

ANNUAL REPORT
2007



JEFFERSON COUNTY
BOARD OF ELECTIONS

MARCH 24 2008

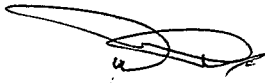
March 24, 2008

To Jefferson County Board of Legislators:

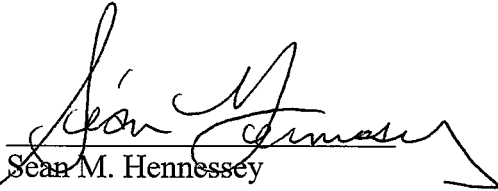
The Jefferson County Board of Elections respectfully submits its annual report for your inspection.

We hope that this report will keep you updated on the operations of the Board of Elections.

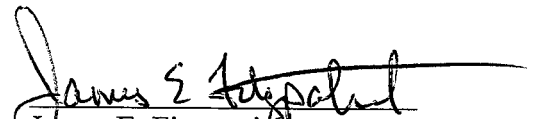
Sincerely,



Keith F. Crimmins
Democrat Commissioner



Sean M. Hennessey
Deputy Commissioner



James E. Fitzpatrick
Republican Commissioner



Kristy A. Pickett
Republican Commissioner
(Interim)

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INTRODUCTION

The Jefferson County Board of Elections conducts all National, State, County and Town Elections. The Board of Elections is a county agency, the structures, responsibilities and duties are mandated by New York State election law, while the administrative procedures, directions, guidelines, rules and regulations are defined by the New York State Board of Elections.

DEPARTMENTAL DESCRIPTION

The board has a full-time staff of six employees' with equal representation of Democrats and Republicans as mandated by New York State Election law. The Board is administered by two part time commissioners who serve a two-year term. The commissioners are elected by the County committee of each political party and their appointment is confirmed by the County Board of Legislators. The Commissioners each have a Deputy who works full-time in the board office and attends to the day to day operations of the office. The Deputy Commissioners are assisted by four full-time registration clerks, and two part-time employees.

The staff of the County Board of Elections provides the technical, clerical and mechanical skills necessary to provide services, information and statistical data to County Legislators, other department, governmental agencies and the public.

JEFFERSON COUNTY BOARD OF ELECTIONS 2008 ANNUAL REPORT

It is the responsibility of the Board of Elections to implement the Election Law of New York State as well as guarantee fair, just, accurate elections. Each election year is different based on offices to be elected, partisan conflicts, court cases and voter interest. We must work with input from the State Board, the county legislature, town officials, party chairs and the voters to manage our office.

The Board of Elections may seem as though it is busy only a few times a year, but in fact we have constant tasks to perform through out the year. These tasks have increased greatly with the implementation of the Help America Vote Act (HAVA), signed into law October 2002. HAVA and Centralization of election responsibilities has created more administrative responsibility on the Deputy Commissioners to oversee the assignment of election inspectors, custodians and control of the voting machines. Prior to 2006 these tasks had been handled by twenty-two Town Clerks and a City Clerk. The Deputies have been working to incorporate these duties into the increased demands from the state as well as the day to day expectations of the county and this office.

In the past year the Deputies have continued to work on the three parts of HAVA which consist of Poll site Accessibility, Plan B and Plan A machines, and Poll worker training/ Voter outreach. All three require constant reports, surveys, or funding paper work that is to be submitted to the State Board. The machines and materials to upgrade poll sites will require a new storage area as these items are to be inventoried and stored centrally at the county level. Voter outreach and Poll worker training will include print and visual media as well as hands on training with the new machines. The Commissioners and Deputy Commissioners will continue to attend various training sessions provided by the state and vendor of machines to understand and explain the use of the new voting machines to inspectors, custodians and the public. We will continue to adhere to the guidelines and regulations disseminated from the State Board of Elections in 2008. These increased responsibilities will necessitate that all Commissioners be well trained and versed in trouble-shooting with the new machines. The implementation of HAVA is about 25% complete with the other 75% to be completed in 2008 and 2009.

The petition process and fall elections of 2007 went very well with no problems. The rest of the year was spent with the usual office duties of cleaning files and purging of the things we could. Our registration clerks went to four area schools and registered one hundred students. The Town and Village clerks received correspondence from us for vacancies, election dates and have been helpful with managing election inspectors. The Deputies attended the January and April State Conference. The office staff has also attended NTS training classes as well as orientation to the NYS Voter II Data Base; Jefferson County is now live with the NYS Voter II System. This is the State wide data base to track all voters with in New York State.

