

COUNTY OF JEFFERSON
BOARD OF ELECTIONS
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2010

ANNUAL REPORT

The Jefferson County Board of Elections is a County office that is managed in a bi-partisan fashion by the two major political parties in New York; the Democratic Party and the Republican Party. The board is run in accordance with the provisions of the New York State Election Law.

The office consists of 8 full time employees, two part time employees, Election Inspectors, and any other necessary Election support staff. Those positions by seniority and duties are:

- 2 full time Commissioners
- 2 full time Deputy Commissioners
- 2 full time Registration Clerks
- 2 full time Voting Machine Technicians
- 2 part time Registration Clerks
- 4 part time audit clerks
- 12 part time truck drivers
- Election Inspectors
- Election Day temporary staff

COMMISSIONERS:

- 1). HAVA related contracts, grants, and implementation
- 2). Office budget development, negotiations, and implementation
- 3). Campaign finance questions and advice to candidates and general public
- 4). Setting up ballots and overseeing the printing off these ballots
- 5). BMD machine maintenance and oversight responsibilities
- 6). Coordination of machine delivery, access equipment implementation, and custodial staff direction
- 7). Redistricting issues
- 8). Poll site oversight; including, consolidation, movement of, and general operating conditions
- 9). Payroll process
- 10). Oversight of designated Deputy Commissioner and Registration Clerks of either party
- 11). Appointment of new staff
- 12). Appointment or removal of poll workers
- 13). Advice to public officials and candidates for public office on election related issues
- 14). Certify Election Results
- 15). End of year reports to state BOE
- 16). Pay office bills
- 17). Investigate Election Law violations
- 18). Subpoena persons for violations of Election Law and possible election fraud

DEPUTY COMMISSIONERS:

- 1). Oversight of poll workers, their yearly training, and maintenance of list of inspectors for records purposes
- 2). Absentee ballot process for all elections (all types)
- 3). Coordination of Election Day inspector staffing
- 4). Ensuring that office supplies are adequate for office and Election Day needs
- 5). Ordering of envelopes for election purposes
- 6). Contact with Town Clerks to coordinate inspector needs and access needs on Election Day
- 7). Oversee Registration Clerks and their office duties
- 8). Keep Commissioners up to date on office related personnel issues and workload issues
- 9). Assist Commissioners when needed on HAVA related projects and coordination efforts
- 10). Inter office organization and working environment
- 11). Election workers payroll process
- 12). Street maintenance updates in Conjunction w/ Reg Clerks.
- 13). Lead Re-canvass Teams

REGISTRATION CLERKS:

- 1). Process registration forms
- 2). Maintain registration forms (cancellations, verifications, and maintenance of active/inactive)
- 3). Answer office telephones
- 4). Maintain and mail registration forms to all US Postal sites, Town offices, and Village offices
- 5). Interact with general public for assistance on registration related issues
- 6). Collate Election Day supplies, Bag Preparations and returns.
- 7). Overall file maintenance
- 8). NTS list's as requested by Commissioner or Deputy Commissioner
- 9). Report directly to Deputy Commissioner's for work responsibilities and office concerns
- 10). Ultimately report to Commissioner's
- 11). Voter outreach efforts at public schools, nursing homes, etc. in conjunction with Commissioner and/or Dep. Commissioners.
- 12) Process Duplicates, Moves, Death Maintenance, Out of States and Cancellations.
- 13) Assist Deputy Commissioners in recanvass

VOTING MACHINE TECHNICIANS:

