

RESPONSE PROCEDURE FORM TO YOLO COUNTY GRAND JURY REPORT

The governance of responses to the Grand Jury Final Report is contained in Penal Code §933 and §933.05. Responses are required in writing and in electronic format as to the findings and recommendations of the Grand Jury report. By law, a governing body of a public agency must submit a response to the Yolo County Superior Court within 90 days and an elected official or agency head must respond within 60 days.

Please submit all responses in writing to:

- The Honorable Sonia Cortés, 1000 Main Street, Woodland, CA, 95695
- Yolo County Grand Jury Foreperson, PO Box 2142, Woodland, CA 95776.

Please submit all responses by way of email attachments to the Yolo County Grand Jury Foreperson at grandjury@yolocounty.org.

Report Title: **Election Security in Yolo County**

Report Date: September 24, 2020

FINDINGS

I (we) agree with the findings numbered:

F1, F2, F3, F4, AND F7.

I (we) disagree wholly or partially with the findings numbered:

F5, AND F6.

RECOMMENDATIONS

Recommendations numbered: _____
have been implemented (attach a summary describing the implemented actions).

Recommendations numbered: R1, AND R2.
require further analysis (attach an explanation of the analysis or study, and the time frame for the matter to be prepared by the officer or director of the agency or department being investigated or reviewed; including the governing body where applicable. The time frame shall not exceed six (6) months from the date of the Grand Jury Report).

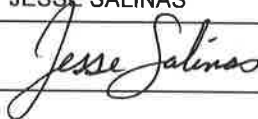
Recommendations numbered: _____
will not be implemented because they are not warranted and/or are not reasonable (attach an explanation).

Total number of pages attached 24 ---- 4 page response to Findings and Recommendations
20 page Election Emergency Response Plan

Print Name JESSE SALINAS

Date November 19, 2020

Signature



Title ASSESSOR / CLERK-RECORDER / REGISTRAR OF VOTERS



COUNTY OF YOLO

ACE – ASSESSOR/CLERK-RECORDER/ELECTIONS
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JESSE SALINAS
ASSESSOR/CLERK-RECORDER/REGISTRAR OF VOTERS



November 19, 2020

Honorable Judge Cortés
Superior Court of California, County of Yolo
1000 Main Street
Woodland, CA 95695

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

VIA U.S. MAIL AND VIA EMAIL TO GrandJury@yolocounty.org

RE: 2019-2020 Yolo County Grand Jury Report: Election Security in Yolo County

Dear Judge Cortés:

On September 24, 2020, the Yolo County Grand Jury released a report entitled, "Election Security in Yolo County." This report directed certain responses to findings and recommendations to the Yolo County Assessor/Clerk-Recorder/Registrar of Voters. The responses are set forth below:

F1 The quality, security, and transparency of work performed by the Yolo Elections Office met requirements by California Elections codes.

Response: We agree with the finding.

F2 Yolo Elections Office ensures that the public can observe the election process in action by advertising each opportunity on multiple platforms.

Response: We agree with the finding.

F3 Yolo Elections Office went beyond minimum standards to increase voting opportunities for Yolo County citizens.

Response: We agree with the finding.

- F4 Yolo County Elections staff interact and train with a variety of local, state, and federal election and security entities and organizations in order to improve county election security and cybersecurity actions.**

Response: We agree with the finding.

- F5 The Yolo County Elections Emergency Response plan for the March 2020 Presidential Primary election did not fully prepare staff for emergencies because it lacked specific actions and details.**

Response: We agree partially with the finding. While emergency preparedness is a component of our physical in-person trainings, we agree that the level of specific actions and details could be enhanced. Prior to the March 2020 elections, we met and consulted with the Yolo County Office of Emergency Services to assess our processes.

We updated our Yolo County Elections Emergency Plan document and processes with the California Secretary of State's Office for the November election. It is our objective to address all findings related to elections in the Grand Jury report.

- F6 The Yolo County Elections Emergency Response plan for the March 2020 Presidential Primary election did not fully prepare staff for emergencies because it failed to include important emergency procedures already in place.**

Response: We agree partially with the finding. While emergency preparedness is a component of our physical in-person trainings, we agree that additional details could have been included in the plan. Prior to the March 2020 elections, we met and consulted with the Yolo County Office of Emergency Services to assess our processes. We disagree that staff were not prepared. However, we do acknowledge that more can be done to communicate the steps that must be taken in an emergency situation.

We updated our Yolo County Elections Emergency Plan document and processes with the California Secretary of State's Office for the November election. It is our objective to address all findings related to elections in the Grand Jury report.

