



COUNTY OF YOLO

Office of the County Administrator

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To: The Honorable Daniel M. Wolk
Superior Court of California, County of Yolo
1000 Main Street
Woodland, CA 95695

September 12, 2023

To: Yolo County Grand Jury
P.O. Box 2142
Woodland, CA 95776

via e-mail: grandjury@yolocounty.org

RE: 2022-2023 Yolo County Grand Jury Report: Safe and Secure? A New Look at
the Yolo County Elections Office

Honorable Daniel M. Wolk:

The following is the response to the findings and recommendations in the 2022-2023 Yolo County Grand Jury Report titled, "Safe and Secure? A New Look at the Yolo County Elections Office," from the Yolo County Board of Supervisors. The responses below are for those Findings and Recommendations requiring replies from the Board of Supervisors. Responses required from the Yolo County Elections Office were filed under separate cover on August 18, 2023.

R-1: Yolo County Board of Supervisors should ensure adequate future funding for voting equipment maintenance and upgrades, appropriate to the nature of the equipment.

Response: The recommendation has not yet been implemented. The Yolo County Board of Supervisors supports the need to ensure voting equipment is properly maintained and upgraded. The Board will review and consider funding needs and decisions through the County budgeting process.

R-2: The Elections Office should create SMART (Specific, Measurable, Attainable, Realistic, and Time-specific) goals for its outreach efforts, including metrics and a timeline for reviewing such efforts and determining how closely the goals are achieved. In addition, the Elections Office should complete a final report on responses to its voter survey. Both the SMART goals and metrics and the voter survey final report should be submitted to the Yolo County Grand Jury by December 31, 2023.

Response: The recommendation requires further analysis. The Yolo County Board of Supervisors is supportive of the Elections Office's efforts to research metric methods and the anticipated timeline to compile, review, and provide results at the end of the 2023-24 Fiscal Year.

Assessor/Clerk-Recorder/ Registrar of Voters response under separate cover:

This recommendation requires further analysis. The deadline of December 31, 2023, is not reasonable since the election must be certified by April 4, 2024. As noted above in response to F-2, the Elections Office will continue to research such metric methods, including SMART. Once a metric method is identified, our office can compile the metrics results and the final voter survey report. We anticipate compiling the results of both by the end of the fiscal year and can provide those results to the Grand Jury.

- R-3: Active shooter and bomb threat risks should: 1) be assessed thoroughly utilizing appropriate resources (such as local law enforcement, YCPARMIA, safety staff, etc.), relevant policies updated and communicated to all new staff and poll workers. 2) Trainings should be updated and implemented at least annually for all Elections staff and at the beginning of each election for all poll workers. To implement these recommendations, a detailed plan for completing the assessment and changes to workplace safety-related policies and trainings with an implementation plan should be completed by December 1, 2023, with full implementation prior to the next scheduled election (March 5, 2024).**

Response: The recommendation has been implemented in part, and additional implementation is anticipated in preparation for the upcoming March 5, 2024 election. The Yolo County Board of Supervisors supports the Elections Office's efforts to secure the necessary training. Active shooter training has already been made available to employees. The County is always striving to enhance staff and poll worker training and recognizes that additional training options may be needed. The Board of Supervisors will continue to support the Election's Office and the Human Resources Department in their efforts to ensure that employees and poll workers have appropriate training in preparation for the March 5, 2024, election.

Assessor/Clerk-Recorder/ Registrar of Voters response under separate cover:

The respondent agrees with the recommendation.

- R-4: A thorough assessment of the Yolo County Elections Office (front and back areas) by Human Resources staff and knowledgeable Yolo County third-party providers, such as YCPARMIA, should be conducted by January 1, 2024. During the assessment, input should also be gathered from Elections staff about how equipment and storage needs impact work spaces during election periods. At minimum, such assessment should determine: 1) whether the current space is adequate to meet the Election Office's growing needs; 2) how the work spaces can be reconfigured to address day-to-day and election period needs; 3) the furnishings or equipment that should be purchased, installed and training provided for appropriate use to reduce the possibility of MSDs and other injuries; 4) how the**

funding will be made available to complete these changes; and 5) how ergonomics training should be updated and implemented for regular staff at least annually and poll workers at the beginning of each election.

Response: The recommendation has not yet been implemented. The County is conducting a space optimization study of the Elections workspace to be completed by the end of September 2023. The study will identify solutions to improve the current working conditions. Upon receiving the study results, the County will evaluate potential costs and project timeline before embarking on structural improvements. The Yolo County Board of Supervisors is supportive of the current Elections space optimization project and efforts to work with YCPARMIA.

Assessor/Clerk-Recorder/ Registrar of Voters response under separate cover:

The respondent agrees with the recommendation.