Senior Worker Program
Cherokee County, GA

Submitted by: Janet Munda
Supervisor of Elections and Registration
401 E. Main St., Suite A
Canton, GA 30114
Senior Worker Program in Cherokee County

Needs Assessment

In the last several years, as an influx of new and increased requirements have become necessary for Elections & Registration officials to carry out, the need to use experienced staff members on more complicated projects left little time to complete time-consuming daily clerical tasks, such as filing voter registration cards (in a county with over 112,000 registered voters).

Background

Beginning in 2004, Cherokee County Elections & Registration was made aware of and observed senior workers on staff with the local Georgia Department of Veterans’ Affairs office. These senior staff members performed their duties with professionalism, experience, and were rarely absent. One worker in particular went above and beyond to reorganize, streamline, and remove obsolete records from their entire filing system to make room for new records. In speaking with the manager of Veterans Affairs, we learned that these workers are contracted through Jewish Family & Career Services (JF&CS).

Goals

Our goal was to hire workers to perform vital clerical tasks to ensure a smooth and efficient work flow in this busy office, while relieving regular staff members of time-consuming tasks such as filing. In addition, we desired to become a host agency with JF&CS, a contracting agency that is similar to a recruiter.

About the Senior Worker Program

The Senior Community Service Employment Program (SCSEP) is federally subsidized under Title V of the Older American’s Act. It is designed to provide, foster, and promote useful part-time work experience activities or training for economically disadvantaged persons who are 55 years old or older. Eligibility for older Americans desiring to participate in SCSEP is determined by age (55 or older), county of residence (Cherokee, Clayton, Cobb, Dekalb, Fulton, and Gwinnett), and total household income. After their abilities and work history are assessed, contractors like JF&CS and AARP, work to place them with a host agency (like us). Workers placed with a host agency work 20-25 hours per week at minimum wages (paid by the contracting agency) for one-year. After that period, the enrollee is expected to seek unsubsidized employment.

Jewish Family & Career Services
4549 Chamblee Dunwoody Road
Atlanta, GA 30338-6210
www.jfcs-atlanta.org
phone: 770-677-9374
fax: 770-677-9404
Ricki S. Logan, Title V – SCSEP Coordinator
rlogan@jfcs-atlanta.org

Z:/M/Best Practices 04-13-07
Conclusion

We are very pleased to say that we currently have two wonderful part-time senior workers in our office. They help with a variety of large quantities of clerical work and are a definite asset in this office.
23rd Annual National Conference
New Orleans, LA

2007 Professional Practices Program

National Participant

Security Measures for Election Equipment
Cherokee County, GA

Submitted by: Janet Munda
Supervisor of Elections and Registration
402 E. Main St., Suite A
Canton, GA 30114
Security Measures for Elections Equipment in Cherokee County

With the importance of keeping elections equipment from being at risk for theft or tampering, Cherokee County Elections & Registration has taken measures to safeguard our office and equipment as well as the records contained therein. Cherokee County E & R has installed or implemented the following security features:

♦ Smoke detection devices.
♦ Security monitoring devices (movement detection and cameras).
♦ Keypad entry into office and prime areas containing equipment.

♦ Log Sheets (with date/time of entry/exit) for visitors to sign in high security areas.
♦ Chain-of-Custody Forms for transference of equipment during elections, training, and public education programs (such as First Vote).

♦ Spreadsheets with inventory of all manner of election equipment (DRE Units, ExpressPoll Units, Memory Cards, Flash Cards, GEMS Server, Flash Card Duplicator, Voter Access Cards, Supervisor Cards, Encoders, Laptops used at Advance Voting Locations, etc.), which lists all pertinent identifying information, such as serial #s, quantity, etc.

♦ hp iPAC Pocket PC, a rechargeable, hand-held scanning device for reading barcodes on equipment during inventory.
  - Serial Number On Storage Bays or File
  - Serial Number On Shelves or Drawer
  - Serial Number On Units

All of the accountable equipment is inventoried on by scanning the equipment into an Excel spreadsheet with equipment totals tallied on the first worksheet.
The following clip details a page from the Excel file equipment inventory. The shelf and rack are highlighted.

