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January 2024

To Armstrong County Commissioner's Court

Processed 13 Voter Application from DPS.

Processed 4 Voter Registration Confirmation.

Processed 16 returned Voter Registration Certificates.

Canceled 2 Voters due to death.

Received 20 Notice To Confirm Voter Registration Address letter back and place all voters on the Suspense list.

Sent Sample data (Voter list) to ES&S to code for Testing of Pollbooks for the March 5, 2024, Primary.

Received sample data download and tested data for the Pollbooks. Sent request for changes. Received new download and tested. Feb. 6 finalized voter list will be sent to ES&S to convert to usable program on Pollbooks for the March 5, 2004, Primary.

Sent and received back signed Agreement of Joint Election from both the Republican Chair Ray Minkley and the State Democratic chair Brenda Cruz.

Finalized the ballot layout sent to ES&S. Received proofs of finalized ballots for both Republican and Democratic ballots. Approved the proofs for print.

Received printed ballots (Early Voting Ballots, Provisional Ballots and Election Day ballots), for both parties and sample ballots.

Posted sample ballots on County Website.

Posted Notice of Consolidation of Precincts on doors, and on Website.

Posted Notice of Joint Primary Election on Website and scheduled for both Notices to run in the paper.

Received Election ballot stock, and stamps for Election judges.

Received notification that there was an error in the program of the Election reporting from ES&S and that there would be a delay in media being sent out.

Received Election media. Private testing of Hash was completed on the 8 Express votes that will be used in the Primary Election. Tested the Election media for the first 3 polls and discovered errors in the programming. The test was stopped and worked with ES&S to find the problem. All media had to be sent back to ES&S to make corrections and return the media. Waiting for new media once received will have to do the Hash testing again, load election on to ES&S Express votes and DS200's and test privately. If no problems are found will schedule public testing.

Several Election workers backed out of helping with the Election. Secured new Election workers.

Sent training materials, Election training testing website to all Election workers to complete by Feb. 19, 2024. Scheduled times during Early Voting for new workers to come work, so they are able to become familiar with the equipment, paperwork, and now what to expect on Election Day.

Scheduled to have Connie Spiller, and Mona Wells to work the Early Voting Feb. 20 through March 5, 2024

Received 22 requests for Mail Ballot Application. Sent out 22 applications. Received 18 applications back all were accepted.

Input all Polling Places, dates, times, and candidates into the TEAMS (Texas Election Administration Management Program).

Entered the request dates, date application sent, and dates applications received for Mail Ballots into the SOS's TEAMS.

Participated in helping the SOS test the Election night, results input page in TEAMS.

Participated in 13 webinars put on by the SOS and ES&S concerning updates and procedures for the Primary Election March 5, 2024.

Spoke with Alex Sharon at the City Of Claude and Amanda Johnson at Claude ISD about the County possibly holding their Joint Election in May 2024. They both will be presenting to their boards at their Feb. meetings, to confirm if they will conduct the election and rent equipment and have myself load, test, and pull election results for them, or if they want the County to run the whole election.

Put together 18 mail ballots envelopes, with all required directions and notice from the SOS, added the correct ballot to each envelope and mailed out.

Entered in TEAMS the date and type of ballot that was mailed out to each person who has a completed and accepted application on file.

Created an Armstrong County Elections Emergency Operations Plan (required by the SOS). Copies will be in each polling place package of information they receive on Election Day. Copy of the plan was given to the Emergency Management Coordinator Bobby Wilkerson.

Created an Election Day check list for each polling place to assist them with how and when certain tasks are to be completed during the Election at the polling place.

Created a Central Counting Plan (required by the SOS). This will be given in advance to Election Workers who will be in Central Count on Election night.

Spoke with Election Judges from the November 2023 Election. I took the feedback / suggestion they had and updated the Election Day Manuals.

Spoke with Happy ISD Superintendent Trevor Edgemon they will be having an ISD election in May and he is 90% sure he will have the County conduct this election. (only 8 people in Wayside are eligible to vote in this election).