

Civic PRIDE

The Election Center Newsletter
for Election Officers
Louisville, KY



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

Winter Edition 2010

If it's a PRIMARY, it's partisan!

And partisan isn't a dirty word. It simply means you are a member of a specific party. A Primary Election is the process where each party chooses its candidate to run against the other party in the General Election.

Kentucky has a "closed" primary system. In a closed primary system registered Democrat voters can vote only for Democratic Party candidates and registered Republican voters can vote only for Republican Party candidates. The results of the Primary Election give us the

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Training Improvements

Over the past several months, we have reviewed many of your suggestions and comments regarding the training classes. We are making changes to the classes, and hope you see a considerable difference over the next couple of years. A few changes will take place this Spring.

We are incorporating a registration period 45 minutes prior to the start of the training class. Your training notice is your pre-registration. Please arrive early to register! We will enter your

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A message from the Board of Elections

There are things about winter that make a person feel a little uncertain. How much snow? Will my car start? How high will the heating bill be? But for Election Officers, one thing is absolutely certain. Your training notice is coming! Expect it in your mail box, mid-February.

In preparation for the upcoming primary, the Board of Elections is pleased to introduce Luke Ash as Co-Director of the Election Center. Luke has many years at the County Clerk's Office as manager of the Election Warehouse. Along with Co-Director Susan Clark, our staff, and you, we have an excellent team to deliver VIP service to voters and candidates throughout Jefferson County.

During the past 6 months more than 2,500 of you have been interviewed by our recruitment administrators. The response has been great. Your willingness to share your experiences has provided us with feedback we can use to make our service delivery better.

The most consistent feedback involved the AccuTouch machine. The time it takes to set it up vs the limited use is frustrating. However, we are required by Federal law to make this equipment available in every precinct. You never know when a citizen in your precinct will ask to use the AccuTouch. If you need more hands on training, please ask!

For a variety of reasons, many of our senior Election Officers are retiring. Some have health issues, some have moved, and some say "it's just time." I can't tell you how much these veteran



Bobbie Holsclaw
Chairperson, Board of Elections

Election Officers mean to our community and to the integrity of the voting process. Many have served over 40 years! We will be highlighting these special civic leaders in future editions.

This edition of Civic Pride is a sure vaccine against the P1D1 Flu. Haven't heard of it? Be sure to read the article on page 3!

There are also going to be changes in some precinct locations. Citizens can check their voting locations at our web site. And remember, *the last day to register to vote in the primary* is April 19th. Primary Election Day is May 18th!

By sharing this information with your neighbors, the organizations you belong to, friends, and family you can be certain you are doing a service for all of us!

A handwritten signature in cursive script that reads "Bobbie".

Civic Pride is a quarterly publication 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.

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Photograph of Ms. Holsclaw courtesy
of Ewa Wojkoska and Today's Woman Magazine.
Director's photos by Ewa Wojkoska.

Primary Elections

(from page 1)

Republican and Democratic candidates that will run against each other for office in the General Election. Makes sense, right? Think of it like this, you don't want the opposing team choosing **your** players for the big game.

Many Election Officers had concerns during the 2008 Primary because voters did not understand, or were not aware of this voting fact. Granted, many were first time voters.

Another issue reported in the Sheriff's Reports from 2008 was that some voters claimed they were not registered with the correct party. The Election Center can only register voters to the party that they chose on their voter registration card. If you have a voter claim to be incorrectly registered, advise the voter that they can see their signed voter registration card at the Election Center on Barret Avenue. The

only circumstance where the Election Center will designate a party is **if a voter submits a registration card without specifying a political party AND we are unable to reach the voter.** The party designation is entered in the system as "Other" to prevent voiding the registration altogether.

Finally, if a voter claims to be incorrectly registered in your registration book on Election Day, give the voter a new voter registration card so the voter can change his/her party affiliation for the next election. If the voter is registered "Other", s/he will only be able to vote nonpartisan races until the voter registration card is processed at the Election Center after the election.

Please be ready to explain this issue during the May Primary. This issue comes up a great deal because a Primary Election only allows you to vote for candidates in your party.

By Mary Dawson
Recruitment Administrator

Training Changes

(from page 1)

name into a computer system to confirm your registration and give you a name tag. This also speeds up payroll data entry.

A concern of many of our Election Officers is that some of the training classes are too large. In an effort to reduce class sizes, we will provide separate training for the JCCO staff.

Oversized trainings create a variety of issues from noise, distractions, inadequate time for Q&A, etc. We actually schedule trainings for about 100 Election Officers per class. Classes become overcrowded due to Election Officers repeatedly rescheduling their training date. The classes are rescheduled over and over until a large number of people attend the last couple of trainings to be eligible to work.

We understand that things come up and classes must be rescheduled; however, we cannot effectively train 300+ people at each of the last two or three training classes before an election. We have implemented a new policy to improve your training experience.

