

**R. I. STATE BOARD OF ELECTIONS
MINUTES OF MEETING
June 18, 2013**

The Rhode Island State Board of Elections convened at 3:43 PM at the Rhode Island Board of Elections, a quorum included, Vice-Chairman Richard Pierce, Commissioners William West, Susan Farmer, Florence Gormley and Richard DuBois, Executive Director Robert Kando and Board legal counsel Raymond Marcaccio were also in attendance.

First order of business: Commissioner Farmer moved to approve the minutes for Board of Elections meetings dated 3/11/13, seconded by Commissioner Gormley and passed unanimously.

Next order of business: Hearing on Rules and Regulations for Election Training Seminars (attached). The Board received a brief review of the regulation and explanation that the regulation was drafted in response to the 2012 audit recommendation. No member of the public appeared to testify. Commissioner Gormley, moved to adopt the regulation, seconded by Commissioners DuBois and Farmer, and passed unanimously.

Next order of business: Discussion on the R.I. House Oversight Committee's Elections 2012 report (attached). Elections Director Robert Rapoza, addressed each recommendation of the report relating to the Board of Elections and provided the Board with the staff response (attached). After the presentation was completed the Board instructed Executive Director Kando to send a letter to the Committee thanking them for their efforts and recommendations.

Next order of business: Discussion on the 2012 Bureau of Audits report (attached). Elections Director Rapoza and Campaign Finance Director Richard Thornton addressed each finding of the report that pertained to their respective divisions, detailing the Board's compliance with the recommendations. When their presentations were complete, the Board instructed Executive Director Robert Kando to send a letter the Bureau of Audits thanking them for their efforts and for the thoroughness of their report.

Next order of business: A discussion on the accumulation of campaign finance fines and problems relating to collection. Campaign Director Ric Thornton presented the Board with a accounts receivable report (attached) that detailed the amount of fines collectable and 3 year growth projections. Director Kando noted that court collections have had some success, but that the process is cumbersome, time-consuming and lengthy. Attorney Raymond Marcaccio, noted several successful collections, and agreed that the process is cumbersome and lengthy.

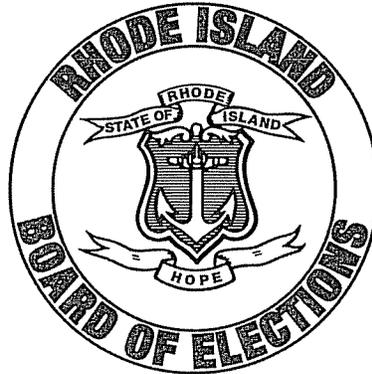
The discussion included the possibility of using a collection agency under the State's Master Price Agreement. The possibility of losing control over the accounts was touched on and Commissioner Farmer thought that the MPA should be considered. Attorney Marcaccio stated that the Board's legal authority would allow it to limit fines and prevent

filers who owe fines/reports from filing declarations for office. Executive Director Robert Kando suggested that he, Ric Thornton and Attorney Marcaccio could draft a regulation and present it to the Board. Commissioner Gormley stated that a workshop with the Board before a final draft is presented at the next meeting would be helpful, which supported by those present.

Next order of business: Next order of business was a motion by Commissioner Gormley pursuant to 42-46-5(a)(2) to adjourn into executive session to discuss pending litigation in Superior Court relating to Daniel Grzych, Frederick Cavallaro, and Kevin Johnston, seconded by Commissioner West and passed unanimously.

Next order of business: Commissioner Gormley moved to close the executive session and seal the minutes, seconded by Commissioner DuBois and passed unanimously.

Next order of business: At 5:00 PM, Commissioner Gormley moved to adjourn seconded by Commissioner West and passed unanimously.



**RULES AND REGULATIONS
FOR ELECTION TRAINING SEMINARS**

Adopted

06/18/2013

PROPOSED

**Promulgated by order of
The Rhode Island State Board of Elections
Frank J. Rego, Chairman**

RULES & REGULATIONS FOR ELECTION TRAINING SEMINARS ADOPTED BY THE RHODE ISLAND BOARD OF ELECTIONS

The Rhode Island Board of Elections hereby adopts the rules and regulations relating to Election Training Seminars pursuant to and in accordance with R.I. Gen. Laws 17-7.

Said rules and regulations are adopted pursuant to the Administrative Procedures Act (R.I.G.L. §42-35 et seq.) and are available for public inspection at the offices of the Rhode Island Board of Elections, 50 Branch Avenue, Providence, Rhode Island.

