



Election Administration Plan

Draft 2.4

Submitted by Juan P. Cervantes, Clerk, Recorder & Registrar of Voters

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Executive Summary

The Humboldt County Office of Elections is committed to ensuring all eligible residents have an opportunity to exercise their right to vote; conducting elections in a fair, accurate, and efficient manner; and providing reliable information and the best possible service to voters, districts, candidates, and other interested parties.

In recent years, continuous changes in election laws and processes, and unavailability of fully accessible facilities to serve as polling places have required the Office of Elections to frequently change assigned polling places for voters. In 2020, the impacts of COVID-19 further hindered the Office of Elections from securing fully accessible polling places when schools and churches that had previously been primary polling place facilities could no longer be used.

For these reasons, the Office of Elections will begin implementing the Voter's Choice Act (VCA) voting model in March 2024. Approved by California lawmakers in 2016, and established by Senate Bill 450, the VCA offers voters more choices on how, when, and where they vote, expanding voter services previously offered only at the Office at Elections to vote centers across the county. Under the VCA model all registered voters will continue to receive their ballot in the mail as they have since 2020. Voters can return their voted ballot by mail with pre-paid postage, drop off the ballot at a ballot drop box location or vote at any vote center in Humboldt County. Select vote centers will be open for multiple days before in addition to election day including weekends.

All Humboldt County Office of Elections' ballot drop box locations and vote centers are safe and secure. The VCA voting model expands in-person voting services by enabling voters to visit any vote center across the county to cast a ballot rather than a single location based on their home address. At a vote center a voter can register to vote or update voter registration information, receive in-facility and curbside assistance, use an accessible ballot-marking device and get help voting in multiple languages.

For each election, the Office of Elections must provide voters with a minimum of eight (8) vote centers. Current vote center counts are as follows: two (2) vote centers will be open for 10 days prior to an election and on Election Day; and, an additional seven (7) vote centers will be open for three (3) days prior to an election and on Election Day.

The Office of Elections developed an Election Administration Plan (EAP) providing guidance on how the VCA voting model will be implemented in Humboldt County. In developing its first draft of the EAP, the Office of Elections collaborated with its Voter Accessibility Advisory Committee and Language Accessibility Advisory Committee to identify community groups with disabilities and language needs. Additionally, the office held consultative meetings with the public to receive feedback on the EAP.

After this initial feedback the office will provide the public with a second draft and final public comment period before submission to the Secretary of State to receive the final Letter of Approval which will be posted to the website. The approved draft will then be translated into Spanish and made available on our website. A new EAP draft and public comment process takes place two years after the first EAP's approval and again every four years thereafter. (Election Code § 4005(a)(10)(G)).

Section 1: Election Administration Plan Preparation Timeline

Beginning in Spring of 2023 the Humboldt County Office of Elections began following the timeline below for EAP draft, public input and submission.

Activity - Date

- Hold First Language/Voter Accessibility Advisory Committee Meetings (LAAC/VAAC) - April 30, 2023
- Develop Educational & Outreach Materials - June 15, 2023
- Public Consultations Held (Virtual and In-Person) - June 28 and 29, 2023
- Begin 14-Day Public Comment Period - July 31, 2023
- EAP Public Hearing - August 17, 2023
- Publish Amended EAP and Begin Second 14-Day Public Comment Period – September 1, 2023
- End of Second 14-Day Public Comment Period – September 15, 2023
- Adopt Final EAP - September 22, 2023
- SOS Notification of EAP Approval – within 14 Days of September 22, 2023
- Begin Outreach & Educational Activities - December 2023
- Send Vote by Mail Ballots to Military and Overseas Voters – January 5, 2024
- Begin Public Workshop Period - January 2024
- Send Vote by mail Ballots - February 5, 2024
- Public Workshop Period Ends - February 2024
- Election Day - March 5, 2024

Section 2: Vote Centers

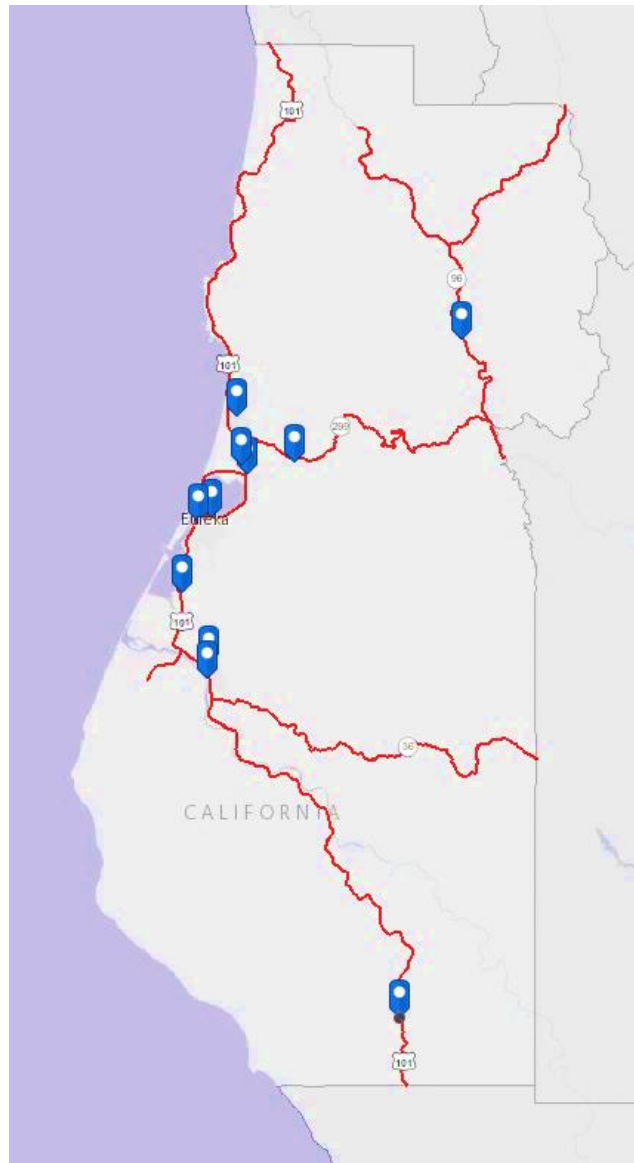


Figure 1: Map of Primary Vote Centers in Humboldt County

Requirements and Considerations

The Voter's Choice Act voting model requires that vote center locations be provided across the county, distanced to provide one (1) vote center for every 50,000 voters 10 days before an election and one (1) vote center for every 10,000 voters three (3) days before an election.

When possible, placement for vote centers will consider the following factors:

1. Proximity to public transit
2. Proximity to communities with historically low vote by mail usage
3. Proximity to population centers
4. Proximity to language minority communities
5. Proximity to voters with disabilities
6. Proximity to communities with low rates of vehicle ownership
7. Proximity to low-income communities
8. Proximity to communities of eligible voters that are not registered
9. Proximity to geographically isolated populations (i.e. Native American reservations)
10. Access to free parking
11. Time and distance a voter must travel to reach a location
12. The need for alternate voting method for voters with disabilities
13. Traffic patterns
14. The need for mobile vote centers in addition to those established by Senate Bill 450
15. Proximity to a public or private college or university campus

(Elections Code, § 4005(a)(10)(B), § 4005(a)(10)(I)(vi)).

Humboldt County has approximately 85,800 active voters, which requires the Office of Elections to have a minimum of two (2) vote centers open 10 days before an election and seven (7) vote centers open three (3) days before an election. We will additionally provide three (3) one day pop-up vote centers on Election Day only. Vote centers will be open eight (8) hours for each early day of voting from 9 am to 6 pm and on Election Day from 7 am to 8 pm. The Office of Elections employed siting software from the Center for Inclusive Democracy to determine recommended placement of vote centers based on required consideration. Recommended locations for vote centers include:

- Hoopa
- McKinleyville
- Arcata
- Eureka (South)
- Fortuna
- Garberville

Due to high voter populations and for voter convenience, the Office of Elections will provide 13 vote centers across Humboldt County, including one (1) vote center open for 29 days before an election, two (2) additional vote centers 10 days before an election, and seven (7) additional

vote centers 3 days before an election and three (3) one day pop-up vote centers to serve rural communities on Election Day only. Due to the county's rural geography, a mobile vote center is being considered and will be implemented based on available funding to the office.

[Vote Centers Open 29 Days Before Election Day](#)

The Office of Elections will provide one (1) vote center for 29 days before Election Day and on Election Day at the Office of Elections - Front Office, located at 2426 6th Street, in Eureka.

[Vote Centers Open 10 Days Before Election Day](#)

The Office of Elections will provide two (2) vote centers for 10 days before Election Day and on Election Day (Elections Code, § 4005(a)(4)(A)).

Arcata

Arcata Community Center

321 Dr. Martin Luther King Jr. Parkway, Arcata, CA 95521

Fortuna

Fortuna Veterans Memorial Building

1426 Main Street, Fortuna, CA 95540

[Vote Centers Open 3 Days Before Election](#)

The Office of Elections will provide seven (7) vote centers for three (3) days before an election and on Election Day (Elections Code, § 4005(a)(3)(A)).

Arcata

Arcata High School

1720 M Street, Arcata, CA 95521

Eureka

College of the Redwoods (Fieldhouse)

7351 Tompkins Hill Road, Eureka, CA 95501

Eureka

HC Office of Elections - Annex

2426 6th Street, Eureka, CA 95501

Eureka

Jefferson Community Center

1000 B Street, Eureka, CA 95501

Fortuna

Fortuna River Lodge

1800 Riverwalk Drive, Fortuna, CA 95540

McKinleyville

McKinleyville Middle School

2285 Central Avenue, McKinleyville, CA 95519

Blue Lake

Prasch Hall (Accessible w/ Mitigation)

312 S Railroad Ave, Blue Lake, CA 95525

Pop-Up Vote Centers Open Election Day Only

The Office of Elections will provide three (3) vote centers open on Election Day (Elections Code, § 4005(a)(3)(A)).

Hoopa

Hoopa Neighborhood Facility

11860 Highway 96, Hoopa, CA 95546

Ferndale

County Fairgrounds

1250 5th Street, Ferndale, CA 95536

Garberville

Redwood Playhouse

286 Sprowel Creek Rd, Garberville, CA 95542

Staffing

Vote centers will be staffed with seven (7) staff members, including a team leader, voting equipment technician, and support team members. Staff members will participate in instructional, general voting equipment, accessible voting equipment and election management software training. Training will also include best practices, etiquette and sensitivity training for assisting voters with disabilities as well as those who are bilingual and non-English language speakers. (Election Code § 4005 (6)(B)(i)(ii)(iii), (8)(B)(i)(I,II,III,IV)(ii)(iii))

Recruitment for staffing will begin in the Fall of 2023 when the Office of Elections will begin attending community job fairs and workshops to educate potential staff on elections operations. Additional efforts to collaborate with non-profit organizations serving language minorities and disabled voters will be made to ensure potential staff is equipped to assist voters. Humboldt County currently does not offer additional compensation to election workers who are multi-lingual.

