

The Elections Advisory Committee met in a regular session on March 28, 2019. The meeting was held at 198 S. Main Street, Yuma, Arizona.

**CALL TO ORDER:** The meeting convened at 11:36 a.m.

**ROLL CALL:** Committee members present were: Recorder Robyn Pouquette; County Administrator Susan Thorpe; Supervisor Martin Porchas; Supervisor Darren Simmons; and Deputy County Attorney Amanda Mahon. Others present were: Interim Elections Director Paul Melcher; Deputy Recorder Nohyra Madsen; and Deputy Clerk/Executive Assistant Desarae Doten.

**ELECTION OF 2019 CHAIRMAN and VICE-CHAIRMAN:**

**1. Elect a Yuma County Elections Advisory Committee Chairman for Calendar Year 2019.**

The floor was opened up for nominations.

Ms. Pouquette nominated Ms. Thorpe, seconded by Supervisor Simmons.

Vote on nominee: The motion to elect Ms. Thorpe as Chairman for Calendar Year 2019 carried 5-0.

**2. Elect a Yuma County Elections Advisory Committee Vice-Chairman for Calendar Year 2019.**

The floor was opened up for nominations.

Supervisor Porchas nominated Ms. Pouquette. Ms. Pouquette declined the nomination. Supervisor Porchas nominated Supervisor Simmons, seconded by Ms. Thorpe.

Vote on nominee: The motion to elect Supervisor Simmons as Vice-Chairman for Calendar Year 2019 carried 5-0.

**DISCUSSION AND POSSIBLE ACTION ITEMS:** *The Committee will open each of the following items separately for discussion and possible action, as appropriate.*

**1. Yuma County Recorder and Elections Report regarding the following:**

**a. Elections Calendar**

The following handouts were provided: City of Yuma 2019 Primary and General Elections Calendar (Draft); and the City of San Luis Special Election Calendar – May 21, 2019 (Vote by Mail).

Ms. Pouquette provided an overview of the statutory requirements for a Vote by Mail Special Election, and noted the suggested items listed are procedural to help stay on track. She reported that staff will be going to San Luis on April 17<sup>th</sup> to provide training to the Clerk regarding replacement ballots.

Discussion ensued regarding the ballot language which was decided on in April. Mr. Melcher explained that Yuma County helps set up language in terms of how to vote, but City of San Luis attorneys establish the exact ballot language which then is approved by City Council.

Ms. Pouquette reported that on April 15<sup>th</sup> Public Logic & Accuracy testing will be conducted for voting devices. She extended an invitation for anyone interested to attend and observe the process.

Mr. Melcher asked if turnout for Election Day on primaries is low would the City of Yuma consider an all-mail vote? Ms. Pouquette indicated they did consider doing this in 2013; however it did not pass in a vote by the City Council.

#### **b. Voter Registration Statistics**

Ms. Pouquette referred to a handout containing inactive and active voter registration statistics based on the last quarterly report. She noted this information is shared with the political parties and she believes the inactive number is ever changing because of Yuma's seasonal issues and 3<sup>rd</sup> party groups that register voters.

Ms. Mahon questioned whether the "other" party listed was for those who are registered as "independents". Ms. Pouquette confirmed.

#### **c. Budget Updates**

Mr. Melcher provided information regarding a budget amendment which was recently approved by the Board of Supervisors to re-establish budget authority for the election Capital Improvement Projects. He listed the following items which have been purchased: tables for the voting machines; screens for touch screen voting machines; secure boxes for the tabulating machines at vote centers; three (3) additional Ballot on Demand printers; and a backup computer in the Elections Office dedicated only to compiling reports for tabulation. He also noted the current year Elections budget has been established as the baseline, and staff will make adjustments in future years based on voter participation.

Ms. Pouquette spoke regarding two (2) positions which have been requested – one being an Office Specialist I and the other IT Support for both the Elections and Recorder's Office. She reported that recordation fees have gone up to a standardized amount of \$30.00 per document and projections show an increase to the General Fund over \$250,000, and the cost for both employees is under \$100,000.

#### **d. Internal Operations and Procedures Update**

Ms. Pouquette reported that Shannon Gunderman, Administrative Services Director, is helping to design the manual which will include short term and long term goals of integration of Recorder and Elections. The evaluation model will be Six Sigma which Mr. Melcher described as a process analysis to help look at ways and means to increase efficiencies and workflows. He provided an example of how it would apply to permitting process at Development Services.

Ms. Pouquette explained that the State Elections Manual and Title 16 are used for statutory duties; however those resources are lengthy so the goal is to pull out individual pieces unique to Yuma County that need to be clarified for cross-training purposes. Short terms goals are to hire an Elections Director and make updates to the webpage.

**e. Voter Outreach Information / Election Correspondence**

Ms. Pouquette provided the following handout: 90 Day Notice-Permanent Early Voting List (English and Spanish versions). Discussion ensued regarding ability to refine the verbiage, and Ms. Pouquette stated she would obtain ideas from other counties.

Next, the committee and staff reviewed the "Upcoming Elections and Voter Guide Pamphlet" which includes important dates.

Discussion ensued regarding the soonest place at a polling center where a sign could be posted which lists what types of ID are required to vote.

**f. Report Requests**

Ms. Pouquette reported this item will remain on the agenda every time the committee meets so if there are individual things she needs to prepare please contact her directly.

Action to authorize an Executive Session of the Elections Advisory Committee pursuant to Arizona Revised Statute § 38-431.03(A)(1).

MOTION (PORCHAS/SIMMONS): Motion to recess the Regular Session portion of the agenda, convene in Executive Session pursuant to Arizona Revised Statute §38-431.03 to address the item(s) listed in the Executive Session portion of the agenda, and reconvene in Regular Session immediately after the Executive Session concludes.

VOICE VOTE: The motion carried 5-0.

**EXECUTIVE SESSION AGENDA**

**1. Discussion and review of applicants for Election Services Director position. (This matter is brought in executive session pursuant to A.R.S. § 38-431.03(A)(1).**

*Minutes for this item will be approved separately due to the confidential nature of the discussion.*

Following discussion in Executive Session there was a motion to conclude the Executive Session and return to Regular Session.

MOTION (SIMMONS/PORCHAS): Conclude the Executive Session.

VOICE VOTE: The motion carried 5-0.

**REGULAR SESSION ITEM:**

**1. Chairman resumes Regular Session for possible action to direct staff to schedule interviews for candidates [name of each candidate to be interviewed] or**

**to reject all applicants and reopen the application process.**

Ms. Thorpe named the following candidates which will be scheduled for an interview on April 5, 2019 (exact times to be determined):

Mary C. Fontes  
Catherine McMullen  
Jerold Munster  
Carlos Webb

Ms. Thorpe called for a vote in favor of the above mentioned schedule. The voice vote carried 5-0.

**2. Discuss future agenda items.**

Ms. Pouquette asked if the committee would meet quarterly, and Ms. Thorpe stated they would do so initially and if it needs to be more frequently a Special Session can be called. The next committee meeting will take place in June.

MOTION TO ADJOURN (SIMMONS/PORCHAS)

VOICE VOTE: The motion carried 5-0.

There being no further business to come before the Elections Advisory Committee, the Chairman adjourned the meeting at 1:32 p.m.

Adopted this 30<sup>th</sup> day of July, 2019.

  
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Susan K. Thorpe, Chairman