

**MINUTES**  
**BOARD OF SUPERVISORS STANDING COMMITTEE – FINANCE AND ADMINISTRATION**  
**RE: ELECTION IMPROVEMENTS/TRANSPARENCY**  
**COUNTY ADMINISTRATIVE CENTER – 3RD FLOOR MULTI-PURPOSE ROOM**  
**1115 TRUXTUN AVE. 3rd FLOOR**  
**BAKERSFIELD, CA 93301**

All agenda item supporting documentation is available for public review in the office of the Clerk of the Board of Supervisors, 1115 Truxtun Ave., 5<sup>th</sup> Floor, Bakersfield, 93301 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and prior to the meeting will also be available for review at the same location.

**Monday, April 28, 2025, at 3:30 p.m.**

**1. CALL TO ORDER:**

MEETING CALLED TO ORDER BY SUPERVISOR COUCH AT 3:33 P.M.

**2. ROLL CALL:**

COMMITTEE MEMBERS PRESENT: SUPERVISOR DAVID COUCH AND SUPERVISOR LETICIA PEREZ

COMMITTEE STAFF PRESENT: ELSA MARTINEZ, ERIC NISBETT (COUNTY ADMINISTRATIVE OFFICE), KATHLEEN RIVERA (OFFICE OF COUNTY COUNSEL)

**3. PUBLIC COMMENT:**

This portion of the meeting is reserved for persons desiring to address Committee Members on any matter not on this agenda, but under the jurisdiction of the Committee. Committee Members may respond briefly to statements made or questions posed. They may ask a question for clarification, make a referral to staff for factual information or request staff to report back to the Committee at a later meeting. Also, the Committee may take action to direct staff to place a matter of business on a future agenda. SPEAKERS ARE LIMITED TO TWO MINUTES. PLEASE STATE YOUR NAME BEFORE MAKING YOUR PRESENTATION –

**4. INTRODUCTIONS (Fiscal Impact: None) –**

SUPERVISOR COUCH REQUESTED THAT THOSE PRESENT INTRODUCE THEMSELVES. PRESENT WERE: CHARLES SHINN, DENNIS MCLEAN, NATALIE FEINBERG, ROBIN FERNANDEZ, AMANDA RIDEOUT, CHARLOTTE O'BRIEN, ROBERT HOOKS, BETTY PHILLIPS, SYDNEY O'CONNOR, JACOB BOCKOVER, NANCY HOLLAND, AIMEE X. ESPINOZA, JANELLE AUSTIN, LAURA CANTU, JENNIFER JORDAN, STEPHANIE BOUEY

**5. MINUTES FROM MEETING OF FEBRUARY 10, 2025 – APPROVED, PEREZ-COUCH**

**6. PRESENTATION BY AUDITOR-CONTROLLER-COUNTY CLERK ON ELECTIONS DIVISION OFFICE SPACE – HEARD PRESENTATION; AIMEE X. ESPINOZA, AUDITOR-CONTROLLER-COUNTY CLERK, AND STAFF (LAURA CANTU, ASSISTANT REGISTRAR OF VOTERS, AND JENNIFER JORDAN, ELECTIONS DIVISION MANAGER) PRESENTED A POWERPOINT ON THE FUNCTIONS OF THE ELECTIONS DIVISION AND ELECTIONS OFFICE AREAS; MEETING WAS RECESSED AT 4:19 P.M. AND INTERESTED MEMBERS OF THE PUBLIC COULD PARTICIPATE IN A WALK-THROUGH OF ELECTIONS OFFICE SPACE**

**7. SCHEDULE NEXT MEETING:**

NEXT MEETING TO BE SCHEDULED FOR TWO MONTHS (JUNE) AS SCHEDULES PERMIT.