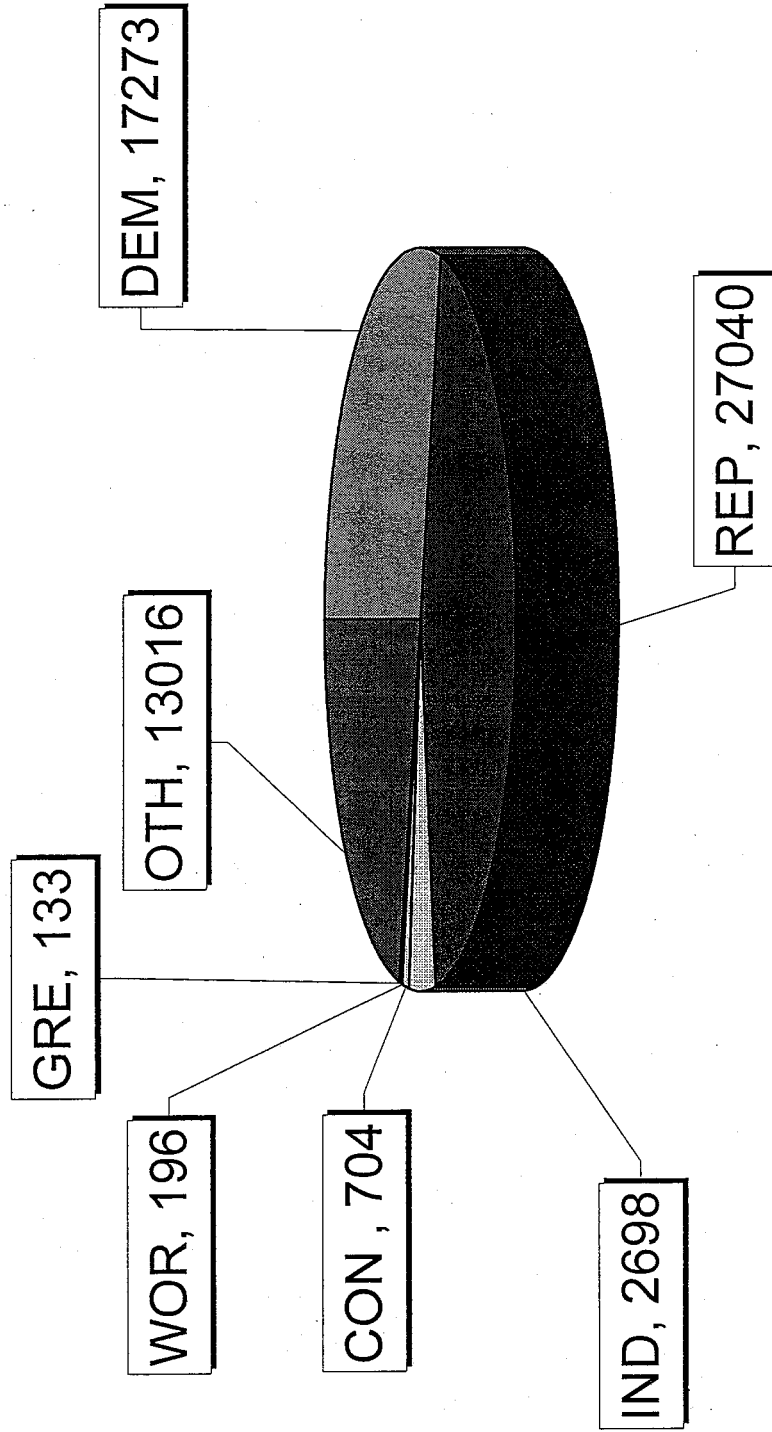
In 2007 both Deputy Commissioners have retired. Deputy Commissioner Cindy Corbett was first hired as a full time Registration Clerk in November of 1989, in December of 1991 she was moved up to Sr. Clerk, at the end of December she was given the Deputy Commissioner position when the Sr. Clerk position was abolished. She served as Deputy Commissioner until retiring in November of 2007. Deputy Commissioner Sandra Corey was first hired as part time full time Registration Clerk, in November was given that position full time and served until February of 1991 at which time she was given the position of Sr. Clerk. In November of 1991 when that position was abolished she was then named Deputy Commissioner and served until December of 2007. Currently Sean Hennessey is the Democrat Deputy Commissioner and Kristy Pickett is the Republican Deputy Commissioner (interim).

