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# 2011

# 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.

## 2012 Preview

2012 will be a Presidential election year. This means our Board will run a minimum of 3 separate elections with a 4<sup>th</sup> possible given New York's non-compliance with the Federal MOVE Act and its involvement in Federal Court.

There are no county wide offices up for election in 2012 and roughly 30 town/village offices.

## 2011 Election Year in Review

The 2011 Election Year was a predominately local year. There were 4 open seats available for NYS Supreme Court in the 5<sup>th</sup> Judicial District, one of which was the traditional Jefferson County seat. While the offices of District Attorney and County Treasurer were also on the ballot, there was no contested race for either slot.

The 2011 September Primary election was mainly based around a number of town contests which were hotly contested in Republican primaries. The offices varied from town to town and we also had a 12 town primary for Independence Party Delegates to their party's Judicial Convention held in September. This race proved to be costly for the turnout and eventual tie across three counties in the contest which led to neither delegate whom was on the ballot being selected to go to the convention.

From an election operations standpoint, both the September and November elections were almost flawless in terms of machines breakdowns, poll site issues, and election results returns after 9 P.M. The only major machine failure for the year occurred in the Town of Henderson at 8:00 P.M. in hotly contested races for Town Supervisor and Town Clerk. However, given that we had a back-up machine sitting at that site ready to go, the down time for voters and inspectors was less than 5 minutes. Our staff assisted the inspectors by phone and all went smoothly for the voters.

Our office did have a number of "firsts" in terms of petition challenges, caucus issues, and our first voter registration challenge in years. In addition, our office was bettered by the NTS E-Suite and TERACS programs. E-Suite now allows our office to efficiently manage the flow of petitions for public office and all the necessary paperwork that is legally required to be tracked. We brought this program on-line in June just in time for July petition filing and it was a huge step forward in terms of accountability for the candidates for office and our staff.

This system also allows us to track all public officials by office, their terms, where vacancies exist, and allows for easy reporting of lists for the public. The system also tracks campaign finance filings in our office. At this time, we are still working on getting this part of the system completed.

The addition of the TERACS recanvassing system was a major step forward in the way our board recanvasses and election. The system allows pre-election setup of individual ballot styles and absentee styles for easy after election input of data and results reporting. What used to take days to enter now takes less than two days and is almost infallible if properly set up on the front end of the election. The system has many checks and balances which take out human error in transposing numbers. The end result is then able to be reported by a myriad of reports which is invaluable to the board staff, the candidates, political parties, and the general public. It was a quality purchase by the county and was attained by using Federal HAVA funds to buy ballots and transferring the \$66,000 costs from our normal printing line. The end results was the county budget was not impacted negatively.

## 2011 September Primary Results

See Attached Results

## 2011 General Election Results

See Attached Results

## **Staffing**

For the first time in a number of years, our staff was not shuffled due to illness, new titles, or people leaving. This ensured a seamless year in terms of staff continuity. Katrina Kampnich, the Republican Deputy Commissioner returned after serious illness in January and that was a huge moral lift for the office and had a very positive effect on office moral.

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 Helen Fikes and Patti Shaughnessy were accompanied by Kim Culbertson, Michelle LaFave, Kristy Pickett, Emily Shaughnessy, and Rosa Holmes. Our Registration Clerks were Michelle Coullier and Lori Mehaffy as was the case in 2010 which has proved to be a great pairing in terms of office production and moral.

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.

## **2011 Office Statistics**

See Attached

