

YOLO COUNTY AGREEMENT NO. _____

(Amendment to Agreement No. 23-214 with SearchPros, relating to temporary employment Services, to revise the Terms of Payment, extend the Term, and add job description clarification)

THIS Amendment to Agreement No. 23-214 is made and entered into as of this _____ day of June, 2024, by and between the County of Yolo, a political subdivision of the State of California (“County”), and SearchPros (“Contractor”), who agree as follows.

WHEREAS, on or about August 29, 2023, the parties entered into an agreement for Contractor to provide temporary employment services to the County (Yolo County Agreement No. 23-214); and

WHEREAS, the parties wish to amend Agreement No. 23-214 to revise the compensation rates, extend its term, and update the job titles that the County is seeking recruitment for.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. Section IX.A. of Agreement No. 23-214, is hereby amended to read as follows:

IX. TERM AND TERMINATION

- A. The term of this Agreement shall be from July 1, 2024 to June 30, 2025, with the option to extend the contract by one (1) additional year term, upon written agreement between the Director and Contractor, unless sooner terminated as hereinafter provided.
2. Exhibit C of Agreement No. 23-214, is hereby replaced by the below Amended Exhibit C, being fully incorporated into this contract amendment.
3. Exhibit D of Agreement No. 23-214, is hereby replaced by the below Amended Exhibit D, being fully incorporated into this contract amendment.
4. Except as specifically amended hereinabove, Agreement No. 23-214 shall remain in full force and effect according to its terms.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first written above.

CONTRACTOR

By Myla Ramos
Myla Ramos

COUNTY OF YOLO

By _____
Lucas Frerichs, Chair
Board of Supervisors

By _____

Attest:
Julie Dachtler, Clerk
Board of Supervisors

By _____
Deputy (Seal)

Approved as to Form:

E. May
Eric May, Senior Deputy County Counsel

Amended Exhibit C: Payment Provisions

1) Compensation

Total compensation for all temporary staffing services and mileage reimbursement under this Agreement shall not exceed six hundred thousand dollars (\$600,000.00) over the entirety of the term and contract extensions.

Employees Pay Rates and Billable Rates to the County will be provided in accordance with the table below. If Yolo County refers staff to the contractor for hire, the Payroll Billable Rate will be charged.

<u>Job Title</u>	<u>Employee Pay Rate</u>	<u>Standard Billable Rate</u>	<u>Payroll Billable Rate</u>
Elections Aide I	\$18.00/hour	\$29.00/hour	\$27.50/hour
Elections Aide II	\$19.00/hour	\$30.59/hour	\$29.00/hour
Elections Aide I-Bilingual	\$18.50/hour	\$30.00/hour	\$28.50/hour
Elections Aide II-Bilingual	\$19.50/hour	\$31.59/hour	\$30.00/hour
Elections Aide I-Couriers (Drivers)	\$18.00/hr	\$30.59/hour	\$29.00/hour
Elections Aide I-Couriers (Drivers)	\$19.00/hr	\$31.59/hour	\$31.00/hour

All overtime hours worked by staff will be paid to the employee and billed to the County at a rate multiplier in compliance with California Labor Laws, as spelled out below:

1. One and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and
2. Double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek.

Mileage reimbursement* per Federal schedule: \$0.67/mile

*County will pay Contractor for the direct cost of temporary employee mileage according to the Federal mileage reimbursement schedule. Mileage reimbursement shall occur ONLY for employees who use their personal vehicles to pick up or drop off ballots, or perform any other job-related tasks while working on behalf of the County.

2) Method of Payment

Upon submission of an invoice by Contractor, and upon approval of County's representative, County shall, within thirty days of receipt, pay Contractor in arrears for fees and expenses incurred the prior month, week, or pay period, whichever is relevant, up to the maximum amount provided for in this Agreement. Each invoice must include company logo, invoice date, invoice number, description of services rendered, number of hours, employees' names, and total cost.

Contractor shall provide County with adequate documentation to support invoice. Contractor's failure to provide adequate supporting documentation with invoice may result in payment being withheld until the documentation is received.