Beginning this Spring, you may reschedule your class **one** time. If you *miss your rescheduled class*, you will not be eligible to work the Primary Election. Your position

will be filled by a trained backup Election Officer. You will become a backup for the General Election. We hope that this will encourage people to attend their assigned training date or their rescheduled date. This new policy will keep the number of people at each training class at a manageable level which in turn will improve the quality of trainings that you receive.

And, we are planning separate training classes for Election Officers assigned in precincts with small cities. For this primary, we will be training Jeffersontown and Anchorage Election Officers separately in small city ballot procedures.

Of course, we will cover small city ballot procedures at all trainings so everyone has an understanding of the process. At this time, we do not know how many small city ballots will be needed for this Primary Election, but we want you to be prepared.

Please make every effort to attend your first scheduled training. We are training the veterans first, and new recruits closer to the election. Look for your notice in the mail in February!

By Mary Dawson
Recruitment Administrator



Meet Luke Ash Co-Director, Election Center



Luke Ash became the Co-Director of the Election Center effective January 1, 2010. He joins Susan Clark in managing the responsibilities of the Election Center staff.

Mr. Ash is no stranger to the Election Center. He began his career with the Board of Elections on September 17, 1985 when it was under the authority of Fiscal Court. In 1989, the Election Center warehouse staff was moved to the County Clerk payroll. In 2008, the entire Election Center became part of the County Clerk's Office.

Luke served as co-manager of the Election Warehouse staff, responsible for the maintenance and logistics of election equipment for many years. He has trained most of our Election Officers on the set up and use of election equipment. He was also responsible for ensuring that all precinct polling locations were in compliance with state and federal ADA laws.

In the community, Luke has been involved with the Jaycees for many years. He served as president of the Buechel Fern Creek Jaycees, and was District Director for Region 10 of the Kentucky Jaycees. He enjoys golf and bowling.



WARNING -
It's not contagious,
but ...

it has been known to

pop up unexpectedly on Election Day. The symptoms come on suddenly with little or no warning. Starting with a little tickle in the brain just at bed-time, the infected person becomes aware of a very negative thought like, "It's too late for me ... I'll never make it." It's critically important to immediately counter this thought with a positive reinforcement as soon as you are aware of it or else ... It escalates throughout the night. Symptoms include

tossing and turning, tightness around the eyes fighting to keep them closed until ... around 4 am the sufferer is suddenly awakened. Eyes pop open, the mouth is dry, and the mind is screaming, "NOOOOO, it's too early!!" What is this incidious, debilitating, and disruptive virus? Primary Day, early morning, I can't get out of bed syndrome. Or, **Election Day Flu** for short. And it's horrible!!!!

Really ... it's the worst! Not only for the person suffering, but for the members of the team depending on your ability to successfully fight off the challenging symptoms! How do you fight it? There is only one way - PREVENTION!!

Start preparing yourself for election morning 4 days in advance. First, warn your family members. Get their help and support. Then, go to bed about 30 minutes early the first and second night, get up 30 minutes early the following mornings. The third night, set out your clothes, charge your cell phone and get your coffee pot ready. Go to bed an hour earlier and get up an hour earlier; turn on the coffee and get ready. Since you're up so early and it's not election day, go ahead and print the directions to your polling location, and get some chores done before work. It will make it so much easier when you get home and really have to get to bed no later than 9 pm on Election Eve.

Okay, it's Election Eve- 8:30 pm. You're tired. Clothes are laid out, cell phone is charging, food is prepared for the next day. The coffee maker is set up, you have printed the directions to your assignment, and have your credentials. **Set the alarm clock.** Take a deep breath, turn out the lights, GO TO BED! If you need immediate assistance upon waking - CALL YOUR ADMINISTRATOR!

- Reported in the *Journal of Election Thinkology*, Edition XXMXLLC, 2010, 810 Barret Avenue, Suite 538, Louisville, KY.

The Election Officer Role: Precinct Sheriff

Along with general Election Officer responsibilities, the Precinct Sheriff must complete specific duties to make sure the poll opens on time and runs smoothly.

We want to emphasize the importance of the **Precinct Sheriff's Post-Election Report**. Any election law violations or potential violations must be documented. The Sheriff is required to sign the report; however, any Election Officer is authorized to write down other irregularities they may have witnessed.

Along with election law violations, the report should include **anything** out of the ordinary. This form should be completed throughout the day. If you wait until the poll closes to try to remember events that may have happened during the day, important information may be forgotten.

Scenario: The Election Center has received Sheriff's Report stating there were no irregularities at precinct Z-284. A week later, a voter, Election Officer, or the media brings an incident to our attention that occurred at precinct Z-284. We pull our records and the incident is not reported on the Sheriff's Report. We must now interview everyone involved to get the facts to resolve the issue.

