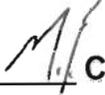


**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Poll Worker Recruitment and Training Grant – Certificate Regarding Matching Funds

DEPARTMENT: Supervisor of Elections **DIVISION:** _____

AUTHORIZED BY: Michael Ertel  **CONTACT:** Charlene Pike **EXT.** _____

Agenda Date <u>05/23/06</u> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Work Session <input type="checkbox"/> Briefing <input type="checkbox"/>
Public Hearing – 1:30 <input type="checkbox"/> Public Hearing – 7:00 <input type="checkbox"/>

MOTION/RECOMMENDATION:

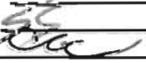
Approve and authorize the Chairman to execute the Certificate Regarding Matching Funds contained within the Memorandum of Agreement for Poll Worker Recruitment and Training Grant between the Florida Department of State and the Seminole County Supervisor of Elections; and, approve the coordinating budget amendment request.

BACKGROUND:

The 2005 Legislature appropriated \$3,000,000 to be distributed to supervisors of elections to assist with recruiting and training individuals as poll workers. Funds are distributed to each eligible supervisor of elections based on registered voters as of the 2004 General Election, as certified by the Department of State.

The amount allocated for Seminole County is \$70,252.37. For the grant to be received, the Chairman of the Board of County Commissioners must execute a Certificate Regarding Matching Funds, certifying the Board will provide matching funds of equal to 15%, which for Seminole County is \$10,537.85. The match will be funded by the Supervisor of Elections' current fiscal year budget.

Request the Board to approve and authorize the Chairman to execute the 'Certificate Regarding Matching Funds' [contained within the Memorandum of Agreement], and the coordinating budget amendment request.

Reviewed by:
Co Atty: _____
DFS:  _____
Other: _____
DCM: _____
CM:  _____
File No. _____

2006-R-

BUDGET AMENDMENT REQUEST

DFS Recommendation	
B Segal <i>BS</i>	4/27/06
Analyst	Date
<i>[Signature]</i>	5/04/06
Budget Mgr	Date
<i>[Signature]</i>	5/4/06
Director	Date

TO: Seminole County Board of County Commissioners
 FROM: Department of Fiscal Services
 SUBJECT: **Budget Amendment Resolution**
 Department: **Supervisor of Elections**
 Fund(s): 00100 General Fund

PURPOSE: To recognize receipt of a grant from Florida Department of State for Poll Worker Recruitment and Training Funds, and authorize a 15% match of \$10,537.85. The matching funds are available from current appropriations in the Supervisor of Elections Fiscal Year 2005/06 budget.

ACTION: Approval and authorization for the Chairman to execute Budget Amendment Resolution.

In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

Sources:

Account Number	Project #	Account Title	Amount
00100.334164.027103		Poll Worker/Recruitment Grant	70,252
Total Sources			70,252

Uses:

Account Number	Project #	Account Title	Amount
00100.013001.590966		Transfer Supervisor of Elections	70,252
Total Uses			70,252

BUDGET AMENDMENT RESOLUTION

This Resolution, 2006-R-_____ approving the above requested budget amendment, was adopted at the regular meeting of the Board of County Commissioners of Seminole County, Florida May 23, 2006 as reflected in the minutes of said meeting.

Attest:

 Maryanne Morse, Clerk to the Board of County Commissioners

By: _____
 Carlton Henley
 Chairman

Date: _____

Date: _____

Entered by County Finance Department

Date: _____



FLORIDA DEPARTMENT OF STATE

Sue M. Cobb

Secretary of State

DIVISION OF ELECTIONS

MEMORANDUM

TO: Supervisors of Elections

FROM: Dawn K. Roberts, Esq.
Director, Division of Elections

DATE: April 12, 2006

SUBJECT: Poll Worker Recruitment and Training Funds

The 2005 Legislature appropriated \$3,000,000 to be distributed to supervisors of elections to assist with recruiting and training individuals as poll workers. Funds are to be distributed to each eligible supervisor of elections based on registered voters as of the 2004 General Election, as certified by the Department of State.

In order to receive the poll worker recruitment and training funds, the Legislature has required that the supervisor provide the Department of State with its plan for training poll workers. In addition, the Chairman of the Board of County Commissioners will be required to certify that the county will match the state funds with a 15% county match. Both the state funds and county matching funds must be held in a separate account to be used solely for poll worker recruitment and training purposes.