<table>
<thead>
<tr>
<th>County/State</th>
<th>Case No.#</th>
<th>UNIT 1</th>
<th>UNIT 2</th>
<th>Shelf</th>
<th>Rack</th>
<th>Precinct</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE</td>
<td>0285002</td>
<td>0285002A</td>
<td>0285002B</td>
<td>A</td>
<td>1</td>
<td>AIR ACRES</td>
<td></td>
</tr>
<tr>
<td>STATE</td>
<td>0285003</td>
<td>0285003A</td>
<td>0285003B</td>
<td>B</td>
<td>1</td>
<td>ARNOLD MILL</td>
<td></td>
</tr>
<tr>
<td>STATE</td>
<td>0285027</td>
<td>0285027A</td>
<td>0285027B</td>
<td>C</td>
<td>1</td>
<td>AVERY</td>
<td></td>
</tr>
<tr>
<td>STATE</td>
<td>0285046</td>
<td>0285046A</td>
<td>0285046B</td>
<td>A</td>
<td>2</td>
<td>BALL GROUND</td>
<td></td>
</tr>
<tr>
<td>STATE</td>
<td>0285001</td>
<td>0285001A</td>
<td>0285001B</td>
<td>B</td>
<td>2</td>
<td>BASCOMB</td>
<td></td>
</tr>
<tr>
<td>STATE</td>
<td>0285005</td>
<td>0285005A</td>
<td>0285005B</td>
<td>C</td>
<td>2</td>
<td>BELL S</td>
<td></td>
</tr>
</tbody>
</table>

The following picture depicts rack 16 and shelf ‘B’ for one of the Express Poll units.

The following picture shows the bar code for the drawer containing the encoders.
Note: The encoders are housed in a separate bag containers for each precinct along with dedicated bag containers for training. Surplus encoders are denoted as such on the inventory and sealed in a surplus storage container.

Encoder worksheet....

<table>
<thead>
<tr>
<th>Serial No.#</th>
<th>Precinct / Usage Container</th>
<th>Current Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>107951</td>
<td>Macedonia</td>
<td>Warehouse, File Drawer 1</td>
</tr>
<tr>
<td>107952</td>
<td>Arnold Mill</td>
<td>Warehouse, File Drawer 1</td>
</tr>
<tr>
<td>107953</td>
<td>Surplus Sealed Container</td>
<td>Warehouse, File Drawer 1</td>
</tr>
<tr>
<td>107954</td>
<td>Surplus Sealed Container</td>
<td>Warehouse, File Drawer 1</td>
</tr>
<tr>
<td>107955</td>
<td>Surplus Sealed Container</td>
<td>Warehouse, File Drawer 1</td>
</tr>
<tr>
<td>107956</td>
<td>Training Kit &quot;C&quot;</td>
<td>Warehouse, File Drawer 1</td>
</tr>
<tr>
<td>108751</td>
<td>Surplus Sealed Container</td>
<td>Warehouse, File Drawer 1</td>
</tr>
<tr>
<td>108752</td>
<td>Surplus Sealed Container</td>
<td>Warehouse, File Drawer 1</td>
</tr>
<tr>
<td>108753</td>
<td>Surplus Sealed Container</td>
<td>Warehouse, File Drawer 1</td>
</tr>
<tr>
<td>108755</td>
<td>Surplus Sealed Container</td>
<td>Warehouse, File Drawer 1</td>
</tr>
<tr>
<td>108756</td>
<td>Training Kit &quot;D&quot;</td>
<td>Warehouse, File Drawer 1</td>
</tr>
<tr>
<td>108757</td>
<td>Surplus Sealed Container</td>
<td>Warehouse, File Drawer 1</td>
</tr>
<tr>
<td>108758</td>
<td>Dixie</td>
<td>Warehouse, File Drawer 1</td>
</tr>
<tr>
<td>108759</td>
<td>Training Kit &quot;C&quot;</td>
<td>Warehouse, File Drawer 1</td>
</tr>
</tbody>
</table>
The following picture depicts a scan of the serial numbers on the touch screens when building a storage pallet.
23rd Annual
National Conference
New Orleans, LA

2007 Professional Practices Program

National Participant

Precinct Officer
Recruitment Program
Butte County, CA

Submitted by:    Candace J. Grubbs
                  Clerk-Recorder/Registrar of Voters
                  25 County Center Drive, Suite I
                  Oroville, CA 95965
“PRECINCT OFFICER RECRUITMENT PROGRAM”

Submitted for consideration to:
Election Center
Professional Practices Program
2007

Contacts:
Candace J. Grubbs
Butte County Clerk-Recorder/Registrar of Voters
Oroville, California
530-538-6366
cgrubbs@buttecounty.net

Donna Gaghagen
Assistant Director
Butte County Department of Employment & Social Services
Oroville, California
530-879-3527
dgaghagen@buttecounty.net
Precinct Officer Recruitment Program
Butte County, California

Overview

Partnership between the Butte Community Employment Centers (known as One-Stop(s)) and the county elections office for the purpose of recruitment, screening and testing of potential precinct officers (poll workers).

