

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
Wednesday, May 4, 2016**

A work session of the Cochise County Board of Supervisors was held on Wednesday, May 4, 2016 at 11:00 a.m. in the Elections Conference Room, 1415 Melody Lane, Building A, Bisbee, Arizona.

Present: Patrick G. Call, Vice-Chairman; Ann English, Member
Absent: Richard R. Searle, Chairman
Staff Present: James E. Vlahovich, County Administrator
Edward T. Gilligan, Deputy County Administrator
Arlethe G. Rios, Clerk of the Board
Katie Howard, Elections & Special Districts Director
Michael McGinnis, Budget Manager, Finance Department

Vice-Chairman Call called the meeting to order at 11:00 a.m.

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION

PLEDGE OF ALLEGIANCE

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING

INTRODUCTIONS

ITEMS FOR DISCUSSION

Board of Supervisors

1. Budget Work Session - Discussion of County budget for Fiscal Year 2016-2017 specifically: the Elections & Special Districts Department.

Vice-Chairman Call asked everyone to introduce themselves.

Ms. Katie Howard, Elections & Special Districts Director, stated that budget has increased due to the four elections scheduled during the calendar year. She said that meant an increase in most fund lines, but greatly affected temporary staff as an increase in early board staff was necessary due to increasing early voters.

Mr. Vlahovich noted that one issue experienced with early ballots during the Presidential Preference Election was ballots sitting at the post office due to their staffing levels. He said staff had discussed with the post master and that issue was being resolved.

Ms. Howard explained that costs were also impacted by State reimbursement levels and noted that after much debate the current set amount was \$3/per voter, which was split with

the Recorder's Office to help with their costs. She also noted that there had been unexpended funds in two grants, but staff was had contacted the State to check if the unexpended grant funds could be used.

Mr. Vlahovich noted that the original tablets bought for election purposes were going to be used by another County department once the Information Technology staff cleared them.

Ms. Howard said that there was an unexpended amount of \$76,000 in the equipment replacement fund that could be used to cover any unforeseen expenditures and whatever was not used could go back to the general fund at the end of the year. She covered some of the information in her executive summary and noted one of the biggest concerns was succession planning and increase in costs. She noted that staff was taking some steps to address both issues and would keep the Board informed.

Supervisor English said that planning for the future was critical and added some observations about troubleshooters from the Presidential Preference Election.

Ms. Howard said that she would discuss all concerns with troubleshooters and poll workers at their upcoming training. She said staff was also working on creating a mock election in which County employees could participate to test new modules and fine tune current processes. She noted that the State was currently under scrutiny due to the election issues in Maricopa County and that might mean jurisdiction on election decisions would go back under the Department of Justice.

Mr. Vlahovich said that staff would be cross training to ensure continuity in process familiarity.

Mr. Howard said that her office had only spent \$13,000 out of the \$50,000 for voter outreach and she would like to carry that amount over to next fiscal year to continue voter outreach and election education.

The Board thanked Ms. Howard for her hard work in preparing for the current election and getting everything set up to use the new equipment.

Vice-Chairman Call adjourned the meeting at 11:50 a.m.

APPROVED:

Patrick G. Call, Vice-Chairman

ATTEST:

Arlethe G. Rios, Clerk of the Board