



“The right to vote is our most precious freedom ...”

Winter Edition, January 2012

REDISTRICTING AND YOU

The changes that will come with redistricting in 2012 are a certainty. How these changes will affect Election Officer assignments is still an unknown. There are a variety of speculative possibilities. Changes in precinct locations and assignments are possible, but not probable. The fact is, at this point, we just don't know. The reality is, we will have to be prepared for whatever these changes may be.

Jordan Kelch, Administrative Assistant with the Public Relations Division writes, “Redistricting will, of course, affect the Election Center, the JCCO as a whole, and many of the voters in Jefferson County (who may be transferred to new polling sites). It will begin with the Legislative Research Committee sending information (census-based and otherwise) to the State Board of Elections. The State Board will then pass this on to our Election Center where our Mapping and Statistics Administrators will go to work making all requested changes, splitting any necessary precincts, and creating new maps for all modified precincts.

“Once completed, the Election Center will send their work to the State Board for approval. If approved, all information will go back to the Legislative Research Committee.

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A message from the Chairperson, Board of Elections

This new year is ripe for change. We will manage redistricting, precinct splits, small city ballots, and provisional ballots. The people we serve will be deciding who runs for the highest office and who will lead this country into the future. We have a lot to do, and we have to do it all with uncompromising precision and effectiveness to facilitate the process.

As Election Officers, you are the front line on Election Day. How you present yourselves to the voters and how you respond to their needs will either give them confidence in what we do, or leave them with concerns.

I want to congratulate you on how well you responded to so many issues during the General Election, November 8, 2011. On page 4 you will see the results of those efforts. Percentage wise, errors were at an all time low. You are the best Election Officers this organization has fielded in many years.

Being dependable, showing up for training on-time, getting to your assigned polling location on-time, assisting your team to get everything set up and opening the polls on-time; and then, ensuring that all voters are treated with courtesy, respect, and able to cast their ballot according to the law, are the critical elements of VIP Service. You have obviously embraced our values, our commitment to service, and our goal for the highest performance



Bobbie Holsclaw
Jefferson County Clerk

standards. These performance standards are there for a reason. We want all of our customers to have complete confidence in casting their ballots as citizens of Jefferson County. We want them to know that their vote matters and it counts!

So, as we move forward in preparation for the Primary Election, it is my hope and desire that you will continue to be a part of the solution. We will need each and every one of you for this Presidential election cycle. The turn-out rates are historically high in Jefferson County. That's one thing I don't expect to change. Your service and dedication will be tested.

My confidence is in you. This will be a stellar year at the Election Center. Thank you for your service!

Bobbie

Civic Pride

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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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If you have ideas for future articles of interest, please contact us at 574-6211, or email: jbenoy@jeffersoncountyclerk.org

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

REDISTRICTING AND YOU

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Depending on how the districts are realigned, there may very well be several new voting locations in our County. It will then be up to the political parties to recruit new Election Officers specifically for any new locations. However, these decisions, to be made by the House and Senate, won't be worked out until the General Assembly goes into session in January."

According to Lisa Kraft, our Mapping and Statistics Administrator, there are 43 precinct splits that have been approved by Metro Council. "We're going to have to clean these up and then wait for the

General Assembly to finalize these changes. They will start January 3rd and, until they complete their work, we're going to have to wait."

So be ready for the possibility of a location move. We'll keep you advised as we complete the next phase of preparation for the Primary. Thank you for your patience with this process and for your cooperation.



By Jeanna Benoy
Recruitment Administrator

Since you asked...

Topics for discussion ;-)

Every election is unique, bringing its own set of nuances that need to be thought about, discussed, and resolved. With the adjustments already made to serving the voters of Jefferson County, comes the opportunity to see what still needs to be worked on to maximize the VIP service experience our customers deserve on Election Day.

Some of these topics have been discussed at previous trainings while others will be added to the Spring training.

PARKING - We had several complaints about Election Officers taking the parking places near the polling entrance on Election Day. Please park away from the front entrance and leave the parking spaces near the entrance for the voters, including the handicapped parking spaces. The Presidential cycle will surely see a much larger turnout and some locations have limited parking.

SPEAKING TO THE MEDIA - Your personnel policy manual specifically states that you are not to be interviewed by or discuss anything with the media. We have a Public Relations Director who fields all questions from the media. You will be notified if a media team has permission to be at your location.

LISTS IN VOTING BOOTHS - Yes, a voter can take their list of candidates in the voting booth.