Challenge

To overcome the long-standing problem of a lack of qualified precinct officers to serve on Election Day.

The 2006 Primary Election required approximately 670 precinct officer volunteers to assist in elections management. The Elections Division had a strong base of committed civic-minded volunteers, but still needed approximately 215 additional volunteers, as well as volunteers with new skill aptitudes to help administer the first county-wide electronic voting election process in Butte County history. Historically, the Elections Division utilized their own staff for recruitment. Recruitment was done through voter registration and local ads in the newspaper. Precinct officer volunteers were interviewed over the phone, sight unseen.

Solution

Utilize the resource of existing available services through the Butte Community Employment Centers, known as One-Stops, to fulfill the need for precinct officers.

Agency Backgrounds

Butte County, California, has an existing collaborative partnership between the county Department of Employment and Social Services (formerly welfare department) and the Private Industry Council which combines a wide variety of public and non-profit agencies in a single location to provide services to those seeking employment assistance and social services. These employment centers are referred to as One-Stops.

One of the core One-Stop services to businesses in Butte County is assistance with recruitment, job applicant screening, and testing. The One-Stops provide employer services, free of charge, to all area businesses. These services include support for new and existing businesses, as well as attracting and retaining businesses in the community. The One-Stops also act as a single point of contact with the largest group of job seekers in the area.

Private Industry Council (PIC) is Butte County’s service provider for the federally funded Workforce Investment Act (WIA) of 1998. Each state gets a share of WIA funds and manages their own allotment.

The Butte County Department of Employment and Social Services utilizes funding from Temporary Assistance to Needy Families (TANF).

Resources:

One-Stop Career Centers (America’s Service Locator):
http://www.servicelocator.org/

Workforce Investment Act (WIA) State Plans:

State Employment Office listings:
http://www.job-hunt.org/state_unemployment_offices.shtml

US Department of Health & Human Services/Administration for Children & Families:
http://www.acf.dhhs.gov/
Precinct Officer Recruitment Program
Butte County, California

Process

One-Stop staff met with elections administrators, established screening criteria and developed a thorough testing process. A community outreach plan was launched in collaboration with the local newspapers via articles and advertisements. Names of potential precinct officers obtained from all sources (voter registration cards, advertisements in local newspapers, sample ballots and brochures in the elections and One-Stop offices) were forwarded to One-Stop.

Through the One-Stop Centers, potential volunteer precinct officers completed a brief application, underwent face-to-face screening and were administered a written test to assess their qualifications.

One- Stops over a period of several months referred hundreds of potential precinct officers to the Elections Division.

Due to the success of this program, the new partnership is now prepared to address the recruitment, screening and testing of volunteer precinct officers in all subsequent elections.

Results

- Better qualified group of precinct officers.
- Drop out rate decreased.
- The application, screening and testing documents provided by One-Stop allowed the Elections staff to better determine qualified applicants and place them in appropriate positions.
- Freed valuable time for the Elections staff to focus on implementation of electronic voting in the County and training of precinct officers instead of the recruitment, screening and testing of potential volunteers.

Source of Funds

Federally funded Workforce Investment Act (WIA) and Temporary Assistance to Needy Families (TANF). Costs are avoided as the One- Stops provide the needed services free of charge.

Project or Program Contact

- Candace J. Grubbs, Butte County Clerk-Recorder/Registrar of Voters, 25 County Center Drive, Oroville, CA 95965-3375, 530-538-6366, cgrubbs@buttecounty.net.

- Donna Gaghagen, Assistant Director, Butte County Department of Employment & Social Services, Oroville, CA 95965, 530-879-3527, dgaghagen@buttecounty.net.

