



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: 08/31/2021
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: Elaina Cano, Elections Division Manager, 805-696-8953
SUBJECT: Compensation of Precinct Board Members and Election Support Staff

County Counsel Concurrence

As to form: Yes

Other Concurrence: Select_Other

As to form: Select_Concurrence

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 in 2020, which set hourly compensation rates based on the fact that precinct board members would be working over a four (4) day period, rather than just on Election Day. The County Elections Division will be returning to a single day for in-person voting on Election Day, and therefore requests to return to a flat compensation rate based on position held.

The recommended compensation rates are as follows:

Precinct Board Members	
Title	Compensation
Clerk	\$180 per election
Clerk (Bilingual)	\$190 per election
Inspector	\$240 per election
Inspector (Bilingual)	\$250 per election

The Clerk and Inspector compensation rates remain unchanged based on the rates prior to the General 2020 Election.

In addition to precinct board members, it is also critical to have a strong election support staff. These support staff supplement the seasonal employees that are brought into assist during an election cycle. These support positions assist with critical functions that occur for a limited duration. They support Election Day/Night operations and pre-election processes such as the distribution of precinct and polling place supplies on the Saturday prior to Election Day. Where these positions in the past have been staffed primarily by temporary agencies, the pool of temporary employees has drastically decreased due to the COVID-19 pandemic. Additionally, many of the election support positions require flexibility in scheduling of hours. This often does not lend itself to full-time/seasonal employment and therefore having flexibility to staff on an “as-needed” basis during critical peaks is essential. In order to ensure we have adequate support during the critical peaks, we have an immediate need to expand these assignments to outside workers and county employees.

We recommend compensation rates for the support positions based on the time commitment and duties required as follows:

Election Support Workers	
Title	Compensation
Polling Place Supervisor	\$310 per election
Polling Place Supervisor (Bilingual)	\$320 per election
Field Supervisor/Rover	\$310 per election
Training Assistant (Day)	\$140 per day
Training Assistant (Day and Evening)	\$180 per day
Distribution/Reception Clerk	\$64 per day
Distribution/Reception Lead	\$120 per day
Distribution/Reception Lead Traveling Day	\$144 per day
Election Night Ballot Drop Box Retriever	\$60 per election
Pre-Election Day Office Support	\$140 per election
Election Day Office Support (Half Day)	\$140 per election
Election Day Office Support (Full Day)	\$262 per election
Election Night Processing Board	\$105 per election
Election Night Processing Board Lead	\$168 per election

The next election is the September 14, 2021 Gubernatorial Recall Election.

Background:

Due to the COVID-19 pandemic, the November 2020 General Election had an increase in measures that were required to conduct the election. Precinct Board members were responsible for traffic flow control and line management; health screenings; sanitization of vote booths and frequently touched surfaces; instructing voters on COVID-19 safety procedures (i.e. wearing masks, maintaining 6' social distancing requirements, etc.); assisting with curbside voting; assisting voters by answering questions or assisting in completing forms and vote-by-mail return envelopes; and receiving voted ballots, in addition to their "normal" responsibilities.

Apart from all eligible voters receiving a ballot in the mail, in-person voting opportunities were also a requirement. These in-person voting locations had to remain open the 3 days prior to and including Election Day. The locations had to remain open on those 3 days for a minimum of 8 hours and from 7:00am – 8:00pm on Election Day.

Due to the multiple days of operation, the Santa Barbara County Elections Division requested this Board adopt, by resolution, an hourly compensation for precinct board members. Prior to the November 2020 election, precinct board members were paid a flat compensation rate.

The County Elections Division will be returning to a single day for in-person voting on Election Day, and therefore requests to return to a flat compensation rate based on position held.

Precinct Board members and election support staff are essential to ensuring that elections are a success. Precinct Boards are responsible for completing a mandatory 2-3 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 pollworker training 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:

Narrative: The County has received \$2.8 million from the State Treasury based on estimated cost to conduct the Recall Election submitted to the Department of Finance by the County Elections Division. Cost for these positions was factored into the estimated cost.

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 Elaina Cano in the Clerk-Recorder-Assessor Department.

Attachments:

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

Authored by:

Elaina Cano, Elections Division Manager

CC:

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