

GENERAL SERVICES ADMINISTRATION

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SUMMARY MEMORANDUM

TO: Chuck Iley, CAO

FROM: Jon Hopkins, GSA Director *Hop*

DATE: July 9, 2018

SUBJECT: Auditing Services for Elections Department

On July 3, 2018, staff began the process of looking into Audit services and reached out to five (5) individuals (provided by the Clerk/Recorder) to request their interest in performing post-election audit services for the Voter Registrar's Office; see list below. From our conversation the scope of services targeted evaluating and investigating the June 2018 election-related errors and to include recommendations for improved internal policies, procedures, practices, contingency plans and assisting in training and implementation. Staff became aware of audits performed for Calaveras County and Santa Clara Counties and inquired about the costs and procedures for their election audits.

Of the five individuals, we received information from one (1) individual, Deborah Seiler from Sacramento. Ms. Seiler performed an audit for San Mateo County in 2013 and has also worked for the Secretary of State. Ms. Seiler quoted costs of \$130.00 per hour for her services and \$50.00 per hour for travel time. She was willing to provide services but could not at this time provide a not-to exceed cost until a refined scope of work could be provided; however, her audit in 2013 cost the County \$34K spending 250 hours not including travel time.

Staff was also contacted by Ernie Hawkins with the Elections Center located in Elk Grove. His hourly rate is \$80.00 per hour. Mr. Hawkins provided Sacramento County with a review in 2016 and in 2007 he provided Calaveras County poll worker training. Sacramento County's review was let out to RFP for a contract price of \$114K, yet Mr. Hawkins believes that due to the size of our County an audit for us would be less.

List of contacts:

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| Jill LaVine | Sacramento County (no response) |
| Austin Erdman | San Joaquin County (no response) |
| Janice Atkinson | Sonoma Co (no response) |
| Steve Weir | Contra Costa Co (no response) |
| Deborah Seiler | Sacramento County |
| Ernie Hawkins | Elk Grove, CA; main office is in Texas |

Both parties were willing to respond to RFQ/RFP and/or negotiate a contract. Attached for reference is both of their portfolios.

When staff talked to Santa Clara County we discovered their audit in 2017 was conducted by the State Controller's Office but was initiated by Assemblyman Evan Low. The County did not pay for the audit. However, Santa Clara County did recommend Elections Center but stated they were expensive.

In addition, scope of services can include:

- Review and Analysis of Operational Issues
- Individualized Research Projects
- Legislative Impact Analysis
- Work Flow Design
- System Analysis and Deployment
- Voter Outreach
- Continuity of Operations Plan Development
- Financial Analysis
- Revenue Enhancement
- Campaign Reporting and Finance
- Procedural Development and Analysis
- Review for Compliance with Federal and State Law or Local Policy
- Key Personnel Recruitment
- Training for Poll Workers

Staff also reached out to the California State Auditor's office only to find that in order to request an audit one must submit a letter to the chair of Joint Legislative Audit Committee setting out the topic and potential scope of the requested audit.

Another possibly resource is Harvey M. Rose Associates, LLC located in San Francisco. They have actually performed audits for us before but for different matters, yet do perform election audits. The principal of the firm estimated \$50K to \$100K for an Audit for the size of our County.

Cc: Danielle Whitaker, GSA Fiscal Officer
Shantell Kinslee, Administrative Secretary
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