

COUNTY OF JEFFERSON
BOARD OF ELECTIONS
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2009 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
- 6 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 75 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 at poll sites. (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.

2010 Preview

2010 will mainly be a State and Federal election year with the major contests being Governor, 2 U.S. Senators, Representative in Congress, Comptroller, Attorney General, State Senator, State Assemblypersons, County Surrogate, Judge, Sheriff, and some town and village races.

The year will be the first year that the entire state changes from the lever voting machines to the new paper ballot/optical scan voting machines. Given our county's positive experience in the Federal Court order PILOT for the new voting machine in 2009, we are confident that we are in a good position relevant to other counties who did not participate.

2010 will be busier than normal year given that both U.S. Senators are up for election due to the resignation of former Senator Hillary Clinton in 2009. We are also going to see our second House of Representative election in less than one year.

2009 Election Year in Review

The 2009 Election Year was undoubtedly the most challenging Election Year in the history of Jefferson County. Jefferson County was one of 18 counties in the state who participated in a Federal Court Ordered PILOT program with the new optical scan voting machines. The machines were used in both the September Primary and November General elections. Our experience was positive overall. The logistics of preparing and deploying the machines were a huge challenge.

The Jefferson County Board of Legislators hired 2 new full time Voting Machine Technicians for our office which allowed our office to be successful in 2009. If we had not had these technicians we would have been in serious jeopardy of not being successful in the management of both elections.

On September 21, 2009 Congressman John McHugh resigned his seat in the U.S. House of Representatives to become resident Barack Obama's Secretary of the Army. This created a great deal of extra work as New York Governor David Paterson called a Special Election to fill this seat for the November 3rd General Election.

The Congressional race added extra challenges to an already challenging roll out of the new voting systems.

2009 September Primary Results

See Attached results

2009 General Election Results

See Attached Results

Office Operations

Staffing

There were many staff changes in 2009. Part Time Republican Clerk Connie Maxon left in May. Katrina Kampnich replaced Connie as the Republican Part Time Clerk in May. Sandra Cole served as a Part Time Clerk for the Democrats for a short period before leaving and being replaced by Patti Shaughnessy in late Spring.

In June and July, discussions were underway to allow our office to hire two full time Voting Machine Technicians to handle the new demands placed on the Board by the new voting machines. On July 7, Kristy Pickett resigned as Republican Deputy Commissioner to take one of these slots and Patti Shaughnessy was promoted to the other technician position. Trina Kampnich was then appointed Republican Deputy Commissioner to fill Mrs. Pickett's place.

Two new Part Time Clerks were hired to fill those vacancies. Carla Walker and Julie Robbins were both hired to fill those slots for the rest of 2009.

In addition, 6 part time truck drivers were added to our staff temporarily to transport and set up the voting machines, poll booths, and other equipment. They were used the day prior and the day after each election to handle this task.

The new systems and the Federal Court Order mandated that our county conduct a 3% audit of voting machines after each election. In order to be able to handle this task, 4 additional part time Audit Clerks were hired after each election for a total of 4 weeks. They performed very well under the new process. They were managed by the Voting Machine Technicians.

Plan A PILOT Program

Jefferson County participated in a Federal Court Ordered PILOT Program to test out the new paper ballot/optical scan voting machines. For the Primary, 33 voting machines were deployed with poll booths, paper ballots, and other ancillary equipment. For the General, 53 voting machines were prepared and deployed along with 300 poll booths and over 55,000 paper ballots.

The result of this PILOT was a very satisfactory roll out of a new voting system. This is the first major change in voting machines in Jefferson County in the past century. Jefferson County can proudly state that of the 8 counties in the 23rd Congressional District who used the new machines in a countywide fashion, we had the best performance on November 3rd. This was due to good preparation, excellent staff work, the progressive help provided by the County's Administration and Board of Legislators, good Inspector training, and overall good luck.

The Jefferson County Board of Elections has positioned itself very well for future elections due to our participation in the aforementioned PILOT and has come to be known as an expert Board in New York on the new voting systems. Many counties have looked to our staff for guidance on how to use the new machines and what procedures are needed to be successful.

2009 Election Statistics

New Registrations:	2,520
Absentee Ballots Mailed:	4,352
Total Votes Cast in 2009:	27,127
Affidavit Ballots Cast:	88

2008 v. 2009 Office workload comparison

	<u>2008</u>	<u>2009</u>
New Registrations	5,828	2,520
Duplicate Record Changes	840	683
Incompletes	109	120
Name Changes	641	445
Other	39,363	51,986
Party Changes	1,074	637
Residence Changes	3,441	3,398
Yearly Total	51,296	59,789