Attachments

1) Precinct Officer Application Information; 2) Examination for Precinct Officers
PRECINCT OFFICER APPLICATION INFORMATION
CHECK ONE OF THE FOLLOWING

☐ Yes I am interested in becoming a precinct officer; complete the “Examination for Precinct Officers.”
☐ No I am not interested in becoming a precinct officer.

I am available for the following election(s) (Please note there is a possibility of a Statewide Special Election in November of 2005 and if you check interest in the Primary we will include you for that election as well.):

☐ Primary – June 6, 2006
☐ General – November 7, 2006

Please complete the information below if you would be interested in working. If you are willing to work out of your area, please note this.

Name: _____________________________________________

Address: _____________________________________________
(Include City, State and Zip)

Daytime Phone Number: ____________________________ Evening Phone Number: ____________________________
(if we may contact you during the day)

I am willing to work (check one) ☐ Anywhere ☐ Only in ____________________________ area

Position desired: (check one) ☐ ANY ☐ INSPECTOR ☐ JUDGE ☐ CLERK

NOTES: ____________________________________________

SPECIAL NOTE:

If you are related to any candidate running for office and you are interested in working, please contact our office before you return this form.

BE A PRECINCT OFFICER
AND MAKE A DIFFERENCE IN YOUR COMMUNITY
BUTTE COUNTY REGISTRAR OF VOTERS
EXAMINATION FOR PRECINCT OFFICERS

1. Alphabetize the following list of names, arrange the letters a-h to show the correct order:
   a) MCBRIDE
   b) SARGENT
   c) JONES-MCNEAL
   d) O'CONNER
   e) MCCAIN
   f) ATHERTON
   g) ALTON
   h) ATTERTON

2. Alphabetize the following list of names by last name and arrange the letters a-h to show the correct order:
   a) DON STEELE
   b) RICHARD CODROMAC
   c) JOHN MCINTYRE
   d) ANTHONY SCHERER
   e) REBECCA CROSS
   f) VALERIE DEMARCO
   g) LOU LI
   h) FRANK CONRAD

3. Compare the two lists of addresses, if they are alike in every way select T-true, if they are not alike select F-false:

   T 2656 Oro Dam W Blvd #6
   T 2252 Esplanade #363
   T 1225 Biggs Gridley Hwy
   T 3 W 24th St #33
   T Forest Ranch, CA

   F 2656 Oro Dam W Blvd #6
   F 2252 Esplanade #366
   F 1222 Biggs Gridley Hwy
   F 3 W 24th Ct #33
   F Forest Ranch, California

DIRECTIONS: Each of the following questions consists of a set of three similar names or numbers. For each question, compare the names or numbers to decide which ones, if any, are exactly alike. If all three are exactly alike, circle "A". If only the first and second are exactly alike, circle "B". If the first and third are alike, circle "C". If only the second and third are alike, circle "D". If all three names or numbers are different, circle "E".

4. Joey Brown
   John Brown
   John Brown
   A B C D E

5. Susan Edgar
   Susan Egan
   Susan Edgar
   A B C D E
6.  23937
    23937
    23737

7.  53622
    53622
    53622

DIRECTIONS: The following problems are designed to measure your basic skills in computation. Read each problem carefully and circle the correct answer. Please show your work in the space to the right of the problems.

8. Find the sum of the following numbers: 25, 208, 33, 111
   a) 308       b) 377       c) 376       d) 250

9. 322 + 83 + 13 =?
   a) 418       b) 400       c) 325       d) 425

10. Subtract 78 from 123
    a) 99        b) 41        c) 45        d) 22

11. 88 - 27 =?
    a) 61        b) 21        c) 50        d) 63

DIRECTIONS: Read the paragraph below then circle the correct answer to questions #12 and #13.

You received a total of 1,000 official ballots. After the polls have closed you find that you have 3 spoiled ballots, 825 unused ballots, 6 provisional ballots and 165 voted ballots and 25 voted absentee ballots. Your instructions state that the sum of the spoiled, unused, provisional and voted ballots must total the number of ballots received. This procedure is called balancing and sometimes the count will be off. If the Roster does not balance and the reason is known, the precinct officer must state the reason on bottom of the Roster page. If the reason is not known, write "No Reason" at the bottom of the Roster page. It is important not to delay delivery of the ballots beyond 9:30pm with the balancing process.

