



## Legislation Text

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**File #:** 19-125, **Version:** 1

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### MEMORANDUM

**TO:** The Honorable Tina Scott, Chair, Board of Supervisors

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

**DATE:** February 12, 2019

**SUBJECT:** EXTRA ITEM:

- (a) Consideration of an Extra Agenda item, and;
- (b) Consideration of appointment of Interim Registrar of Voters (IROV)
- (c) Consideration of appointment of Registrar of Voters (ROV)

### EXECUTIVE SUMMARY:

(a) This item is being submitted as an “extra” agenda item, with justification as follows:

As your Board is aware, IROV Maria Valadez is resigning soon, with February 22, 2019 being her last day of work. At the time of the posting of your regular agenda, staff had planned to provide your Board with the option to interview one prospective applicant during closed session, for possible appointment as the next IROV. However, after the posting of the agenda, said plan was determined to be unworkable. Since your Board does not meet again until February 26, 2019, it is essential that your Board take action on February 12, 2019.

(b) Staff recommends your Board appoint the County Administrative Officer (CAO) as IROV, to become effective upon the resignation of IROV Valadez, at the close of business on February 22, 2019.

Should your Board accept this recommendation, the CAO, will immediately reassign one Deputy CAO (DCAO) to work temporarily in the Elections office, with direct guidance, support and supervision by the CAO. Starting February 13, 2019, the DCAO will be embedded full-time with outgoing IROV Valadez, focusing on transitional duties during the remain of her time with the County. Concurrently, the CAO will also direct Human Resources to immediately recruit for ROV, returning to your Board in March 2019.

(c) Staff requests your Board consider options for appointment of Registrar of Voters.

**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:**

- (a) Staff requests that the Board of Supervisors take action by motion to accept this item for consideration as an “extra” agenda item.
- (b) Staff recommends your Board appoint the CAO as IROV effective at the close of business on February 22, 2019. Staff further recommends that your Board direct IROV Valadez to devote her remaining days on the job to working with the assigned DCAO, focusing on all necessary transitional duties.
- (c) Consideration of appointment to Registrar of Voters.