- F7 The Yolo County Elections Emergency Response plan for the March 2020 Presidential Primary election did not include disaster contingency planning for the county-wide disruption of the election process even though the primary was conducted during a potential flood season.**

Response: We agree with the finding. In consultation and coordination with the Yolo County Office of Emergency Services, we will include a disaster contingency plan in our documentation

and training. We will ensure the documentation is aligned with the overarching Countywide Emergency Plan. It is our objective to address all findings related to elections in the Grand Jury report.

- F8 Although there are numerous Yolo County manuals and documents online concerning contingency planning and mitigation, no plan includes disaster planning for a potential county-wide disruption of the election process.**

Response: We note that this finding is under the purview of the Yolo County Board of Supervisors to respond. We confirmed with the Yolo County Office of Emergency Services that a Continuity of Operations and Continuity of Government Plan was in-place as of the March Elections. This Election department specific plan, along with the County's plan, could have been implemented if such an event had occurred. The public release of the Election plan is pending completion of plans from other County Departments. For the record, we will continue to collaborate with the Board and other County Departments to ensure that all necessary steps are addressed and all parties know their roles and responsibilities should a disaster occur.

- R1 By October 1, 2020 (or by the submission date for the November 2020 General Election), the Yolo County Elections Emergency Response plan should describe specific actions the Yolo Elections Office has in place and what their employees will do, as opposed to the generic instructions in the current plan.**

Response: We agree with the recommendation. The timing of the release of this report and preparing for the November 2020 General Election during a pandemic made the deadline unattainable. As documented in our earlier responses, for the November election we updated our election emergency response plan with additional details and specific actions employees should take in the event of an emergency.

- R2 By October 1, 2020 (or by the submission date for the November 2020 General Election), the Yolo County Elections Emergency Response plan should describe natural disaster contingencies to combat election disruption leading up to, and during Election Day.**

Response: We agree with the recommendation. The timing of the release of this report and preparing for the November 2020 General Election during a pandemic made the deadline unattainable. As documented in our earlier response, we have a Continuity of Operations and Continuity of Government Plan that was in-place as of the March Elections. This report however was not published on the internet due to the pending completion of plans from other County departments. For the record, we do work collaboratively with the Yolo County Office of Emergency Services to ensure that our disaster contingency plan is sound and up-to-date. Working collaboratively, ensures that our procedures are aligned with the overarching

Countywide Emergency Plan. Should a situation arise, all parties are aware of their roles and responsibilities.

- R3 By July 1, 2021, Yolo County should include disaster contingency planning for the county-wide disruption of the election process in an existing county emergency document that is accessible to the public online.**

Response: We note that this is under the purview of the Yolo County Board of Supervisors to respond. With many possible changes legislatively, the election process remains very fluid. As documented in our earlier response, we have a Continuity of Operations and Continuity of Government Plan that was in-place as of the March Elections. This report however was not published on the internet due to the pending completion of plans from other County departments. We will continue to collaborate with the Board and other County Departments to ensure that document and plan are tailored and appropriate for the current election model.

Sincerely,



Jesse Salinas

Yolo County Assessor/Clerk-Recorder/Registrar of Voters

November 2020

Yolo County Elections Emergency Response Plan



Yolo County Elections
Yolo County
11/3/2020

Preface

These procedures and guidelines provide general guidance to the Yolo County Elections Office in developing disaster and emergency plans should a natural disaster or state of emergency occur during critical election times.

The following information does not replace any existing emergency or disaster plans already established by the State or county officials. The information provided should be used in conjunction with any existing county plans. Emergency plans will differ depending on factors such as staff size, county size, available facilities, fiscal constraints, and voting machines used by Yolo County. In any emergency, it is vital that the Governor, the Secretary of State, the Legislature, and elections officials communicate clearly and frequently with each other and the public.

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Yolo County Elections Emergency Response Plan

The Yolo County Elections Office measures its responses to emergencies by the degree of alert created by an emergency. As always, if an employee becomes aware of an emergency that warrants law enforcement or medical assistance, they shall call 911 and notify the site supervisor.

Standard Security Measures

The Yolo County Elections Office entrance from the front counter area to the atrium shall be monitored via camera surveillance. Any secure employee areas shall always be closed. Visitors are required to sign-in on the visitor's log. The Yolo County Elections Office's computer server room is always secured by a key lock and key card to enter the room. Only the ACE Deputy of Technology and select members of the Yolo County Information Technology team have access to the server room. The Hart equipment (Verity Prints, Touch Writers and the eSlates and JBCs), the Tenex Software Solutions ePollbooks, and the Red River Cradlepoint MiFi Solutions will be stored in the locked cage, with a padlock and tamper evident seal on the door at all times when the equipment has election information. The seals will be logged on log sheet by the gate to the cage. The separate doors to the back room will be sealed with tamper evident seals while ballots are on site and the number of the seals will be logged as they are used and unsealed on the log sheet.