12. What is the total number of spoiled, unused, provisional and voted ballots?
    a) 1,000      b) 999      c) 1,001      d) 995

13. If the above scenario did not balance, what is the difference?
    a) 3       b) 10       c) 1       d) none of the above
14. Each precinct receives a certain number of ballots; the total number received in each precinct is on the ballot receipt. The following is a “Sample” of the Roster of Voters. Complete the Ballot Statement by using the following criteria: total number of ballots issued 1500, unused 800, spoiled 5, provisionals 17, regular voted ballots 678, total active voter signatures is 668 and total inactive voter signatures is 10, voted absentee ballots 50 and surrendered absentee ballots 1. Please enter the total number of ballots accounted for on Line 6.
15. Each precinct receives a certain number of ballots; the total number received in each precinct is on the ballot receipt. At the end of the day, the unused ballots must be counted, listed on the appropriate "Unused Ballot" label and sealed in the unused ballot bag. Complete the following unused ballot label. Under Pre-stuffed ballot packets, enter the beginning serial number of 1051 and the ending serial number of 1550 in the appropriate fields. Under the Ballot Pads, enter the beginning serial number of 1551 and the ending serial number 1600. Next figure out the total number of unused ballots for each and then add the two together and enter the GRAND TOTAL. Note: don’t forget when calculating the unused ballots that the 1st ballot will be inclusive.

UNUSED BALLOTS AND BALLOT STUBS BAG

PRECINCT NO. __________

INSTRUCTIONS:

☐ Enter your precinct number on the line above.

☐ Count and package the unused ballots by following these instructions:

  **Count Pre-Stuffed Ballot Packets:**
  Stack the pre-stuffed ballot packets in serial number order. Look at the beginning serial number and record that number on the space below. Look at the ending serial number and record that number on the space below. To record the total number of pre-stuffed ballot packets subtract the ending serial number from the beginning serial number and add 1. Record this total on the space below.

  **Count Ballot Pads:**
  Stack the ballot pads in serial number order. Look at the beginning serial number and record that number on the space below. Look at the ending serial number and record that number on the space below. To record the total number of ballot pads subtract the ending serial number from the beginning serial number and add one (1). Record this total on the space below.

<table>
<thead>
<tr>
<th></th>
<th>Beginning Serial Number</th>
<th>Ending Serial Number</th>
<th>Serial</th>
<th>Total Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Stuffed Ballot Packet Count</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Pad Count</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GRAND TOTAL __________

☐ Record the Grand Total on the line above, by adding the total count of Pre-Stuffed Ballots and Ballot Pads together.

☐ Ballot Stubs – place the top stubs from all issued ballots into this bag. Do not place any voted ballots or spoiled ballots in this bag.

☐ Seal the plastic bag by removing the paper backing and adhere the flap to seal.

☐ Place this bag in the Ballot Box after completing the “Open The Ballot Box” procedure.
Developing an Election Day
“Quality Assurance” Plan
Lake County, IL

Submitted by: Willard Rocks Helander
Lake County Clerk
18 North County Street, Rm 101
Waukegan, IL 60085
Election Center Professional Practices Program 2007

Developing An Election Day “Quality Assurance” Plan
Willard Rooks Helander, Lake County (Illinois) Clerk

Issue: Serving a growing voter population with limited election administration staff, while meeting increasingly complex state and federal requirements for documenting voter qualifications and providing voter ballot options.

Solutions: Initiating voting site concept; developing a partnership with other county agencies for “Election College” to train on-site election day support for 481 precincts.

Background: Lake County, Illinois has approximately 644,000 residents. The County Clerk’s office maintains a list of approximately 440,000 active and inactive voters. With a full time staff of 37, thirteen are devoted to election administration and six are assigned to voter registration duties. Providing prompt and accurate support to voters and election judges in the field continues to be a growing challenge, whether by telephone, roving field representatives or email. Our office also provides services for tax extension and redemption, vital records, and county board ordinance/official board minutes.

Early Voting Becomes an Opportunity: With the advent of early voting in Illinois, we reduced the number of election day voting locations from 210 to 164; the downward trend enhanced our ability to initiate expert level support at every site. Our goal was to enhance election quality assurance for voters by providing consistent, equal access to service throughout the county – even in areas with a history of inconsistent election worker commitment and accuracy. The long-term plan was to ensure cost-effective responsiveness, especially in large federal elections, without adding additional staff.

