

TENTATIVE AGENDA
SCOTT COUNTY BOARD OF SUPERVISORS
September 25, 2020

Friday, September 25, 2020

Special Board Meeting - 9:00 am
Virtual Meeting

The public may join this meeting by phone/computer/app by using the information below.

Contact 563-326-8702 with any questions.

CALL IN INFORMATION 1-408-418-9388
ACCESS CODE: 146 486 6442 PASS CODE: 1234

OR you may join via Webex. Go to www.webex.com and JOIN meeting.
ACCESS CODE: 146 486 6442 PASS CODE: 1234

See the Webex Instructions in packet for a direct link to the meeting.

- _____ 1. Roll Call: Beck, Knobbe, Croken, Kinzer, Maxwell
- _____ 2. Public Comment.
- _____ 3. Resolution authorizing the Scott County Auditor to submit an application and receive grant funding for General Election expense.

Moved by _____ Seconded by _____

Roll Call: Beck _____
Knobbe _____
Croken _____
Kinzer _____
Maxwell _____

- _____ 4. Resolution approving the adjustment in salary for Election Officials and Chairpersons for the November 2020 Election.

Moved by _____ Seconded by _____

Roll Call: Beck _____
Knobbe _____
Croken _____
Kinzer _____
Maxwell _____

_____ 5. Other items of interest.

_____ 6. Adjourned.

Moved by _____ Seconded by _____
Ayes
Nays

Instructions for Unmuting Phone Line during Board Meeting teleconference

To gain the moderator's attention, press ***3** from your phone OR the raise hand icon on computer or mobile device.

Telephones lines will be placed on mute during the meeting. Participants may unmute their line using the mute icon or ***6** on their phone after being recognized by the Chair.

Connect via Computer or application:

Host: www.webex.com Meeting number: **146 486 6442** Password: **1234**

Link to meeting (click): [Scott County Board of Supervisor Meeting 09-25-20 9:00 AM](#)

Full Link:

<https://scottcountyiowa.webex.com/scottcountyiowa/onstage/g.php?MTID=ef301f1b77eb93270a530311b4bf04852>

Connect via telephone:

1-408-418-9388 Meeting number: **146 486 6442** Password: **1234**

Telephone / Cell Phones Connections:

Telephones lines will be placed on mute during the meeting. Participants may "raise their hand" by using ***3** to gain attention of the host.

When called upon for comments by the Board,

1. The host will then unmute the participant's line at the appropriate time.
2. A user must have his or her own device unmuted.
3. The user may then unmute his or her conference line by keying *** 6**
4. After conversation, please lower your hand.

Computer / Application Connections:



If connected via web application or computer, the user should look for the





symbol and click to appear raised so the host may acknowledge you.

1. The host will then unmute the participant's line at the appropriate time.
2. A user must have his or her own device unmuted.
3. The user may then unmute his or her conference line by clicking the microphone symbol.
4. After conversation, please lower your hand.

You can mute yourself so that everyone can concentrate on what's being discussed.

While you're on a call or in a meeting, select  at the bottom of the meeting window. You'll know it's working when the button turns red, .

If you want to unmute yourself, select . Others can hear you when the button turns gray.

When you're muted and move away from the call controls, the mute button moves to the center of your screen and fades in color  to indicate that you're still muted.



CENTER FOR
TECH AND
CIVIC LIFE

September 21, 2020

Scott County, Iowa
County Auditor
600 West 4th Street
Davenport, IA 52801

Dear Roxanna Moritz,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Scott County, and the special circumstances Scott County faces administering elections in 2020, the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award a grant to support the work of the Scott County Auditor ("Grantee").

The following is a description of the grant:

AMOUNT OF GRANT: \$ 286,870.00 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Scott County in 2020 ("Purpose").

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement ("Grant Agreement") and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction ("Applicable Laws"). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.

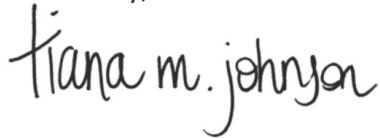
3. Due to special circumstances Grantee faces administering elections in 2020, Grantee has produced a plan for safe and secure election administration in 2020, including an assessment of election administration needs and budget estimates for such assessment (“Safe Voting Plan”). The Safe Voting Plan is attached to this agreement. Grantee shall expend the total amount of grant funds listed in the Safe Voting Plan as detailed in the Safe Voting Plan, but may reallocate funds between budget items listed in the Safe Voting Plan or to any other permissible public purpose listed in the online grant application with notice by electronic mail to CTCL. Such reallocation does not require the permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the County Auditor (“the Election Department”) or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.



Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at grants@techandcivicliflife.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life

GRANTEE

By: _____

Title: _____

Date: _____



CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
HELLO@TECHANDCIVICLIFE.ORG

To: Center for Technology and Civic Life
From: Scott County Auditor & Commissioner of Elections
Date: September 17, 2020
Re: Scott County Safe Voting Plan

Overview

Scott County faces significant challenges in executing the November 3, 2020 general election.