If **anything** out of the ordinary happens, you are responsible to note

it on the **Precinct Sheriff's Post-Election Report**. Here are examples of situations to include on the report:

- Election Officer reported to work late
- Voter angry due to long lines
- Election Officer left to buy lunch
- Voter wanted to vote at polling location even though he no longer lives in the precinct.
- Building lost power for 15 min.
- Building was still locked at 5:15 a.m.
- Ran out of ballots
- Candidate signs were placed in front of the polling location's entrance

If you are not comfortable writing about a situation regarding another Election Officer, you have up to three days to submit a report to the Election Center on Barret Avenue.

There is also space on the Post-Election Report where you can suggest ways to improve the election process. We want your suggestions! If you have a suggestion on how to make the process more efficient, we would love to hear from you!

Remember, the Precinct Sheriff must sign and date the report. The report must be placed in the Post-Election Report Envelope and sent to the receiving station with the other election supplies. The Election Staff begins compiling the reports the day after the Election to send to the State Board of Elections Office.

Say What? Things you need to know ...

What's your level of Expertise? It's a heavy mantle to carry. The term "Expert" makes some people cringe with denial. For whatever reason, many of us resist acknowledging our own accomplishments. Perhaps, we have just never had our experience quantified. Expertise involves higher levels of leadership, responsibility, and accountability, but if you truly are accomplished, those elements are hardly intimidating. They are standard operating procedure. If you are not confident about your own expertise as an Election Officer, then it's time to start building that confidence. After all, it's up to you to project confidence to others who depend on you; in this case, the voters. Are you an Expert, Advanced, Intermediate, or Beginner?

- Expert** • A minimum of 6 years experience at the polls,
- Served as Clerk, Sheriff, **and** Judge two or more times,
 - Can set up/break down and operate the AccuVote and the AccuTouch machines,
 - Can set up/break down the polling location for maximum flow of voters,
 - Have excellent knowledge of Election Day procedures

PLUS (for all levels)

- Arrive on time at your assigned polling location
- Communicate effectively with team members, voters, and Election Center staff
- Follow policy and procedures
- Assist voters and other Election Officers in a calm and reasonable manner.

Next time, we'll define the **Advanced** level. Our goal is to provide Certificates of Achievement in the near future for demonstrated leadership and community service at every level of achievement. We want you to know we recognize how valuable you are to this organization and the community, **at every level.**

I KNEW THAT!

HOW MANY CAN YOU ANSWER CORRECTLY?

1. On Primary Election Day, a voter comes into the precinct and states that he is a Democrat, but his name is on the Republican roster. You should:

- A) Fill out the Oath of Voter form and give him a Democratic ballot.
- B) Give him a Provisional Ballot and allow him to vote.
- C) Check the voters ID, and call the Election Center to verify the voters registration and party.
- D) Provide a ballot for the party affiliation on file with the Election Center. If the voter disputes the registration on file, provide a blank voter registration card for the voter to fill out and return to the Election Center.
- E) Both C & D, **only.**
- F) Don't worry about it, everyone gets the same ballot, anyway.

2. A voter comes into the precinct and her name is not on the Democrat,

Republican, or Non-Partisan roster. You should:

- A) Verify the voters address, check the Street Listing description to see if the voter is at the correct precinct.
- B) If the voter is at the correct precinct, call the Election Center and verify the person is registered to vote.
- C) If Election Center confirms the voter is registered to vote in your precinct have the voter sign the Supplemental roster, complete an oath of voter form, and give her the proper ballot.
- D) All of the above.

3. A voter comes into the precinct. His name is not on the Democrat, Republican, or Non-Partisan roster; and he hands you an "Authorization to Vote at Precinct" form. You should:

- A) Call the Election Center to ask if the voter is registered.
- B) Check the voters ID, fill out & sign an Oath of Voter form.

UPCOMING EVENTS

Feb. 15-Training Notices sent
May 18-Primary Election Day

SUGGESTIONS FROM ELECTIONS OFFICERS

"Instead of setting up that ACCUTOUCH at every polling location, why can't we have a few centers throughout the county for the AccuTouch equipment for disabled voters, and let voters who want to use them go to those locations to vote. So many are never voted on. It will save time and money."

Answer: Two Federal laws, the Help American Vote Act (HAVA) and American Disability Act (ADA), require the equipment be available **at every polling location** in the county. We have approximately 270 polling locations in Jefferson County with over 500 precincts served at these locations. Your success rate for setting up the Accutouch, improves every election cycle.

- C) Have the voter sign the Supplemental roster and give him the proper ballot.
- D) Both B & C **only.**

4. The power goes out at your precinct for a few minutes, but quickly comes back on. You should:

- A) Check the AccuVote and AccuTouch voting machines and make sure they are operational. If they are not, continue to allow voters to vote, dial 574-FIXX and advise, and place completed ballots in the Emergency Bin.
- B) Call LG&E and report the power outage.
- C) Stop giving out or accepting ballots and call the Election Center.
- D) Document the incident on the "Precinct Sheriff's Post Election Report" form.
- E) Both A & D **only.**

Answers: 1. E; 2. D; 3. D; 4. E