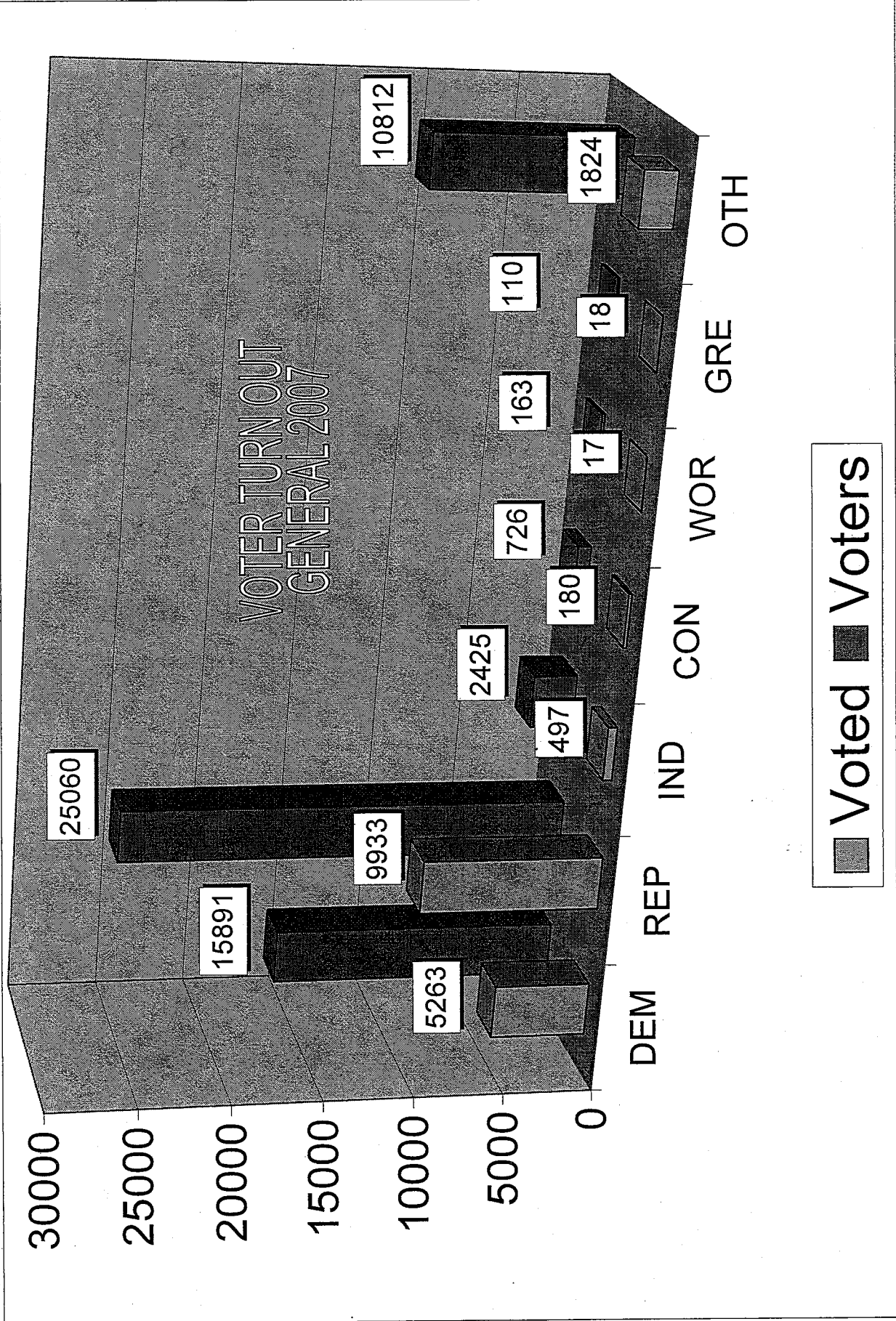
OBJECTIVES AND PERFORMANCE

TYPES OF SERVICES AND ASSISTANCE

- To provide registration forms and assistance to those persons wishing to register.
- To appoint and compensate all Election Day workers.
- To provide training of election inspectors in procedures used in elections.
- To appoint and compensate all machine custodians and party representatives.
- To provide training for machine custodians in procedures of the set-up and repair of voting machines.
- To purchase, service and provide voting machines for public use.
- To provide assistance to Town and Village Clerks, school districts and fire districts relative to their elections.
- To provide a directory of Elected Official in Jefferson County.
- To provide educational background on the procedures of registering to vote and voting to the schools and organizations.
- To provide lists of registered voters and statistical data on registrations, enrollment and voting.
- To assist other county and state departments.
- To provide assistance to candidates and potential candidates.
- To aid political parties with procedures of the Election Law.
- To conduct Federal, State, County, Town and Village Elections.

ENROLLMENT 2007





JEFFERSON COUNTY BOARD OF ELECTIONS
ORGANIZATIONAL CHART
2007

COMMISSIONERS

Keith F. Crimmins 01/2007 – Present
James E. Fitzpatrick 01/2003 – 02/2008

DEPUTY COMMISSIONERS

Cindy S. Corbett 11/1991 – 10/2007 (Reg Clerk 11/1989 – 11/1991)
Sandy L. Corey 11/1991 – 12/2007 (Reg Clerk 11/1984 – 02/1991,
Sr Clerk 02/1991 – 11/1991)
Sean M. Hennessey 10/2007 – Present (Commissioner 01/2003 – 12/2006)

REGISTRATION CLERKS

Babette Hall 01/1997 – Present (Temp 1994)
Kathy Coughlin 09/2006 – 02/2007
Michelle Coullier 04/2007 – Present
Kristy Pickett 01/2006 – 12/2008 (Election Night worker 11/1990 – 11/2000,
Temp Part-time 11/2000 – 11/2006)

2007 ANNUAL STATISTICAL INFORMATION REPORT**County: Jefferson****Date: 3/21/08****FINANCIAL SUMMARY****BUDGET**

| | |
|--|--------------|
| Total Budget for 2007 | \$480,446.00 |
| Increase or decrease from previous year's budget | \$43,194.00 |

2007 APPROPRIATIONS

| | |
|---------------------------------|--------------|
| BOE Staff Salaries | \$96,715.00 |
| Printing | \$47,500.00 |
| Supplies | \$4,500.00 |
| Training | \$1,000.00 |
| Inspector Salaries | \$151,840.00 |
| Custodian & Technician Salaries | \$0.00 |

PLEASE ATTACH A COPY OF YOUR BUDGET**STAFF SUMMARY**

| | |
|--------------------------------|------------|
| Democratic Commissioner Salary | \$2,490.00 |
| Republican Commissioner Salary | \$2,490.00 |
| 2- or 4-Year Term | 2 |
| Full- or Part-Time | Part Time |

DEPUTY COMMISSIONERS

| | |
|--------------------------|-------------|
| Democratic Deputy Salary | \$38,329.00 |
| Republican Deputy Salary | \$38,329.00 |
| Full- or Part-Time | Full Time |

EMPLOYEES*(excluding Commissioners & Deputies)*

| | |
|---|---|
| Number of Full-Time Board Employees | 4 |
| Number of Part-Time Board Employees | 2 |
| Number of Temporary or Seasonal Board Employees | 2 |

INSPECTOR INFORMATION SUMMARY

| | |
|---|----------|
| Number of Inspectors Appointed | 360 |
| Number of Inspectors Attending Class | 250 |
| Number of Inspectors Who Took Exam | 250 |
| Number of Inspectors Who Failed Exam | 0 |
| Number of Alternate Inspectors Appointed & Trained | 115 |
| Number of Classes Held | 6 |
| Class Size | 60-75 |
| Average Length of Class Session | 3 Hrs |
| During What Month Do You Train Inspectors? | August |
| Countywide Salary Rate for Your Inspectors | \$10/Hr |
| Rate of Pay for Inspectors Attending Training | 30 |
| Additional Stipend Paid to Inspector Chairpersons | 0 |
| Number of People Who Check Box on Mail Registrations or Called Due to Mail Check Card, Requesting to be Added to Inspector List | 10 to 15 |

POLLING SITE/VOTING EQUIPMENT SUMMARY

| | |
|--|------------------|
| Number of Election Districts in County | 91 |
| Number of Polling Sites in County | 62 |
| Number of Sites in Which 2 or More Election Districts Vote | 0 |
| Number of Election Districts in Which 2 or More Voting Machines are Utilized | 22 |
| Number of Polling Sites Accessible to Persons with Disabilities | 62 |
| Total Number of Voting Machines in County | 91 used, 8 extra |
| Number of Voting Machines Accessible to Persons with Disabilities | 23 |

PETITIONS

DESIGNATING PETITIONS

| | |
|--|-----|
| Number Received | 349 |
| Number Challenged | 0 |
| Number of Specs Filed | 0 |
| Number Invalidated by Board | 0 |
| Number of Court Cases | 0 |
| Number of Cases Upholding Board Position | 0 |
| Number of Cases Reversing Board Position | 0 |

INDEPENDENT PETITIONS

| | |
|--|----|
| Number Received | 19 |
| Number Challenged | 0 |
| Number of Specs Filed | 0 |
| Number Invalidated by Board | 0 |
| Number of Court Cases | 0 |
| Number of Cases Upholding Board Position | 0 |
| Number of Cases Reversing Board Position | 0 |

CAUCUS CERTIFICATES

| | |
|--|---|
| Number Received | |
| Number Challenged | 0 |
| Number of Specs Filed | 0 |
| Number Invalidated by Board | 0 |
| Number of Court Cases | 0 |
| Number of Cases Upholding Board Position | 0 |
| Number of Cases Reversing Board Position | 0 |

CAMPAIGN FINANCE SUMMARY

| | |
|--|---|
| Number of County Committee Filers | 4 |
| Number of Candidate Filers | 0 |
| Number of PAC Filers | 0 |
| Total Number of Filings Received | 0 |
| Of Total Filings, Number of "In-Lieu-Of" Filings | 0 |
| Number of Five-Day Letters Sent | 0 |
| Number of Current Delinquent Filings | 0 |
| Number Referred to County Attorney or DA | |

ABSENTEE AND AFFIDAVIT BALLOT SUMMARY

SEPTEMBER PRIMARY ABSENTEE/SPECIAL BALLOTS

| | |
|--|----|
| Number of New Applications Received | 36 |
| Number of Ballots Mailed, Voted at Board, Voted at Nursing Homes, etc. | 36 |
| Number of Voted Ballots Returned | 18 |
| Number Invalidated (Unsigned, Postmarked Election Day or Later, etc.) | 0 |
| Number of Voters Voting in Person After Voting Absentee | 2 |

SEPTEMBER PRIMARY AFFIDAVITS

| | |
|---|---------|
| Number of Affidavits Received | 12 |
| Number of Affidavits Counted for Transfers/Movers | 0 |
| Number of Affidavits Counted for Other Reasons | 5 |
| Please specify "other" reasons: | 1 |
| | To late |

REASONS FOR REJECTION

| | |
|-----------------------------------|---|
| Total Primary Affidavits Rejected | 6 |
| Number Not Signed | 0 |
| Number Not in District | 0 |
| Number Filled Out Incorrectly | 1 |
| Number Not Properly Enrolled | 4 |
| Miscellaneous | 1 |

SEPTEMBER PRIMARY COURT ORDERS

| | |
|------------------------------|---|
| Total Court Orders Processed | 0 |
|------------------------------|---|

GENERAL ABSENTEE/SPECIAL BALLOTS

| | |
|--|----|
| Number of New Applications Received | 22 |
| Number of Ballots Mailed, Voted at Board, Voted at Nursing Homes, etc. | 22 |
| Number of Voted Ballots Returned | 11 |
| Number Invalidated (Unsigned, Postmarked Election Day or Later, etc.) | 0 |
| Number of Voters Voting in Person After Voting Absentee | 1 |

GENERAL AFFIDAVITS

| | |
|---|----|
| Number of Affidavits Received | 88 |
| Number of Affidavits Counted for Transfers/Movers | 69 |
| Number of Affidavits Counted for Other Reasons | 0 |
| Please specify "other" reasons: | 0 |
| | |
| | |

REASONS FOR REJECTION

| | |
|---|----|
| Total Number of General Affidavits Rejected | 19 |
| Number Not Signed | 0 |
| Number Not in District | 9 |
| Number Filled Out Incorrectly | 0 |
| Miscellaneous | 10 |

GENERAL COURT ORDERS

| | |
|------------------------------|---|
| Total Court Orders Processed | 1 |
|------------------------------|---|

NURSING HOME ABSENTEE BALLOT PROGRAM

| We Personally Visit Nursing Homes to Distribute Absentee Ballots | Yes | No |
|--|-----|----|
| (PRIMARY) | | No |
| Number of Nursing Homes Visited for September Primary | | 0 |
| Number of Primary Ballots Voted at Nursing Homes | | 0 |
| Number of Primary Ballots Not Voted by Nursing Home Residents | | 0 |
| (GENERAL) | | |
| Number of Nursing Homes Visited for General | | 0 |
| Number of General Ballots Voted at Nursing Homes | | 0 |
| Number of General Ballots Not Voted by Nursing Home Residents | | 0 |
| Total Number of Voted Ballots Processed (Primary + General) | | 0 |

Please share your nursing home absentee ballot program experience here, including the good and the bad, so that we can review this program and better understand any issues or concerns that you may have:

Also, please tell us how you handle ballots for nursing home residents who are unable to cast their ballots when visited by your board's representatives.

REGISTRATION AND ENROLLMENT SUMMARY**REGISTRATION**

| | |
|--|-----|
| Total Number of Central (in office) Registration Forms Processed | 14 |
| Total Number of Mail Forms Processed | 986 |

FORMS DISTRIBUTION

| | |
|---|-----|
| Total Number of Mail Forms Used | N/A |
| Number of Forms Issued to Groups | 870 |
| Number of Forms Used in Your Own Outreach Programs (Banks, Post Offices, Town/City Halls, etc.) | 100 |

**2007 REGISTRATION SUMMARY FROM ALL SOURCES
(Including DMV, Agency-Based, etc.)**

| | |
|--|------|
| Number of New Registrations Processed | 2457 |
| Number of Movers Within Your County Processed | 3168 |
| Total Number of Enrollment Changes | 639 |
| Total Number of Name Changes | 425 |
| Total Number of Duplicate Applications Received | 143 |
| Total Number of Other (Inspector Information, 911 changes, etc.) | N/A |

CONFIRMATION NOTICES

| | |
|--|-----|
| Total Number of Confirmation Notices Sent in 2007 | 202 |
| Number of Persons Re-Registered as a Result of Confirmation Notice | N/A |

CANCELLATIONS

| | |
|---|------|
| Total Number of Registrations Cancelled | 7285 |
| Number of Cancellation Notices Sent to Other Counties | 141 |
| Number of Cancellation Notices Sent to SBOE for Other States | 465 |
| Number of Individuals Cancelled by Returning Postage-Paid Card in Confirmation Notice | N/A |

2007 ANNUAL STATISTICAL INFORMATION REPORT

County: Jefferson

Date: 3/21/08

FINANCIAL SUMMARY

BUDGET

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DEPUTY COMMISSIONERS

| | |
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EMPLOYEES

(excluding Commissioners & Deputies)

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| Number of Inspectors Attending Class | 250 |
| Number of Inspectors Who Took Exam | 250 |
| Number of Inspectors Who Failed Exam | 0 |
| Number of Alternate Inspectors Appointed & Trained | 115 |
| Number of Classes Held | 6 |
| Class Size | 60-75 |
| Average Length of Class Session | 3 Hrs |
| During What Month Do You Train Inspectors? | August |
| Countywide Salary Rate for Your Inspectors | \$10/Hr |
| Rate of Pay for Inspectors Attending Training | 30 |
| Additional Stipend Paid to Inspector Chairpersons | 0 |
| Number of People Who Check Box on Mail Registrations or Called Due to Mail Check Card, Requesting to be Added to Inspector List | 10 to 15 |

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PETITIONS

DESIGNATING PETITIONS

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| Number Received | 349 |
| Number Challenged | 0 |
| Number of Specs Filed | 0 |
| Number Invalidated by Board | 0 |
| Number of Court Cases | 0 |
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SEPTEMBER PRIMARY AFFIDAVITS

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| Please specify "other" reasons: | 1 |
| | To late |
| | |

REASONS FOR REJECTION

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| Total Primary Affidavits Rejected | 6 |
| Number Not Signed | 0 |
| Number Not in District | 0 |
| Number Filled Out Incorrectly | 1 |
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SEPTEMBER PRIMARY COURT ORDERS

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|------------------------------|---|

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| Number of Primary Ballots Voted at Nursing Homes | | 0 |
| Number of Primary Ballots Not Voted by Nursing Home Residents | | 0 |
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| Number of General Ballots Voted at Nursing Homes | | 0 |
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