

The Elections Advisory Committee met in a regular session on April 8, 2020. The meeting was held at 198 S. Main Street, Yuma, Arizona.

1. **CALL TO ORDER:** The meeting convened at 1:31 p.m.
2. **Roll Call:** Committee members present were: Recorder Robyn Pouquette; Supervisor Martin Porchas; Supervisor Darren Simmons; Chief Civil Deputy County Attorney Bill Kerekes and County Administrator Susan Thorpe. Others present were: Election Services Director Mary Fontes and Deputy Clerk/Executive Assistant Desarae Doten.
3. **Approve the minutes for the following meeting: December 23, 2019 Regular Session**

MOTION (SIMMONS/PORCHAS): Approve as presented.

VOICE VOTE: The motion carried 5-0.

4. **Presidential Preference Election Summary**

Ms. Pouquette confirmed that this election was canvassed by the Board of Supervisors.

Supervisor Simmons reported he went to several voting sites and people seemed to be happy.

Ms. Fontes stated the Martin Luther King Center and Civic Center did have a small glitches which were easily fixed.

Ms. Pouquette noted that Elections staff did a great job, were well organized, and she would speak about process improvements during another portion of the agenda.

5. **Yuma County Recorder and Elections Report**

Ms. Fontes reported that the legislature moved the primary election forward to the first Monday in August, which falls on the 4th. The General election is scheduled for Tuesday, November 3rd. She spoke about security issues from the previous election in March where people were circulating and collecting signatures. These individuals were accosting individuals as they entered to vote so in the future she would like to give tools to poll workers on ways to deal with these issues. Mr. Kerekes stated they can always call the Yuma County Sheriff's Office or Yuma Police Department.

Ms. Pouquette spoke about confusion due to COVID-19 since some buildings were not open for regular business. Ms. Thorpe suggested it would be a good idea to talk to staff at the City of Yuma beforehand to see how they can help handle these issues.

a. Elections Calendar and Upcoming Elections

The Statewide Primary Election will be taking place on August 4, 2020.

b. Primary 2020 / General 2020 Preparations and Considerations

- i. Security**
- ii. Communications**

c. Voter Registration Statistics

Ms. Pouquette reported staff is working hard to get the inactive voter number down, however they have to remain on the list for two federal cycles.

d. Budget Updates

Ms. Pouquette reported that Elections received notice that they will be receiving a Help America Vote Act Fortification Grant in the amount of \$97,000. Another opportunity to apply for additional funding will be coming up which they will also apply for.

She informed the committee that the Elections Computer Systems Specialist position is currently vacant and has not been advertised; also it is possible that an independent contractor could be utilized. The person in this position was going to prepare mass mailers for the 90 day notice, therefore she will reach out to the vendor who does work for the Treasurer and Assessor to see if they can provide this service.

Ms. Fontes reported that Jessica Martin filled the Elections Specialist position two weeks prior to election. Ms. Martin was asked to attend classes before her start date and seems to be enjoying the job.

Ms. Pouquette indicated the State will be providing reimbursement for Personal Protective Equipment (PPE).

In closing, the need to create a simpler fee schedule was discussed.

e. Internal Operations and Procedures Update

Current Priorities:

● **COVID-19**

Ms. Pouquette reported the building is limited to appointment only, and the drop box in front of the building lists what can be placed in the box. New pens and papers are being set out daily. Staff have been distancing well, wiping down areas, and making sure telework is available.

● **Security Measures**

Ms. Fontes stated that extra wipes and hand sanitizer are always supplied for voting center staff. Moving forward they will add spray bottles and extra screen wipes. She referred to the Health Inspection List which was provided as a handout.

- **All-Mail Election**

Ms. Pouquette reported that if this issue does come up it will have to be a Board decision. She agrees this will be the responsible alternative if the election were today; however the conversation is turning political. Discussion ensued regarding the associated costs.

f. Voter Outreach Information / Election Correspondence

Ms. Fontes reported that updates need to be made to the document, such as removing the Health District as a vote center due to scheduling conflicts.

Ninety day notices are going to be sent to permanent early voters and early ballot requests to non-permanent early voters May 7 – May 11, 2020.

g. Elections Director Performance Evaluation

(Ms. Fontes left the room during this portion of the meeting) Ms. Pouquette reviewed the previous Election Director's objectives and those she was proposing for Ms. Fontes (a handout was provided). She explained it will be helpful to have the Deputy Recorder provide administrative support because it is not efficient to have the Elections Director do work that someone else can handle. Ms. Pouquette noted she is currently working with them on budget management and the focus for Ms. Fontes would be election management and supervisory duties.

Discussion ensued about facilitating a teamwork environment and the committee agreed to the proposed breakdown of objectives and weights assigned to each.

h. Report Requests

None at this time.

6. Discussion of future agenda items

Ms. Pouquette stated she would like to meet with the Committee again in June before early voting ballots go out.

7. Adjournment

There being no further business to come before the Committee, the Chairman adjourned the meeting at 2:42 p.m.

Adopted this 18th day of June, 2020.



Susan K. Thorpe, Chairman