Degree of Alert #1: Heightened Security

In the event of heightened security measures as designated by the Yolo County Elections Office Department Head (DH) or law enforcement, the DH may, when appropriate, work with the Office of Emergency Services to coordinate:

- ◆ voters to enter and exit the building to vote;
- ◆ staff to continue counting ballots; or
- ◆ the public to enter to conduct regular business.

If the Yolo County Elections Office moves its processes to an alternate location due to an extended evacuation of the building, the Yolo County Elections Office will seek to inform the public of the location of the alternate operational sites as soon as possible.

If a staff member becomes aware of a suspicious person or object, that employee shall notify their immediate supervisor, who shall notify the elections office management. A suspicious object should not be investigated or tampered with in any way nor should suspicious persons be questioned or confronted. Call 911 if staff is in imminent danger.

Degree of Alert #2: Evacuations of Public and Staff

The following measures may be implemented by designated staff for evacuations in addition to the standard and heightened security measures discussed above:

- ◆ Inform public to evacuate immediately in a calm manner through nearest exit if an alarm sound.
- ◆ Assist members of the public, including those disabled, who need assistance in evacuating.
- ◆ Lock doors and secure vital records and ballots.
- ◆ Proceed to designated meeting spot and stay together.
- ◆ Approval of alternate site by the election's office management.
- ◆ Post emergency messages on voice mail and building.
- ◆ Forward Yolo County Elections Office phone lines to alternate site, if possible.
- ◆ Inform staff not in building via cell phone of building's status.
- ◆ Collect voting systems.
- ◆ Pre-designated employees shall check each room and close the doors after exiting.

EVACUATIONS ON ELECTION DAY

Vote-by-Mail

SECURITY MEASURES TO PRESERVE ELECTION

In the event of an emergency requiring building evacuation, these procedures are to be followed:

The Office Manager will ensure that all Vote-by-Mail staff is accounted for and all customers are evacuated from the Front Counter area.

If time permits in the case of a fire/flood or after the fact:

- Obtain tarps or plastic to cover ballots if needed.
- Relocate voted ballots to a safe location or cover with tarp or plastic
- Cover PC's and heavy machinery if needed (envelope sorter, printers, scanners, etc.)

To ensure that an election can be conducted due to evacuation or destruction to the building, a list of the vendors to contact will be kept by the Office Manager outside of the office to duplicate or reorder any needed election supplies. Vendor information is on the *Elections Contact Numbers and Systems Vendors* section on page 17.

Voting Systems and Technology

In the event of an emergency the following procedures are to be followed:

The ACE Deputy of Technology, along with a pre-designated staff member will be responsible to secure the computers containing election data, along with supporting material and immediately be taken to the group evacuation area. The election equipment and supporting material will be stored and updated through the election process. The back-up container will contain the following as described in our current policy and procedure manual:

- A USB external hard drive with data and applications loaded as listed below:
 - Current Election Data (Voting System Database from DFM EIMS)
 - PDF of Election Ballots
 - Voter Information Guide Application
 - County Voter Information Guides
- PDF of the County Voter Information Guide
- One (1) Hart Verity Count Computer
- Two (2) Hart Verity Central Server Computers
- One (1) Monitor, Keyboard, and Mouse
- Two (2) Laptops loaded with DFM EIMS
- One (1) Red River Cradlepoint Network Device
- All ePollbooks, Verity Touch Writers, Verity Printers, and Red River Cradlepoint Devices from each affected Voter Assistance Center

1. In the event of power loss, the following procedures are to be followed:

The ACE Deputy of Technology will ensure the following:

- All voting systems and technology staff have been accounted for
- A designated staff member has been assigned to the ballot tabulation room in non-election mode, when an election is in process, two people will be assigned to this room
- A designated staff member has been assigned to check on the server room
- All designated staff members are to advise the ACE Deputy of Technology, of their status upon first inspection and every fifteen minutes there after by using issued cell phones
- Upon restoration of power, each designated staff member will ensure their respective areas of responsibility are functioning properly
- After each staff member has conducted a final inspection of their respective area, they will report their findings to the ACE Deputy of Technology
- If the building was evacuated – refer to Item #1

2. In the event of power loss and the Voter Assistance Center area has generator power, the following procedures are to be followed:

