



**STATE OF HAWAII
OFFICE OF ELECTIONS**

802 LEHUA AVENUE
PEARL CITY, HAWAII 96782
www.hawaii.gov/elections

SCOTT T. NAGO
CHIEF ELECTION OFFICER

June 8, 2011

The Honorable Shan Tsutsui, President
And Members of the Senate
Twenty-Sixth State Legislature
State Capitol, Room 409
415 So. Beretania Street
Honolulu, Hawaii 96813

Dear President Tsutsui and Members of the Senate:

For your information and consideration, I am transmitting two (2) copies of the Report to the Legislature in accordance with Section 55 of Act 162, Session Laws of Hawaii 2009.

Sincerely,

SCOTT T. NAGO
Chief Election Officer

STN:AHS:cr
OE-085-11

Enclosure



**STATE OF HAWAII
OFFICE OF ELECTIONS**

802 LEHUA AVENUE
PEARL CITY, HAWAII 96782
www.hawaii.gov/elections

SCOTT T. NAGO
CHIEF ELECTION OFFICER

June 8, 2011

The Honorable Calvin Say, Speaker
And Members of the House of Representatives
Twenty-Sixth State Legislature
State Capitol, Room 431
415 So. Beretania Street
Honolulu, Hawaii 96813

Dear Speaker Say and Members of the House of Representatives:

For your information and consideration, I am transmitting two (2) copies of the Report to the Legislature in accordance with Section 55 of Act 162, Session Laws of Hawaii 2009.

Sincerely,

SCOTT T. NAGO
Chief Election Officer

STN:AHS:cr
OE-086-11

Enclosure

Report to the Twenty-Sixth State Legislature
2011 Regular Session

Relating to Office of Election Budget Provisions

As Required by
Act 162, Session Laws of Hawaii 2009

June 9, 2011

Section 55 of Act 162, Session Laws of Hawaii (SLH) 2009, provides that the Office of Elections will submit quarterly reports concerning (1) vacancies; (2) travel and overtime expenditures; (3) milestones, accomplishments and activities of the Chief Election Officer; and (4) an updated planning timeline for the 2010 elections. The following is the Office of Elections report for the third quarter of Fiscal Year 2011, covering the time period of January 1, 2011 through March 31, 2011.

(1) *An updated list of vacant positions, noting current recruitment status.*

The following positions were vacant at the end of the third quarter.

POSITION NUMBER	TITLE
101158E	Section Head (ESS)
101161E	Election Specialist (BOPS) (Seasonal)
101162E	Section Head (CCOPS)
101163E	Warehouse Supervisor
101164E	Election Clerk (Seasonal)
101882E	Election Assistant (POPS)(Seasonal)
101884E	Election Assistant (POPS)(Seasonal)
101885E	Election Specialist (CCOPS)(Seasonal)
105760E	Election Clerk (P/T) (Seasonal)
105761E	Election Logistics Worker (Seasonal)
105763E	Election Logistics Worker (Seasonal)
105764E	Election Logistics Worker (Seasonal)
105765E	Election Logistics Worker (Seasonal)
105766E	Election Logistics Worker
105925E	Election Clerk (Seasonal)
105928E	Election Clerk (Seasonal)
105929E	Hotline Operator (Seasonal)
105932E	Election Clerk (Seasonal)
105933E	Hotline Operator (Seasonal)

106053E	Election Specialist (Precinct Operations)
106236E	Hotline Operator (Seasonal)
101887E	Hotline Operator (Seasonal)

The Office of Elections was given authority to fill three positions. Specifically, the Election Specialist (10116E) position in the Election Support Services Section, the Election Specialist (100204E) position in the Voter Services Section, and the Information Communication Systems Analyst (101889E) position in the Computer Services Section. A hiring freeze prevents further vacancies being filled. However, the majority of these positions are seasonal positions which are filled during election year. As we approach the upcoming 2012 election cycle, it is our hope that we will be able to obtain authority to fill our remaining vacant positions.

(2) A detail of travel and overtime expenditures of the quarter, including justification or reason for expenditure.

There were no travel or overtime expenditures for Office of Elections' staff during the third quarter. However, there were travel expenditures associated with a March 3, 2011 meetings of the Election Commission on Oahu and a March 14, 2011 administrative hearing conducted by the Board of Registration for the Islands of Maui, Molokai, Lanai, and Kahoolawe ("Board of Registration") on Lanai.

In regards to the Board of Registration hearing the travel expenses totaled \$446.91. The breakdown of expenses was as follows:

1. Roundtrip airfare of \$258.40 to Island Air for Deputy Attorney General Robyn B. Chun to attend the hearing. This amount included two change fees due to rescheduling of the hearing;
2. A total of \$63.51 to Castle & Cooke for the ground transportation of the three Board of Registration members, Deputy Attorney General Robyn B. Chun, and the court reporter; and
3. A total of \$125.00 to Expeditions for ferry service from Maui to Lanai for the Board of Registration members from Maui.

The Election Commission travel expenses for its meeting totaled \$1048.04. The breakdown of expenses was as follows:

1. Roundtrip airfare of \$384.80 to Hawaiian Airlines for two Election Commission members from Kauai to attend the meeting;
2. Roundtrip airfare of \$192.40 to Hawaiian Airlines for an Election Commission member from Maui to attend the meeting;
3. Roundtrip airfare of \$400.80 to Hawaiian Airlines for two Election Commission members from Hawaii to attend the meeting;
4. Mileage reimbursement of \$25.50 and parking reimbursement of \$9.00 for an Election Commission member from Kauai; and
5. Mileage reimbursement of \$27.54 and parking reimbursement of \$8.00 for an Election Commissioner from Maui.

(3) A detailed listing of milestones, accomplishments, and activities of the chief election officer and each section occurring during the quarter.

Chief Election Officer. As provided for in the Hawaii State Constitution, reapportionment of the state occurs every ten years after the preceding year's national census. Article IV, Section 1. The Chief Election Officer serves as the secretary to the Reapportionment Commission and provides all necessary technical assistance. Article IV, Section 2. As such, the Office of Elections has been spending a considerable amount of time focused on preparations for work to be conducted by the Reapportionment Commission. Additionally, the Chief Election Officer has been testifying on various election related bills before the Legislature. Finally, the Chief Election Officer has been working with the various section heads and counties on preparations for the 2012 elections.

Ballot Operations Section. This section has been working on improving the ballot layout and design. The new ballot layout will then be field tested in the community for ease of reading and direction. In addition, the section has been working with the vendor to update ballot printing specifications and to improve ballot processes which include ballot order, ballot printing and packing requirements. Finally, forms used in the candidate filing process, procedure manuals, and nomination papers are being updated.

Computer Services Section. This section continued its support of all the information and technology needs of the Office of Elections. In addition, this section acted as the contact point for all matters related to the Reapportionment Commission given the section head's prior experience being the Reapportionment Project Manager in 2001.

Counting Center Operations Section. The section head position continues to be vacant. However, the Chief Election Officer, who has experience in this area, has continued to update training materials and take other steps to ensure that the future holder of this position will be able to quickly get up to speed on the requirements of the positions.

Election Support Services Section. This section continued to receive, process, and report all financial transactions and activities of the Office of Elections to the Department of Accounting and General Services to which the elections office is attached for accounting purposes. The section is currently attempting to reserve polling places for the 2012 elections through contact with the Department of Education, other government agencies, and private facilities.

Precinct Operations Section. This section prepared and conducted a working session with county election personnel on precinct operation matters. This included discussions on the mailing out of recruitment letters and scheduling a training of individuals who would serve as precinct official trainers. Finally, discussions were held regarding forms and envelopes used in the polling place and on updating the training manuals.

Voter Services Section. This section has been contacting agencies to preview the new ballot design and to get input on its efficacy and any possible changes that might be necessary. This section coordinates with the counties on updating the voter registration files with new voter registration affidavits and voter registration cancellations from voters who have moved to other jurisdictions.

(4) Updated planning timeline for the 2010 elections, including justification of any changes from the previously reported timeline.

The previously submitted timeline for the 2010 elections was not changed and the 2010 elections were successfully completed. As such, there is nothing further to report on this matter.