**8. ADJOURNMENT:**

MEETING WAS RECESSED AT 4:19 P.M. FOR WALK-THROUGHS OF ELECTIONS OFFICE SPACE AND DID NOT FORMALLY RECONVENE; INFORMAL DISCUSSION CONTINUED BRIEFLY AFTER ELECTIONS OFFICE SPACE WALK-THROUGHS

**Americans with Disabilities Act  
(Government Code Section 54954.2)**

Disabled individuals who need special assistance to attend or participate in a meeting of the Board of Supervisors Standing Committee – Election Improvements may request assistance at the Clerk of the Board of Supervisors, Fifth Floor, 1115 Truxtun Avenue, Bakersfield, California or by calling (661) 868-3585. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting material available in alternative formats. Requests for assistance should be made five (5) working days in advance of a meeting whenever possible.

**DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**

Pursuant to Government Code section 84308, members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Board member received more than \$250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item since January 1, 2023. Members of the Board of Supervisors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a Board member since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member and may be made either in writing to the Clerk of the Board of Supervisors prior to the subject hearing or by verbal disclosure at the time of the hearing.



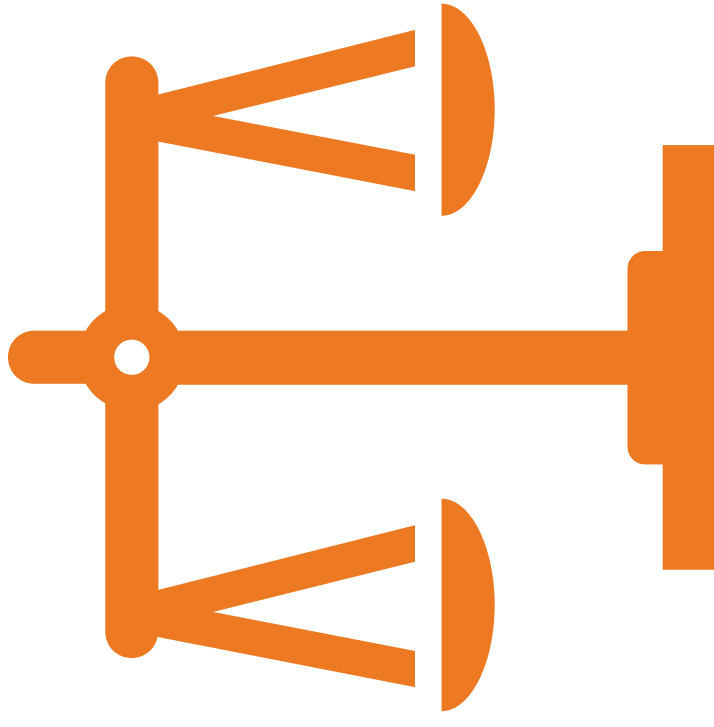
ELECTIONS DIVISION

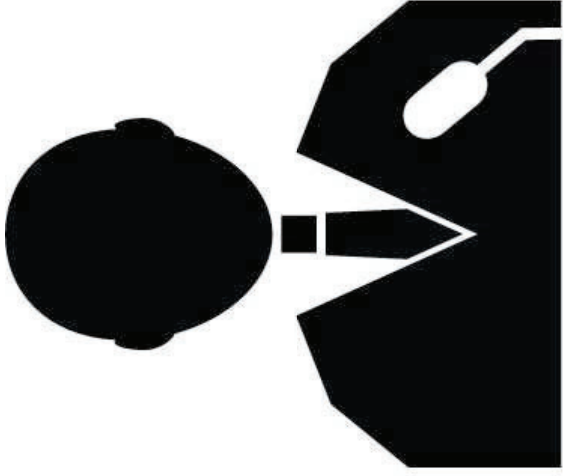
# Elections Division

## Mission & Values

The mission of the Kern County Elections Division is to facilitate a transparent voting process with access for all that is aligned with the freedoms of an open and just electoral process that is the fabric of our Democracy in the United States of America.

We are proud to be of assistance to the Voters of Kern County.