The ACE Deputy of Technology will ensure the following:

- All voting systems and technology staff have been accounted for
- A designated staff member has been assigned to the ballot tabulation room in non-election mode; when an election is in process, two people will be assigned to this room
- All designated staff members are to communicate and confirm they have power in their respective areas and the functions of each area are working properly.
- All designated staff members are to advise the ACE Deputy of Technology, their status upon first inspection and every fifteen minutes thereafter by using issued cell phones
- Upon restoration of power, each designated staff member will ensure their respective areas of responsibility are functioning properly

3. **In the event of total failure of Tenex Precinct Central electronic poll books:**

- The ACE Deputy of Technology will investigate the issue
- The vendor will be contacted to help troubleshoot
- If issue persists and ALL ePollbooks are not functioning, all voting locations will have readily available an emergency master paper voter roll list.
- The voting location will continue to check-in voters using the paper emergency roster of voters.

CAMPAIGN SERVICES

Upon the notification that the building must be evacuated, the following items must be taken when evacuating, if time and personal safety allows:

- Money Tray and Receipts
- A copy of the CFMR001 (Candidate Proof List) (located in black control folders)
- The Candidate files/folders (located in black control folders and colored accordion files)
- Measure Folders (located black control folders)
- Election Folder (located in black control folders)
- The Candidate and Measures Proofs (located in black control folders)
- Candidate Nomination Packets (located in black control folders)
- County seal stamp and Registrar stamp (located in front counter)

The above documents and files will ensure that staff could process candidates at another location, on the assumption that we had DFM available through a PC. We would file candidates conditionally, at that time advising them that we will be calling them if they were not qualified to run (Live out of the area, etc.). Once back online (with DFM), we can print documents and enter candidates into system, and resume normal business operations in just a few days.

Other items will be also gathered at the time of incident if personal safety permits.

REGISTRATION & OUTREACH SERVICES

In the event of an emergency requiring building evacuation, these procedures are to be followed:

The Office Manager and Supervisor will ensure that all staff is accounted for and evacuated from the building.

If time permits in the case of a fire/flood or after the fact:

- Cover the computers with a tarp or heavy plastic
- Cover the most current affidavits of registration that have not been scanned and entered into the Election Management Database
- Cover any petition that is in house for certification
- Gather a black supply bag for Outreach
- Other items will also be gathered and covered or taken at the time of the incident if personal safety permits

PRECINCT OPERATIONS

In the event of an emergency requiring building evacuation on or before the voting period, due to fire, bomb, flood, etc., these procedures are to be followed:

1. All employees (permanent and temporary) are to immediately leave the building and report to the designated meeting site (the **Rose Garden** of the **Woodland Public Library**).
2. The following items are to be procured prior to departing the building, in order of importance, if time and personal safety allows:
 - **Thumb drive* on a lanyard**, located in the cabinet nearest the fire extinguisher/fax machine, with the following information saved:
 - Equipment Delivery & Drop Box /Pick-up vendor contact information
 - Inventory List (From Warehouse, most recent version)
 - Records Storage List (From Warehouse, most recent version)
 - Complete list of Voter Assistance Centers & Ballot Drop Box locations, with contact information
 - Complete list of Election Officers (*Update to thumb drive at E-15 and again at E-5*)
 - **Two department laptops in cases from Supervisor's office**
 - **One Red River Cradlepoint MiFi Solution case from locked cage storage area**

**It is the responsibility of the Election Supervisor to ensure all the reports/information on the thumb drive are current and relevant for the upcoming election.*

3. Once safely at the assembly area, the Office Manager or Supervisor will load the thumb drive on the laptop.
4. The Election Supervisor will then divide the list of Voter Assistance Center Inspectors for staff to call. Ensure the Inspectors are given the following information:
 - Precinct Operations Coordinator's cell phone number: **(916) 271-5594**
 - Alternate Ballot Drop Box site location(s) for ballot and/or equipment returns
 - Alternate phone number(s) to call for assistance at the Voter Assistance Centers

Poll Workers will follow the instructions in the Poll Worker Training Manual unless otherwise instructed by technical support teams or office personnel.

Non-election specific evacuations will require the obtaining of the department laptops and Red River Cradlepoint MiFi Solution case for internet and EIMS access. Election Supervisor has VPN remote access.