Proposal: The County Clerk’s office proposed a partnership with other administrative departments and agencies within county government to train higher-level supervisory staff throughout 2007 to serve as Site Managers on election day. Candidates for “Election College” were screened for overall subject interest, communication skills and diplomacy.

Context of Existing Process: In addition to a Site Manager, each voting site is staffed with judges who check-in and verify voters, and other judges who select and issue ballots as well as track the number of persons voting in each precinct. Each site is assigned at least two certified Ballot Box Judges who operate the optical scan equipment and are responsible for supply pick up and voting site set-up. Certified Laptop Judges at each site operate computers containing a list of all registered voters, their addresses, correct ballot style and voting site. Laptop Judges use a decision technology computer program designed in-house. The program contains a “decision tree” to correctly process voters with special circumstances. The series of questions answered with “yes” or “no” direct the Laptop Judge to provide the correct solution. When appropriate, the program provides an example of a properly completed forms and step-by-step instructions for completion. The laptop also contains short videos on optical scan and ADA voting equipment set-up. This is helpful for emergency situations where a trained Ballot Box Judge may be delayed or ill.
Role of Site Manager: Site Managers were not expected to replace the tasks assigned to certified Ballot Box Judges and Laptop Judges, but to support them in delivery of consistent processes throughout the county. Site Managers duties included: greet and direct voters unfamiliar with the process to the check-in table, monitor procedures for processing voters and selecting/issuing ballots, sign-in poll watchers, answer voters’ questions and complaints, review steps for opening and closing the polls, as well as assure quality control for completion of paperwork and packing.

“Election College” Instituted: Bi-monthly “Election College” seminars introduced fundamental terminology, procedures, legal requirements, forms and affidavits, as well as covered special circumstances. Multiple sections of each class were offered during the workday, in the evening and on Saturdays to accommodate various schedules. Most Site Manager candidates had no previous election experience and began with an abbreviated version of the basic election judge training class. Each participant was issued an Election Judge Manual for “homework” reading. Next, the training addressed the role of the Site Manager including an illustrative list of “do’s” and “don’ts.” Hands-on segments oriented participants to the various forms and instructions.

Field Experience and Evaluation: The 2007 primary and local consolidated elections provided field experience under the supervision of experienced staff and election judges. Post-election surveys and interviews with narratives were conducted. Comment forms from other election workers at the sites, review of each voting site’s completed paper work and packing, analysis of ballots issued vs. voters’ entitlement, and voters’ letters and comments were assembled to gauge the success of the pilot. The feedback was overwhelmingly positive. The number of calls to our “dispatch center” dramatically decreased. All data demonstrated that Site Managers provided the collaborative support enabling election judges to provide prompt attention to most voters needs and concerns of election workers.

Enhancements for Future Elections: Quality assurance plans will be enhanced with additional training and introduction of on-line training for each aspect of specialty training offered. The on-line program will include testing in each subject area: procedures for set-up; serving voters; closing the polls; legal requirements; when and how to use affidavits; serving voters with disabilities.

Attachments: The first two pages attached are examples of training materials used in the “Election College” and the last three are examples of the decision technology program designed and developed in partnership with our Information Technology Department.

For additional information, contact:
Willard R. Helander, Lake County Clerk
18 North County Street, Rm 101
Waukegan, IL 60085
whelander@co.lake.il.us
www.co.lake.il.us/entyclk
Site Manager Training
Reaching for the Summit in Service

Spring 2007

Some Changes Are Set in Motion – We Need to Prepare!

- More voters are expected to choose early voting – before Election Day.
- We want to use our resources wisely – our judges, and Election Day support.

What Are Site Manager Duties?

- **Team builder**: Use Open Polls Checklist
- **Quality control**: Confirm consistent process.
- **Back up**: Help with special circumstances or affidavits.
- **Diplomat**: Resolve voter concerns.
- **Mediator**: Log in poll watchers; resolve concerns.
- **Coach**: Ensure complete Close Polls Checklist, transmission, and packing.
All voters check in at same table.

Step 2 – Ballot issue.

Finally, Ballot Box judges insure integrity.
Searching for a Voter by Name

1) Enter last name of voter in the **Last Name** box and enter the first few letters of first name in the **First Name** box. Move between boxes by pressing the “Tab” button or by clicking in box. Click **Search Now** button or hit enter button.