Contractor shall send invoices via mail to: acebillings@yolocounty.org

3) Price Escalation

The Contractor may raise prices in accordance with the California Consumer Price (CPIW, US City Average, All Items; NSA) Index for the allowable one (1) year extension: 7/1/2025-6/30/2026. The increase in price shall remain firm for each one-year renewal term. Contractor shall inform County of the CPI increase at least 30 days prior to the expiration of the then-existing term. The County reserves the right to accept or reject the request for a price increase within ten (10) business days of the written request.

Amended Exhibit D: **Job Descriptions**

Job Description 1: Elections Aide I (Judge)

Definition

Under direct supervision, assist with opening and closing Vote Centers, setting up equipment and supplies, checking in and processing voters, distributing ballots, assisting voters with casting their ballots, explaining the use of voting equipment, ensuring that ballots are collected appropriately, answering voter questions, completing chain of custody forms and other election-security related logs, and printing, scanning, filing, batching, and boxing and accounting for ballots at a Vote Center. The Elections Aide may be assigned to drive to a county Ballot Drop Box or Vote Center, collect ballots, and return them to the County Elections Office in accordance with County Elections procedures. The Elections Aide is accountable for compliance with all procedures and laws provided by Yolo County Elections and the California Secretary of State.

ESSENTIAL FUNCTIONS:

The following duties are typical for those performed by most employees in this class; however, employees may also perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

- Complete mandatory in-person training classes
- Complete a mandatory self-paced online training
- Follow relevant federal, state and local election laws
- Be at work at your assigned location during Early Voting Days starting at 9 a.m. until all closing tasks are completed (at least 7:00 p.m.)
- Be at work at your assigned location on Election Day starting at 6:00 a.m. until all closing tasks are completed (at least 9:00 p.m.)
- Assist in the set-up of the Vote Center the evening before it opens for Early Voting
- Follow vote center operating procedures and task such as set-up voting equipment, ballot printers, electronic pollbooks, materials, signage and other equipment daily
- Have reliable transportation to and from the Vote Center
- May assist with transporting election materials to the Yolo County Elections Office in Woodland
- Participate in assigned roles such as a greeter, line management, ePollbook check in, ballot printing, or ballot collection.
- Help voters sign in, complete forms as needed, and get their ballot
- Issue ballots to voters, instruct voters how to correctly mark ballots, explain where to vote and cast ballots
- Assist voters using voting technology
- Complete the chain of custody logs when collecting and/or transporting ballots from a ballot drop box or vote center
- *Mobile Vote Center (MVC) Election Workers have additional duties related to the unique nature of each location*
 - *MVC Election Workers will need to undergo additional in-person training to learn how to set-up the MVC trailer*

- *MVC Election Workers will need to arrive at 8:00 a.m. to set up the MVC trailer and may need to stay until 8:00 p.m. to complete all closing task*
- *MVC Election Workers will be assigned to a new location each day, over the course of a week, in the unincorporated communities of Yolo County*

License: Some positions in this classification may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a disability may request a reasonable accommodation.

A reliable vehicle is required for this position to complete the tasks assigned.

EMPLOYMENT STANDARDS:

Experience: The required knowledge and abilities are attained through county training and experience equivalent to completion of high school.

KNOWLEDGE & ABILITY:

Knowledge of: customer service principles, including the handling of upset people, ability to sort and count stock at the end of the evening, and simple technology operations. Understand and use modern standards of civility, such as inclusive language and sensitivity. Must maintain a professional demeanor with voters and coworkers.

Ability to: read, write and spell at high school level, perform simple computations, learn simple clerical procedures; perform routine and repetitive tasks; understand and follow written and oral instructions; perform physical work including lifting and moving, perform tasks with dexterity; communicate and work harmoniously with others; perform alphabetical and numerical filing; perform simple keyboard and data entry tasks.

MEDICAL CLASS:

Medical Class I: This class requires that the person stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, frequent lifting of objects up to twenty-five pounds, and occasional lifting of objects up to fifty pounds may be required.