ELECTIONS OFFICE PROCESSING AREA

In the event of an emergency requiring building evacuation, the following procedures shall be followed:

1. Make designated assembly area known to all personnel.
2. Processing Area Lead to procure the sign-in sheet used for temporary staff and assist the Office Supervisor in accounting for all personnel in the building that day.
3. If time and safety permits, the Office Supervisor will oversee the following:
 - List of election material and documents to be removed, in order of importance:
 - Official Ballot Stock
 - Voted Ballots
 - Personnel Records

Wherever an alternate location is established, that site shall accept and secure the following election materials:

- Official Ballots
 - Voted Ballots will be delivered from inspectors, including Vote-by-Mail and Provisional ballots
 - Blank ballot stock
 - Additional election supplies and equipment

While safely at alternate location:

- Coordinate with Sheriff's Department for Security
- Coordinate with Delivery vendor for possible rescheduling of pick-up of election equipment

In the absence of storage equipment (pallets, hampers, carts, pallet jacks, and postal cages) all election supplies and equipment will be transferred by hand.

Emergency at a Single Voting Location

In case of an emergency that interrupts voting at a voting location, the Voter Assistance Center inspectors must:

- ◆ Notify the elections official's office to advise them of the emergency at the voting location as soon as it is safe to do so. Phone numbers should be provided in the voting location materials to contact the elections official's office and/or local emergency personnel.
- ◆ After conferring with the elections official, building personnel, and/or other emergency personnel, if necessary, assess the situation and determine whether it is possible to move ballot boxes, signage, supplies, etc. to another room on the premises or to a nearby site to permit voting to continue.
- ◆ If relocation can be done safely, then it should be done. If it cannot be done safely, consider whether paper ballots, voter registration lists, signage, supplies, etc., can be moved to a safe room/site so that voting can continue.
- ◆ In the event of a power outage and confirming that it is a safe environment; the elections office may instruct the voting location workers to assist voters in need in order to cast a ballot.
- ◆ If the voting location must be evacuated, the Voter Assistance Center inspectors, working in conjunction with police officer and/or other emergency personnel, must make certain that everyone gets out to safety. If there is no imminent danger to personal safety, the voting location inspectors should attempt to protect the integrity of the voting process and voting materials, to the extent possible, by doing the following:
 - Call the elections official's office immediately for instructions.
 - Record the top serial number of the unused ballot stock.
 - Unplug all voting systems and move them to a safe location.
 - Gather and secure the ballot boxes containing voted ballots and move them to a safe location.
 - If possible, all materials should be removed by teams of two.

If the site can safely be reopened after evacuation, the inspector should call the elections official's office, who should:

- Dispatch an elections staff member to determine if any tampering has occurred.
- Replenish any needed supplies.
- Advise poll workers of any special instructions that might be necessary due to the interruption.
- If there are not enough ballots at a voting location, the county should turn to its alternative voting procedures that have been approved by the Secretary of State. (Elections Code section 14299.)

In the event there is an emergency that affects the operation of the Voter Assistance Centers or Ballot Drop Boxes, the Communications Manager will work with the Registrar to prepare a statement for the media as well as an information alert to be sent to the Board of Supervisors, the County Administration Office, the Office of Emergency Services, and the Secretary of State's office.

Emergencies Affecting More than One Voting Location

In the event of an emergency affecting one or more voting locations, relocation and/or consolidation of voting locations may be required. Under such circumstances, the following procedures must be observed by poll workers, inspectors and/or rovers:

- ◆ Post signage advising voters of the relocation directing them to new voting location sites and ballot drop off boxes.
- ◆ Collect all voted ballots and secure them in the Navy-Blue Transport Bag and Blue VBM and Yellow CVR/PROV Ballot Boxes if possible.
- ◆ Collect the ballot boxes, unused ballot stock, and the voting systems and transport to the new location.
- ◆ At least two poll workers, inspectors, or rovers must always remain with the ballots from each voting location, and monitor that the ballots are securely transferred to the new voting locations.
- ◆ The election official's office will assign staff to deliver any new seals or other supplies required.

Backup Locations

Our office has identified backup locations per city in preparation for an emergency:

- Davis
- West Sacramento
- Winters
- Woodland

Voting Locations

Prior to each election, our office will identify alternate voting locations or existing voting locations that can handle more voters. We will take the following considerations in our planning:

- ◆ Maintaining a listing of any and all available voting locations within the jurisdiction, along with a contact person and their telephone number.
- ◆ Noting the jurisdiction where each voting location is located to ensure the proper authorities are contacted in the event of an emergency (e.g., city police for a voting location within the city).
- ◆ Evaluating the need for extra parking and traffic control.
- ◆ If it is necessary to relocate voting locations at the last minute, placing notices at the old location to inform voters of the location of the new voting location.
- ◆ Notifying the media of any voting location changes and remember to also post this information on the elections official's website, on social media and contact the Secretary of State's office.
- ◆ Having emergency voting location closed signs available.