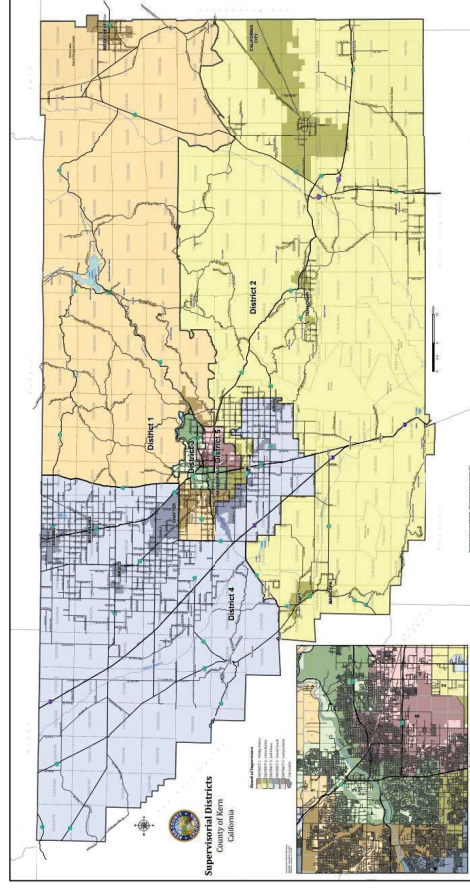


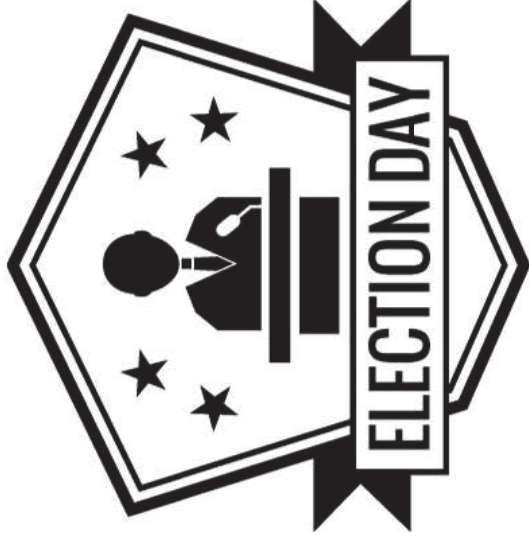
## What We Do

- Conduct county-wide federal and state, city, school, and special district elections.
- Maintain Voter Files
- Maintain District Boundaries
- Maintain Office Master – Incumbent List

# Districts in Kern County

- 291 Districts/680 Incumbents
  - US Representative – 3 Districts
  - State Senator – 2 Districts
  - State Assembly – 3 Districts
  - 40 Superior Court Judges
  - County Central Committee's – 18 Districts
  - 10 County Offices
  - 11 Cities – 66 Offices
  - 51 School Districts – 235 Offices
  - 49 Special Districts – 239 Offices
  - Kern County Retirement Board – 11 Members





# Election Time

- Planning and Preparation
- Candidate Filing
- Ballot Layout/Sample Ballot Preparation
- Election Technology Preparation
- Supply Deployment
- VBM Processing
- Election Day
- Canvass of the Election

# Teams/Sections

- Registration
- Election Processes
  - Candidate Filing
  - Vote By Mail
- Election Workers & Polling Sites
  - Election Workers/Polling Sites
  - Schools/Special Districts
- Election Technology
  - Electronic Poll Books
  - Vote System
- Warehouse



# Registration

- Voter Maintenance
  - 465,018 Registered Voters
- Maintain District Boundaries
- Signature Checking for Petitions



# Registration Tasks Outside of an Election

- Online Voter Registrations
- Paper Voter Registrations
- Voter Roll Maintenance
  - Send and Receive Notices
- Petitions
- GIS / Mapping
  - Precinct Maintenance in Election Management System and in Mapping System
  - Address Maintenance in Election Management

# Registration Tasks During an Election

- Online Voter Registrations
- Paper Voter Registrations
- Voter Roll Maintenance
  - Send and Receive Notices
- Consolidation
- Prepare the following for Poll Sites
  - Precinct Binders
  - Backup Rosters
  - Street Index
  - Poll Place Lookup Books
- Phonebank
  - Inbound calls
  - Outbound calls
    - Challenge Letter Notifications
    - Election Workers / Poll Sites

# Registration Accomplishments

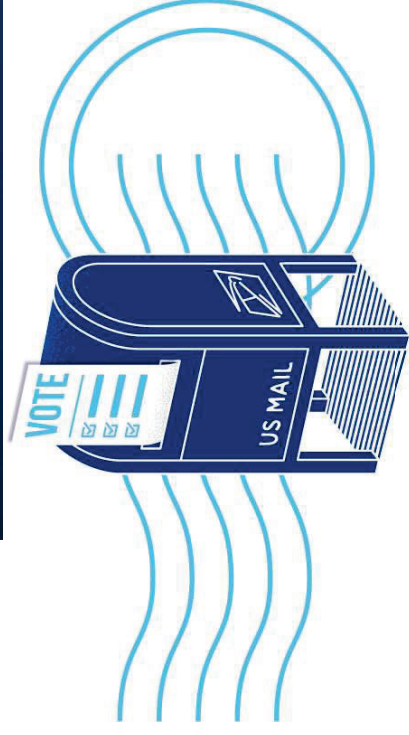
- Updated CVR/Provisional Envelope
  - Smaller version able to use extractor
  - Pocket included for check-in slip for more accuracy
- Streamlined processes with front desk to reduce paper
- Voter Roll Maintenance
  - Reviewed and updated voters with 01/01/1900 placeholder date of birth
  - Cancelled inactive voter records per National Voter Registration Act (NVRA)

# Registration Goals

- Continuing to accurately and timely maintain the voter roll
- Move to use of Single Point addresses in Election Management System to improve efficiency and accuracy of precincting and mapping

# Election Processes

- Candidate Filing
- Ballot and Sample Ballot Preparation
- Vote by Mail Processing



# Vote-by-Mail (VBM)- Leading up to/During an Election

- Candidate Filing (SOS, Share Districts)
- Proofing (Candidates, Ballots, ICX, Precincts, VIG)
- Ballots
  - 1<sup>st</sup> pass to capture the signature
  - verify the signatures
  - 2<sup>nd</sup> pass through the sorter
  - extract and open.

# Vote-by-Mail Outside of an Election

- Palletize previous election material with dates and contents of each box for proper storage at the warehouse.
- Update forms for future elections.
- Signature request letters were mailed for non-matching challenged ballots to ensure voter verification and compliance with election procedures.
- Call vendors to schedule preventative maintenance on election equipment to ensure optimal performance and longevity.

## Vote-by-Mail Improvements Made

- Streamlined the ballot sorter passes from three to two.
- Addition of more signature verification stations to support and enhance the process.
- Made enhancements to the sort schemes to expedite the first pass.
- Within 24 hours, voters were contacted the same day as the cure letters were mailed out.



# Election Workers

- Election Workers
  - Recruitment
  - Training
- Poll Site Recruitment
- Maintain School and District Files
- Campaign Filing

# Schools and Special Districts

List maintenance

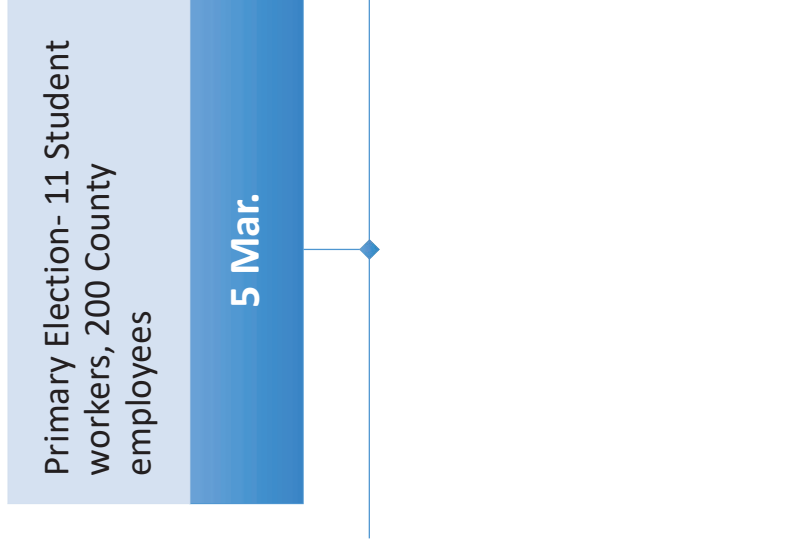
Oaths and resignations

Appointments

# Election Workers and Poll Sites

- 104 Poll Sites
  - School, government buildings, private facilities
- 1600 Election Workers
  - Training
    - Improvements to the facility
    - Hands on, class set up, and information retention
    - Positive feedback

