



To: Board of Supervisors  
From: Birgitta Corsello, County Administrator  
Date: November 4, 2015  
Subject: Significant Issues Update

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### **1) County Administrator's Update on Contracts**

The County Administrator signed the following contracts of significance since the last Significant Issues update:

- Department of Child Support Services, a contract with Universal Building Services (UBS), to provide janitorial services for 431 and 435 Executive Court North in Fairfield, CA, \$27,556, from July 14, 2015 to September 13, 2016.
- Human Resources Department, a contract with UC Davis Extension, to provide leadership and training classes as part of the Solano County Leadership Academy, \$34,200, from September 2, 2015 to June 30, 2016.
- Department of Child Support Services, a contract with Center for the Support of Families, to provide training for up to 66 DCSS staff on collaborative negotiations / alternative dispute resolution, \$33,000, from October 1, 2015 to December 1, 2015.
- Department of Health and Social Services, a contract with the Solano Coalition for Better Health, to help facilitate the completion of a Community Health Needs Assessment, \$35,562, from August 15, 2015 to June 30, 2016.
- Department of Information Technology, a contract with Cherry Road Technologies, Inc., to prepare the County for "Go Live" of the PeopleSoft Human Capital Management (HCM) Upgrade and provide post production support after the HCM upgrade is live, \$37,216, from September 1, 2015 to June 30, 2016.
- Department of Child Support Services, a contract with Laboratory Corporation of America Holdings (LabCorp), to provide genetic testing services to establish paternity, \$45,000, from October 1, 2015 to September 31, 2018.

### **2) Statewide Voter Registration System**

Beginning in 2006, California has been developing and working on a solution to the 2002 requirements for the Help America Vote Act to implement a Statewide Voter Registration System. In 2012 the Secretary of State contracted with CGI and chose five counties to pilot the system, including Eldorado, Mendocino, Orange, Sacramento and Solano. The primary goal of the system is to allow counties to maintain their local Election Management Systems while integrating them to the statewide database for near real-time transactions.

Additionally, the state created a joint Business Process Committee to identify business process changes that the new system would implement and to make design changes as necessary to reduce impact on all counties. Assistant Registrar of Voters (ROV) John Gardner represents Solano County and is the committee chair. Through these efforts, Solano County has become one of the first two Data Information Management Systems (DIMS) counties to go-live on the statewide system.

Now that the County is connected to the state, Solano voter records are checked against the Department of Motor Vehicles, Social Security Administration, Department of Corrections, Vital Statistics and other counties' data - all in real time. Additionally, duplicate records that achieve a high-confidence match threshold locally or statewide will be automatically processed and updated with current voter information, reducing the manual effort by the ROV.

Solano's work on this project isn't over. Counties will continue to join the system each month until March, 2016. During this time, Solano will be working with the state to conduct a mock election, establish additional performance measures and working out details with National Change of Address changes. These efforts work to protect confidential voter status by implementing registration blackout periods – ensuring counties are successful in the 2016 Presidential Election.

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### **3) Registrar of Voters Vote by Mail Processing Space**

The Registrar of Voters (ROV) and the County Administrator's Office (CAO) have evaluated the space needs for ROV's Vote by Mail process, poll worker training and overall meeting space / public access to facilities. Regarding the Vote by Mail ballot processing, it has been determined that the best way to balance the competing needs of the County for conference room space, specifically in the short-term, is to maintain ROV operations in the existing floor space on the sixth floor of the County Administration Center at 675 Texas Street in Fairfield through the 2016 Presidential Election cycle. This location will house both the new and old processes within the same physical space, thus reducing operational risks during the two critical 2016 elections. After the 2016 cycle, ROV will work with the CAO to relocate to a permanent location.

In addition, ROV has reviewed its election poll worker training needs. By keeping its Vote by Mail processes on the sixth floor, ROV can limit room utilization to the multipurpose rooms and employee café to meet the required training needs, thus reducing the time needed to 10 calendar days per year, including two weekends of classes. Incorporating ROV's new on-line poll worker training program will also play a critical role in helping the department achieve these goals.

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### **4) County Workplace Giving Campaigns**

Currently the County participates in two annual workplace giving campaigns, the United Way and the Food Fight Challenge with Contra Costa County.

The United Way Campaign, as a federation charity (A federation is a non-profit organization that represents a number of charities in the workplace.), allows employees to designate monthly payroll deduction pledges for one year (January – December) or a one-time contribution to a charity of the employee's choice listed under the federation's affiliates. The annual Food Bank campaign is monetary

donations with all gifted funds staying in the respective county where donations were received to assist those in need within our local communities.

The County was recently approached by Community Health Charities of California to be considered as another giving opportunity for employees. Community Health Charities is a charity federation that operates similar to the United Way, but with a focus on health charities. They support more than 50 non-profit health charities with a focus on fighting life-threatening illness and disease, all while improving the quality of life for patients and families. This charitable opportunity gives employees the option of giving to the health cause of their choice. These health charities are important to Solano County employees and are not part of the United Way federation affiliates.

Additionally, several other local non-profit independent organizations, also not part of the United Way federation, have approached the County to be considered as part of the County's annual workplace giving campaign. While there is not sufficient time to put a different workplace giving campaign in place for this year, primarily due to the financial and payroll systems upgrades that are currently underway, staff will be reviewing different charity organization options for the 2016 workplace giving campaigns. Once determined, staff will work with the Auditor-Controller's Office on expanding payroll deduction options for employees.

The goal is to have one Combined Charities Campaign to include additional giving opportunities for County employees, in addition to the annual Food Fight Challenge with Contra Costa County. A new workplace giving campaign model for 2016 is anticipated to be presented to the Board in April of 2016.

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## **5) Update on Regional Park System Evaluation Process**

On May 12, 2015, the Board approved contracting with Strategic Research Institute (SRI) to undergo preliminary research and analysis relating to the feasibility and public interest in establishing a regional park system in Solano County. At the same meeting, the Board appointed Supervisors Seifert and Vasquez to serve as a subcommittee to provide oversight of the process.

The effort began with the drafting of a list of community stakeholders that would be interviewed. The list was intended to represent various sectors of the community (agriculture, business, real estate, environmental and public health advocates, city managers, etc.) to get their input on various aspects of a regional park discussion, such as nature of the governance structure, funding mechanisms and properties that might be included in a regional park network. These interviews were conducted by SRI during August and early September. SRI has presented staff and the subcommittee with preliminary findings and recommendations as a result of those interviews.

The next phase of the effort is to develop a voter survey to gain further input from the general public on regional park issues and interest. SRI is currently working with staff and the subcommittee to develop the survey instrument. It is anticipated that a final draft of the survey will be complete by the end of October. Once there is agreement on final survey form and content, we anticipate the actual survey work will take about two weeks to complete. Based on this timeline, and the follow up work necessary to summarize results and findings, we are targeting December 8 to bring this matter back to the Board for discussion and recommendations for next steps

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