Emergencies Affecting Collection Routes or Staff in the Field

Yolo County Elections Office staff shall:

- ◆ Contact the Sheriff's Yolo County Elections Office if the inspector's collection route is impacted by voting location relocations.
- ◆ Inform rovers who are in the field of the status of the site.

Telephone System Down

- ◆ If phone systems are down at the Yolo County Elections Office, Yolo County Elections Office staff will call via cell phone to (530) 406-5090 to open a ticket with the Telecommunications division.

Power or Technology Failures

It is difficult to predict a power failure or problems with technology. Planning for these types of failures ahead of time and having a hard copy of the procedures is imperative. The following are suggestions:

- ◆ Yolo County will work with our local power company and the Secretary of State's office to determine if there are any planned Public Safety Power Shutoff (PSPS) events scheduled during any of the critical election periods.
- ◆ In case of a power failure, all election materials must be secured as quickly as possible to prevent damage, loss, or theft. A secure location(s) should be identified in advance.
- ◆ Emergency lighting (flashlights, battery-operated lights) should be available.
- ◆ A generator will be present at the main office of the elections official and all other voting locations to ensure power will be available. The elections office is aware of the process to set up the generator and have performed tests to ensure that it is in proper working order prior to the election.
- ◆ Have tested voting system back up batteries prior to each election.
- ◆ All electronic information such as voter registration data and election system data are saved in our server at a secure off-site location with 24-hour surveillance and access. This off-site location is also connected fully to a backup generator.
- ◆ Coordinated with the Yolo County Chief of Technology on a regular basis to ensure that data is backed up and that it will be available if there is a power failure at the main office of the elections official.
- ◆ Entered into a Memorandum of Understanding with neighboring Solano County with the same voting equipment in case backup equipment and alternative out-of-county location is needed.

Delegation of Authority

(Contact list for mission-critical staff): In the event of an emergency, the DH shall make all decisions regarding Yolo County Elections Official operations. If the DH is not available to make decisions, full authority transfers to the Deputy of Technology, Elections Manager, and then Election Supervisor in that order. If neither is available to make decisions, authority should transfer to the most senior staff that is available.

When at a safe place, the DH and his/her designees & staff shall meet to perform a damage assessment, begin system restoration, if possible, and determine which operations should or can continue based on the nature of the emergency. Depending on the outcome of this meeting, the DH will contact necessary staff.

Emergency Outside of Work Hours

The Sheriff, City Police, Yolo County Elections Office, CAO's office, or the alarm company would notify the DH of an emergency occurring outside of work hours. If the emergency consists of an event that would allow selected staff to enter the building to retrieve vital information and data servers, the DH will inform staff.

Conducting Elections During an Emergency

Only the Governor can suspend election activity.

Emergency Communication Plan

The Assessor/Clerk-Recorder/Elections (ACE) Public Information Officer (PIO) will develop a contact list for mission-critical staff and make it available to staff, inspectors, and any other necessary parties. The contact list will include the DH, IT support, law enforcement, utility companies, transportation officials, facilities representatives (including backup facilities), and any other key officials who can be contacted during an emergency.

The ACE PIO will communicate with the electricity, telephone, internet, and water/sewer providers in advance of Election Day to inform the companies that a voting location is being used. The PIO and DH will request that these companies limit any work near voting locations that could cause a power, phone, internet, and/or water shortage.

The PIO is the designated elections staff member to be the central media contact person and all employees should refer all questions from the media to this elections staff member. This staff member maintains a contact list for all local media. Press releases are to be developed and disseminated in an expeditious fashion regarding changes in election times, voting locations, expected release of election results, etc.

The ACE Public Information Officer or DH can put out a public service message:

- ◆ Social media
- ◆ Website
- ◆ Radio
- ◆ Local print media
- ◆ Local TV stations
- ◆ Electronic bulletin boards at high schools or other businesses
- ◆ Office of Emergency Services
- ◆ Neighboring jurisdictions

Alternate Communications

An alternate communications system will be used if internet, Voice Over IP (VOIP) phones and/or mobile phones are unavailable. An example of a system in place is the Elections Office facsimile transmission machine (fax).

The elections office has contacted our local landline telephone provider as well as the county's mobile telephone service provider(s) to determine these alternatives are available in the event of a disruption of service.

Protection and Recovery of Vital and Other Records

Remember, personal safety is more important than any documents in the office.

The items below are considered vital and essential records and should be taken from the building, if possible, depending on the nature and scope of the emergency.