# Student Election Worker Program and County Election Worker Program

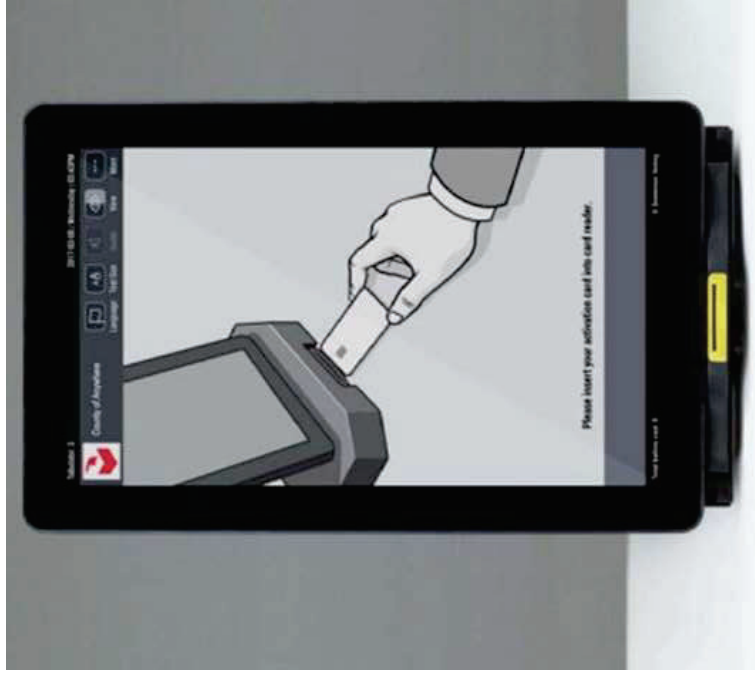


# Electronic Poll Books (ePollbooks)

- Replaced paper rosters (paper rosters are still provided as a backup when and if needed)
- Voter lookup
- Communication with our election management system
- Communication with other deployed ePollbooks
- Precinct information for same day registrations and wrong location voters
- Improved efficiency

# Election Technology

- Voting System
  - Preparation
  - Tabulate Votes
  - Accessible Voting



# Election Technology- During an Election

- Reimage entire system – E-45
- Readiness Testing and L&A
  - ICX | ICC | Adjudication
- Audit – E-14
  - Conducted to certify system accuracy for active election
- Stage Equipment
  - EPBs | Routers | Printers
- Stage equipment at warehouse for Poll site deployment
- Tally Ballots
- Adjudication
- Report Results
- Certify Election and results

# Election Technology- Improvements Made

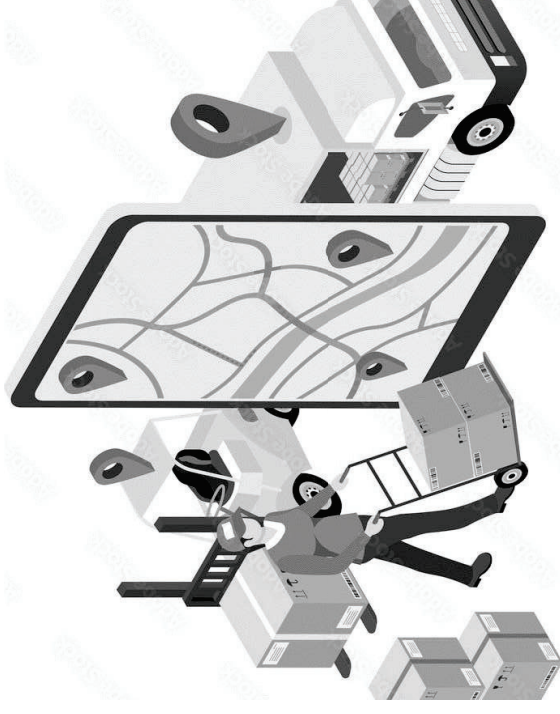
- Improved warehouse equipment staging – reduced time from 3 days to 1
- Created Equipment Inventory
- Created How-to guides
  - How to bring in a new election package into the system
  - Set up ICCs and scanners
  - How to reimage system
- Improved L&A processes
  - Combined Readiness Testing with L&A
  - Updated ICX script to include activation codes
  - Split test decks amongst ICCs to make scanning more efficient
- Cut off times to allow enough time for adjudication/reporting

