



## Legislation Text

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File #: 18-873, Version: 1

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### MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Carol J. Huchingson, County Administrative Officer

**DATE:** October 16, 2018

**SUBJECT:** (a) Discussion/Consideration of next steps for filling the Registrar of Voters position and/or restructuring the elections function; and (b) Consideration/Approval of changes to the ROV job specification

#### EXECUTIVE SUMMARY:

After an incredible forty-one year career here, our long-time Registrar of Voters (ROV), Diane Fridley, will be retiring at the end of 2018 - an incredible loss to the County. I am requesting an opportunity to discuss next steps with your Board, regarding how best to staff the election functions starting in 2019.

As you are well aware, in the months and years to come, considerable restructuring may need to take place, in order to weather the considerable financial challenges Lake County government is facing. With this in mind, I have done some preliminary exploration into elections models used in other counties.

From my initial research, it appears that Lake County is in a minority, at least with respect to comparable counties, in its use of the appointive ROV classification. A greater number of counties have the elective County Clerk oversee elections functions, along with other statutory duties of the Clerk. In fact, many of the County Clerks, in other jurisdictions, are combined with the office of the County Recorder, thus known as the elective office of the Clerk-Recorder.

I believe Lake County will be well served if we take the time to fully research best practices for the election functions, perhaps in the greater context of consolidation of financial offices, a recent discussion topic of your Board.

In the interim, I am recommending your Board consider making an interim appointment so we have the needed coverage in place, directing staff to arrange for your Board to interview qualified staff.

In addition, I am recommending your Board consider recommended changes to the ROV job

specification, attached for your review. With the assistance of Diane Fridley, HR has completely revamped this job specification with the intention of clarifying expectations for an interim appointee. In addition, in the event your Board ultimately decides to stay with the ROV structure, the revised job specification would require a Bachelor's Degree, consistent with the vision of your Board for all Department Head positions.

**FISCAL IMPACT:** ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):** None

**STAFFING IMPACT (if applicable):** None

**RECOMMENDED ACTION:**

Possible direction to staff:

To research best practice models for the elections function, for future consideration and consideration and approval of your Board.

To arrange for your Board to interview qualified staff for possible interim ROV appointment on your next available agenda date.

By motion, approve changes to the job specification for the ROV position.