Enclosed is the Memorandum of Agreement for Receipt and Use of Poll Worker Recruitment and Training Funds which is required to be executed by the supervisor of elections. Also enclosed is the Certification Regarding Matching Funds, which is required to be executed by the Chairman of the Board of County Commissioners. Please return both of these executed documents, along with your detailed plan, to the Division of Elections. You will be provided a copy of the agreement upon execution by the Division.

If you have any questions, please let us know.

DKR/BL/aj

Enclosures

R.A. Gray Building, Room 316 • 500 South Bronough Street • Tallahassee, Florida 32399-0250 •
(850) 245-6200

**MEMORANDUM OF AGREEMENT FOR RECEIPT AND USE OF
POLL WORKER RECRUITMENT AND TRAINING FUNDS**

This agreement, effective as of the _____ day of _____, 2006, is by and between the State of Florida, Department of State, Division of Elections (“Department”), the address of which is 500 South Bronough Street, Room 316, Tallahassee, FL 32399-0250 and Seminole County Supervisor of Elections, The Honorable Michael Ertel (“Supervisor”), the address of which is P.O. Box 1479, Sanford, Florida 32773-1479.

I. Governing Law

WHEREAS, Section 6 of Chapter 2005-70, Laws of Florida, provides for poll worker recruitment and training.

WHEREAS, said section is intended to provide funding for county supervisors of elections to assist with recruiting and training individuals as poll workers.

From the funds appropriated from the Grants and Donations Trust Fund to the Department of State, Specific Appropriation 2939 of the 2005-2006 General Appropriations Act (Chapter 2005-70, Laws of Florida), the Department shall distribute the sum of \$3,000,000 in the state fiscal year 2005-2006 to the county supervisors of elections to assist with recruiting and training individuals as poll workers.

The Department shall distribute to each eligible county supervisor of elections an amount equal to the funding level per voter multiplied by the number of registered voters in the county for the 2004 General Election, as certified by Department of State. The Department shall determine the funding level per voter in the state based on that information.

II. Restrictions

No county supervisor of elections shall receive funds pursuant to Section I until the Supervisor provides a detailed description of how they intend to spend the funds for poll worker recruitment and training to the Department for approval.

No county supervisor of elections shall receive funds pursuant to Section I until the Board of County Commissioners certifies to the Division of Elections that the county will provide matching funds for poll worker recruitment and training in an amount equal to fifteen percent (15%) of the amount to be received from the state. If the Board of County Commissioners fails to appropriate the matching funds required by this paragraph, any funds provided to the Supervisor under this agreement shall be returned to the Department.

All state funds received pursuant to Section I and all county matching funds shall be held in a separate account and shall be used solely for the poll worker recruitment and training programs detailed in the Supervisor’s plan. Any funds remaining in the account

at the end of the fiscal year shall remain in the account to be used for the same purposes for subsequent years or until the funds are expended.

Supervisors may only use funds received under this agreement for purposes outlined in Specific Appropriation 2939 of the 2005-2006 General Appropriations Act and consistent with the provisions of the federal Help America Vote Act. Any funds received by the Supervisor under this agreement that are used for any unauthorized purpose shall be repaid to the Department.

III. Disbursement

The Supervisor shall receive a sum certain as provided above and outlined in Appendix A.

IV. Audits and Monitoring

The administration of funds awarded by the Department to the Supervisor may be subject to audits and monitoring by the Department, as described in this section.

1. Each Supervisor expending \$500,000 or more in funds provided under this agreement may be subject to federal single or program specific audits. See OMB Circular No. A-133 (Revised, June 27, 2003) regarding Audits of States, Local Governments, and Nonprofit Organizations and the Catalog of Federal Domestic Assistance (CFDA) § 90.401 Help America Vote Act Requirements Payments.

2. Each Supervisor receiving funds under this agreement shall keep such records with respect to the funds received as are consistent with sound accounting principles, including records which fully disclose the amount and disposition by the supervisor, the total cost of the project or undertaking for which such funds are used, the amount of that portion of the cost of the project or undertaking supplied by other sources, and such other records as will facilitate an effective audit. The Supervisor agrees to provide copies of and/or access to all such documentation to state and/or federal auditors and the Department upon request.