# Election Technology- Outside Election Time

- Take inventory of:
  - ICX | Routers | Media | Printers
- Look for areas of improvement
  - Example – improve staging at warehouse
- Update procedure guides
- Attend security webinars
  - SOS
  - CISA
- Attend CalPEAC
  - California Professional Election Administrator Credential

# Warehouse

- Team
  - 1 Elections Process Supervisor
  - 1 Elections Process Clerk
- Poll Site Accessibility
- Poll Site/Election Worker Supplies
  - Supply over 100 Poll Sites
    - Bags - 406 Blue 105 Red with over 30 individual items
    - 250 Ballot Boxes
    - 600 White Tables and 1,200 Voting Booths
    - 350 Sign Boards
    - 120 Check-in Tables





**ADA Bin Inventory-** Each bin is packed according to specific site set up needs and location.



| County of Kern<br>Elections Office |   | ADA Sign &<br>Inventory Sheet |    | Site: 924 |    | Bakersfield Elementary Teachers A               |
|------------------------------------|---|-------------------------------|----|-----------|----|-------------------------------------------------|
|                                    |   |                               |    |           |    | Bakersfield<br>837 H St<br>Bakersfield<br>93304 |
|                                    | 1 |                               | 14 |           | 12 |                                                 |
|                                    | 9 |                               | 1  |           | 1  |                                                 |
|                                    | 1 |                               | 1  |           | 2  |                                                 |
|                                    | 1 |                               | 1  |           | 1  |                                                 |
|                                    | 3 |                               | 1  |           | 2  |                                                 |
|                                    | 3 |                               | 1  |           | 1  |                                                 |

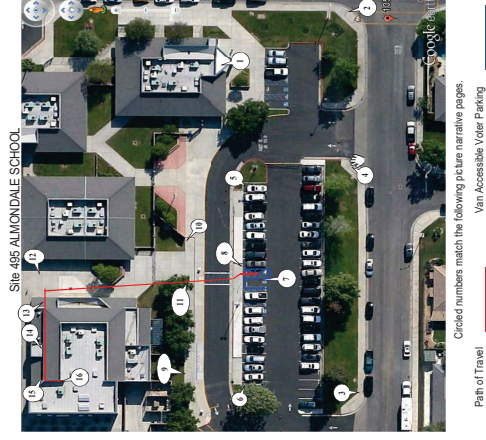
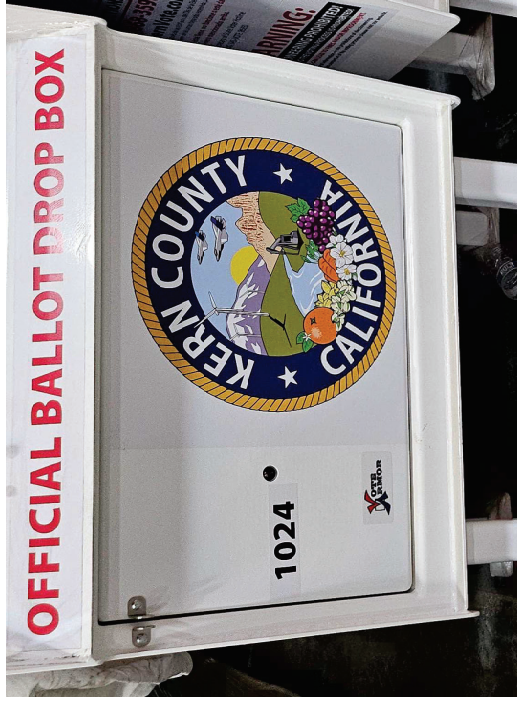
Note: Since PVC connector sizes vary, they are color coded to ensure correct assembly.