Design and Layout

Vote centers will be designed to provide voters with the most accessible, private, and independent voting experience possible. Voting stations and supplies will be strategically placed and clearly marked to provide a smooth flow through the voting area. Accessibility aids and services will be clearly communicated by vote center staff and posted signage. Although specific vote center design and layout will vary slightly from one location to another Appendix F provides an ideal polling place design to guide vote center setup. Each vote center will receive an accessibility guide to ensure vote centers are setup properly (Elections Code, § 4005(a)(10)(I)(vi)(XI)).

Security and Contingency Plans

The Office of Elections has established security and contingency procedures to ensure continuity of vote center activities in the most secure manner possible (Elections Code, § 4005(a)(10)(I)(vi)(VIII)).

Ensuring Security of Voting

The Office of Elections is committed to ensuring the integrity and security of elections in Humboldt County. The Office follows process and procedural standards that stringently follow federal and state laws to administer secure, fair, and accurate elections in the most time and cost-efficient manner (Elections Code, § 4005(a)(10)(I)(iv)). Some of the process and procedure standards employed include:

- **Vote Center Staff Training:** Vote center staff will receive instructional, voting equipment, and election management software training.
- **Vote Center Access to Election Management Software:** Vote center staff will use laptops to utilize a limited access version of the election information management software (EIMS Lite) used at the Office of Elections for voter registration (EIMS), verifying voter activity via the Secretary of State's secure

VoteCal database, and issuing ballots. Laptops will be connected to the internet using secure technology compliant with California Code § 20158.

- Voting Equipment is a Closed System: HART Verity voting equipment is a paper-based voting system that is never connected to the internet.
- Voting Equipment Chain of Custody: The chain of custody refers to keeping complete control of all equipment from the time it has been set for an election until it has been returned to the Office of Elections and had its votes recorded.
 - Equipment: Security seals will be affixed to voting equipment at the time it is programmed for an election and to supply boxes containing ballot and voter rosters. Voting equipment will have affixed security seals whenever the polls are suspended or closed. Security seal logs shall be maintained of the serially numbered seals. Security seals will be verified and logged at each handoff point along the chain of custody. Voted ballots and voting equipment containing vote counts will be transported securely to the Office of Elections by two elections officials.
- Vote Center Design: Vote centers will be designed to ensure voting equipment is always in the sightline of staff. Live voting equipment will never be left unattended.
- Voting Equipment Battery Backup: Voting equipment either has an internal battery backup or will be sent to vote centers with an uninterrupted power source (UPS) to ensure continuity of voting in the event of power outage.
- On-call Voting Equipment Troubleshooting: The Office of Elections will provide real-time troubleshooting support to vote centers to ensure the integrity and continuity of voting equipment performance.
- Voting Equipment Incident Reports: Vote center staff will report voting equipment incidents to the Office of Elections immediately and complete forms documenting the incident in detail.

Prevention Measures and Potential Disruptions

Vote center staff will receive training and guidance on how to respond to potential disruptions, natural disasters, and emergency situations, including, but not limited to fires prior to or on voting days, earthquakes prior to or during voting days, planned and unplanned power outages, life-threatening emergencies at the vote center, and voter intimidation. Alternative vote center locations will be identified and reserved in the event a primary vote center becomes unusable. Vote center staff will have an emergency phone line to the Office of Elections in the event of

emergency. A full description of potential disruptions and responses is attached as Appendix G (Elections Code, § 4005(a)(10)(I)(vi)(VIII)).

Section 3: Ballot Drop Boxes

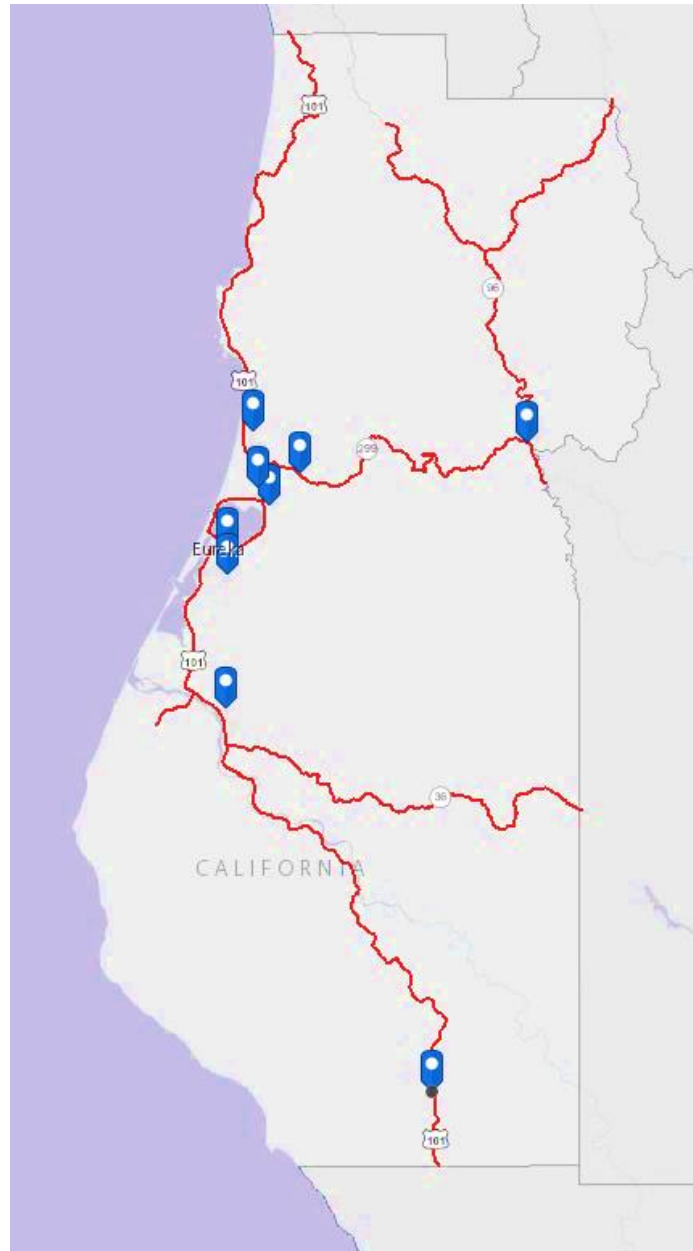


Figure 2. Map of Drop Box Locations in Humboldt County

Requirements and Considerations

The Voter's Choice Act voting model requires that official ballot drop-off locations be provided across the county, distanced to provide one (1) ballot drop box for every 15,000 voters. Secure, accessible, and locked ballot drop boxes must be in place and ready to receive voted ballots 28 days prior to an election. Drop boxes will be placed indoors where they can be observed by staff throughout business hours. Outside of business hours boxes will be locked securely indoors. A minimum of one (1) ballot drop box must be open for 12 hours each day. When possible, placement for drop boxes will consider the following factors:

1. Proximity to public transit
2. Proximity to communities with historically low vote by mail usage
3. Proximity to population centers
4. Proximity to language minority communities
5. Proximity to voters with disabilities
6. Proximity to communities with low rates of vehicle ownership
7. Proximity to low-income communities
8. Proximity to communities of eligible voters that are not registered
9. Proximity to geographically isolated populations (i.e. Native American reservations)
10. Access to free parking
11. Time and distance a voter must travel to reach a location
12. The need for alternate voting methods for voters with disabilities
13. Traffic patterns
14. Proximity to a public or private college or university campus

(Elections Code, § 4005(a)(10)(B), § 4005(a)(10)(I)(vi)).

Humboldt County has approximately 85,800 active voters, which requires the Office of Elections to have a minimum of six (6) ballot drop boxes and one (1) of these ballot drop boxes must be open for 12 hours a day for 28 days before election day. The Office of Elections employed siting software from the Center for Inclusive Democracy to determine recommended placement of ballot drop boxes based on required considerations. Recommended locations for ballot drop boxes include:

- Willow Creek
- McKinleyville
- Arcata
- Eureka
- Fortuna
- Garberville

Ballot Drop Box Locations

Due to the terrain and rural positioning of many communities in Humboldt County, the Office of Elections will provide 10 ballot drop-off locations across Humboldt County as follows:

- Arcata (2 Locations)
- Eureka (2 Locations)
- Fortuna
- McKinleyville (2 Locations)
- Redway
- Trinidad
- Willow Creek

The Humboldt County Office of Elections has partnered with local store chains to provide ballot drop boxes in secure and accessible locations. All ballot drop boxes will be open for 12 hours each day.

Willow Creek

Ray's Food Place: 38915 Highway 299

Trinidad

Murphy's Market: 1 Main Street

McKinleyville

Ace Hardware: 2725 Central Avenue

Murphy's Market: 1451 Glendale Drive

Arcata

Murphy's Market: 785 Bayside Road

Murphy's Market: 100 Westwood Court

Eureka

Office of Elections: 2426 6th Street

Murphy's Market: 4020 Walnut Drive

Fortuna

Ray's Food Place: 2009 Main Street

Redway

Shop Smart: 3430 Redwood Drive

Section 4: Accessible Voting Options

Remote Access Vote by Mail

Remote Accessible vote by mail (RAVBM) is an accessible and secure web-based system that enables voters to access, mark and print ballot materials at home to assist in their voting experience. RAVBM enables voters with disabilities, many of whom rely on others to assist them in reading and marking their ballot, to complete their vote privately and independently from home. RAVBM is not internet voting and is available to all voters for all elections.

RAVBM ballots can be accessed via the “Voting Options” section of our website: www.humboldt.gov/elections. After an RAVBM ballot is requested they are marked and printed at home and may be returned in person or mailed to the Office of Elections. RAVBM ballots returned by mail can be placed in the voters personally sourced envelope or it can be returned in the county-provided vote by mail envelope. Humboldt County uses Democracy Live software to operate our RAVBM system which also allows all active registered voters access to their County Voter Information Guide sample ballot.

Ballot Marking Devices

Verity Touch Writer supports accessible voting through a tethered/attached Audio-Tactile Interface (ATI), which is a “game controller” style console that includes a rotary wheel to move through the ballot, a select button to mark choices, and other tactile navigation buttons. The ATI can also support headphones for voters who are blind or visually impaired, or paddles or sip-and-puff devices for voters with dexterity impairments. Verity Touch Writer does not have scanning or tabulating capabilities; it is a ballot marking device only.



Tactile Envelope Signature Marker

In past elections Humboldt County did not have a tactile marker on their envelopes to prompt voters with vision impairments to sign their vote by mail ballots. However, beginning November 2023 the envelope vendor will provide a tactile marker to the signature line. This usually takes the form of two hole punches on the back of the vote by mail envelope near the signature line.

Section 5: Cost Analysis and Resource Allocation

Budget Allocations

The Office of Elections projects an overall cost savings and a decrease in expenditures from 2022-23 to 2023-24. The category that will experience the most cost savings between the 2022-23 Actual Expenditures and 2023-24 Budget was Special Departmental Expenses. A full breakdown of the comparison of expenditures can be seen in Appendix H.

