

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
ANNUAL REPORT ON GOALS, OBJECTIVES AND POLICIES

January 2019

Program ID/Title: AGS 879, Office of Elections

Contact Person/Phone: Rhowell Ruiz, 453-8683

I. Goal

To provide secure, accessible, and convenient election services to all citizens statewide.

II. Objectives and Policies

To maximize voter participation in the electoral process by developing policies and procedures that encourages registration and turnout.

A. Direct and coordinate election services statewide and assist counties with county elections.

1. Provide election services statewide.
2. Prepare, procure, and control inventory of election ballots for state and concurrently conducted county elections statewide.
3. Provide secure, accessible, and convenient voting services to all eligible voters statewide.
4. Process, tabulate, and distribute election results statewide.
5. Provide computer support services (hardware and software applications) for elections (state and county) and related agencies.
6. Provide logistical and warehousing support for elections (state and county) and related agencies.

B. Provide voter registration services to qualified citizens.

1. Maximize voter registration statewide.
2. Equalize voter registration between districts statewide.

The Office of Elections coordinates its activities to maximize and equalize voter registration in close participation with the Offices of the City/County Clerks.

- C. Provide public education with respect to voter registration and information.

Election information must be made more available to the public. We foresee continued utilization of the Internet and print and electronic media to provide voter education and candidate information.

- D. Maintain data relating to registered voters, elections, apportionment, and districting.

We strive to increase accessibility of information by making statistical data readily available to the general public. We will continue to post election reports, results, and other pertinent information on our office Internet website.

- E. Serve as secretary and furnish all necessary technical services to the Reapportionment Commission.

The Reapportionment Commission convened in 2011. The Office of Elections is responsible for providing administrative and technical support to the Reapportionment Commission. The office has worked with the Department of Census Bureau to ensure records are maintained and updated for the reapportionment.

- F. Provide staff support to the Elections Commission

The Office of Elections shall provide staff support to the Elections Commission as requested. The duties of the Elections Commission are to hold public hearings, investigate and hold hearings for receiving evidence of any violations and complaints, adopt rules pursuant to chapter 91, employ a full-time chief election officer, and advise the chief election officer relating to elections.

- G. Provide staff support to the Board of Registration

We shall continue to provide staff support to the Board of Registration. The purpose of the Board is to hear and decide appeals that arise from a voter challenge or from an appeal of a clerk's decision regarding voter registration.

H. Conduct elections in compliance with all federal and state laws.

This includes, but not limited to, the Help America Vote Act (HAVA), Voting Right's Act (VRA), National Voter Registration Act (NVRA), Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), Voting Accessibility for the Elderly and Handicapped Act, and American with Disabilities Act (ADA).

III. Action Plan with Timetable

A. Past Year Accomplishments (FY2018)

1. Procured election supplies and contracts for the 2018 Primary and General Elections, implemented procedures for 2016 Elections.
2. Recruited election day worker volunteers for the 2018 Primary and General Elections.
3. Migrated to sole use of the Statewide Voter Registration System, completely replacing the mainframe system.

B. One-Year (FY2019)

1. Conduct the Primary and General Elections.
2. Review, assess and evaluate the 2018 Elections activities.
3. Conduct stand-down activities from the 2018 Elections.
4. Conduct preventive maintenance on election equipment.
5. Implement new election procedures and materials based on evaluation of 2018 Elections.
6. Continue design of the Election Management System.
7. Implemented same day voter registration at polling places.

C. Two-Year (as of June 30, 2020)

1. To have conducted the 2020 Primary and General Elections.

2. Conduct the all mail voting pilot project for the County of Kauai.
3. Conduct stand-down activities from the 2020 Primary and General Elections. Review, assess and evaluate 2020 activities.
4. Developed and implemented inventory and human resources components of the election management system.

D. Five Years (as of June 30, 2023)

1. To have conducted the 2022 Primary and General Elections.
2. To have implemented new procedures for the 2022 Primary and General Elections.
3. To have conducted stand-down activities from the 2022 Primary and General Elections.
4. To have assessed and implemented new procedures for the 2024 Primary and General Elections.
5. To maintain and monitor the Election Management System.
6. To maintain and monitor Statewide Voter Registration System.
7. To have provided support to the Reapportionment Commission to conduct the 2021 Reapportionment based on the 2020 Census data.
8. To have conducted re-precincting based on the redistricting conducted by the Reapportionment Commission in 2021.

IV. Performance Measures

A. Customer Satisfaction Measure

The number of complaints and challenges we receive, on or following each election. This data is important to determine how effectively voters have been informed of their rights and responsibilities and how effectively we have served their communities.

B. Program Standard Measure

The number of people who continue to register to vote and cast their vote on Election Day.

C. Cost Effectiveness Measure

No effective measurement of benefit is available except for feedback from voters and expenditures not exceeding budget amount.