



FILE

**STATE OF HAWAII
OFFICE OF ELECTIONS**

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

SCOTT T. NAGO
CHIEF ELECTION OFFICER

October 28, 2011

Ms. Charlotte Carter-Yamauchi
Acting Director
Legislative Reference Bureau
State Capitol, Room 446
Honolulu, Hawaii 96813

Dear Ms. Carter-Yamauchi:

For your information and consideration, I am transmitting two (2) copies of the Report to the Legislature in accordance with Section 31 of Act 164, Session Laws of Hawaii 2011.

Also enclosed are copies of the letters of transmittal to the Senate President and the Speaker of the House.

Sincerely,

SCOTT T. NAGO
Chief Election Officer

STN:AHS:cr
OE-164-11

Enclosure



**STATE OF HAWAII
OFFICE OF ELECTIONS**

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

SCOTT T. NAGO
CHIEF ELECTION OFFICER

October 28, 2011

The Honorable Shan Tsutsui, President
And Members of the Senate
Twenty-Sixth State Legislature
State Capitol, Room 409
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 31 of Act 164, Session Laws of Hawaii 2011.

Sincerely,

SCOTT T. NAGO
Chief Election Officer

STN:AHS:cr
OE-162-11

Enclosure



**STATE OF HAWAII
OFFICE OF ELECTIONS**

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

SCOTT T. NAGO
CHIEF ELECTION OFFICER

October 28, 2011

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

Dear Speaker Say and Members of the House:

For your information and consideration, I am transmitting two (2) copies of the Report to the Legislature in accordance with Section 31 of Act 164, Session Laws of Hawaii 2011.

Sincerely,

SCOTT T. NAGO
Chief Election Officer

STN:AHS:cr
OE-163-11

Enclosure

Report to the Twenty-Sixth State Legislature
2011 Regular Session

Relating to Office of Election Budget Provisions

As Required by
Act 164, Session Laws of Hawaii 2011

October 28, 2011

Section 31 of Act 164, Session Laws of Hawaii (SLH) 2011, 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 2012 elections. The following is the Office of Elections report for the first quarter of Fiscal Year 2012, covering the time period of July 1, 2011 through September 30, 2011.

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

The following positions were vacant at the end of the 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)
302781	Office Assistant III

We have obtained authorization to fill the following positions: (1) Election Support Services Section Head; (2) Election Support Services Warehouse Supervisor; and (3) Counting Center Operations Section Head. The remaining positions are currently frozen.

The position of Election Support Services Warehouse Supervisor has been offered to one applicant and we expect that applicant to accept and start next quarter. As for the two section head positions, those positions are currently in the civil service conversion process. Given the disruption in operations that would occur if we were to fill these positions prior to civil service conversion, only to shortly later have to recruit for the civil service positions and possibly hire different individuals, we are holding off on filling the positions as of now. We will have to revisit this matter if the Department of Human Resources Development informs of us any delays in the civil conversion process.

As we approach the upcoming 2012 election cycle, we will be requesting authority to fill the seasonal positions.

It should be noted that separate and apart from the Office of Elections positions, the Reapportionment Commission was authorized a total of four temporary positions in the form of a Project Manager, Administrative Assistant, GIS Analyst, and Secretary. All of those positions have been filled.

(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 fourth quarter. However, there were travel expenditures and compensation associated with various meetings of the Election Commission and Reapportionment Commission. Attached hereto as Exhibit A is true and correct copy of a Microsoft Excel spreadsheet reflecting in detail each expenditure.

(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 Chief Election Officer has provided support for the conducting of numerous meetings and public hearings and in finalizing the reapportionment plan. 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 with the Reapportionment Commission staff to complete the Metes & Bounds for the 2011 Reapportionment plan. This section continued to work with the vendor to update ballot printing specifications and to improve ballot processes which include ballot order, ballot printing and packing requirements. Finally, supplies and forms to be used in the candidate filing process and post election activities were being completed or procured and petitions to qualify a political party were issued.

Computer Services Section. This section continued its support of all the information and technology needs of the Office of Elections. In addition, the section head acted as the Project Manager for the work of the Reapportionment Commission. This included working with the Reapportionment Commission on different methods of extracting non-permanent residents from the U.S. Census population data and in finalizing the reapportionment plan.