Warehouse-  
Supplies are  
stored,  
prepped, and  
packed



# Warehouse- Outside of an Election

- Polling sites are revisited and updated, as needed, due to construction and landscape changes to maintain ADA compliance.
- Complete ballot drop installation as needed as well as drop box maintenance.
- Map out sign locations and path of travel to the voting area

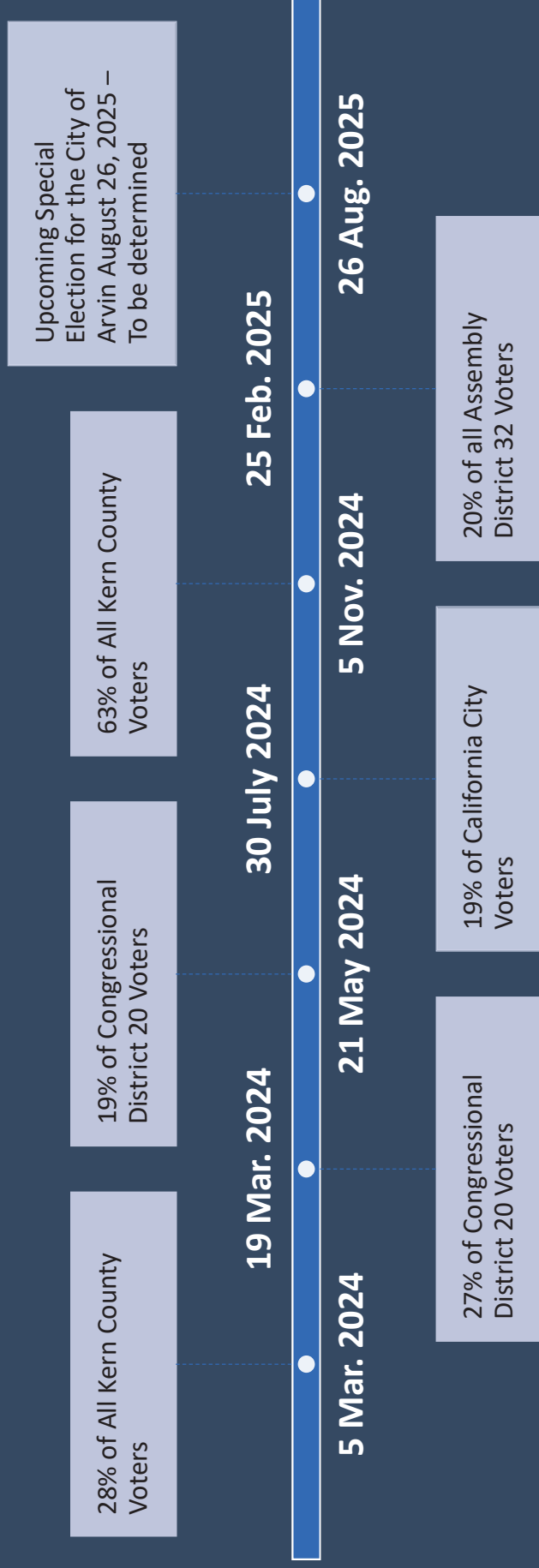




# 2024 Year in Review

- 2024 Elections
  - March 5<sup>th</sup>, 2024 Presidential Primary
  - March 19<sup>th</sup>, 2024 Special Primary Election
  - April 16<sup>th</sup>, 2024 KCERA Election
  - May 21<sup>st</sup>, 2024 Special General Election
  - September 17<sup>th</sup>, 2024 KCERA Election
  - July 30<sup>th</sup>, 2024 Special Election
  - November 5<sup>th</sup>, 2024 Presidential General

# 2024 and 2025 Voter Turnout



Thank you for your interest in  
Kern County Elections!

