Act, a classification needs assessment, a review of pertinent classifications in comparable agencies, and an analysis of the Registrar of Voters' detailed Election Administration Plan (EAP). Based on this study Human Resources determined there was a need for new classifications to reflect the work which will be performed, and recommends the creation of a Vote Center Clerk and a Vote Center Lead classification. The newly created classifications will provide necessary staffing support at the Vote Centers. Funds for these positions have been budgeted in the 2017-2018 Elections budget.

Therefore, the Director of Human Resources recommends the adoption of a resolution to amend the Table and Index of Classes, as shown in Exhibit "A," effective September 23, 2017.

#### **SUPPORTING DOCUMENTS**

- A . Voter Choice Act Election Administration Plan DRAFT
- B . Milestones in adoption of Voter Choice Act Election Administration Plan
- C . Voter Choice Act Election Administration Plan DRAFT Spanish
- D . Resolution Vote Center Lead and Vote Center Clerk Classifications

CEO Recommendation: Approve

Reviewed By: Helene Franchi