Short-Term and Long-Term Cost Savings

Election Code §4005(a)(10)(I)(v)

The Humboldt County Office of Elections determined that budgeted costs for implementing the VCA will be less than the prior Non-VCA budget. While this is not typical for most Election Departments, our office has implemented other unique cost savings that is the contributing factor to our lower cost startup. In addition, the Office of Elections predicts that over time conducting elections in accordance with the VCA will encourage savings. This prediction is based on evidence from Colorado, which implemented a similar elections model. According to a report published by The Pew Charitable Trusts, election costs declined 40% on average after the implementation of Colorado's Voter Access and Modernized Elections Act of 2013.

Estimated short-term costs include purchasing ballot-on-demand printers for all vote centers that will enable staff to print all ballot types within the county for that election. Included in short-term costs are the purchasing of laptop computers for vote center staff to process voters directly in the election management system. Additional short-term costs include, but are not limited to, secure internet connections at all vote centers, extensive training for staff, purchasing of additional ballot drop boxes, and facility rentals.

Anticipated long-term savings include decreased costs for equipment, including purchasing of new equipment, equipment maintenance, ballot printing, and labor.

Section 6: Voter Education and Outreach Plan

Media and Public Service Announcements

Elections Code §4005(a)(10)(I)(i)(II), §4005(a)(10)(I)(i)(VIII)

The Humboldt County Office of Elections use a variety of media and public service announcements in accessible formats to educate the voting population in Humboldt County, to promote the availability of an accessible vote by mail ballot and how to request one. Media will include, but not be limited to, newspapers, radio, television, and social media.

Newspapers: Times-Standard, Mad River Union, North Coast Journal

Online News Sources: Lost Coast Outpost, Redheaded Black Belt

Radio: KHUM, KZZH, KHSU, KMUD

Television: KEET-TV, KIEM-TV, Access Humboldt

Social Media: Facebook (Humboldt County Elections) and Instagram (@HumCoElections)

Community Presence for Voter Education

Elections Code §4005(a)(10)(I)(i)(III)

The Humboldt County Office of Elections will educate the voters in Humboldt County by having a community presence. Humboldt County Elections partners with established community-based organizations to reach their target audiences via newsletters, emailing, social media, websites, and/or events. Types of organizations the Office of Elections will reach out to consist of, but will not be limited to, the League of Women Voters, assisted living facilities, cohousing, fraternal organizations, homeowner associations, local businesses, mobile home parks, nonprofits, political organizations, retirement homes, and schools. These organizations will receive official media produced by the Office of Elections for purposes of education and outreach.

The Office of Elections will emphasize the availability of an accessible vote by mail ballot and how to request one focusing on key organizations such as Tri-County Independent Living Center, North Coast Regional Center and Meals on Wheels.

Election Administration Plan Public Hearing

On August 17 the Office of Elections hosted a public hearing at the Arcata City Council Chambers to review the Election Administration Plan and take comment from the public. This public hearing took place after a 14-day online public comment period where the EAP Draft 1 was available on the Office of Elections website for review. The written public comment was summarized and responded to at the public meeting.

The EAP public hearing was available for the public to attend both in person and on Zoom to help increase engagement and ease of attendance. The Office of Elections partnered with Access Humboldt to live stream the meeting on public access television as well as YouTube. A recording of the full public hearing is available on the Access Humboldt YouTube channel.

[View the Humboldt County Office of Elections EAP Public Hearing](#)

Direct Contact with Voters

Elections Code §4005(a)(10)(I)(i)(X)

Humboldt County Elections will send two direct contact mailers to voters for purposes of informing them of the upcoming election and promoting the toll-free voter assistance hotline. These contacts will be in addition to other required contacts with voters including, but not limited to, sample ballots and the delivery of vote by mail ballots.

One direct contact will be mailed to registered voters in December of 2023 informing them that a vote by mail ballot will be sent to all registered voters regardless of vote by mail preference. The other mailing will be sent in February of 2024 after ballots have been mailed informing voters of their voting options at vote centers if they prefer to vote in person, and options for returning their vote by mail ballots.

Outside of direct mailers the office has contracted a local agency, Illuminated Marketing, to create social media posts, printed materials, infographic videos and radio ads in Spanish, Hmong and English to further engage voters in specific Voter's Choice Act information.

Accessible Website with Voter Resources

Elections Code §4005(a)(10)(I)(i)(IV)

The Humboldt County Office of Elections website (www.humboldt.gov/elections) is an accessible website per standards recommended in Elections Code §2053(b)(4). The Office of Elections will work with the Humboldt County Information Services staff to ensure that all election information is available in text-based format on the accessible website. Information includes, but will not be limited to, a list of the ballot drop-off locations and vote centers with dates and hours they are open, as well as the services available at vote centers. The website will also include information on accessible voting tools, like ballot marking devices at Vote Centers and Remote Access Vote by mail, as well as translated election education material.

Resources for Voter Education and Outreach

Elections Code §4005(a)(10)(I)(i)(VII)

The Humboldt County Office of Elections will spend the necessary resources on voter education and outreach to ensure that voters are fully informed about the election conducted in accordance with the Voter's Choice Act. See Appendix H for a comparison of the 2022-23 actual expenditures and the 2023-24 budget.

Section 7: Voter Education and Outreach Plan: Voters with Disabilities

In Spring of 2023 the Humboldt County Office of Elections began focusing the efforts of its Voter Accessibility Advisory Committee (VAAC) to organize specifically around outreach and education endeavors of the VCA to the disability community. The committee members are well connected to the disability community and will continue to assist the Office of Elections in developing plans to best serve voters with disabilities in Humboldt County.

The office has also collaborated with disability advocacy groups like Tri-Counties Independent Living and Disability Rights of California to ensure the Voter's Choice Act outreach and planning steps achieve the highest level of accessibility for the disability community.

Consultation with Disability Community

On June 29, 2023, the Office of Elections held two public consultation meetings to increase accessibility and participation of eligible voters with disabilities. There were in-person and virtual meetings to increase engagement options. To read the consultation minutes, see Appendix C.

Addressing Disparities in Voter Accessibility and Participation

Elections Code §4005(a)(10)(I)(iii)

After every election that is conducted in compliance with the Voter's Choice Act, the Humboldt County Office of Elections will make a reasonable effort to address significant disparities in voter accessibility and participation. The Office of Elections will meet with the Humboldt County Voter Accessibility Advisory Committee (VAAC) to address any issues that arose during the election. Furthermore, the Office of Elections will survey all vote center staff to evaluate and address any disparities regarding voter accessibility and participation.

The Office of Elections has partnered with the Humboldt Transit Authority (HTA) to provide adjusted routes during the election period to make access to vote centers via public transportation easier. Additionally, the HTA has offered free advertising of the Voter's Choice Act and Vote Center information on its buses, micro and para – transit vehicles.

Section 8: Voter Education and Outreach Plan: Bilingual and Non-English Language Voters

In Spring of 2023 the Humboldt County Office of Elections began focusing the efforts of its Language Accessibility Advisory Committee (LAAC) to organize specifically around outreach and education endeavors of the VCA to the language minority community. The committee members are well connected to the Spanish and Hmong bilingual and non-English language community and will continue to assist the Office of Elections in developing plans to best serve language minority voters in Humboldt County.

Consultation with the Spanish Language Community

On June 28th, 2023, the Office of Elections held two consultation meetings to increase accessibility and participation of eligible voters with Spanish and Hmong language voters.

To read the consultation minutes, see Appendix D.

Media and Public Service Announcements

Presently there is only one Spanish-language publication and one Spanish-language radio broadcast in Humboldt County. These are El Leñador and Radio Bilingüe which are two media sources hosted by local university, Cal-Poly Humboldt. Due to their long-standing presence in the community these sources act as the primary news outlets for Spanish speakers in the county at large. Additionally, we are working with Illuminated Marketing to create social media posts, printed materials and video content in Spanish and Hmong languages. These PSAs will include general information about the VCA, such as vote center services and locations, as well as how to contact our office for voter assistance.

Section 9: Voter Education and Outreach Plan: Other Underserved Communities

Outreach to Student Populations

The Office of Elections is seeking to collaborate with local non-profit agencies such as Vote Humboldt and College Corps to engage in student voter outreach.

Our first area of collaboration will be outreach to students aged 16-18 to pre-register and register to vote and learn more about the vote center model.

We also make our office available for regular tours with high school students as a part of their civics classes. Additionally, a vote center will be placed at the local community college, College of the Redwoods.

At the regional university, Cal-Poly Humboldt, voter participation exceeds that of most other colleges according to the 2020 National Study of Learning, Voting, and Engagement (NSLVE) (Figure 3).

Voting, Registration and Yield Rates

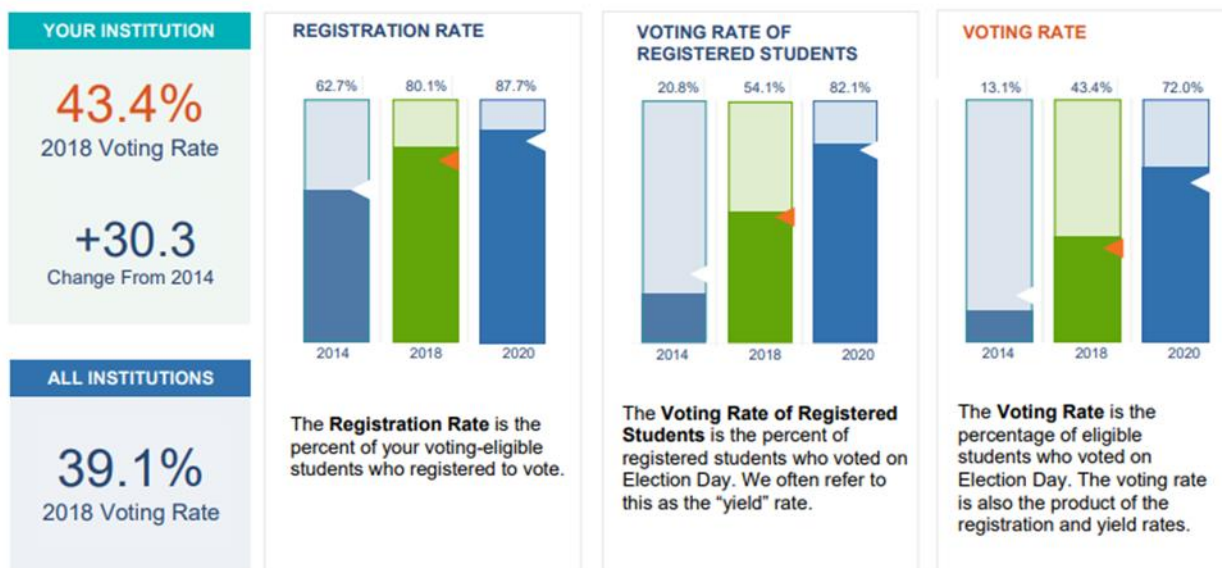


Figure 3. Bar graph of voter registration and voting rates of students at Cal-Poly Humboldt.

To leverage the high levels of civic engagement from students at Cal-Poly Humboldt, our office plans to hold outreach workshops and events on the Cal-Poly Humboldt campus by partnering with the campus's Student Life & Events Services and the Student Legal Lounge.