Section 1. Purpose

These rules and regulations are adopted by the Rhode Island Board of Elections to ensure the compliance and execution of R.I.G.L. 17-7-5(1).

Section 2. Definitions

Board of canvassers or local board shall mean the board of canvassers in a city or town.

Board of Elections or State Board shall mean the Rhode Island Board of Elections.

Election Seminar shall mean a training session conducted by the State Board of Elections that provides the local board of canvassers with guidance and policy on upcoming Elections.

Section 3. Purpose of Seminars

Rhode Island General Law 17-7-5(1) states that the State Board of Elections has "general supervision of the administration of the election law by the local boards." The State Board conducts election seminars for the local boards of canvassers that review state and federal election law, and the policies, procedures and practices of elections in Rhode Island. The seminars are designed to promote the uniformity of elections statewide and ensure fair and efficient elections that conform to best election practices

Section 4. Attendance of Seminars

Each city must assign at least 2 (two) employees, and each town must assign at least 1 (one) employee, to attend each seminar. The assigned employee is in addition to any Board of Canvasser member to be in attendance. The Board may require the attendance of additional municipal employees with prior notice

Section 5. Penalty for Non Compliance

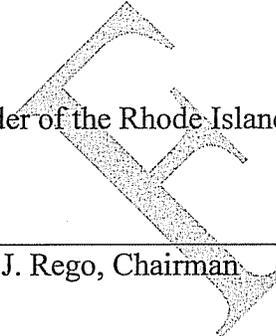
Any local board that fails to send a representative to attend the States Election Seminar shall be subject to the penalties in R.I.G.L. 17-26.

Section 6. Implementation

The Board of Elections may promulgate procedures and forms necessary to implement the within rules and regulations required under the Rhode Island General Laws.

These rules and regulations were adopted at a meeting of the State Board of Elections held on the 18th day of June, 2013 pursuant to the Administrative Procedures Act (R.I.G.L. 42-35-1, et sq.).

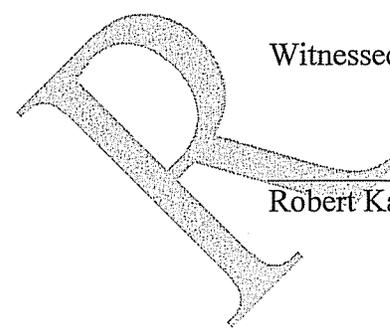
By Order of the Rhode Island Board of Elections



Frank J. Rego, Chairman

Date

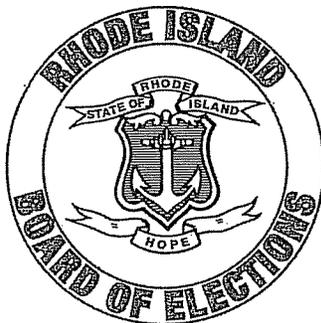
Witnessed by



Robert Kando, Executive Director

Date

State of Rhode Island Board of Elections



Pollworker Training & Recruitment Taskforce

Summary of Recommendations

August 9, 2013

RHODE ISLAND STATE BOARD OF ELECTIONS

FRANK J. REGO, *Chairman*

RICHARD H. PIERCE, *Vice Chairman*

RICHARD R. DUBOIS

SUSAN L. FARMER

FLORENCE G. GORMLEY

MARTIN E. JOYCE, JR

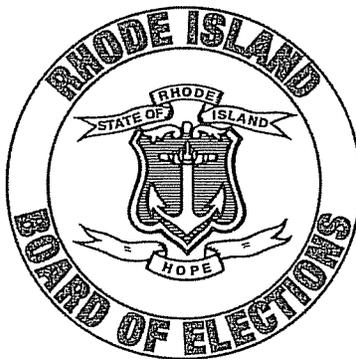
WILLIAM E. WEST

ROBERT KANDO, *Executive Director*

ROBERT B. RAPOZA, *Director of Elections*

Prepared By:
MIGUEL J. NUNEZ

Edited by:
GREG McBURNEY



50 BRANCH AVENUE, PROVIDENCE, RHODE ISLAND 02904

Tel. (401) 222-2345

Fax (401) 222-3135

<http://www.elections.ri.gov>

Table of Contents

General Summary.....	7
Recruitment.....	7
Polling Place Operations.....	10
Pollworker Questionnaire.....	11
Pollworker Application Cover Sheet.....	15
Pollworker Application.....	16

