

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS  
WORK SESSION HELD ON  
TUESDAY, DECEMBER 19, 2023**

A work session of the Cochise County Board of Supervisors was held on Tuesday, December 19, 2023, at 10:30 a.m. in the Board of Supervisors' Hearing Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Peggy Judd, Chairman; Tom Crosby, Vice-Chairman; Ann English, Supervisor

Staff Present: Richard G. Karwaczka, County Administrator  
Sharon Gilman, Deputy County Administrator  
Christine Roberts, Chief Civil Deputy County Attorney  
Lara Loewenheim, Deputy Clerk of the Board

Attendees: Tim Mattix, Director of Elections and Special Districts

Chairman Judd called the meeting to order at 10:30 a.m.

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION

***ITEMS FOR DISCUSSION***

**Board of Supervisors**

1. Discussion and possible direction regarding the Elections and Special Districts Department informational update.

Mr. Mattix gave an overview of the agenda and presented using a PowerPoint presentation. Mr. Mattix advised that there are three elections scheduled, with a notable mention of the March 19th presidential preference election (PPE). He emphasized the PPE is distinct from primaries in Arizona, as only voters registered with Republican or Democratic parties are eligible. Regarding poll workers, efforts are being made to update training materials and recruit workers.

Mr. Mattix stated that a plan has been developed for the upcoming PPE in March, and the Department is finalizing a comprehensive frequently asked questions document. This document will serve as a standalone resource, covering detailed information about elections, including frequently asked questions related to the responsibilities of the Records Office and the Elections Department. Mr. Mattix mentioned the wait time reduction plan outlined in the statute and the election procedure manual.

Mr. Mattix informed the Board that the Elections Department is partnering with Cochise College and Election Systems and Software (ES&S) to host two public sessions on January 17, 2024. These sessions will include a demonstration of ES&S equipment, a presentation on the security of the equipment by the vice president of security for ES&S, and a question-and-answer session with the public.

Mr. Mattix sought the Board's direction on policy changes related to use of staff from appointed offices for poll workers, the addition of troubleshooters, and the acquisition of

additional equipment to enhance the efficiency and reliability of election processes. In response to the Board, Mr. Mattix acknowledges not having fully explored different grants but doesn't believe there's a specific grant suitable for addressing the identified need.

Mr. Mattix, who serves as the Special Districts coordinator for the county, stated he assists Title 48 special taxing districts. He explained these districts have their own governing boards and are required by statute to file certain documents with the county.

In response to the Board, Mr. Mattix stated the Elections Department would conduct a training session for 3 hours for poll workers. There will be a training session specifically for inspectors and the troubleshooters to provide more details about the equipment set up.

In response to the Board, Mr. Mattix stated there is a deadline for the Republican and Democratic Parties in which the parties notify the Secretary of the State of their participation in the PPE. He stated the Republican and Democratic parties notified the Secretary of State and the Libertarians did not.

In response to the Board, Mr. Mattix stated that they anticipate approximately \$50,000 to \$55,000 of the \$71,000 needed to purchase the ten Express vote poll books and associated equipment. He explained a budget amendment would come to the Board for approval in the future.

Mr. Karwaczka reiterated that the County needs more poll workers, and he will work with the directors and elected officials to see who can help.

The Board provided direction to Mr. Mattix and advised that the poll workers would be paid for training, travel and working at the polls.

Chairman Judd adjourned the meeting at 11:05 a.m.

APPROVED:

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Peggy Judd, Chairman

ATTEST:

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Sharon Gilman, Interim Clerk of the Board