3. The Supervisor shall provide a report to the Department on or before December 31, 2006 detailing the actual expenditures by the Supervisor of the funds provided under this agreement which shall cover the period from the date of receipt of the funds by the Supervisor through September 30, 2006. The Supervisor shall subsequently provide such a report by December 31 of each and every year thereafter, covering the preceding period of October 1 through September 30, as long as any funds provided for under this agreement remain and/or are expended.

V. Report Submissions

Reports required by PART IV of this agreement shall be submitted by the Supervisor directly to the Department of State at the following address:

Department of State
Division of Elections
500 S. Bronough Street, Suite 316
Tallahassee, Florida 32399-0250

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their undersigned officials as duly authorized.

Department of State, Division of Elections:

Supervisor of Elections

By: _____

By:  _____

Dawn K. Roberts, Division Director
Typed name and title

Typed name and title

Witness

Witness

Date

Date

Certificate Regarding Matching Funds

I, _____, Chairman of the Board of County Commissioners of Seminole County, Florida, do hereby certify that the Board of County Commissioners will provide matching funds for poll worker recruitment and training in county FY 2005-2006 to the Supervisor of Elections in an amount equal to at least 15% of the amount to be received from the state, which for Seminole County is \$10,537.85. I understand that if the Board fails to appropriate the required matching funds, all funds received from the state for poll worker recruitment and training purposes during the 2005-2006 state fiscal year will be required to be returned to the Department of State.

Chairman, Board of County Commissioners

Date

DEPARTMENT OF STATE
DIVISION OF ELECTIONS
POLL WORKER RECRUITMENT AND TRAINING FUNDS
FY 2005-06

COUNTY	2004 GENERAL ELECTION REGISTERED VOTERS	POLL WORKER RECRUITMENT AND TRAINING FUNDING PER COUNTY	COUNTY MATCHING FUNDS 15%
Alachua	142,358	\$ 41,458.30	\$ 6,218.75
Baker	12,887	\$ 3,753.03	\$ 562.95
Bay	101,315	\$ 29,505.53	\$ 4,425.83
Bradford	14,721	\$ 4,287.13	\$ 643.07
Brevard	338,195	\$ 98,491.06	\$ 14,773.66
Broward	1,058,069	\$ 308,136.84	\$ 46,220.53
Calhoun	8,350	\$ 2,431.73	\$ 364.76
Charlotte	113,808	\$ 33,143.81	\$ 4,971.57
Citrus	90,780	\$ 26,437.47	\$ 3,965.62
Clay	106,464	\$ 31,005.05	\$ 4,650.76
Collier	168,673	\$ 49,121.91	\$ 7,368.29
Columbia	34,282	\$ 9,983.80	\$ 1,497.57
DeSoto	14,901	\$ 4,339.55	\$ 650.93
Dixie	9,676	\$ 2,817.90	\$ 422.68
Duval	515,202	\$ 150,040.04	\$ 22,506.01
Escambia	189,833	\$ 55,284.24	\$ 8,292.64
Flagler	47,068	\$ 13,707.41	\$ 2,056.11
Franklin	7,620	\$ 2,219.14	\$ 332.87
Gadsden	26,884	\$ 7,829.31	\$ 1,174.40
Gilchrist	9,035	\$ 2,631.22	\$ 394.68
Glades	5,963	\$ 1,736.58	\$ 260.49
Gulf	9,627	\$ 2,803.63	\$ 420.54
Hamilton	7,645	\$ 2,226.42	\$ 333.96
Hardee	10,399	\$ 3,028.46	\$ 454.27
Hendry	17,144	\$ 4,992.77	\$ 748.92
Hernando	109,656	\$ 31,934.64	\$ 4,790.20
Highlands	60,176	\$ 17,524.80	\$ 2,628.72
Hillsborough	621,201	\$ 180,909.67	\$ 27,136.45
Holmes	10,982	\$ 3,198.24	\$ 479.74
Indian River	81,643	\$ 23,776.54	\$ 3,566.48
Jackson	27,138	\$ 7,903.28	\$ 1,185.49
Jefferson	9,300	\$ 2,708.40	\$ 406.26

