



# Registrar of Voters COUNTY OF TULARE AGENDA ITEM

## BOARD OF SUPERVISORS

KUYLER CROCKER  
District One

PETE VANDER POEL  
District Two

AMY SHUKLIAN  
District Three

EDDIE VALERO  
District Four

DENNIS TOWNSEND  
District Five

**AGENDA DATE:** January 29, 2019 - REVISED

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
CONTACT PERSON: Stephanie Hill    PHONE: 624-7300		

**SUBJECT:** Approve an agreement with the State of California, Secretary of State

**REQUEST(S):**

That the Board of Supervisors:

1. Approve an agreement with the State of California, Secretary of State in the amount of \$25,000 for reimbursement of funds for items related to the Help America Vote Act (HAVA) for county efforts to improve cyber security and infrastructure on a retroactive basis effective January 2, 2019 through June 30, 2021.
2. Find that the Board has the authority to enter into the proposed agreement as of January 2, 2019, it is in the County's best interest to enter into the agreement on that date.
3. Authorize the Chairman of the Board to sign four (4) copies of the Agreement.
4. Approve the necessary budget adjustments per the attached AUD 308 (4/5ths vote required).

**SUMMARY:**

The State of California, Secretary of State is offering reimbursement of funds for county efforts to improve cyber security and infrastructure to be administered by the U.S. Elections Administration Commission that comply with the requirements of HAVA Section 101 for the improvement of the administration of elections. The Election Assistance Commission (EAC) awarded the State of California \$34,558,874, to assist with activities to the administration of elections. Tulare County was allotted \$25,000.

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**DATE:** January 29, 2019

In order to be reimbursed, the County must conduct privacy and security awareness training for all staff utilizing the county voter registration and election information systems including cyber security best practices. The State is also allowing for reimbursement funds for the following: conducting security assessments; third party software and/or hardware in support of improving the county's cyber security capabilities related to VoteCal; software, hardware or consulting services and/or any associated IT installation directly related to cyber security risks; physically securing servers hosting county voter registration and election information system; properly updating and hardening servers hosting the county voter registration and election information systems; establishing, maintaining and participating in the dedicated VoteCal County Test Environment (CTE); services to improve security practices and documentation; monitoring systems and application to prevent and detect data breaches or fraud.

This agreement is retroactive due to the state not notifying our department of the award until mid-December 2018. Therefore, time did not allow for review by County Counsel and submittal to the Clerk of the Board to meet the States deadline. The following terms deviate substantively from the standard County boilerplate. First, the contract requires the County to unilaterally indemnify the state. Second, the contract requires the County to continue performing its responsibilities under the contract even if the County has a dispute with the state about the contract.

**FISCAL IMPACT/FINANCING:**

As a result of receiving additional revenue allocated by the Secretary of State from Help America Vote Act (HAVA) funding, the attached AUD 308 requests revenue and expenditure increases totaling \$25,000. This funding is authorized to be used for county cyber security and infrastructure improvements.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's Five-year Strategic Plan includes the Organization Performance Initiative to continuously improve organizational effectiveness and fiscal stability. Approving an agreement with the State of California to accept grant funding helps fulfill this initiative by ensuring that staff is well trained in the area of cyber, privacy and security awareness, and the department has the equipment, materials, and educational information to get the job done.

**ADMINISTRATIVE SIGN-OFF:**

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Michelle Baldwin  
Registrar of Voters

cc: County Administrative Office

Attachment(s) Agreement  
AUD 308

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVING )  
AN AGREEMENT WITH THE STATE OF ) Resolution No. \_\_\_\_\_  
CALIFORNIA, SECRETARY OF STATE ) Agreement No. \_\_\_\_\_  
)

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JASON T. BRITT  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

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2. Found that the Board had the authority to enter into the proposed agreement as of January 2, 2019, it was in the County's best interest to enter into the agreement on that date.
3. Authorized the Chairman of the Board to sign four (4) copies of the Agreement.
4. Approved the necessary budget adjustments per the attached AUD 308 (4/5ths vote required).

**AUD-308 - Budget Adjustment Form**

8:46 AM

01/04/19				7/19		2019	
Date		Document ID Number		Accounting Period		Budget Fiscal Year	

Registrar of Voters				Chantele Tactacan	624-7310	
Agency Name				Contact Person	Phone	Extension

Action** A,C,D	Fund	Dept	Appr #	LEVEL 1 Finish Here			Current Amount	Revised Amount	Inc / Dec Amt	
C	001	088	088SSUP				936,198	961,198	25,000	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
<b>Appropriations Total</b>							<i>Need Not Equal Zero</i>	<b>936,198</b>	<b>961,198</b>	<b>25,000</b>

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt
C	001	088		2550		5054		35,000	60,000	(25,000)
C	001	088	088SSUP	2550	7088			30,000	55,000	25,000
										-
										-
										-
										-
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										-
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										-
<b>Line Total</b>							<i>Must Equal Zero</i>	<b>\$ 65,000</b>	<b>\$ 115,000</b>	<b>\$ -</b>

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

Reimbursement of funds from the State of California for new HAVA agreement

Michelle Baldwin  
Affected Dept Head Signature

\_\_\_\_\_  
Other Affected Dept Head Signature

Checked By: \_\_\_\_\_  
 County Executive Office Action: No. \_\_\_\_\_ Date: \_\_\_\_\_  
 ( ) Approved ( ) Disapproved  
 By: \_\_\_\_\_  
 Board of Supervisors Action: No. \_\_\_\_\_ Date: \_\_\_\_\_

Entered By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Distribution: 1: BOS/CAO/Auditor

\*\* Action Codes: A=Add, C=Change, D=Deactivate  
 \* Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, except for ISFs  
 \* Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa  
 \* Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa