

Civic

PRIDE

The Election Center Newsletter
for Election Officers
Louisville, KY



"The right to vote is our most precious freedom ..."

Fall Edition, October 2011

You're *WHERE?*

The ability to call the Election Center for assistance on the morning of an election provides that sense of security that you are NOT ALONE out there in precinct heaven!! You *can* reach out and talk to someone. The Election Center staff arrives early on Election Day to make sure our systems are up and running, ready to assist you in any way we can. We have a fully trained and experienced staff standing by to take your calls by 5:15 am.

One of the most frequent exchanges between the Election Center and Election Officers on election morning goes something like this: "Election Center, may I help you?...You're working where? 125? Okay, what's the letter in front of that number... it's your precinct assignment yes, there's a letter in front of the number ...yes, I need that ...that would be helpful ... yes, please ... of course I'll hold." And then comes the long pause while the caller goes in search of their precinct identification information.

Your precinct assignment has an alpha numeric designation, i.e. A107, B176, N113, etc. This can be

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A message from the Chairperson, Board of Elections

We are just a few short weeks from the November 8th General Election and the Election Center has been busy preparing for what I believe will be another big day here in Jefferson County. Voters will be deciding who will run the Commonwealth of Kentucky for the next four years, and several small cities in Jefferson County will have candidates on their ballots. There are some precinct changes to make note of, as well.

I am pleased to announce that an increase in pay for Election Officers, the first in over five years, has been approved. According to Kentucky Revised Statutes, our Elections are funded by local government. Recently, I presented a check to Louisville Metro Council Government for \$1,917,251.34 as surplus from my third administrative term (2007-2010). Upon presenting the refund check, I asked that the Council consider increasing the budget funding for Election Officers.

Prior to the increase, Election Officers received \$15 for attending mandatory training, and \$105 for working at the polls on



Bobbie Holsclaw
Jefferson County Clerk

Election Day. The new rate will be \$25 for training and \$125 for Election Day, a \$30 increase.

It is my hope that, as in the Spring Primary, we again have a 100% return of memory cards on Election night. This milestone enabled us to prepare the day's results in record time. I appreciate your efforts in making this happen.

Again, I want to thank you for working with the Election Center to provide a fair, honest, and legal election for Jefferson County residents.

Bobbie

Civic Pride
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of the Jefferson County Clerk's
Office for the benefit of our
Elections Officers.

Mission Statement:
We are committed to providing
service that reflects Value,
Integrity, and Performance.
We believe every citizen deserves
V.I.P. service.

www.JeffersonCountyClerk.org

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If you have ideas for future articles of
interest, please contact us at 574-6211,
or email:
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Photograph of Ms. Holsclaw courtesy
of Ewa Wojkoska and Today's Woman Magazine.
Staff photos by Ewa Wojkoska.

YOU'RE WHERE? continued from page 1

found on your credentials, clearly printed above your name. It is also found on a card attached to the black ballot box at your location. This is the information, along with your name, that we need anytime you call the Election Center.

Once we have your precinct location, we enter it into the system and immediately have your address, and the list of Election Officers assigned at that location. The information also includes the experience level of the Election Officers assigned to that precinct. With this information consolidated onto one screen, we were able to prevent having all new, inexperienced Election Officers at one precinct. Now we are

Voting Location Election Officer Lookup

File

SOLID ROCK CHURCH OF GOD

E169

Democratic Republican

Send Shortage E-mails

6800 BEULAH CHURCH RD

B169			
1	D	Clerk	Debbie Democrat
4	D	Judge	Donald Democrat
9	R	Judge	Rachel Republican
4	R	Sheriff	Randy Republican

able to ensure a balance of veterans and new Election Officers at each location.

This screen also identifies whether or not Election Officers at the precinct have email addresses. This information allows us to send out last minute notices with important information to our teams, i.e. media at the precinct, Election Officer vacancies, etc. If you have provided us with your email address, be sure to check for updates before leaving for your precinct assignment. Be sure to pass on the information to the rest of the Election Officers at your voting location. The goal is to keep you informed & up to date.

So, the alpha number of your precinct may seem like a small detail when you call us, but it really serves a specific purpose with a lot of critical functions. Whether you are talking to our Mapping and Statistics Department; our Absentee Ballot & Voter Information Department; the Election Officer Recruitment Department; or the Call Center on Election Day, knowing the alpha number of your precinct assignment is a critical piece of information that will allow us to assist you with greater efficiency.

DID YOU GET YOUR TRAINING NOTICE?

Many of you have called to say you did not receive your notice! If you have not received your training notice, please call us so we can get you scheduled. (574-6211 or 574-5532)



By Jeanna Benoy
Recruitment Administrator

When life happens... and you have to bow out.

Placement of Election Officers

We certainly understand that there are times when life happens, and you have to decide whether or not you can serve for a particular election. Here in the Recruitment Office, we do our best to accommodate emergencies and special situations. However, the Election Center must lawfully follow Kentucky Revised Statutes to conduct every aspect of an Election. This includes the placement of Election Officers.

By Mary Dawson,
Recruitment Administrator



Starting Primary 2012, Election Officers who can not work the Primary Election, will not be placed back into their original location *unless* the person who filled the vacancy created by your absence does not want to work the General Election. The position will be re-evaluated during the months leading up to the next Primary Election.