In addition to hosting a vote center on the local community college campus we intend to install a ballot drop box at the Cal-Poly Humboldt campus to increase voting engagement and ease of voting among students.

Outreach to Jails

The Humboldt County Office of Elections offers training and materials to a liaison from the Humboldt County Jail every 6 months to ensure jail populations have up-to-date and accurate information when voting.

Materials include voter registration cards, eligibility information and materials to train other jail staff on the proper completion of voter registration.

Community Events

The Humboldt County Office of Elections is taking part in several community events to reach voters at large, including Black Humboldt's Juneteenth Celebration, the City of Eureka's 4th of July Celebration, Bigfoot Daze in Willow Creek, Sovereign Days for the Hoopa Valley Tribe, the Humboldt County Fair and more.

Section 10: Appendices

Appendix A: Voting Accessibility Advisory Committee Overview and Purpose

What is the Voting Accessibility Advisory Committee (VAAC)?

The Voting Accessibility Advisory Committee (VAAC) is comprised of local government and community members. The purpose of the Humboldt VAAC is to assist the Office of Elections in ensuring vote centers meet accessibility guidelines determined by the Secretary of State (Elections Code, § 12280). Individuals interested in joining the VAAC can find the committee application on the Voter Accessibility section of the Humboldt County Voter's Choice Act webpage: www.humboldt.gov/VotersChoiceAct.

Mission Statement

The Voting Accessibility Advisory Committee (VAAC) of Humboldt County seeks to set reasonable, achievable goals for making vote centers within the County of Humboldt accessible to all voters, establish realistic time lines for identifying accessibility issues, develop mitigation measures and provide ongoing review of polling places.

What is the role of the Voting Accessibility Advisory Committee (VAAC)?

Members of the VAAC meet periodically to review site accessibility surveys conducted by the Office of Elections, advising county elections officials on the placement of voting equipment, recognition of barriers to participation by elderly voters and voters with disabilities, and mechanisms to eliminate or mitigate the impact of these barriers to accessibility. Members additionally evaluate inaccessible vote centers or voting areas to determine if application of specific temporary modifying measures would make the vote center accessible.

Background Summary

For decades the Office of Elections has reviewed facilities for accessibility and submitted survey reports to the VAAC for input. In 2005, the Office of Elections developed a four-year ADA Compliance Plan based on the randomly selected survey review by Tri-County Independent Living Incorporated. In 2013, the Office of Elections spearheaded a comprehensive facility review to update usability statuses and mitigation necessary for use.

In recent years several facilities notified the Office of Elections they could no longer serve the community as facilities for voters. The Office of Elections continues to research potential replacement facilities in these communities and conduct accessibility surveys.

Appendix B: Language Accessibility Advisory Committee Overview and Purpose

What is the Language Accessibility Advisory Committee (LAAC)?

The Language Accessibility Advisory Committee (LAAC) is comprised of local government and community members. The purpose of the Humboldt LAAC is to assist the Office of Elections in ensuring voting materials meet language accessibility guidelines determined by the US Department of Justice and Secretary of State (Voting Rights Act, § 203; Elections Code, § 14201). Individuals interested in joining the LAAC can find the committee application on the Language Accessibility section of the Humboldt County Voter's Choice Act webpage: www.humboldt.gov/VotersChoiceAct.

Mission Statement

The LAAC of Humboldt County seeks to set reasonable, achievable goals for making voting materials within the County of Humboldt accessible to all voters, to establish realistic timelines for identifying accessibility issues and developing mitigation measures.

What is the role of the Language Accessibility Advisory Committee (LAAC)?

Members of the LAAC meet periodically to provide feedback on voter outreach materials, election materials, online materials, messaging strategies, outreach opportunities, and bilingual poll worker recruitment. Members of the LAAC must have either a demonstrated knowledge of a language spoken by three percent (3%) or more of Humboldt County's voting-age population, or experience working with communities who speak a covered language.

Background Summary

In 1975, US Congress added § 203: Language Minority Citizens to the Voting Rights Act to protect the voting rights of language minority Americans. § 203 requires that registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots, be provided to voters in jurisdictions or political subdivisions that meet certain criteria.

Enacted in 1994, California Elections Code, § 14201, requires that when three percent (3%) or more of the voting-age population of a jurisdiction or political subdivision are language minority citizens the elections official shall provide facsimile copies of ballot measures, and ballot instructions printed in Spanish or other applicable language.

In 2016, SB 450 was passed by California legislature requiring counties participating in the California Voter's Choice Act (VCA) election model to establish a Language Accessibility Advisory Committee (LAAC) before an election can be held.

Appendix C: Consultation Minutes

Voters with Disabilities Consultation

Humboldt County Office of Elections & Voter Registration

2426 6th Street, Eureka, CA 95501-0788

AGENDA

1. An Introduction to the Voter's Choice Act Format
 - a. In all meetings, the same Introduction to the Voter's Choice Act video was shown.
2. Reviewing Elements of the EAP
 - a. Feedback on Drop Box and Vote Center locations
 - i. Attendees in our Virtual Meeting asked us to consider locations in Valley West. Also the Eureka Senior Resource Center, Gene Lucas Center in Fortuna and the McKinleyville Social Services Center.
 - ii. Attendees at our In-Person Meeting did not have specific suggestions for locations but said that in their conversations with Redwood Coast Regional Center (RCRC), staff was concerned with reaching tribal voters and wanted to know our plans to serve them.
 - iii. We let them know that in addition to trying to visit the tribal community and speak directly with members, we also have plans to create a pop-up Vote Center on the Hoopa Valley Tribe's Reservation.
3. Vote Center Worker Training and Recruitment

- a. Training:
 - i. Our Virtual Attendees didn't have any specific notes for additional training topics but wanted us to consider our unhoused population as those who were interested in voting had issues in the past. We believe same day voter registration at Vote Centers as well as working with the RCRC Client Advocate would be a great way to give them information about voting when they do not have a consistent mailing address.
 - ii. Our In-Person Attendees asked us to consider the Disabilities Rights of California's Guide on Accessible Meetings to ensure trainings are available to everyone. They also wanted us to consider the layout of training spaces for workers who use mobility devices. Lastly, they wanted us to consider PowerPoints and guides with large, plain font for those with vision impairment
 - b. Recruitment
 - i. Our Virtual Attendees said we can consider RCRC vendors and Tri-County Independent Living as a source of potential Vote Center workers.
 - ii. Our In-Person Attendees did not provide any specific examples of organizations to reach out to for workers but asked that we consider trying to invite those with disabilities to become Vote Center workers.
4. Best Avenues for Outreach
- a. Our Virtual Attendees recommended reaching out through the North Coast Journal, Redheaded Black Belt, Lost Coast Outpost as well as specific Facebook groups like McKinleyville Community Watch and What's Going on McK. They also asked us to consider the Willow Creek and Blue Lake Family Resource Centers.
 - b. Our In-Person Attendees did not have any specific outlets for outreach that we should try.
5. Past Voting Barriers
- a. Virtual Attendees did not have any specific experience with past voting barriers but said that universal vote by mail has made things easier. They also wanted us to make information about remote access vote by mail more available.
 - b. In-Person Attendees did not have any specific examples of past voting barriers.
6. Feedback from people who use public transportation: where is easy to get to?
- a. Virtual Attendees did not provide any feedback on barriers from transit.
 - b. In-Person Attendees did not have any barriers but did want us to ask if transit users intended to vote before or on election day.
7. Vote Method Preferences
- a. For both meetings the break-down of vote preferences were:
 - i. By Mail: 1
 - ii. Drop Box: 0
 - iii. In-Person: 1
8. Current Outreach

- a. Do you use Social Media?
 - i. Our Virtual Attendees mostly used Facebook but sometimes used Instagram. They also noted that Tik Tok and Snap Chat were other popular platforms amongst people they knew.
 - ii. In-Person Attendees used mostly Tik Tok. They also noted that B-Real was a commonly used platform amongst younger people in their lives.
- 9. How do you get your election info?
 - a. Virtual Attendees said they used the voter guide and utilized multiple sources for independent online research. They also wanted us to consider that some people do less online research and know that interpersonal informational sharing is still widely used.
 - b. In-Person Attendees used the League of Women Voter's Easy Voter Guide and Cal-Matters website.
- 10. Do you vote in every election?
 - a. For both meetings the break-down of voter frequency was:
 - i. Always: 2
 - ii. Usually: 0
 - iii. Sometimes: 0
 - iv. Never: 0
- 11. How they heard about the event
 - a. Virtual Attendees heard about the event from an RCRC email.
 - b. In-Person Attendees heard about the event from a recent VAAC meeting.
- 12. Public Comment
 - a. Virtual Attendees did not have any public comment.
 - b. In-Person Attendees liked the interactive element of the meeting. They suggested using plain fonts for future PowerPoints and wanted us to consider collaborating with RCRC for Election Equipment Training for disability advocates.

Appendix D: Consultation Minutes

Bilingual and Non-English Language Voter VCA Consultation

Humboldt County Office of Elections & Voter Registration

2426 6th Street, Eureka, CA 95501-0788

AGENDA

1. An Introduction to the Voter's Choice Act Format
 - a. In all meetings, the same Introduction to the Voter's Choice Act video was shown.
2. Review Elements of the EAP
 - a. Feedback on Drop Box and Vote Center locations
 - i. Attendees in our Virtual Meeting wanted us to consider schools in Eureka, Fortuna, Rio Dell and Arcata. The Centro del Pueblo hub in Arcata, The Humboldt County Family Resource Centers, Paso a Paso and Medical Centers like Open Door Community Centers
 - ii. Attendees at our In-Person Meeting wanted us to consider College of the Redwoods, the Arcata Transit Center/Crabs Field, the Bayshore Mall, Cal-Poly Humboldt or a pop-up location in Old Town.
3. Vote Center Worker Training and Recruitment
 - a. Training
 - i. Virtual Attendees wanted us to give some information on our current training, so we briefly discussed our machine training, our trainings on the elections process, what help we got from the SOS and our post-election worker surveys. Once we discussed our current processes, they asked us to consider virtual trainings after work hours and on weekends in addition to in-person trainings. They also recommended that we always have translation services available for voters.
 - ii. In-Person Attendees wanted us to consider formal vs. casual translations that some community elders might be sensitive to when being helped.
 - b. Recruitment:
 - i. Virtual Attendees wanted us to consider CUNA, Centro del Pueblo, NAACP, Black Humboldt and New Hmong Rising Association as well as the Promotores Network and Latino Net.
 - ii. In-Person Attendees did not have any specific examples of places to recruit bilingual Vote Center workers.
4. Best Avenues for Outreach
 - a. Virtual Attendees suggested traditional channels such as radio announcements on stations Radio Centro as well as social media outreach like Facebook. They

also suggested reaching out to local non-profits like NorCAN (Northern California Association of Non-Profits), Humboldt Network of Family Resource Centers, New Rising Hmong Association, NAACP, Black Humboldt and Scholars without Borders.