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 work with the vendor, 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 continuing to reserve polling places for the 2012 elections through contact with the Department of Education, other government agencies, and private facilities. The section has continued with preventive maintenance on election equipment and supplies.

Precinct Operations Section. This section has distributed drafts of training manuals to county election administrators for review and discussion; election day official training schedules have been established statewide; and use of facility forms have been mailed to secure training site facilities. In addition, this section has been providing administrative support to the Reapportionment Commission.

Voter Services Section. This section renewed its partnership with the Department of Education to conduct the Young Voter Registration Program. It also worked with the Computer Services Section to update the Office of Elections' website for better usability and accessibility. Finally, this section has begun preliminary design work for a new combined voter registration and permanent absentee ballot application form.

(4) Updated planning timeline for the 2012 elections, including justification of any changes from the previously reported timeline.

Attached hereto as Exhibit B is a copy of the 2012 Elections Timeline.

2012 Elections Timeline

Task Name	Start	Finish
Training Materials	5/26/2011	5/1/2012
Manuals	8/1/2011	1/31/2012
Presentations	2/1/2012	5/1/2012
Candidate Filing	2/1/2012	6/5/2012
Deadline to Form a Political Party	2/23/2012	2/23/2012
Ballot Layout	1/1/2012	4/2/2012
Deadline to File Party Rules	3/14/2012	3/14/2012
Deadline to Submit Precinct Officials	4/5/2012	4/5/2012
Demonstration Ballots	4/2/2012	4/18/2012
Finalization of ballot instructions	4/2/2012	4/2/2012
PDFs of Demos Ballots due	4/10/2012	4/10/2012
Ship Demo Ballots to Neighbor Islands	4/14/2012	4/18/2012
Precinct Official Training (Honolulu)	5/10/2012	10/30/2012
"Train the Trainers"	5/10/2012	5/10/2012
Precinct Official Training	5/29/2012	10/30/2012
Precinct Official Training (Hawaii)	6/9/2012	10/30/2012
"Train the Trainers"	6/9/2012	6/9/2012
Precinct Official Training	7/7/2012	10/30/2012
Precinct Official Training (Maui)	5/19/2012	10/30/2012
"Train the Trainers"	5/19/2012	5/19/2012
Precinct Official Training	6/21/2012	10/30/2012
Issue Election Proclamation	5/25/2012	5/25/2012
Precinct Official Training (Kauai)	5/26/2012	10/30/2012
"Train the Trainers"	5/26/2012	5/26/2012
Precinct Official Training	6/16/2012	10/30/2012

2012 Elections Timeline

Task Name	Start	Finish
Candidate Filing Deadline	6/5/2012	6/5/2012
Provide Candidate Names to Vendor	6/7/2012	6/7/2012
Counting Center Training	6/19/2012	7/24/2012
Mail Ballots to Overseas Voters	6/27/2012	6/27/2012
Voter Registration Deadline	7/12/2012	7/12/2012
Logic and Accuracy Test	7/14/2012	7/19/2012
Honolulu	7/14/2012	7/14/2012
Hawaii	7/17/2012	7/17/2012
Maui	7/18/2012	7/18/2012
Kauai	7/19/2012	7/19/2012
Deadline to Submit Amendment and Charter Questions	8/23/2012	8/23/2012
AB Walk	7/30/2012	8/9/2012
Deadline to Submit Poll Watchers	8/1/2012	8/1/2012
Primary Election	8/11/2012	8/11/2012
Post Election Audit	7/14/2012	7/16/2012
Contest for Cause Deadline	8/20/2012	8/20/2012
Mail Ballots to Overseas Voters	9/22/2012	9/22/2012
Voter Registration Deadline	10/6/2012	10/11/2012
Logic and Accuracy Test	10/6/2012	10/11/2012
Honolulu	10/6/2012	10/6/2012
Hawaii	10/9/2012	10/9/2012
Maui	10/10/2012	10/10/2012
Kauai	10/11/2012	10/11/2012
AB Walk	10/23/2012	11/3/2012
Deadline to Submit Poll Watchers	10/27/2012	10/27/2012
General Election	11/6/2012	11/6/2012
Post Election Audit	11/8/2012	11/14/2012
Contest for Cause Deadline	11/26/2012	11/26/2012
Electoral College	12/17/2012	12/17/2012