Job Description 2: Elections Aide II Inspector (Vote Center Supervisor)

Definition

As the Vote Center supervisor, Inspectors are expected to lead their teams, with a Co-Inspector, by example and coaching to successfully execute Vote Center procedures including, but not limited to: opening and closing of their assigned Vote Centers, setting up equipment and supplies, checking in and processing voters, distributing ballots, assisting voters with casting their ballots, explaining the use of voting equipment, ensuring that ballots are collected appropriately, answering voter questions, and printing, scanning, batching, and boxing ballots at a Vote Center. Some Inspectors will be Roving-Inspectors and take on the duties below when overseeing multiple vote center locations. The Inspector is accountable for compliance with all procedures and laws provided by Yolo County Elections and the California Secretary of State. Additionally, the Inspector is accountable for the success of the team and ensuring thorough follow-through in all areas.

ESSENTIAL FUNCTIONS:

The following duties are typical for those performed by most employees in this class; however, employees may also perform other related duties. Not all duties listed are necessarily performed by each Inspector at each site:

- Meet all the expectations and requirements of an Elections Aide 1 (Judge)
- Contact Vote Center facility owners for entry confirmation and details
- Ensure delivery of the Vote Center supplies on the day before Early Voting begins
- Contact Vote Center judges to confirm attendance and work schedule
- Assess, resolve, and/or report any scheduling or attendance issues prior to or during the voting period
- Lead the set-up and opening of the Vote Center, including taking pictures of the supplies in their original unpacked state, full inventory verification of supplies, and the chain of custody of voting materials
- Make sure all Election Workers accurately sign-in and sign-out of the Daily Sign-in Sheet
- Assign tasks, arrange breaks, and mealtimes at the Vote Center
- Lead the open and close of the "polls" at the Vote Center with a Co-Inspector
- Remain at the Vote Center until all closing procedures are completed on early voting days and/or drive the election materials to the Yolo County Elections Office in Woodland with a witness
- After the close of polls on Election Day at 8:00 p.m.:
 - One Inspector stays at the Vote Center to pack all the supplies and equipment with the other Election Workers (judges)
 - One Inspector will return the ballots and voting materials with a judge or courier team back to the Yolo County Elections Office Secures all voting equipment and materials
- After closing the Vote Center, one Inspector will keep custody of the Site Binder key to the Vote Center
- *Mobile Vote Center (MVC) Election Workers have additional duties related to the unique nature of each location*
 - *MVC Election Workers will need to undergo additional in-person training to learn how to set-up the MVC trailer*

- *MVC Election Workers will need to arrive at 8:00 a.m. to set up the MVC trailer and may need to stay until 8:00 p.m. to complete all closing task*
- *MVC Election Workers will be assigned to a new location each day, over the course of a week, in the unincorporated communities of Yolo County*

License: Some positions in this classification may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a disability may request a reasonable accommodation.

A reliable vehicle is required for this position to complete the tasks assigned.

EMPLOYMENT STANDARDS:

Experience: The required knowledge and abilities are attained through county training and experience equivalent to completion of high school. Experience working as a Judge with Yolo County is beneficial, but not required.

KNOWLEDGE & ABILITY:

Knowledge of: customer service principles, including the handling of upset people, general familiarity alphabetical and numerical sequences, and simple technology operations. Inspectors must be able to supervise, organize, and communicate with their vote Center team. Understand and use modern standards of civility, such as inclusive language and sensitivity. Must maintain a professional demeanor with voters and coworkers.

Ability to: read, write and spell at high school level, perform simple computations, learn simple clerical procedures; perform routine and repetitive tasks; understand and follow written and oral instructions; perform physical work including lifting and moving, perform tasks with dexterity; communicate and work harmoniously with others; perform alphabetical and numerical filing; perform simple keyboard and data entry tasks. Operate, and troubleshoot all Vote Center equipment, ability to coach Vote Center staff, diffuse confrontational situations, and exercise diplomatic leadership. Follow instructions and procedures.

MEDICAL CLASS:

Medical Class I: This class requires that the person stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, frequent lifting of objects up to twenty-five pounds and occasional lifting of objects up to fifty pounds may be required.