Specifically, Scott County faced issues recruiting poll workers and the lack of facilities that wanted us in their locations along with the processes of deep cleaning if they would allow us in. Therefore, in this General Election I am focusing on early voting via mail and early voting locations.

For the general election, the number of **total registered voters is expected to be between 116,182** casting ballots split between the two modes of voting. This document offers an assessment of resources needed for Scott County to safely and thoroughly prepare for the general election.

A preliminary budget overview estimate on top of what is already available to the County is as follows:

Absentee Ballot Assembly and Processing Equipment	\$65,550
Early Voting Sites and Ballot Drop-off Options	86,400
In-person Voting at Polling Places on Election Day	120,960
Election Day Rovers	6,400
PPE Supplies	7,560
Total	\$286,870

Needs Assessment & Costs

The following sections outline initial details of the operation and costs associated with each of the aforementioned categories.

Absentee Ballot Assembly and Processing Equipment

For the November elections, we anticipate absentee-by-mail turnout to be somewhere around 81,327 roughly 70%. Automation will be critical to efficiently and accurately manage ballot envelopes and ballots in weeks leading up to Election Day and in the canvassing process afterwards. To that end, the following is needed:

- **Personnel:** We currently have 30 hired to tabulate absentee-by-mail ballots. Due to the number of ballots we anticipate receiving for the November general election, we will need to hire an additional 15 and not only because of volume but the social distancing requirements that are not placed upon us.
- **Outreach Materials:** To promote absentee by mail and early voting ahead of the November election by sending educational flyers and correct information about polling locations along with information about early absentee requests as well as early absentee physical sites. Along with this is the first year for us to reach out to Felons who have now regained their voting rights.
- **Processing Equipment:** To process absentee by mail ballot, we request additional letter openers.

Early Voting Sites and Ballot Drop-off Options

Scott County plans to have four full-time early voting locations, with additional funding I would fund five full time locations with all ballots available at all locations for three weeks.

These must be sufficiently staffed with five to six staff with \$15.00 to limit worker turnover, handle a surge in voters before polls open, and manage sites in a pandemic environment. **It will cost \$86,400.**

Secure Dropboxes

Our state has passed a law directing that only a drop box located on a county facility is and can be used under the direction and control of the county auditor.

In-person Voting at Polling Places on Election Day

Scott County is committed to working to secure many fully staffed polling places on Election Day. For the primary, we lost 39 of Election Day polling locations of 63 planned locations. In the General, we are committed to securing between **63 in person polling locations on Election Day.**

In order to staff these locations, the county will hire 20 rovers that will be our eyes and ears on Election Day to ensure adequate information is be given to poll workers and addressing any anticipated Poll Watcher issues at the polls. Along with assistance for extra materials and technical advise.

Home Land Security has offered most of the additional PPE supplies and we are waiting to visualize deployment of those items

	<u>Total cost</u>	<u>Units</u>	<u>Unit costs</u>
Poll Worker Hazard Pay	\$120,960	378	\$20.00
Poll Worker PPE	\$7,560	252	\$30.00
Election Day Rovers	\$6,400	20	\$20.00
Total	\$134,920		

Conclusion

The investments outlined above will allow Scott County to reduce the risk of exposure to coronavirus for voters, election staff and poll workers; identify best practices; innovate to efficiently and effectively educate our residents about how to exercise their right to vote; be intentional and strategic in reaching our historically disenfranchised residents and communities; and, above all, ensure the right to vote in a diversity of communities throughout the county. Thank you for the opportunity to submit this request.

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

September 25, 2020

APPROVAL OF AN APPLICATION FOR A GRANT FROM THE CENTER FOR TECH
AND CIVIC LIFE TO SUPPORT THE WORK OF THE SCOTT COUNTY AUDITOR
FOR THE PURPOSE OF PLANNING AND OPERATIONALIZING SAFE AND SECURE
ELECTION ADMINISTRATION IN SCOTT COUNTY IN 2020

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

Section 1. That the Board hereby approves application for a grant from the
Center for Tech and Civil Life to support the work of the Scott County
Auditor for the purpose of planning and operationalizing safe and
secure election administration in Scott County in 2020 in the amount
of \$286,870.00.

Section 2. That, if accepted, the Board approves receipt of such funding.

Section 3. That the Chair is approved to sign such application.

Section 4. This resolution shall take effect immediately.

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

SEPTEMBER 25, 2020

APPROVAL OF ADJUSTMENT IN SALARY FOR ELECTION OFFICIALS AND CHAIRPERSONS FOR THE NOVEMBER 2020 ELECTION

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

- Section 1. The pay rate for Election Officials and Election Chairpersons shall be \$15.00 per hour.
- Section 2. The rate shall return to the approved 2021 schedule after the completion and certification of the November 2020 general election.
- Section 3. This resolution shall take effect immediately.