



SHERRY HALL
CLERK

1710 Red Soils Ct. Ste 100
OREGON CITY, OR 97045

MEMORANDUM

TO: Secretary of State Shemia Fagan
FROM: Sherry Hall, Clackamas County Clerk
DATE: May 24, 2022
RE: Clackamas County Clerk's 2022 Primary Election Response Plan

I. Ballots

Ballots will be received and accepted through the end of Tuesday, May 24, 2022.

As of Tuesday, May 24, 2022, 116,012 ballots have been received.

Of the ballots received, 57,550 have been counted and uploaded.

Ballots duplicated – 7,543 as of 7pm May 23.

Ballots that remain to be duplicated – 38,381 as of 7pm May 23.

The ballots for Precinct Committee Person (PCP) can and will be counted by hand. The Precinct Committee Person positions are not contested and the process to hand count is more efficient and expedient than duplicating each of these ballots.

The Clerk's office will update and upload daily counts to the county web page and State ENR web page by 6 pm each day until the count is complete. The election will be certified by June 13, 2022.

II. Staffing

The County has made county staff available to the Clerk's office to aid in the elections process. The County Administrator was deputized by the Clerk to allow for the mobilization of all available county staff to be assigned as county elections workers. That mobilization was successful and county staff have been assigned to work on daily shifts from 7 am – noon and 1 pm - 6 pm. The County Administrator is now focused on presenting the county's budget.

We are targeting a staff of 80 per shift, but the expanded facility could accommodate a staff up to 100. Each team must have members from different political affiliations. Our future staffing levels are as follows, as of May 24, 2022:

DAY	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR
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DATE	24-May	25-May	26-May	27-May	28-May	29-May	30-May	31-May	1-Jun	2-Jun
AM Scheduled	73	89	87	72	22	36	68	56	54	60
PM Scheduled	73	72	77	39	19	24	42	51	57	40
Daily Total	146	161	164	111	41	60	110	107	111	100

The County has set up a separate scheduling portal for all others interested in volunteering to aid in the elections efforts.

Critical services such as law enforcement/public safety, water treatment plant technicians, 9-1-1 dispatchers, etc. are not expected to sign up so those services can continue for the residents of Clackamas County. All others County employees have been asked to delay work in order to complete this critical task for Clackamas County residents.

Overtime has been approved for Memorial Day for this task and time sheets are coded to capture the costs associated with these efforts.

Elections staff from both Marion and Washington Counties have offered to assist in the elections process and will be deployed if requested. The Clerk is working to ensure that there are no barriers to recruiting and utilizing additional workforce.

County elections officials will be on site during all shifts to provide oversight, supervision, and training of elections staff .

It is estimated that each duplicate ballot takes three minutes for a team of two to complete. Based on the number of teams working, the daily outcomes are projected as follows:

Ballots per team per hour	Number of Teams in Shift AM	Number of Teams in Shift PM	Working hours in shift	Days Worked	Ballots Duplicated	People Working on Each Day
20	50	50	5	1	10000	200
20	40	40	5	1	8000	160
20	30	30	5	1	6000	120
20	20	20	5	1	4000	80
20	10	10	5	1	2000	40
20	1	1	5	1	200	4

Fully staffed at 100 workers per shift, elections staff we will be able to duplicate 10,000 ballots per day. For 80 workers per shift, elections staff will be able to duplicate 8000 ballots per day.

Based on 20 ballots per team per hour, we estimate that the latest count of 38,381 ballots that we know require duplication, elections staff should duplicate anywhere from 4000 to 10000 ballots each day. The time estimate to complete the duplication efforts of the 38,381 ballots ranges from four days to nine days.

III. Facilities

To accommodate these additional staff efforts, the Clerk's office has expanded the secure ballot processing areas of the facility. There are now two areas adequate to accommodate 80-100 workers who work in teams of two.

IV. Security

Observers will be allowed access to the Elections facility at all times that ballots are being handled by County elections staff. Elections integrity is paramount and will be maintained throughout the entire process. Badge and card access are required to access the secure areas of the facility. Only county and state elections officials or their designees will be allowed access to secure areas. State elections officials will be allowed access to all areas of the secure facility.

The use of video and still cameras is prohibited except for those media accompanied by a County Public and Government Affairs staff member. Media will have limited access to the expanded ballot processing areas and will be allowed access by escort from County PGA staff at specific times. Media are expected to be respectful, and not disrupt the operation. When filming media will be respectful of privacy concerns of election workers. Those individuals believed to be violating this policy will be asked to leave the premises by elections staff.

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