2) In the search results box, you can view voter’s precinct, name, gender, year of birth, full address, voting location (assigned polling place), and ballot style. If voter has already voted, their name and information will appear in blue and “Voted” will appear in Voted column to the left of Voter’s name.

3) In search results box select or click on the name of the specific voter to view their information. Verify voter address and the year of birth to ensure you have selected the correct voter.

4) The default search for the **Displayed Voter Selection** is set to “This Polling Place Only”. If unable to find voter, click on option for **All Lake County Voters**. Repeat search by clicking **Search Now** button. If voter still cannot be found, verify voter’s last and first names are spelled correctly. If spelled correctly, search by address.
Selecting and Processing a Voter

Click on voter’s name. Screen appears with voter’s information. (Note: this screen also includes Voter ID number and an image of the voter’s signature)

Ask voter “What is your current address?” Verify address matches address on screen. If address matches, click YES, pop-up box appears “Mark this voter processed?” Click YES to complete process.
Selecting and Processing a Voter (continued)

You may click and drag the instructions box so that you may fully view the sample affidavit behind the instructions. Once you are finished viewing the instructions and sample affidavit, click OK. This is only a sample to be used as reference. You will need to complete a blank affidavit for the voter.
23rd Annual National Conference New Orleans, LA

2007 Professional Practices Program

National Participant

Emergency Medication Distribution Plan
Lake County, IL

Submitted by: Willard Rocks Helander
Lake County Clerk
18 North County Street, Rm 101
Waukegan, IL 60085
Emergency Medication Distribution Plan

An Intergovernmental Partnership with the Lake County Health Department
Willard Rooks Helander, Lake County (Illinois) Clerk

Issue: The Lake County Health Department developed an emergency medication distribution plan that established five area high schools in the county for emergency distribution of medications in case of a pandemic or other medical emergency. Lake County has approximately 644,000 residents and thousands of additional daily commuters from Wisconsin and the surrounding Illinois collar counties who work in the county. The police, fire and emergency medical officials in the county assessed the plan and concluded that it was woefully inadequate to rapidly deliver medication in a reliable and safe manner.

Solution: The partnership with the Lake County Clerk’s office to utilize local voting sites for distribution of medications moved the delivery into convenient neighborhood sites within each of the 54 municipalities in the county and in the unincorporated areas.

Conceptual Basis: Each voting site is generally well known to area residents, has adequate parking and meets accessibility requirements of the Americans with Disabilities Act. Even persons not registered to vote or those who are not regular participants in the voting process are familiar due to prominent curbside signage on election day. Most residents could walk to the site if traffic congestion became a concern. Election workers are often local neighborhood residents. Those who volunteer could be maintained in a database and be contacted by email or text message to report to the site for traffic control and to assist with set-up for distribution of medications. This would greatly assist local fire, police, paramedics and health officials.

Launching the Concept: Community forums were hosted by the County Clerk and the Health Department to meet with fire, police and paramedic officials. Next, we held informational meetings for managers from each type of facility serving as a voting site: schools, municipalities, township government, churches and other non-profit organizations. The project was explained and essential partnerships were formed to ensure adequate plans for public health and safety.

Formalizing the Partnership: The County Clerk worked with the State’s Attorney to revise the language in existing polling place agreements to incorporate the use for emergency distribution of medications. All 164 sites agreed in writing to support the plan.

Beginning the Public Awareness Campaign: While the Health Department led in dissemination of information, the County Clerk created notices of the Emergency Medications Distribution Plan in concert with the Health Department, and election workers distributed them to voters in November 2006 and April 2007. Panel discussions were broadcast on the County Clerk’s local cable program.

Opportunities for the Future: Laptop computers currently used for election day may be helpful for interface with a central emergency control center. As the County Clerk continues to consolidate voting sites in response to Early Voting increases, each site with capacity to be networked to the county will aid in inventory and staffing needs in the event of an emergency distribution event. The County Clerk has offered to collaborate with health and public safety officials to make County Clerk laptops available if desired.

Conclusion: Governmental agencies can best provide support and services to the public when meaningful partnerships are embraced. The County Clerk has dedicated a staff member to serve as a permanent liaison the Health Department’s planning team and continues to embraces opportunities to maximize resources available to ensure public health and safety for the resident and employees in Lake County.