General Summary

In February 2013 the Board of Elections invited 10 local Boards of Canvassers to send at least one representative to participate on a taskforce in order to discuss new ideas to improve the recruitment of pollworkers and the training sessions being held for these pollworkers. The following 9 communities accepted the invitation and participated in most of the meetings held:

- ⊗ Cumberland
- ⊗ Jamestown
- ⊗ Lincoln
- ⊗ Narragansett
- ⊗ Pawtucket
- ⊗ Providence
- ⊗ Richmond
- ⊗ Warren
- ⊗ Warwick

Recruitment

In order to increase the recruitment of pollworkers, the taskforce emphasized the recruitment of *quality* pollworkers over simply recruiting more personnel. The taskforce investigated ways to promote working at the polls to people who were more likely to have an interest in the process and be available to work an entire election day.

Application

The committee revised the existing “uniform state pollworker application” to include more information about each position at the polling place and to allow the applicant to select their preferred position based on that information. An information cover sheet was added in order to more clearly provide the applicant with the requirements and prohibitions for working at the polls, as well as the mailing address for each Board of Canvassers to which the application can be mailed. The new application will continue to be made available online at the Board of Elections website and within each local board.

The application allows the state to enforce new minimum requirements to become a pollworker. Currently, state law allows any non-felon state resident, who is registered to vote and can read and write to become a pollworker. The taskforce proposed investigating what type of minimum requirements other states have for pollworkers.

High School Students

The taskforce discussed increasing the involvement of high school students in those communities with a large number of polling places and difficulty in obtaining enough workers. Several communities have had excellent cooperation with their local high schools in obtaining students who are interested in the electoral process and who have even received class credit for their work on Election Day. Given the fact that several communities have had excellent success with recruiting students, the taskforce agreed that these communities should, in conjunction with the Board of Elections, host a separate meeting to be held at a later date. Any local board interested in obtaining high school students to work the polls will be able to attend the meeting and obtain information on best practices for establishing a recurring program for recruiting high school students from their local schools.

Pay

Currently pollworker pay ranges from a low of \$125.00 per day in some communities to \$200.00 per day in other communities. Communities should review pay rates in nearby communities and determine if increasing the pay rate is necessary to retain pollworkers. Under RI law, pollworkers do not need to be a resident in the city/town in which they work. Under the law, pollworkers are paid a minimum of \$25.00 for training.

Training

Discussions around training focused on how to make the class more interesting and informative without substantially lengthening it. Another focus was determining how to accurately measure the effectiveness of the training on individual pollworkers.

Class Length

Several taskforce members expressed a desire to hold the Supervisor and Moderator/Clerk class at separate times. This would significantly increase the amount of resources needed by the Board of Elections to conduct classes. Classes would need to be scheduled further apart and fewer classes could be conducted daily. This would either require the BOE to hire and train additional instructors or start classes 5-8 weeks before each election, which some members too far in advance of an election.

Other members proposed the certification of pollworkers for either 1 month or 1 year. This certification would allow these certified pollworker to skip training for an election as long the certification was still valid, and had not been revoked by either the Board of Elections or the Board of Canvassers. The Board of Elections will explore this suggestion.

Class content

Suggestions were made to increase interactivity within the class, such as calling on individual attendees and provoke more questions. These suggestions will be reviewed, while noting that more questions generally leads to a lengthier class. It was also proposed to add more media into the class, such as videos and photos. The Board of Elections is currently working with Rhode Island College on improving the training presentation and adding several videos to cover key duties during Election Day.

Testing

A major topic of discussion was testing. Some members proposed conducting a short quiz or test immediately following the training class. Others proposed having the pollworkers complete the test while the class was being conducted. Several members suggested requiring a test be taken online within a certain timeframe after the class was taken.

Issuing a test immediately following the class is possible. However, the tests would need to be corrected by someone either at the class or within a short period of time after the date of the class. If a pollworker failed the test, it would need to be determined if the person could take the test again or would need to attend another training class, or not be allowed to work. Issuing the test while the class is being conducted presents the same problem and also raises questions as to whether the class attendees can both complete the test and be attentive at the same time.

Online testing has the benefit of allowing the test to be taken at home or another site, and be electronically corrected in the system. The pollworker may be allowed to take the test multiple times if he/she fails. The downside to online testing is that some pollworkers may not have a computer or access to the internet.