This follows KRS 117.045 which states, "The county Board of Elections shall... appoint for each precinct in the county two (2) judges, one (1) clerk and one (1) sheriff of election. ***They shall serve in all elections held in the county during the year....***"

The number of Election Officers calling in before a Primary Election to say they can not work, **but** want us to save their position to return for the General Election, has become overwhelming. People we have recruited to fill existing vacancies must now be placed in newly created vacancies, and our recruitment efforts fall steadily behind. After the election, we must contact those who withdrew from the Primary before we can send out the mailing of the General Election training notices. We try to determine if they are still planning to return to work. Many do not return our calls while others decide they are not going to work at all. Until now, if we could not reach the person that said s/he wanted to return, the training notice was sent to the replacement, assigning them to the position for the General Election. Upon receipt of the training notices, we start receiving calls from the people who withdrew, insisting on having their old locations back. This requires that we call all of the replacements and advise them that the other Election Officers have decided to come back to work. Those who worked the vacancies in the Primary must then be placed on the backup list. Not only is this not fair to those who worked the position in the Primary, it is out of compliance with state law.

We understand emergencies come up at the last minute, and these incidences may be handled on a case by case basis. However, in most situations, the person that works a position in the Primary Election will automatically be placed in that position for the General Election.

FYI

W2's, Unemployment, Small Cities, Precinct Moves, Missed Trainings...

W2 Tax Forms

After the November Election, we received a lot of phone calls regarding W2 tax forms. The Election Center does not mail W2's for Election Officers that work the polls. W2's are required only if a person is paid \$600 or more a year. Election Officers do not reach this amount in a year's time.

Small Cities

There will be small cities in the county with ballots for their elected officials for the November 8th election. If you are serving in a

precinct that has small cities, it is imperative that you check the Precinct Signature Roster for each voter at your precinct to ensure the correct ballot is provided to the voter. The following small cities will have ballots:

- City of Briarwood • City of Hollow Creek • City of Kingsley
- City of Langdon Place • City of Meadowbrook Farm • City of Norbourne Estates • City of Norwood • City of Parkway Village
- City of Richlawn • City of Woodland Hills • City of Woodlawn Park

Unemployment Benefits

We are often asked if receiving Election Officer pay will affect unemployment benefits. Please contact your benefits provider or tax consultant to determine the appropriate method of reporting your income. We do not provide

financial advice to our Election Officers.

Precinct changes

There will be several precinct location changes for the General Election. They are: **G111, G112, I105, I110, I114, J101, L117, L118, L119, N130.** There are a variety of reasons that precincts must be moved. Please be sure to check your precinct address on your credentials when you receive them in the mail 10 days before the election. If your location has moved, it will also be published in the newspaper prior to Election Day.

Missed Training

Please call us as soon as possible to reschedule your training. You are needed for the General Election!

574-6211 Jeanna (R)
574-5532 Mary (D)

Recruit Just One

RECRUITING TOOL HANDOUT
- cut out and hand out -
Call for training date assignment.

Your seat is READY!



**EARN
\$150**

Be an Election Officer!

You'll be doing something VERY Special!

Reserve a training date by calling.

574-6100



Bobbie Holsclaw
Jefferson County Clerk
Chairperson, Board of Elections

To be eligible you must:

- attend 2.5 hr. training.
- be 18 or older by Nov. 8, 2011.
- be a registered voter in Jefferson County.

CRUNCH TIME!

By Jeanna Benoy, Administrator
Election Officer Recruitment

There are two areas I can think of, right off the top of my head, where an efficiency outcome of less than 100% is just unacceptable: my paycheck, and the voting process. I'm sure there are more, but for the sake of this article, we'll stick with voting and pay. During the Primary Election, YOU managed to pull off a feat that had never been accomplished prior to 2011. All TSX/Touch Screen memory cards - 100% - were returned to the receiving stations the night of the election. As a result, we were able to complete our logistics accountability for this item in record time. Now we have to do it again. Why? The Election Center is required by law to provide certain reports to the State by specific dates after the Election. This year, the Friday after the election is Veteran's Day. We lose 8 hours of work time to meet those deadlines.

Here's where you can help. WE NEED 100%.

- **FOLLOW YOUR CHECK LISTS**, making sure that all items that are supposed to be returned to the Receiving Station after the polls close are **actually returned**.
- **DO NOT ALLOW ANYONE TO USE BLUE INK** in the roster books. When blue ink is used, the Election Center staff must go over every entry with black ink to ensure it scans properly. That's a lot of time and effort that seriously impacts our abilities to complete other tasks needed to comply with state reporting requirements.
- **CELL PHONES** must be charged and turned on for us to be able to contact you, and for you to contact us. If we can't reach you at the cell phone number assigned to you on Election Day, that's another report to write.
- **SECRECY SHIELDS** must be provided to every voter who receives a ballot, **NO EXCEPTIONS**. Complaints about Election Officers looking at ballots requires a series of investigative phone calls, reports, and time. **You can eliminate this problem 100%**.
- **DO NOT LEAVE UNTIL ALL TASKS ARE COMPLETED**, because you might be the one who catches the one item missing from the bag, helping your team achieve 100% returns. And, it's only fair that you all leave together.
- **COOPERATION** and respect for one another is a basic requirement and expectation for all Election Officers. When the public sees our Election Officers being loud, obnoxious, or disrespectful to one another or to a voter, it reflects on all of us - and we get the phone calls, emails, and personal visits after the election. Each complaint has to be documented, investigated, and verified.

The longer we have to take with investigations, reports, and complaints, **the longer it is before we can even get started on your PAYROLL!** Please help us by **ELIMINATING THESE RECURRING PROBLEMS**. Take a little more time to think it through, get it done **PROPERLY**, and let's reach that goal of 100% efficiency!