- ◆ Counted and uncounted ballots
- ◆ All voting system components
- ◆ Other electronic data storage
- ◆ List of voters
- ◆ Cash and checks in counter cash drawer
- ◆ Oaths, including oaths of elected officials

Server and Network Back Up

The Yolo County Elections Office's Election Management System (EMS) activity is saved on server Yolo-DFM01; the server is located inside the Yolo County Elections Office of Emergency Services' server room. Tally and past election information is stored on the Tally computer in the cage desk area. Backups for this data takes place automatically with the information transmitted over the election network. There are rotating portable drives with full data backups kept off site.

Counted and Uncounted Ballots

Generally, voted Vote-by-Mail ballots are sorted into their respective precincts.

- ◆ Not counted VBM: Not sorted, not sig checked; stored in secured room
- ◆ Not counted VBM: Still in envelope, sorted into precincts, sig checked; stored in secured room
- ◆ To be counted ballots: Out of envelope but in sealed bags with precinct number; stored in secured room
- ◆ Counted ballots: In batch bags, in boxes, sorted by scanned batch; stored on shelves in locked and sealed cage

Note: VBM which have been challenged can be temporarily in the Elections Manager's locked office.

If an emergency occurs that requires staff to remove voted ballots from the building, staff shall seal the bags/boxes and move them to the new location.

If they cannot be moved from the building, ballots will be placed in one of the secured cages.

Blank or unused ballots should be left behind if there is no time to remove them. If there is time, the DH or designee will advise staff on what to do with blank or unused ballots.

Canvass Period

In the event of a natural disaster or other emergency during the canvass period, the office of the election's official will be secured immediately.

All voted ballots will be retrieved and secured as quickly and as safely as possible. If time allows, the ballots will be taken to a secure backup location.

All computers, heavy machinery, and vote processing equipment will be secured.

If feasible, any affidavits of registration, conditional ballots and/or provisional ballots that have not been processed and/or scanned will also be retrieved.

The elections office will contact the Secretary of State and all their election management vendors immediately.

Vote-by-Mail ballots will be secured by management. The management team will perform the following:

- ◆ All ballots are secured in an organized fashion.
- ◆ Ballot area(s) are checked for confidential ballots, UOCAVA faxed ballots, provisional ballots, and any other returned ballots that have not been processed.
- ◆ A complete inventory of all voted ballots is taken.

Manual Systems in Place

- ◆ Voters would cast a paper ballot using the Conditional/Provisional processes
- ◆ All functions can be performed manually

Personnel or Poll Worker Shortage

Personnel or poll worker shortages can impact the normal course of business in the office or at the polls on Early Voting Days or Election Day. The following are plans on how the elections office will overcome potential issues surrounding staffing shortages:

- ◆ Monitor and be aware of seasonal absenteeism. Determine absenteeism thresholds that may negatively impact or obstruct normal operations.
- ◆ Develop a worker replacement and contingency plan to respond if absenteeism approaches/reaches those thresholds.
- ◆ Establish a list of backup office staff. Ensure that elections staff understands poll worker replacement procedures.
- ◆ As part of poll worker recruitment, assign a certain percentage of poll workers to a “stand by” status. Require that these poll workers report to the main election’s office instead of an assigned voting location on the morning of the election. These poll workers can be deployed to any voting location in the county in the event of any absences.
- ◆ As part of voting location procedures; poll workers are instructed to recruit a voter until The Yolo County Elections Office sends a standby poll worker to the voting location.
- ◆ In the event of a pandemic, Yolo County and the elections office reserves the right to designate county employees outside of the elections office as Disaster Service Workers (DSW) to perform the essential functions so long as it is guided by state and/or county proclamations.

Cybersecurity Prevention

Election administration systems rely heavily on information technology solutions to provide efficiency and automation to both routine and complex tasks. This reliance on technology also introduces inherent vulnerabilities and risks associated with reliance on technology. Cybersecurity risk is best mitigated through preparation, prevention, and training. Our Yolo County Elections Office participates in preventative activities:

- ◆ Conduct regular training on the most common threats, such as phishing and social engineering should be a top priority.
- ◆ Attend tabletop exercises with staff to review incident reporting and response procedures can ensure a more rapid and robust response during the onset of an incident.
- ◆ Regularly conducting vulnerability assessments, mitigation reviews, and installing patches for software are critical prevention techniques.
- ◆ Establishing an incident response team and procedures. Ensure the team has up-to-date contact information, especially for after-hours IT support.
- ◆ Protect systems from unauthorized access by restricting account access.
- ◆ Ensure robust logging of information changes made to the system and employ both automated and human review of these logs.