Screening

The taskforce received some concern from local boards that they are not able to reject individuals appointed by local candidates or parties if they feel they are not qualified or have made mistakes in past elections. The Board of Elections recognized this issue and is in the process of establishing a formal policy to enable the local boards to hire only qualified individuals with at least an adequate record of working at the polls

Polling Place Operations

Although the primary objective of the taskforce was not improving operation of the polling place, some members proposed certain changes as a way to make training more effective and easier. Some of these suggestions could be easily implemented immediately.

Greeters

The general consensus was that Greeters could be very useful in polling places with a large eligible vote. The Greeter could direct voters to the appropriate line determined by their last name. The Greeter would also have a master directory of voters in the city/town so he/she could direct "lost" voters to their appropriate polling place. Based on these ideas, the Board of Election has already begun formulating a formal policy to require a Greeter at busy polling places.

Signage

All attendees generally agreed that signage could be improved at the polling place. From letters hanging from the ceiling, to signs and arrows posted inside and outside the polling place, the taskforce agreed that additional signage would help make the polling place more efficient. The Board of Elections is currently partnering with students from the Rhode Island School of Design to improve signage and pedestrian traffic flow at polling places.

Facility and Setup

Many members advocated for establishment of a formal contract between the facility management and the Board of Canvassers to ensure that specific rooms and entrances would be made available on Election Day. In the past, some facilities have not permitted the equipment to be setup in the part of the building originally agreed upon. This causes confusion on Election Day and potentially causes the polling place to be in violation of state and federal voting and accessibility laws. The facility must also be able to handle the number of potential voters. The Board of Elections is in the process of establishing new minimum standards for polling places to ensure they can accommodate the increased number of eligible voters.

Most communities pay additional personnel or have city/town employees setup the polling place prior to the election. It was agreed that these setup personnel should be better trained to ensure the polling place is setup precisely according to the diagram provided by the Board of Elections.

In conclusion, the taskforce agreed to allow the Board of Elections time to investigate the proposals of the taskforce, and determine which are feasible both economically and legally. The Board of Elections will keep the local boards apprised of any proposals implemented as a result of the recommendations of the taskforce.

Pollworker Questionnaire

A questionnaire was mailed to 766 Wardens/Moderators & Clerks who worked in the 2012 General Election. The questionnaire was drafted during taskforce meetings and based on feedback from members. The recipients were asked to complete the questionnaire and return it in a self-addressed stamped envelope within 2 weeks by late June.

There were 469 respondents to the questionnaire, comprised of 240 Wardens/Moderators, 199 Clerks, and 20 Supervisors. The results of the questionnaire are included below:

Did you have adequate staffing in your polling place?

A. Yes	390	83%
B. No	78	17%

Do you feel that posting a greeter at the entrance to the polling place would help with efficiency?

A. Yes	304	67%
B. No	150	33%

Was your polling place already setup for you when you arrived?

A. Yes	335	73%
B. No	127	27%

Did you have enough supplies?

A. Yes	417	90%
B. No	45	10%

Do you feel that your polling place was organized?

A. Yes	425	91%
B. No	41	9%

Did you understand who was in charge at the polling place?

A. Yes	463	99%
B. No	5	1%

Did anyone from the local board visit your polling place during the day to offer assistance?

A. Yes	434	94%
B. No	28	6%

Was the technician from the Board of Elections helpful?

A. Yes	344	74%
B. No	20	4%
C. Didn't Visit	104	22%

Did you know how to reach the Board of Canvassers if there was a problem?

A. Yes	424	96%
B. No	17	4%

Did you encounter any problems with the voter ID requirements?

A. Yes	98	21%
B. No	363	79%

Did you find any part of the process confusing?

A. Yes	104	23%
B. No	350	77%

Do you feel that the training class was too long, too short or just right?

A. Too Long	203	44%
B. Too Short	19	4%
C. Just Right	235	51%

Was the training overwhelming?

A. Yes	64	14%
B. No	388	86%

Did you feel comfortable asking questions during your training?

A. Yes	429	94%
B. No	27	6%

Were you trained enough for your particular job duties?

A. Yes	431	94%
B. No	26	6%

How would you feel about a short quiz after class?

A. Agree	206	47%
B. Disagree	234	53%

Would you be willing to take the class on-line instead of going to class?

A. Yes	283	63%
B. No	169	37%

Were there too many people in your class?

A. Yes	88	20%
B. No	361	80%

Would you prefer to attend training on Saturday?

A. Yes	120	27%
B. No	330	73%

Noteworthy in the survey results is that the vast majority (94%) felt comfortable asking questions during training class, and nearly all (94%) felt they were trained adequately in their job duties. Online pollworker training also received a positive reception, with 63% willing to take the class online.

However, only 47% agreed that a quiz should be given afterward. A quiz is proposed to be part of any online training as it would be necessary to verify the training was effective.

Questions regarding polling place operations also received some encouraging responses. Most respondents felt they had enough supplies (90%), their polling place was organized (91%), and they felt their state election tech was helpful (74%).

Some concerns remain regarding the setup of the polling places, with only 73% indicating their polling place was setup for them by the Board of Canvassers

when they arrived in the morning, despite this being a requirement of the Board of Elections. Only 67% felt that adding a Greeter at the door would be helpful. Adding Greeters has been determined to be key factor in improving efficiency of the polling place for the 2014 elections.

The questionnaire results have been distributed to the local Board of Canvassers for their review. The Board of Elections intends to keep all Boards of Canvassers informed of any implementation of the recommendations proposed by the taskforce. This may occur either through e-mail communication or at the bi-annual Elections Seminar organized by the Board of Elections. Furthermore, the Board of Elections may deem necessary the establishment of additional taskforces or groups to address other aspects of the election process.

Rhode Island Board of Elections Pollworker Application Cover Sheet

Under Rhode Island law, in order to serve as a pollworker you must:

- Be registered to vote in Rhode Island
- Be able to read the Rhode Island Constitution in English
- Be able to write your own name

- You **cannot** serve as a pollworker if you are a convicted felon.
- You **cannot** serve as pollworker in a primary if you are a city, state, or federal employee.
- You will be paid. Pay varies by city/town.

You must attend a training class that may exceed 3 hours. You must be available to work the day of the election, from 6 a.m. until approximately 9:00 p.m. You cannot leave your assigned polling place for any reason; this includes voting, lunch, or dinner breaks.

If you desire to vote and are not assigned to work in your voting precinct, you must cast a mail ballot in the Board of Canvassers' office in the city or town where you are registered up until 4 p.m. the day before the election.

High School Students

You may be eligible to work at the polls if you are at least 16-years-old, a junior or senior, have at least a 2.5 GPA, and receive permission from school officials. Contact your Board of Canvassers for more information.

Complete the application and submit it to your local Board of Canvassers:

LOCAL BOARDS OF CANVASSERS

Barrington Town Hall, 283 County Rd.,
Barrington, RI 02806

Bristol Town Hall, 10 Court St.,
Bristol, RI 02809

Burrillville Town Hall, 105 Harrisville
Main St., Harrisville, RI 02836

Central Falls City Hall, 580 Broad St.,
Central Falls, RI 02833

Charlestown Town Hall, 4540 S. County
Trail, Charlestown, RI 02813

Coventry Town Hall, 1670 Flat River
Rd., Coventry, RI 02816

Cranston City Hall, 869 Park Ave.,
Cranston, RI 02910

Cumberland Town Hall, 45 Broad St.,
Cumberland, RI 02854

East Greenwich Town Hall, PO Box 111,
East Greenwich, RI 02818

East Providence City Hall,
145 Taunton Ave.,
East Providence, RI 02914

Exeter Town Hall, 575 Ten Rod Rd.,
Exeter, RI 02822

Foster Town Hall, 181 Howard Hill Rd.,
Foster, RI 02825

Glocester Town Hall 1145 Pufnain Pike
PO Drawer B, Glocester, RI 02814

Hopkinton Town Hall, 1 Town House
Rd., Hopkinton, RI 02833

Jamestown Town Hall, 93 Narragansett
Ave., Jamestown, RI 02835

Johnston Town Hall, 1385 Hartford
Ave., Johnston, RI 02919

Lincoln Town Hall, 100 Old River Rd.,
PO Box 100, Lincoln, RI 02865

Little Compton Town Hall, PO Box 226,
Little Compton, RI 02837

Middletown Town Hall, 350 East Main
Rd., Middletown, RI 02842

Narragansett Town Hall, 25 Fifth Ave.,
Narragansett, RI 02882

New Shoreham Town Hall, PO Drawer,
220 Block Island, RI 02897

Newport City Hall, 43 Broadway,
Newport, RI 02840

N. Kingstown Town Hall, 80 Boston
Neck Rd., North Kingstown, RI 02852

North Providence Town Hall, 2000
Smith St., North Providence, RI 02911

North Smithfield Municipal Annex, 575
Smithfield Rd., North Smithfield, RI
02896

Pawtucket City Hall, 137 Rosevelt
Ave., Pawtucket, RI 02860

Portsmouth Town Hall, 2200 East Main
Rd., Portsmouth, RI 02871

Providence City Hall, 25 Dorrance St.,
Providence, RI 02903

Richmond Town Hall, 5 Richmond
Townhouse Rd., Wyoming, RI 02898

Scituate Town Hall, PO Box 328, North
Scituate, RI 02857

Smithfield Town Hall, 64 Farnum Pike,
Smithfield, RI 02917

S. Kingstown Town Hall, 180 High St.,
Wakefield, RI 02879

Tiverton Town Hall, 343 Highland Rd.,
Tiverton, RI 02878

Warren Town Hall, 514 Main St. Warren,
RI 02885

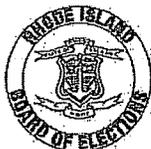
Warwick City Hall, 3275 Post Rd.,
Warwick, RI 02886

W. Greenwich Town Hall 280 Victory
Highway, W. Greenwich, RI 02817

West Warwick Town Hall, 1170 Main St.,
West Warwick, RI 02893

Westerly Town Hall, 45 Broad St.,
Westerly, RI 02891

Woonsocket City Hall, P.O. Box B,
169 Main St., Woonsocket, RI 02895



APPLICATION TO WORK AT THE POLLS

REQUIREMENTS:

- | | | |
|---|--------------------------|--------------------------|
| | Yes | No |
| 1. Are you a registered voter in Rhode Island? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you able to read the Constitution of the state in English? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you able to write your own name? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered "No" to any of the questions above, you cannot serve as a pollworker. See the application cover sheet for important information about other requirements and restrictions. Contact your local Board of Canvassers for additional information.

First Name	Middle Initial	Last Name
Residence Address	City/Town	Zip
Mailing Address (if different)	City/Town	Zip
Date of Birth (MM/DD/YYYY)	Phone Number	E-mail Address
OPTIONAL: Please check the position you are interested in: <input type="checkbox"/> Warden/Moderator (Overall responsibility of the poll) <input type="checkbox"/> Clerk (Accounts for all ballots and reports) <input type="checkbox"/> Supervisor (Responsible for voter sign-in) <input type="checkbox"/> Greeter (Directs voters to proper line or poll)		Have you ever worked the polls? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a government employee? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you fluent in the Spanish language? <input type="checkbox"/> Yes <input type="checkbox"/> No Other language _____
I hereby swear and affirm that I have not been convicted, found guilty, pleaded guilty or nolo contendere, or placed on a deferred or suspended sentence, or on probation, for any crime which involves moral turpitude or which constitutes a violation of any of the election or caucus laws of this or any other state. I am not a candidate for public office in this election.		
Signature of Applicant		Date
DO NOT WRITE IN THIS SPACE (OFFICIAL USE ONLY)		
Party: D M R U		PW-1_04/2013

SUBMIT THIS FORM TO YOUR LOCAL BOARD OF CANVASSERS

MEMO

To: Frank J. Rego, Chairman
Richard H. Pierce, Vice-Chairman
Florence G. Gormley, Commissioner
Martin E. Joyce, Jr., Commissioner
Susan L. Farmer, Commissioner
Richard Dubois, Commissioner
William West, Commissioner

Robert Kando, Executive Director

From: Richard E. Thornton, Director of Campaign Finance

Date: September 10, 2013

Re: Status Report-Campaign Finance

Received and processed about 800 campaign finance reports, including e-filed reports, filed for the 2nd quarter period.

Mailed out non-compliance notices via first class mail to approximately 160 campaigns who failed to file, or failed to timely file, their 2nd quarter campaign finance reports. There were approximately 125 non-respondents to the first mailing, so a second notice of non-compliance was mailed via certified mail. At present, there are still about 100 non-respondents. The last two quarters have seen a moderate increase in non-respondents.

Audited two candidate's campaign accounts and documenting findings.

Responded to letters of appeal from candidates and committees seeking waivers or reductions of assessed campaign finance penalties.

Compiled reporting schedules for upcoming Woonsocket and Central Falls elections. Prepared informational packets that were distributed to candidates in each election. Accepted candidates declarations from the Board of Canvassers and established accounts and filing schedules in ERTS.

On-going duties include transcribing and sending letters and e-mails to candidates and committees to correct deficient campaign finance reports; quality review of campaign finance reports submitted by paper or electronically; calling candidates and committees to educate them of errors on campaign finance reports filed and taking calls to troubleshoot any problems they may be encountering; calling and emailing candidates and committees to collect outstanding penalties; and training candidates and committees on ERTS.