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To: Mahesh Sharma, Scott County Administrator  
From: Roxanna Moritz, Scott County Auditor  
Date: June 5, 2019

RE: Full time Election Clerk II

Currently the Election Clerk II position in the Auditor's Office is rated as 0.65 FTE, or 26 hours per week. As explained below, this position needs to be full time. Unless the position is brought back to full time status several increasingly critical policies and tasks will not be properly met. This memo follows up on previous discussions regarding this matter and details the critical need for restoring this position. Action by the Board of Supervisors is needed to authorize the additional 0.35 FTE.

## **BACKGROUND**

This position was full time prior to 2010. Beginning in late 2009 your predecessor, Dee Bruemmer, asked all county offices and departments to look for ways to save money due to the national recession decreasing county income. I took this request seriously and tasked staff to find ways to save money. My office came up with various ideas, including taking the Election Clerk II position to part time status.

We could do this as the then incumbent Election Clerk II was promoted to Payroll Specialist and a part time Accounts Payable Specialist was amenable to working full time, half in accounts payable and half in elections. The remaining 0.5 FTE was whittled down to 0.15 due to several issues involving the position of Official Records Clerk. Staff made this work by shifting various responsibilities to the Operations Manager (full time supervision of the absentee ballot room, training of poll workers), the Official Records Clerk (arranging nursing home voting, recruitment and assignment of poll workers), and the GIS Technician (Precinct Atlas electronic poll book maintenance and training), and by increasing overtime for other Election staff.

The county has saved wages and benefits due to this arrangement for nine years. Now that the economy has improved and the part time incumbent is resigning her position as Election Clerk II the job needs to be restored to full time status.

## **IMPACT AND MEETING UNMET NEEDS**

A full time position is essential for meeting the County's responsibilities in many aspects of the election process. The following includes the major responsibilities.

**Complying with Election Security Policy.** This policy requires two election staff members to always be present when attending voting equipment off site for programing, testing and preparing for delivery to sites. When staff attends to other duties this requirement is not fully met, leaving us to send one staff member to prepare equipment. Further, a full time position is needed to secure voting equipment after each election for the possibility of a recount. After the recount deadline, all voting equipment needs to be removed from cages and aligned in the warehouse for the next election. Also all voting supplies must be gone through and reorganized in preparation for the next election. This labor intensive duty takes two to three months to complete with one person, which again points back to the Security Policy of always having two election staff when accessing election equipment. With a full time position we would be able to fully and consistently meet this requirement.

**Maintain Supervision of Temporary Staff.** Maintaining supervision of temporary staff in General Elections is vital to ensure correct preparation and receipt of absentee ballots. Currently the Operations Manager provides supervision but is often called away to attend to other matters. Supervision is especially critical when ballots are received to ensure that return envelopes are properly inspected and voters are given an opportunity to correct deficiencies, otherwise, their ballots will not be counted.

**Preparation of Electronic Poll Books.** Timely preparation of electronic poll books is essential for poll worker training and Election Day deployment. The Precinct Atlas program is routinely updated, and users often find bugs which require fixes and further updating. This is especially true when laws change. This requires updating 180 Precinct Atlas computers, sometime two or three times when bugs are discovered, which takes a considerable amount of time. A full time position would also help train workers on the poll books. We now schedule training up to three months in advance of an election so that staff is available to help with the training. Many users forget basics over those three months, requiring refresher training.

**Evaluating Accessibility of Polling Places.** A full time position would allow for evaluation of all polling places for handicap and elderly accessibility every two years rather than just when we become aware of a physical change or evaluating a new polling place. It takes more than four weeks of full time work to evaluate and document all of our 63 polling locations. Plus with a full time position we would be able to monitor any changes on a regular basis.

**Voting at Health Care Facilities.** With the Official Records Clerk taking additional duties to prepare detailed Board minutes the Election Clerk II needs to assume duties pertaining to preparing supplies, documents and ballots for Health Care Facilities (i.e. nursing homes and hospitals) for each election. This includes regular communications with Health Care Facilities. Also, there is a need to assist the Auditor in recruiting and organizing 300 or more poll workers for Election Day, which includes preparing lists, mailing notices and helping check in workers at training sessions.

## **COMPARISON TO PEER COUNTIES**

I reached out to several Iowa county auditors about the number of employees in their election divisions for comparison with Scott County. Based on population comparisons, Scott County is understaffed in the election division by 0.5 FTE to 1.5 FTE. Below are the three answers I received.

**Johnson County**, population **130,082**, has **five staff** in the election division: one Election Deputy Auditor and four Election Clerks.

**Linn County**, population **211,226**, has **five staff** in the election division: one Election Deputy Auditor, two Election System Administrators, one Voter Outreach Coordinator and one Election Coordinator.

**Woodbury County**, population **102,172**, has **four staff** in the election division: one Election Deputy Auditor and three Election Clerks.

In comparison, **Scott County**, population **165,224**, has **3.5 staff** in our election division: one Election Supervisor, two Senior Election Clerks and one part time Election Clerk II.

### **SEAT CERTIFICATION**

The Election Clerk II position will become open on July 1, 2019. I would like to begin advertising for the position as soon as possible. The next round of State Election Administration Training (SEAT) begins in August and it takes about a year to obtain certification. It would be best to have the new employee SEAT certified before the next general election in 2020. We need to know now if the Board will restore the position to full time status.

Thank you for your assistance in this matter.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

June 27, 2019

APPROVING ORGANIZATIONAL CHANGES IN THE AUDITOR'S OFFICE BY  
ADDING 0.35 FTE ELECTIONS CLERK

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the table of organization for the Auditor's Office be increased by 0.35 FTE (total 1.0 FTE) to allow for the Elections Clerk position at range 16 to be a full-time.

Section 2. This resolution shall take effect immediately.