



COUNTY OF YOLO

ACE – ASSESSOR/CLERK-RECORDER/ELECTIONS
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April 19, 2024

Via Email (grandjury@yolocounty.org; patti.lamb@yolocounty.org)

Dear Foreperson Case and the Yolo County Grand Jury,

Please find this letter in response to your letter dated February 15, 2024, and as a follow up to our response on February 26, 2024.

Follow up response to R-2:

Status of outreach and voter survey SMART goals.

- We are in the process of formulating SMART goals as a part of the 2024-2025 recommended budget process. The updated goals will be included in the County budget document in June 2024.
- We anticipate that by June 30 the voter survey report will be available once all the data from the March 5, 2024, Presidential Primary Election is compiled and analyzed.

Follow up response to R-3:

Workplace Safety – Election Office Staff/

- We are scheduled to start our front office remodel to improve security on May 1, 2024.
- We have already begun our back-office remodel to open the layout and are working with the County Administrator's Office to gain some additional storage space in another part of the County Administration Building to provide more room for election materials and improve workspace safety, including enhancing our ability to respond to any safety concerns related to opening envelopes.
- We have had an in-person and onsite visit and assessment of our Election's Office by the Director of the Office of Emergency Services and the County's Risk Management, the latter of whom is following up with YCPARMIA regarding the ergonomics issue brought forth by the Grand Jury.
 - After the above assessment, we have updated and implemented new envelope opening procedures for additional safety precautions.
 - Yolo County's ergonomic program is a part of its Workers Compensation program and is managed by the Risk Management department.
 - YCPARMIA serves as the County's Third-Party Insurance Administrator for its Workers Compensation and safety programs. When a work-related injury occurs, a claim may be filed against the County. Claims involving ergonomic related issues consist of:
 - An evaluation of the employee's workspace being conducted by YCPARMIA
 - Assistive devices e.g., a foot stool, computer mouse or chair may also be purchased by the County when recommended by YCPARMIA.
 - Job modifications may also be considered.
- We have communicated with the County Sheriff regarding our election schedule and locations regarding the need for close monitor polling sites during the election season and the Sheriff has also shared this information with his city law enforcement to further support security efforts.

Workplace Safety/Threat Assessments – Poll Workers:

The Elections Office completed its workplace safety training assessment for elections staff, including poll workers, in collaboration with the Cybersecurity and Information Sharing Agency (CISA) and the Department of Homeland Security (DHS). CISA/DHS provided resources and guidance related to poll worker education on active shooter scenarios, insider threats both malicious and unintentional, and reporting protocols. This guidance was conducted by phone after an email exchange.

Highlights:

- All inspectors and rovers view an active shooter training video and a video on de-escalation techniques.
- Workplace safety training is a part of the vote center training manual and the online quizzes. They include procedures regarding prevention and reporting.
- This workplace safety training was implemented prior to the March 5, 2024, election with all poll workers receiving the training.

The components related to safety and security are embedded in the “Election Worker Training Manual” and online training modules.

Provided in hardcopy format.

- Election Worker Training Manual Module 2 “Election Integrity and Security,” Module 7 “Daily Operations: Election Administration” and Election Worker Training Manual Module 9 “Vote Center Hygiene” related and health protocols and procedures if an Election Worker tests positive for COVID.

Online (all quizzes were reviewed, and feedback provided by senior election staff)

- Preliminary Online Training Module “Mission of Election Workers” (Evergreen Content) and quiz
- Online Training Module with PDFs of manual and quiz: Module 2 “Election Integrity and Security” and Module 7 “Daily Operations: Election Administration.” Module 9 “Vote Center Hygiene” did not have a quiz.
- Rover & Inspector County Training Video for Mobile Phone App for Inspectors and Rovers. Topics include emergency communications and protocols. (Inspectors: https://gis.yolocounty.org/website/election/VoteCenter_March2024.mp4; Rovers: <https://gis.yolocounty.org/website/election/RoverWorkforce2024.mp4>)
- Rover & Inspector Online Training “Leadership: Collaboration, Coaching and Curiosity.” Topics include interpersonal communication skills and conflict management. Quiz questions were open-ended short answer.
- Rover & Inspector Online Training “De-escalation and Responsiveness” contains 2 CISA/DHS videos and quizzes.
 - CISA 14-minute 48-second video “Non-Confrontational Techniques for Election Workers Training” part of the “De-Escalation Series for Election Workers” (<https://www.youtube.com/watch?v=rCWt7gDwEPcand>)
 - CISA/DHS 7-minute 46-second video “Active Shooter Preparedness: Options for Consideration” (<https://www.youtube.com/watch?v=i3QBktsRKVY>)

The Election’s Office appreciates the Grand Jury’s understanding and patience on this matter.

Sincerely,



Jesse Salinas

Yolo County Assessor/Clerk-Recorder/Registrar of Voters