DEPARTMENT OF STATE
DIVISION OF ELECTIONS
POLL WORKER RECRUITMENT AND TRAINING FUNDS
FY 2005-06

COUNTY	2004 GENERAL ELECTION REGISTERED VOTERS	POLL WORKER RECRUITMENT AND TRAINING FUNDING PER COUNTY	COUNTY MATCHING FUNDS 15%
Lafayette	4,309	\$ 1,254.89	\$ 188.23
Lake	161,269	\$ 46,965.67	\$ 7,044.85
Lee	304,937	\$ 88,805.48	\$ 13,320.82
Leon	171,182	\$ 49,852.59	\$ 7,477.89
Levy	22,617	\$ 6,586.65	\$ 988.00
Liberty	4,075	\$ 1,186.74	\$ 178.01
Madison	11,371	\$ 3,311.53	\$ 496.73
Manatee	191,635	\$ 55,809.03	\$ 8,371.35
Marion	184,257	\$ 53,660.37	\$ 8,049.06
Martin	98,857	\$ 28,789.70	\$ 4,318.45
Miami-Dade	1,058,801	\$ 308,350.02	\$ 46,252.50
Monroe	51,377	\$ 14,962.30	\$ 2,244.35
Nassau	41,353	\$ 12,043.05	\$ 1,806.46
Okaloosa	127,455	\$ 37,118.17	\$ 5,567.73
Okeechobee	18,627	\$ 5,424.66	\$ 813.70
Orange	531,774	\$ 154,866.24	\$ 23,229.94
Osceola	129,487	\$ 37,709.94	\$ 5,656.49
Palm Beach	729,575	\$ 212,470.96	\$ 31,870.64
Pasco	265,974	\$ 77,458.45	\$ 11,618.77
Pinellas	590,989	\$ 172,111.16	\$ 25,816.67
Polk	295,742	\$ 86,127.66	\$ 12,919.15
Putnam	45,344	\$ 13,205.34	\$ 1,980.80
Santa Rosa	96,359	\$ 28,062.21	\$ 4,209.33
Sarasota	240,592	\$ 70,066.56	\$ 10,509.98
Seminole	241,230	\$ 70,252.37	\$ 10,537.85
St. Johns	109,635	\$ 31,928.53	\$ 4,789.28
St. Lucie	137,951	\$ 40,174.87	\$ 6,026.23
Sumter	40,523	\$ 11,801.34	\$ 1,770.20
Suwannee	21,930	\$ 6,386.58	\$ 957.99
Taylor	11,481	\$ 3,343.56	\$ 501.53
Union	7,063	\$ 2,056.93	\$ 308.54
Volusia	309,930	\$ 90,259.57	\$ 13,538.94

DEPARTMENT OF STATE
DIVISION OF ELECTIONS
POLL WORKER RECRUITMENT AND TRAINING FUNDS
FY 2005-06

COUNTY	2004 GENERAL ELECTION REGISTERED VOTERS	POLL WORKER RECRUITMENT AND TRAINING FUNDING PER COUNTY	COUNTY MATCHING FUNDS 15%
Wakulla	15,396	\$ 4,483.71	\$ 672.56
Walton	32,777	\$ 9,545.50	\$ 1,431.83
Washington	14,421	\$ 4,199.77	\$ 629.96
TOTAL	10,301,290	\$ 3,000,000.00	\$ 450,000.00

From the funds in Specific Appropriation 2939, \$3,000,000 shall be distributed to county supervisors of elections to assist with recruiting and training individuals as poll workers. These funds shall be distributed to each eligible county supervisor in an amount equal to the funding level per voter multiplied by the number of registered voters in the county for the 2004 General Election. The Division of Elections shall determine the funding level per voter based on the number of registered voters in the state for the 2004 General Election.

In order for a county supervisor of elections to be eligible to receive state funding for poll worker recruitment and training, the county must certify to the Division of Elections that the county will provide matching funds for poll worker recruitment and training in the amount equal to fifteen percent of the amount to be received from the state. The county must also submit training plans to the department for approval to ensure consistency of training across the state.

Additionally, to be eligible, a county must segregate state poll worker recruitment and training distributions and required county matching dollars in a separate account established to hold only such funds. Funds in this account must be used only for the activities for which the funds were received. Any funds remaining in the fund at the end of the fiscal year shall remain in the account to be used for the same purposes for subsequent years or until such funds are expended.