- b. In-Person Attendees suggested more traditional media outlets like Redheaded Blackbelt, North Coast Journal, Savage Henry, Lost Coast Outpost and the Mad River Union. They also suggested some radio and TV like Access Humboldt and KHSU and said that physical flyers in local gathering spots are still useful.
5. Past Voting Barriers
 - a. Virtual Attendees mentioned time, transportation, unreachable locations and work obligations being barriers to voting. They also mentioned the concern of needing current ID to vote as a potential barrier to those who did not have it.
 - b. In-Person attendees did not name any specific concerns over past voting barriers.
6. Feedback from people who use public transportation: where is easy to get to?
 - a. Virtual Attendees mentioned that transit travel taking too long was a common issue. They also inquired about having free fares for the elections window.
 - b. In-Person Attendees did not mention any issues but said that having 11 days would be helpful.
7. Vote Method Preferences
 - a. For both meetings the break-down of vote preferences were:
 - i. By Mail: 3
 - ii. Drop Box: 0
 - iii. In-Person: 2
8. Current Outreach
 - a. Do you use Social Media?
 - i. Virtual Attendees split into 2 social media users and 1 television only user.
 - ii. In-Person Attendees had only 1 Facebook user.
9. How do you get your election info?
 - a. Of our Virtual Attendees 1 uses television and print only with little to no online research, 1 watches livestreams and Tik Tok. 1 utilizes interpersonal research and online news (CalMatters & Lost Coast Outpost). They wanted us to note Cal-Poly Humboldt's Political Science department has an election working group that discusses issues.
 - b. Of the In-Person Attendees 1 uses a mix of candidate websites, websites of affiliate organizations, interpersonal discussions and information found at places like university multi-cultural centers and the Veteran's Hall.
10. Do you vote in every election?
 - a. For both meetings the break-down of voter frequency was:
 - i. Always: 2

- ii. Usually: 2
- iii. Sometimes: 1
- iv. Never: 0

11. How did you hear about this event?

- a. Of in Virtual Attendees 3 found out from work colleagues at the Humboldt County Office Education and Cal-Poly Humboldt. 1 found out from attending a Juneteenth community event our office attended.
- b. Of In-Person attendees say they found this event through event flyers at local coffee shops, College of the Redwoods and the Cal-Poly Humboldt bus shelter.

12. Public Comment

- a. Virtual: Consider having translation for the EAP when it's posted online, consider a translation device at vote centers.
- b. In-Person: NA

Appendix E: Criteria Used for Siting Vote Centers and Ballot Drop-Off Box Locations

E-1. Map of Public Transit Stops

E-2. Map of Vote by mail Usage

E-3. Map of Population Centers

E-4. Map of Language Minority Communities

E-5. Map of Disability Community

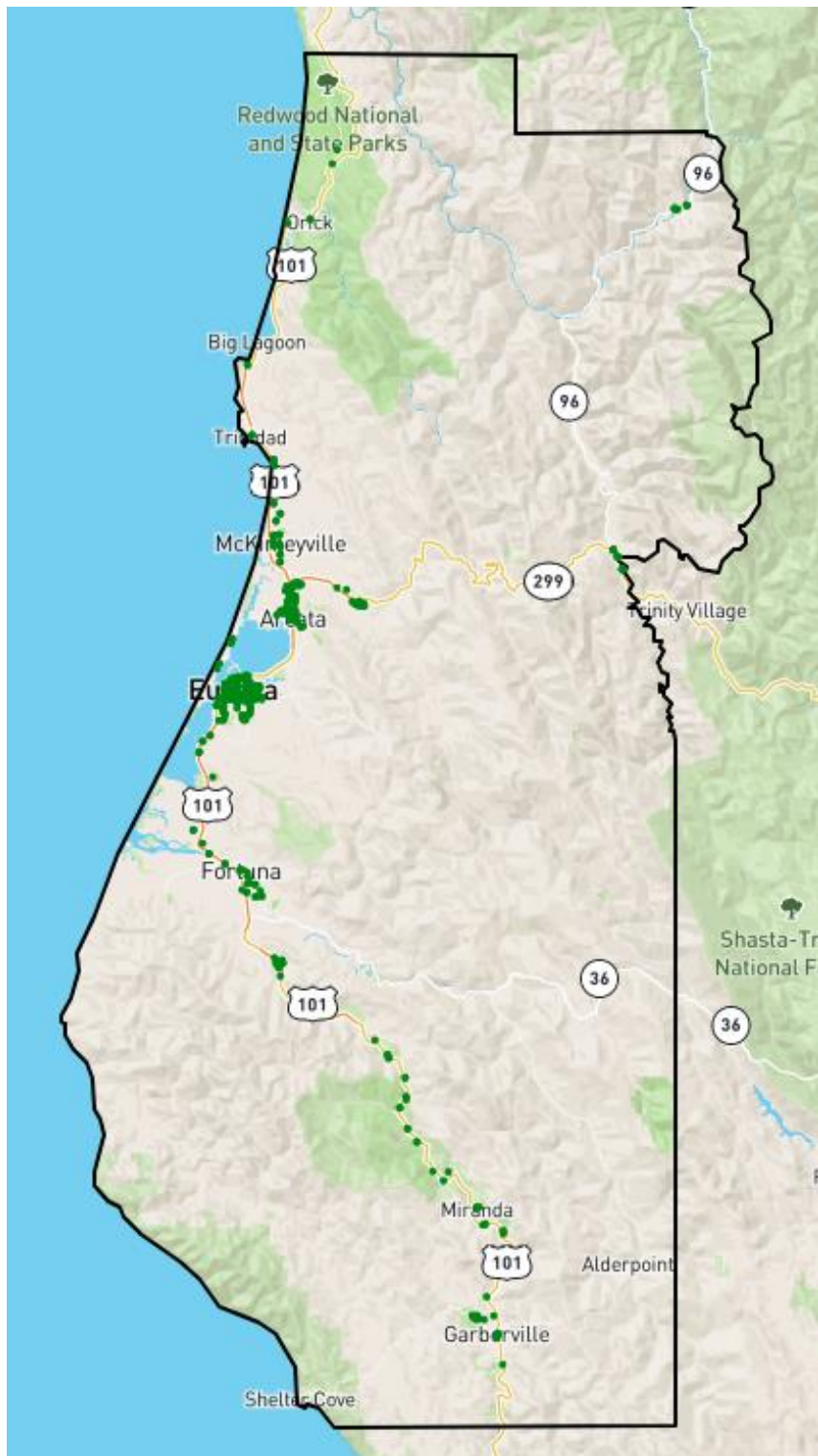
E-6. Map of Low Vehicle Ownership

E-7. Map of Population in Poverty

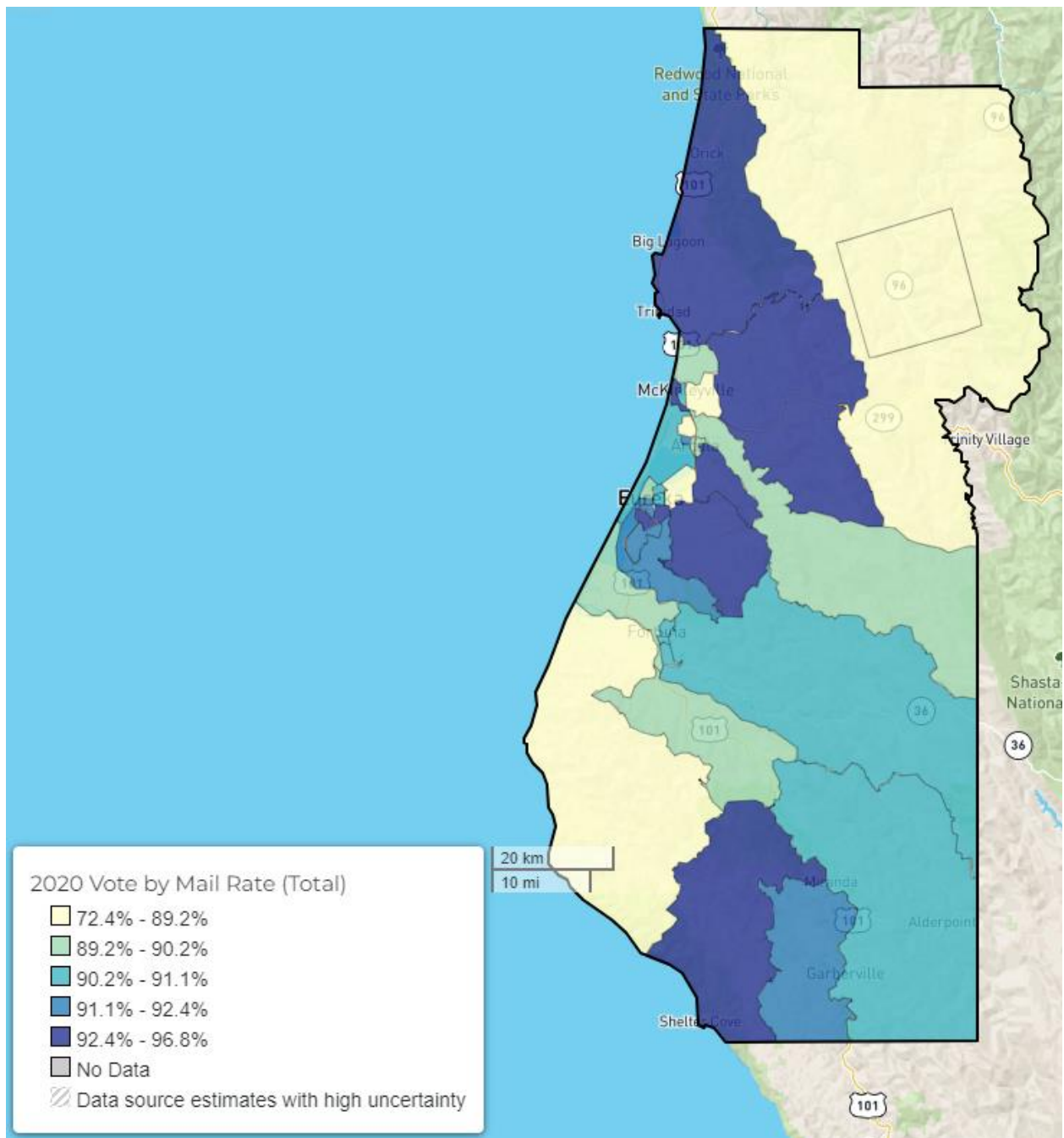
E-8. Alternate Vote Center Locations

Maps E1-E7 were generated by the Center for Inclusive Democracy (CID)