Cybersecurity Incident Response

If the Yolo County Elections Office experiences a cybersecurity incident our Deputy of Technology shall immediately contact the Secretary of State's office with any details we have at the time, even if there is still significant uncertainty about the incident. The Secretary of State's office will coordinate interagency support efforts. The Secretary of State's office will inform State and Federal partners such as the California Office of Emergency Services, the California National Guard, Homeland Security, and the Federal Bureau of Investigation. The Secretary of State's office will activate the Elections Cyber Incident Response team and ensure county officials receive the support needed for incident response. In the event of a cybersecurity incident, we will:

- ◆ Work to contain the threat to limit the network exposure. Disconnect the workstation(s) or affected equipment from the network including any wireless or Bluetooth access, but if possible, leave the machine on and running to preserve forensic evidence.
- ◆ Evaluate the network connections that were available to that workstation and ensure the incident has not spread to additional network locations.
- ◆ Keep a log of activities, decisions, and steps taken. Collect indicators of compromise in order to help prevent other similar incidents in the future.
- ◆ Contact the Secretary of State's office, voting system vendor or election management system vendor, and, if appropriate, local, state, or Federal law enforcement. The Secretary of State will also work to coordinate with State and Federal Law enforcement during any cyber incident.

Drills / New Employee Orientation

New employees are informed of the contents of this policy by their supervisor. All staff shall be familiar with the evacuation routes and meeting sites. The Yolo County Elections Office will hold drills during various times in the election cycle so that all personnel are familiar with the Yolo County Elections Office's emergency plans.

Fire Extinguishers, First Aid Kits, Flashlights, and Water

The Yolo County Elections Office is equipped with fire extinguishers, first aid kits, flashlights, and water. The Yolo County Elections Office regularly maintains the fire extinguishers.

There are three locations with fire extinguishers:

- ◆ Scanner area near door to back room
- ◆ Kitchen near microwave
- ◆ Back room on wall by break room door

First Aid kit is in the kitchen area. The Yolo County Elections Office's safety coordinator is responsible for maintaining the First Aid kit.

Flashlights are in the back room, and at each workstation. Batteries are checked periodically, before each election.

Water is also located in the sinks in the kitchen and bathrooms. Bottled water is also available in the refrigerator.

Emergency Supply Kit

In times of an emergency our office will provide to the voting locations the following:

- ◆ Emergency backup lights
- ◆ Generators
- ◆ First aid kit
- ◆ Communications plan
- ◆ Emergency contact list
- ◆ Backup voting materials (county voter information guides, roster of voters, provisional ballots, and voting machines, if feasible)

Elections Contact Numbers and Systems Vendors

STAFF PHONE NUMBERS

Jesse Salinas: Registrar of Voters – (530) 666-8107 or (530)-848-7119
Mike Works: Deputy of Technology – (530) 666-8231 or (916) 705-6316
Armando Salud: Elections Manager – (530) 666-8126 or (530) 554-8037
Annette Lim: Elections Supervisor – (530) 666-8134 or (707) 344-2067
Michelle Shirk: Precinct Operations Coordinator – (530) 666-8124 or (916) 271-5594
Staff phone numbers are posted at every workstation.

LOCAL MEDIA CONTACT

Jenny Tan: Yolo County Public Information Officer – (530) 666-8042
Katharine Campos: Elections Office Public Information Officer – (530) 666-8132

IMPORTANT COUNTY PHONE NUMBERS

Dana Carey: Office of Emergency Services – (530) 406-4930
Patrick Blacklock: County Administrator – (530) 666-8150

INFORMATION TECHNOLOGY (IT)

Lee Gerney: Chief Technology Officer – (530) 406-5030
Tom Bates: Telecommunications Manager – (530) 406-5012

CA SECRETARY OF STATE

Jana Lean: Chief of Elections – (916) 653-5144
Steven Carda: Voter Services Manager – (916) 695-1570
Adam Quintana: Election Services Manager – (916) 695-1604
Cathy Ingram-Kelly: VoteCal Manager – (916) 695-1559
Kirsten Larsen: Election Night Reporting – (916) 695-1562

DFM/EIMS (Election Management System)

Jeff Diebolt: DFM Support Manager – (888) 336-6483

Hart InterCivic

Drew Maffei: Project Manager – (509) 599-9880

Runbeck

Brian Runbeck: Client Services Manager – (602) 230-0510
Sierra Hanifen: Client Services Manager – (602) 230-0510

DemocracyLive

Felicia Erlich: COO and Corporate Counsel – (206) 482-8231

Tenex Software Solutions, Inc.

Tim Vlach – 402-319-4687