SOCIAL SECURITY NUMBERS -

When a voter has to verbally provide their SSN while on the phone or standing in line, they may want to provide only the last four numbers. That's fine. We do not require them to verbally express their entire number (just like we only ask you for your last four when you come into training).

ROTATING DUTIES - Also covered in training and in the training manual. We strongly encourage you to rotate duties throughout the day. Please don't miss the opportunity to cross train in all the duties and responsibilities. This is helpful in case we need to use your service in another polling location or on another assignment. It breaks up the monotony for your team. It gives other team members the opportunity to take a break, go to lunch, etc. Please be considerate of your team.

SIGNATURE LINE - We must not write anything on the signature line EXCEPT "voted absentee". PERIOD. Do not write that a person is deceased, moved, or anything else. If anything is written on that line it scans and is picked up as if the voter has voted. This PREVENTS the system from dropping the name off the roster. If a person has not voted for a period of time, and the signature line is blank, the state will automatically remove them from the voting rolls. So **PLEASE**, no more notes on the signature line. Thanks so much!

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

Placement of Election Officers

By Mary Dawson,
Recruitment Administrator



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.

Starting Primary 2012, Election Officers who are unable to 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 are unable to work, **but** wanting us to save their position to return for the General Election, has become overwhelming. Those whom 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 unfair 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,

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.

Reporting Income

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.

Welcome to the Board of Elections!



DEANNA BRANGERS
Republican Member

The Board of Elections welcomes its' newest member to the Board, Ms. Deanna Brangers. Ms. Brangers was selected by the Republican Party to fill the Republican seat on the Board of Elections vacated by Ms. Sherri Craig. Appointed before the November 8, 2011 General Election, Ms. Brangers was sworn in and fulfilling her duties with other members of the Board of Elections on Election Day. The other members of the Board of Elections are Jefferson County Clerk Bobbie Holsclaw, Chairperson; Jefferson County Sheriff John Aubrey; and Democratic Member, Carl Bensinger.

SMALL CITY BALLOTS

The Primary and General Elections of 2012 will once again be serving our small cities throughout Jefferson County with ballots for their local races. These ballots will include City Commissioners, Mayors, and more.

This information will be covered in your trainings and it will be critically important that you are prepared to provide the correct ballots for your voters. Small city ballot codes are located beside the voters name in the roster books.

Recruit Just One

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

Your seat is READY!



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:

- be a registered voter in Jefferson County.
- attend and complete a 2.5 hr. training.
- be 18 or older on or before Nov. 6, 2012.

General Election 2011

How'd you do? ...**AWESOME!**

With 514 precincts and 2,371 trained Election Officers, getting things perfect is always a challenge. You rose to that challenge like never before! We have achieved more milestones with this past election and you continue to raise the performance levels each election. We thank you all so much for your exceptional team effort. This type of cooperation and effectiveness is so important as we prepare for the Presidential election cycle. We also want to say a huge "THANK YOU" to the Back Up Election Officers who were on stand-by election morning. I had to call 3 and Mary called on 4. We could actually exhale by about 7:30 am. Great stuff....really.

• **MEMORY CARDS** - Place in Accountability Bag in Black Bag. Return to Receiving Station. **100% returned**

• **FOLLOW YOUR CHECK LISTS**, making sure all items that are supposed to be returned are returned to Receiving Station after the polls close and **100% returned**.

• **DO NOT ALLOW ANYONE TO USE BLUE INK** on the roster books. When blue ink is used, the 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 ability to complete other tasks needed to comply with state reporting requirements. **99.99999% black ink**

• **CELL PHONES** must be charged and turned on for us to be able to contact you. We need you to contact us. If we can't reach you at the phone number assigned to you on Election Day, that's another report to write. **100% returned**

• **SECRECY SHIELDS** must be handled properly by voter who receives a ballot. No complaints about Election Officer ballots requires a series of investigative reports, and time. **You can eliminate this problem 100%.** **NO COMPLAINTS! another 1st!**

• **DO NOT LEAVE UNTIL ALL TASKS ARE COMPLETED**, because you might be the one who leaves one item missing from the bag, helping our team achieve 100% returns. And, it's only **1 COMPLAINT** 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 another officer or to a voter, it reflects on all of us - and that's not the phone calls, emails, and personal visits during the election. Each complaint has to be documented, investigated, and verified. **1+ COMPLAINTS**

NOW THE COOPERATION issue bothers me. Its one day. Please, let's go for no complaints for the Primary.

And because you did such a great job, we had payroll completed and in the mail 9 working days after the election! AWESOME!

By Jeanna Benoy, Administrator
Election Officer Recruitment