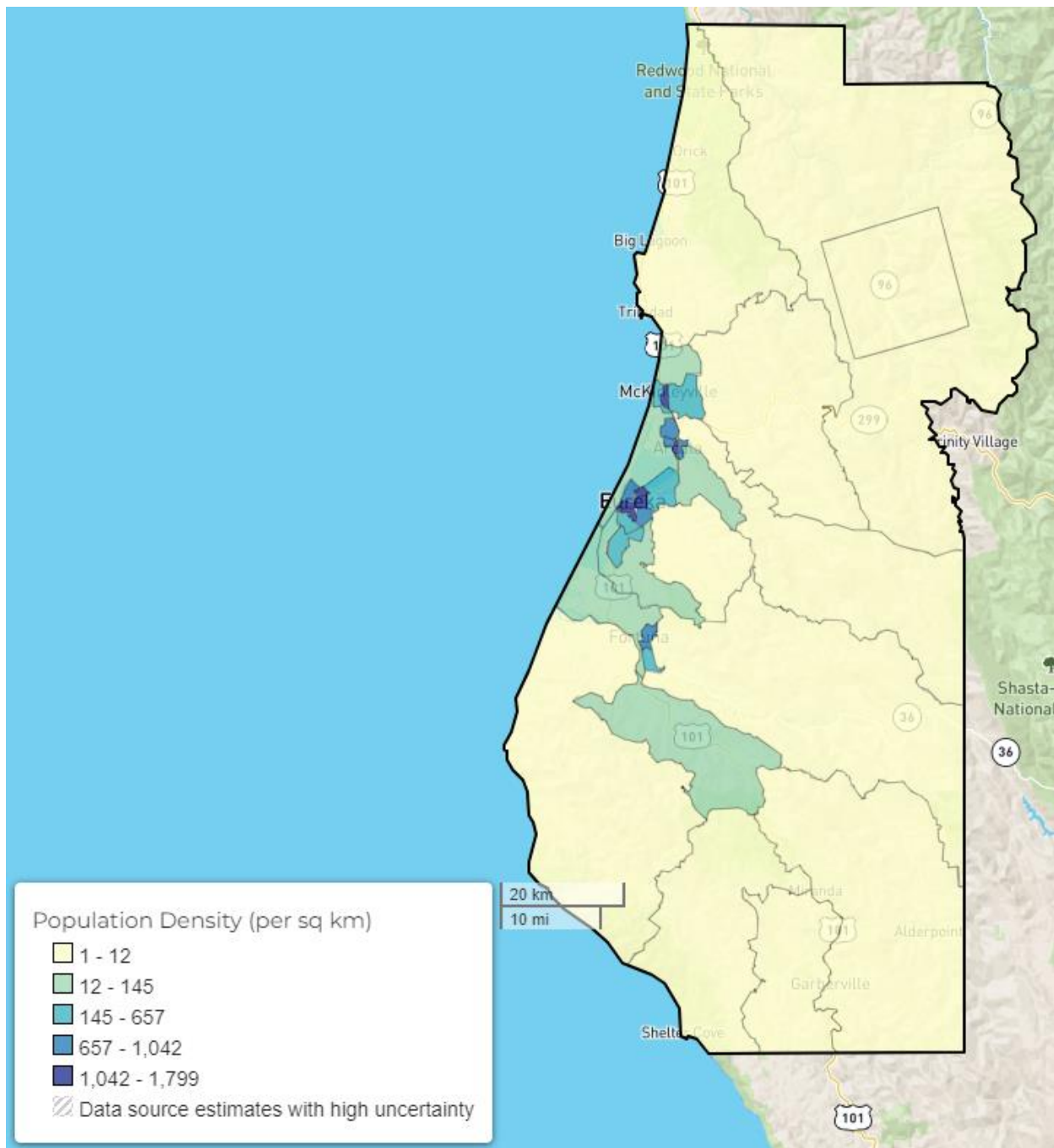
E-1. Map of Public Transit Stops



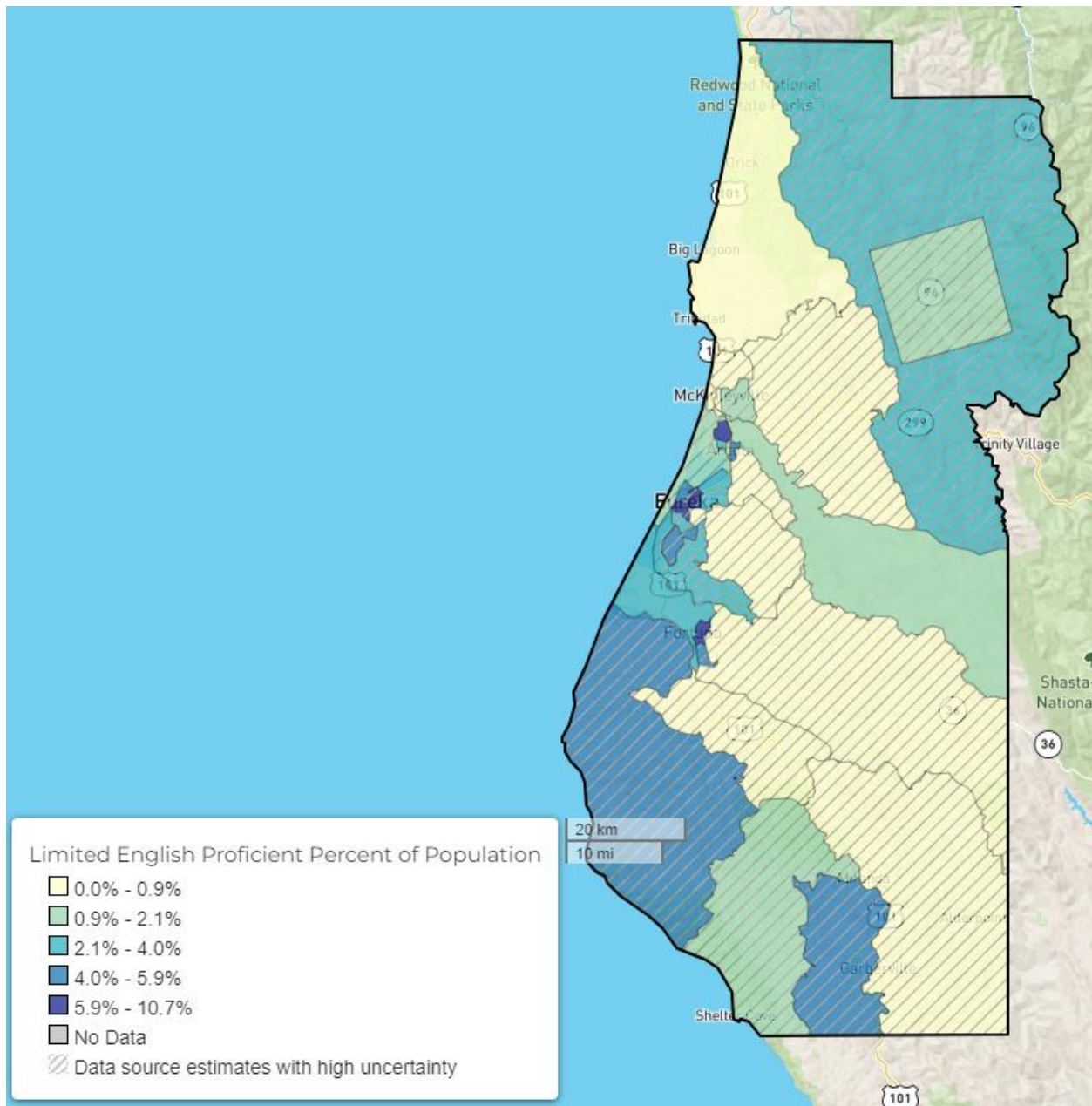
E-2. Map of Vote by mail Usage



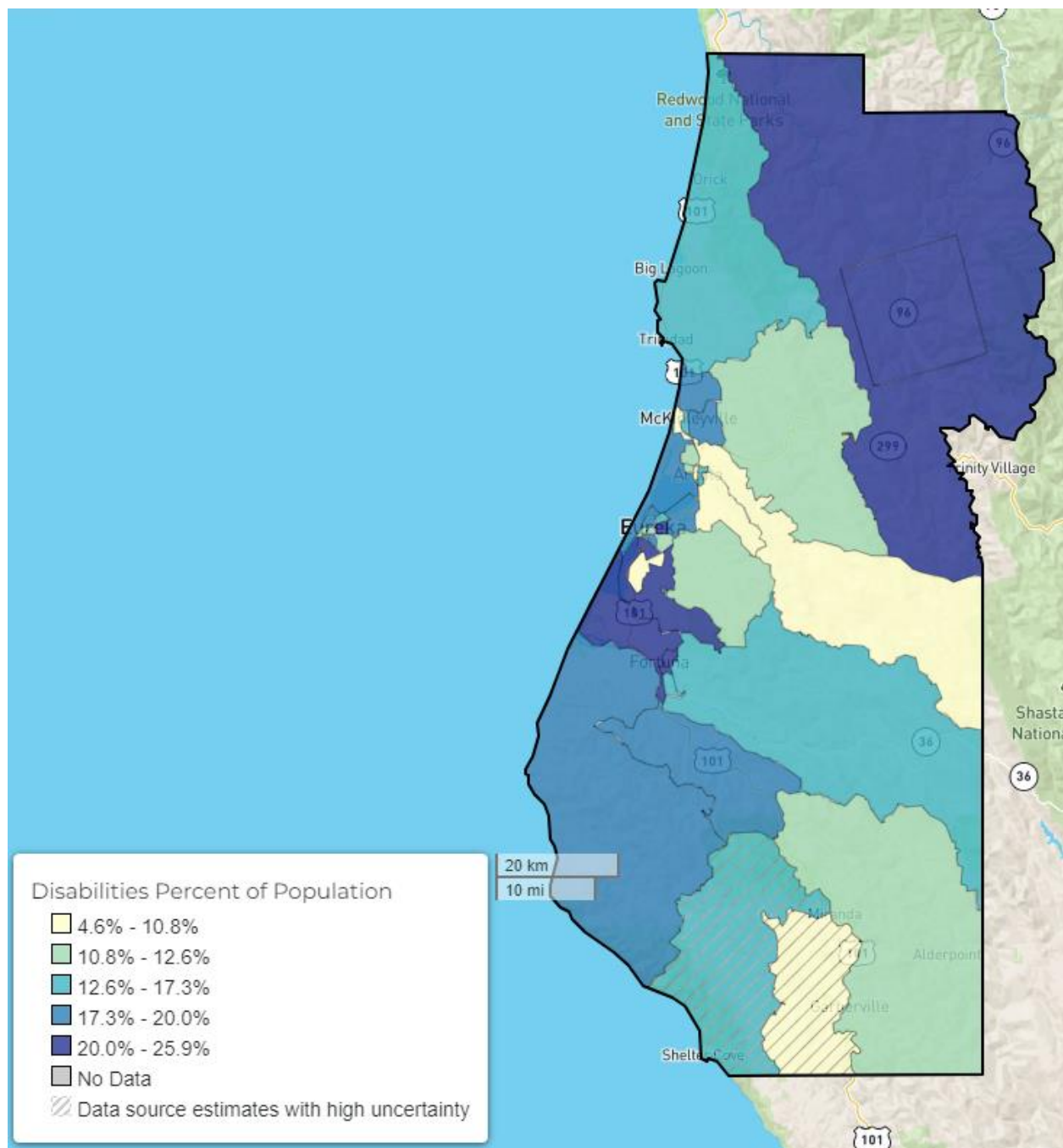
E-3. Map of Population Density



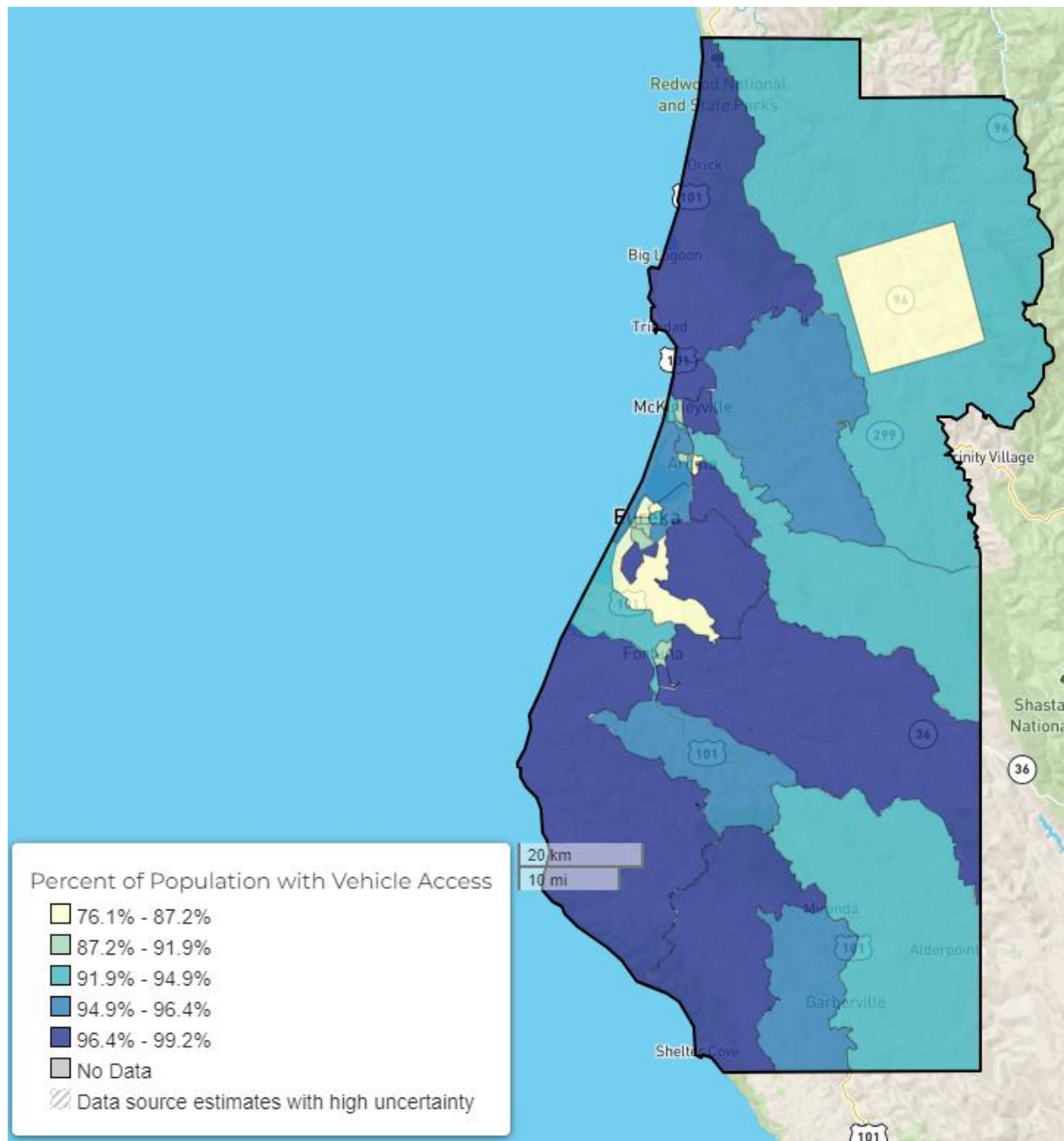
E-4. Map of Language Minority Population



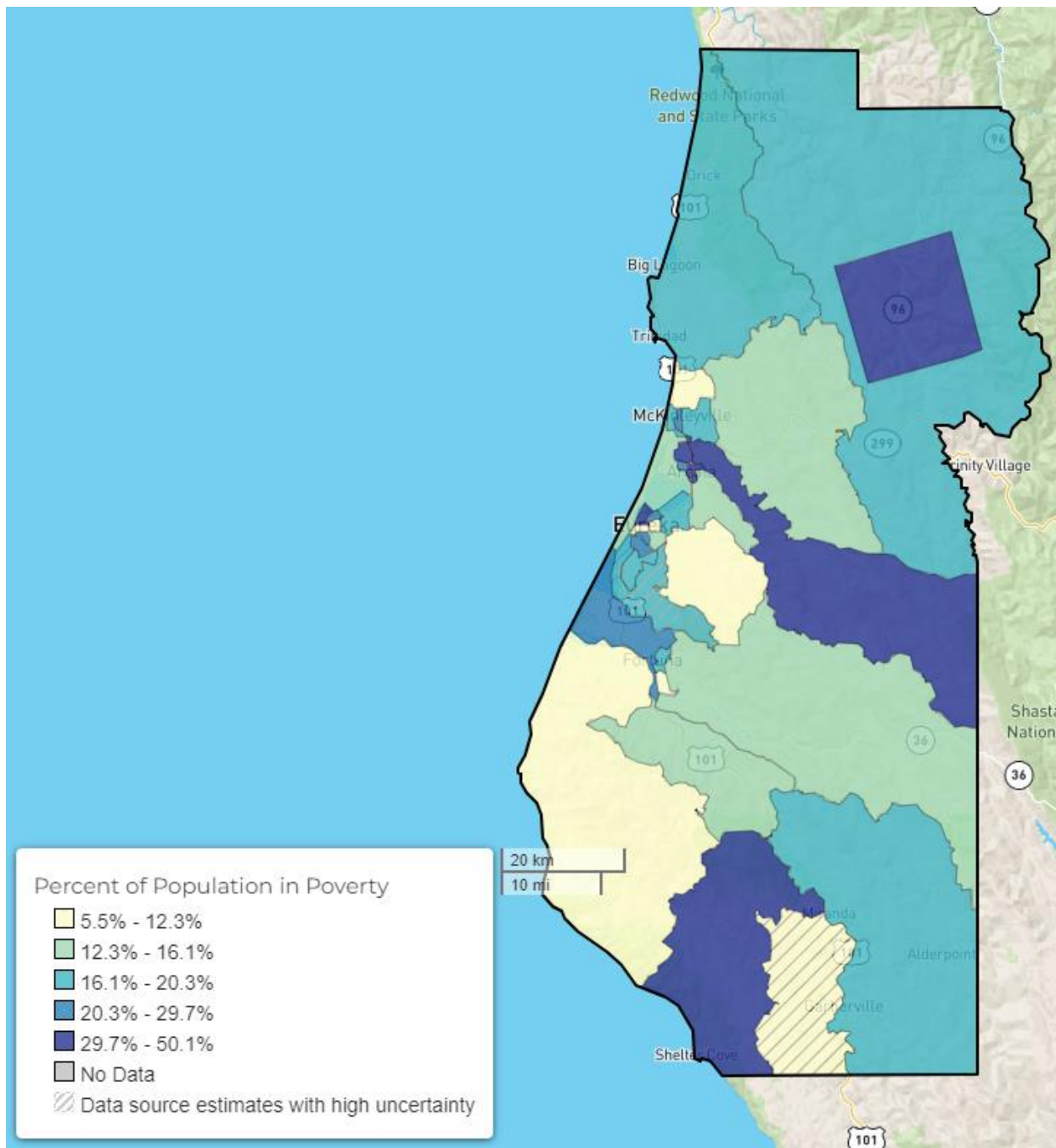
E-5. Map of Disability Population



E-6. Map of Vehicle Ownership



E-7. Map of Population in Poverty



E-8. Alternate Vote Centers

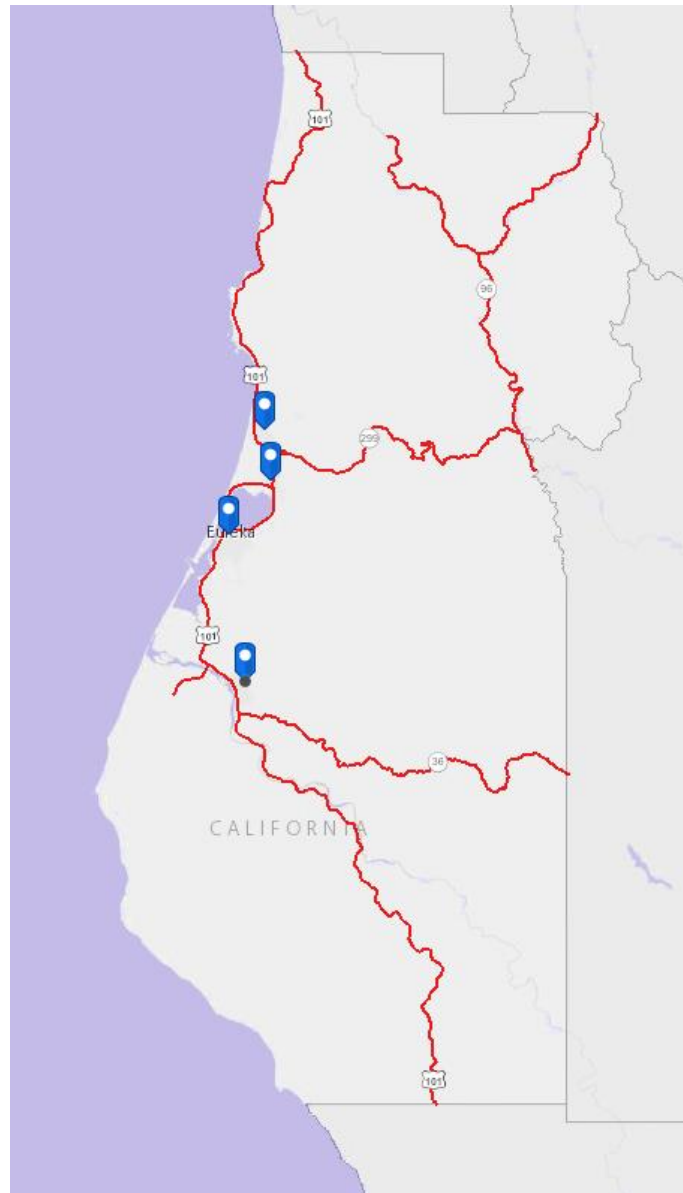


Figure 4. Map of Alternate Vote Center Locations in Humboldt County

The Office of Elections has secured additional backup vote centers that will be used in the event a vote center becomes unavailable.

McKinleyville

Azalea Hall

1620 Pickett Rd

Arcata

Arcata Veterans Memorial Building

1425 J Street (Accessible w/ Mitigation)

Eureka

Eureka Veterans Memorial Building

1018 H Street

Fortuna

Gene Lucas Community Center

3000 Newburg Road

Appendix F: Graphic of Vote Center Design and Layout

Each vote center will be equipped with three (3) Hart Intercivic Verity Touch Writer accessible ballot marking devices (BMDs).