- 1). Run quarterly tests and maintenance on 90 voting machines. (2 quarters, 3-4 weeks each except Presidential Election, 6 weeks. Quarters 3 and 4 take 4-6 weeks each due to Primary and General Election. 1 extra week after each election to certify results off machines to the State Board)
- 2). Management of poll site access equipment through inventory tracking, i.e., poll booths, cones, handicap ramps, etc. (1 week prior to each election)
- 3). Pre-Lat of voting machines. Stocking of machine supplies for each machine and cleaning off each machine. (Done in conjunction with Election Pre-Lat; 3-4 weeks for each election)
- 4). Tracking of machine supplies which need to be ordered for testing and Pre-Lat operations. (2 weeks per year)
- 5). Ballot security for post election ballot counting. Prepare ballots for re-canvass procedure. (1-2 weeks for each election)
- 6). Removal and download of information of compact flash cards which contain the electronic copies of all cast ballots on Election Day. (1-2 weeks after each election)
- 7). Certification of all quarterly testing, pre and post election processes, and transmittal of information to the State Board. (1 week after each quarterly test)
- 8). Prepare and calculate all test desks for all voting devices, to include manually marked ballots. Certify and submit to State Board our offices plan for this testing. (2 weeks prior to each election)
- 9). Maintenance of the Interim Maintenance Log that is used to track all aspects of voting machine security seals. Each machine has 8 security seals that must be constantly tracked. (on going throughout the year)
- 10). Train roughly 500-600 election inspectors for each election year. (4-5 weeks each summer)
- 11). Serve as the Board's machine technicians on Election Day to troubleshoot machine issues. (Election Day)
- 12). Handle the possible preparation of voting machines for March Village Elections and May School Budget Elections. (Dependent on future state legislation and contracts between the county and government departments.)
- 13). Perform any tasks assigned to them by the Commissioners of the Board of Elections.

2011 Preview

2011 will mainly be a local government election year with the major contests being District Attorney, County Treasurer, and most town and village races throughout the county.

This upcoming election season should be one where our board settles into the new voting system and gets comfortable with all the new machines, programming aspects, and ballot layout issues. Our Inspectors are also getting comfortable with the new system.

2010 Election Year in Review

The 2010 Election Year was one which provided major challenges given the sheer number of important Federal and State races that demanded perfection with regard to the county board taking over the actual layout of the September and November ballots internally.

Our voting machine technicians stepped up in a big way to program Jefferson County's first sample and real election ballots to go along with the voting machines. This was a big concern given the fact that board staff had never been charged with this type of high pressure, no mistake task.

Our board staff, both full time and part time performed flawlessly to pull off two important elections. It should also be noted that 2010 elections were the first year in which the old phone in of election results was not used and a new system of reading results directly from the voting machine cards was utilized for the first time.

The decision to use this new system proved to be one of the best decisions in the history of our board in terms of providing the public, the media, and the candidates quick, 100% accurate numbers with a very slim chance of human error. Given the high demand for quick results in our technological world, this new system was critical in protecting the board from bad press for bad numbers as well as providing quality numbers quickly.

In August, the board purchased an additional 15 scanner only machines at a cost of roughly \$110,000. These proved to be good purchases as they one, were paid in full with federal money and secondly, allowed us to place them in the field as overflow machines and backup emergency machines.

2010 September Primary Results

See Attached results

2010 General Election Results

See Attached Results

Staffing

There were many staff changes in 2010. The new voting machines and the paper ballot system have drastically increased the demand for part time help at both elections, particularly, in the voting machine room where Kristy Pickett and Patti Shaugnessy were accompanied by Kim Culbertson, Michelle LaFave, Carla Walker, Rosa Holmes, Helen Fikes (transitioning between Clerk and Machine Technician), and some full time staff. We also utilized Tammy Day, Emily Shaugnessy, and Sommer Allen part time in the main office to pull off good elections.

12 truck drivers were used to deliver voting machines and the poll booths, ancillary equipment, and the machines was done without a hitch for both elections at a small cost to the county compared to contracting this out.

It should be noted that the Board lost a very valuable employee in Kristy Pickett from Antwerp. Kristy has worked in every job at the Board, starting at 18 as an Election Night phone person, to part time Clerk, to Clerk, to Deputy Commissioner, then to Voting Machine Technician. Her expertise and service was critical to helping get our office through the transition from lever voting machines to the new optical scanners/paper ballot system.

We also lost Katrina Kampnich for about 6 months while she was treated for a very serious cancer. She was out from June to early January. However, a great recovery has allowed Trina to come back to work effective January 10, 2011. It is good to have her back with us.

2010 Office Statistics

See attached