



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Clerk-Recorder-Assessor
Department No.: 062
For Agenda Of: May 3, 2022
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Joseph E. Holland, Clerk-Recorder-Assessor
Director
Contact Info: Renee Bischof, Chief Deputy Registrar of Voters, 805-696-8963
SUBJECT: Compensation of Precinct Board Members and Election Support Staff

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form:

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a. Adopt a resolution in the matter of providing for compensation of precinct board members and election support staff; and
- b. Determine that the above action is not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA Guidelines, because it consists of administrative activities of the County that will not result in direct or indirect physical changes in the environment.

Summary Text:

Pursuant to Elections Code Section 12310, each member of a precinct board shall receive compensation set forth by the County Board of Supervisors. Additionally, Government Code Section 25300 requires that the Board of Supervisors set county employee compensation by resolution or ordinance. The Board last approved the compensation amounts for precinct board members by Resolution No. 21-161 on August 31, 2021, at which time, set compensation back to a flat rate rather than the hourly compensation rates approved in 2020 by Resolution 20-150.

The return to a flat compensation rate was based on the return to in-person voting on Election Day only, rather than a four (4) day period, which was in place for the Presidential General Election. The County

Elections Division will be continuing to offer in-person voting on Election Day only; however, due to changes in operations at polling places, specifically the addition of new equipment for voter check-in, and the need to recruit staff when interest is waning, we are seeking an increase in the compensation rate for the election officers assigned to a polling place.

The recommended compensation rates are as follows:

Precinct Board Members	
Title	Compensation
Clerk	\$220 per election
Clerk (Bilingual)	\$240 per election
Inspector	\$280 per election
Inspector (Bilingual)	\$300 per election

The Clerk and Inspector compensation rates have been increased by \$40.00, and \$50.00 if bilingual, above the rates approved by Resolution 21-161 which restored compensation back to the rates prior to the General 2020 election.

We recommend an increase in the compensation rates for the support positions at the polling place locations to align with the increase for election officers, based on the time commitment, new equipment and duties required, as follows:

Election Support Workers	
Title	Compensation
Polling Place Supervisor	\$350 per election
Polling Place Supervisor (Bilingual)	\$370 per election
Field Supervisor/Rover	\$350 per election

The compensation rate for the remaining Election Support Worker positions adopted by Resolution 21-161 will remain unchanged. These rates will apply to county employees serving under the County Poll Worker Program. This compensation does not apply to workers hired through a temporary agency.

The next election is the June 7, 2022 Direct Primary Election.

Background:

The County Elections Division will continue to offer in-person voting on Election Day, as was done prior to and after the 2020 Presidential General Election. However, in order to improve processes at polling place locations, the County Elections Division will implement electronic pollbooks to check-in voters. This will require additional training and increased responsibilities of our precinct board members and election support staff.

Precinct Board members and election support staff are essential to ensuring that elections are a success. Precinct Boards are responsible for completing a mandatory 2.5-3 hour training, assisting in the set-up, close and clean-up of the polling place prior to and on Election Day, understanding concepts, election procedures and equipment so that they can accurately assist voters, provide excellent service to a diverse voter population, and handle and resolve difficult situations in a positive manner using good judgement and clear communication. Having an adequate number of precinct workers to staff polling places can

ensure voters receive the assistance they need at the polls and can help provide positive and smooth voting experiences for all.

Examples of the duties for the election support positions are:

Polling Place Supervisors: These individuals are responsible for overseeing the operation of the precinct boards, including Inspectors, for their polling place location, and performing additional duties.

Field Supervisors: These individuals are responsible for knowing how to operate the equipment used at the polling places, communicate regularly with the Elections Office, and ensure all procedures are being followed. They assist with troubleshooting issues out at a polling place such as potential electioneering or issues with supply shortages or equipment. They are assigned multiple polling places to service throughout Election Day. They are the direct communications link between election staff and precinct board members.

Rovers: These individuals are stationed at the one of the elections offices and are Field Supervisors that are not assigned to specific polling locations and can be dispatched when a Field Supervisor is busy at a specific polling place and unable to assist the other polling places in their assigned area.

Logistics: These individuals assist with distribution and reception of poll worker supplies, and inventory and account for returned supplies; they may assist with setup and takedown of training locations and assist with hands-on training of voting scenarios; and assist with the closing of ballot drop boxes and the retrieval of voted ballots from the boxes on Election Night.

Office Support: These individuals assist with processing voters at the office counters; advising voters on safety protocols, processing returned ballots and preparing ballots for tabulation; assisting with tabulation of ballots; working on a designated phone bank on Election Day, working on Election Night Processing Boards.

Fiscal and Facilities Impacts:

Budgeted: Yes

When developing our annual election budgets, the cost for precinct board members and support staff are included in the program budget for that specific election.

Fiscal Analysis:

During primary elections, when there is little to no agency consolidation, the full incremental cost will be borne by the county. In general elections, 15-25% of the incremental costs can be recovered from consolidating agencies. For special standalone elections, the jurisdiction calling the election will be billed the direct cost for the election.

Special Instructions:

Please provide a copy of the minute order and fully executed copy of the proposed resolution to Renee Bischof in the Clerk-Recorder-Assessor Department.

Attachments:

Resolution In the Matter of Providing for Compensation of Precinct Board Members and Election Support Staff.

Authored by:

Renee Bischof, Chief Deputy Registrar of Voters

CC:

Joseph E. Holland, County Clerk, Recorder and Assessor
Renee Bischof, Chief Deputy Registrar of Voters