Appendix G: Potential Disruptions and Responses

The Office of Elections provides instructional training and written procedures to guide vote center staff in the event of emergency. In the event a vote center becomes non-operational due to fire, earthquake, or power outage, the Office of Elections will contact the vote center staff affected. The vote center team leader will contact remaining team members in real-time to provide information about work assignments, relocations, and any other changes or important information about their assignment, team, and vote center.

Non-Operational Due to Fire

If a fire makes a vote center inaccessible, an alternate vote center will be assigned. If possible, signage will be placed outside of the non-operational vote center to notify voters of the location change.

Fire Occurs Prior to Voting Beginning

The Office of Elections will contact the team leader of vote centers affected to provide information about the alternate vote center and make arrangements for voting equipment and supplies to be delivered to the alternate vote center location. The vote center team leader will contact remaining team members in real-time to provide information about work assignments, relocations, and any other changes or important information about their assignment, team, and vote center. The Office of Elections will provide press releases to the public for any changes in vote center locations and how to access voting services.

Fire Occurs During Voting

If a fire occurs during voting days, put safety first. Contact 9-1-1 first, then contact the Office of Elections immediately on the emergency hotline. If the vote center must be evacuated, the vote center team leader will work with emergency personnel to ensure everyone gets out of the facility safely. If there is no imminent danger to personal safety, the team leader should attempt to protect the integrity of the voting process, voting equipment, and voting materials, to the extent possible by doing the following:

- Call the Office of Elections on the emergency hotline for immediate instructions.
- Record the public counter numbers on each voting machine.
- Unplug voting machines and move them to a safe location.
- Gather and secure the ballot box containing voted ballots, roster binders, team binder, and other equipment and move it to a safe location.
- If possible, all materials should be removed in teams of two (2).

Document the Event

If it is safe to do so, a member of the leadership team should complete an accident/incident report documenting the event. If any voting equipment was damaged, complete a voting equipment incident report form documenting the damage.

Non-Operational Due to Earthquake

If an earthquake occurs and makes a vote center inaccessible, an alternate vote center will be assigned. If possible, signage will be placed outside of the non-operational vote center(s) to notify voters of location changes.

Earthquake Occurs Prior to Voting Beginning

The Office of Elections will contact the team leader of vote centers affected to provide information about the alternate vote center and make arrangements for voting equipment and supplies to be delivered to the alternate vote center location(s). The vote center team leader will contact remaining team members in real-time to provide information about work assignments, relocations, and any other changes or important information about their assignment, team, and vote center. The Office of Elections will provide press releases to the public for any changes in vote center locations and how to access voting services.

Earthquake Occurs During Voting

If an earthquake occurs during voting days, put safety first. Do not evaluate the effects of the earthquake on the facility unless it is safe to do so. If the earthquake causes injury or property damage, contact 9-1-1 first, then contact the Office of Elections immediately on the emergency hotline.

If the vote center must be evacuated, the vote center team leader will work with emergency personnel to ensure everyone gets out of the facility safely. If there is no imminent danger to personal safety, the team leader should attempt to protect the integrity of the voting process, voting equipment, and voting materials, to the extent possible by doing the following:

- Call the Office of Elections on the emergency hotline for immediate instructions.
- Record the public counter numbers on each voting machine.
- Unplug voting machines and move them to a safe location.
- Gather and secure the ballot box containing voted ballots, roster binders, team binder, and other equipment and move it to a safe location.
- If possible, all materials should be removed in teams of two (2).

Document the Event

If it is safe to do so, vote center team leader will complete an accident/incident report documenting the event. If any voting equipment was damaged, complete a voting equipment incident report form documenting the damage.

Unplanned Power Outage

If an unplanned power outage occurs, vote centers may remain open. Vote center teams would use emergency pre-printed ballots and have voters deposit them into the ballot box. Voting equipment (Scan, Touch Writers, and Ballot On-Demand) have a two-hour battery backup. Printers that serve the Touch Writers and Ballot On-Demand are connected to an uninterrupted power supply (UPS) battery backup unit that provides two (2) hours of uninterrupted power.

Power Outage Occurs Prior to Voting Begins

The Office of Elections will contact the team leader of voter assistance centers affected to provide information about whether the vote center will remain open or be directed to an alternate location and arrange for voting equipment and supplies to be delivered to the alternate vote center location. The Office of Elections will provide press releases to the public for any changes in vote center locations and how to access voting services.

Power Outage Occurs During Voting

If a power outage occurs during voting days, put safety first. If the power outage causes injury or property damage, contact 9-1-1 first then contact the Office of Elections immediately on the emergency hotline. Even if no injuries or damage are caused by the power outage, contact law enforcement on a non-emergency phone number, then Office of Elections.

Document the Event

The vote center team leader will complete an accident/incident report documenting the event. If any voting equipment was damaged, complete a voting equipment incident report form documenting the damage.

Planned Public Safety Power Shutoff

If a planned public safety power shutoff (commonly known as PSPS) occurs, vote centers may remain open. Vote center teams would use emergency pre-printed ballots and have voters deposit them into the ballot box. Voting equipment (Scan, Touch Writers, and Ballot On-Demand) have a two-hour battery backup. Printers that serve the Touch Writers and Ballot On-Demand are connected to an uninterrupted power supply (UPS) battery backup unit that provides two (2) hours of uninterrupted power.

The Office of Elections will contact team leaders of vote centers affected to provide information about whether the vote center will remain open or be directed to an alternate vote center

location, and make arrangements for voting equipment, ballots, and supplies to be delivered to the alternate vote center location. The Office of Elections will provide press releases to the public for any changes in vote center locations and how to access voting services.

Emergency at the Vote Center

Please put safety first. If a medical issue or life-threatening emergency occurs, or if de-escalation is unsuccessful, contact law enforcement at 9-1-1. Then contact the Office of Elections immediately on the emergency hotline to report the emergency.

Vote center team binders also include an emergency contact and resource list by geographical region.

If the vote center must be evacuated, the vote center team leader will work with emergency personnel to ensure everyone gets out of the facility safely. If there is no imminent danger to personal safety, the team leader should attempt to protect the integrity of the voting process, voting equipment, and voting materials, to the extent possible by do the following:

- Call the Office of Elections on the emergency hotline for immediate instructions.
- Record the public counter numbers on each voting machine.
- Unplug voting machines and move them to a safe location.
- Gather and secure the ballot box containing voted ballots, roster binders, team binder, and other equipment and move it to a safe location.
- If possible, all materials should be removed in teams of two (2).

Inaccessible Election Night Drop-Off Location

If an Election Night ballot drop-off location becomes inaccessible, contact the Office of Elections immediately on the election emergency hotline. If an Election Night ballot drop-off location becomes inaccessible and vote center teams cannot drop off ballots and voting equipment, the two (2) team members transporting ballots and voting equipment should bring them directly to the Office of Elections (2426 6th Street, in Eureka).

Voter Intimidation

Voter intimidation is illegal and is a serious offense. It is a felony if any person “makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation” to compel any other person to vote or refrain from voting, refrain from voting for any particular person or measure at any election; or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure. (Elections Code, § 18540)

While acts of voter intimidation may happen in and around a vote center (immediate vicinity), they may occur anywhere. Examples of voter intimidation may include:

- Blocking access to vote centers.
- Threatening criminal action against voters.
- Presenting false information about voter eligibility requirements, including criminal consequences for voting (e.g. credit card debt, arrest warrant checks).
- Harassing or threatening behavior, including aggressive questioning of voters based on a person's race, gender identity, or aggressively questioning voters about their citizenship, criminal record, or other qualifications to vote.
- Challenging voters' right to vote.
- Presenting false information to voters about the voting process and requirements, including the ability to speak English, or the need to present certain types of photo identification.
- Assault, battery, threats of violence, brandishing of weapons.

[Security Guards, Law Enforcement and Firearms](#)

It is a felony for any person to possess a firearm at a voting location or in the immediate vicinity of a vote center. Similarly, it is illegal for any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel to be stationed at or in the immediate vicinity of a voting location without written authorization of the elections official. (Elections Code, § 18544)

Additionally, it is also a felony for any person or entity to hire or arrange for the prohibited activity in Elections Code, § 18544. (Elections Code, § 18545) Note: These prohibitions do not in any way prevent a law enforcement officer or an unarmed, uniformed security guard from voting.

Shirts, hats, or other displays that indicate a person is with "Election Security" or "Ballot Security" or apparel or accessories with any semblance of a logo or display that might be confused with any private guard or security company or government agency are prohibited. This includes voters, observers and as well as those not there to vote.

[Election Worker Response to Voter Intimidation](#)

If election workers observe voter intimidation at a vote center, contact law enforcement on a non-emergency phone number, then Office of Elections. The vote center team leader will request the intimidator to leave the property. If the intimidator is a voter waiting to vote, inform the voter that if they do not stop intimidating voters they will have to leave.

Election Worker Response to Escalation

Put safety first. If the situation escalates and de-escalation is unsuccessful, contact law enforcement at 9-1-1 then contact the Office of Elections immediately on the emergency hotline.

Reporting Voter Intimidation

If voter intimidation occurs at the vote center, complete an incident report form providing as much detail as possible about the events that occurred. If possible, the team leader will take a picture of the complete incident report and email or text the report to the Office of Elections. Incidents will be forwarded to the California Secretary of State.

Appendix H: Budget and Expected Costs and Savings

Budget Allocations

County of Humboldt			2023-24	2022-23
1100140 - Elections			Budget	Actual
Expenditures				
01 Salaries & Employee Benefits				
	1100	Salaries And Wages	158,508.00	131,568.00
	1400	Extra Help	110,640.00	103,260.00
	1450	Unemployment Insurance	582.00	343.00
	1460	Overtime	15,000.00	24,092.00
	1470	Health Insurance	38,620.00	19,856.00
	1471	Life & Air Travel Insurance	96.00	86.00
	1472	Dental Insurance	2,376.00	1,273.00
	1500	Retirement	54,113.00	41,484.00
	1510	PARS Contribution	3,597.00	
	1600	FICA/Medicare/OASDI	20,586.00	13,595.00
	1700	Workers' Compensation	11,904.00	3,453.00
	Total Salaries & Employee Bene		416,022.00	339,010.00
02 Services and Supplies				
	2117	Office Expense	90,000.00	71,858.00
	2118	Professional & Special Service	12,600.00	21,186.00
	2119	Publications & Legal Notices	7,000.00	6,568.00
	2123	Special Departmental Expense	390,747.00	525,437.00
	2125	Transportation & Travel	10,000.00	6,776.00
	2148	Computer Software	84,000.00	113,073.00
	Total Services and Supplies		594,347.00	744,898.00
	Total Expenditures		1,010,369.00	1,083,908.00

Figure 5. A spreadsheet comparing the office's 2022-23 Actual Expenditures against the 2023-24 Budget.