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To Armstrong County Commissioner's Court

Processed 17 DPS voter application in TEAMS (Texas Election Administration System) 10 mins each application to process. These were updates to voter registration, or new voters added.

Attended 3 Webinars presented by the SOS on policies and procedures for the May 3rd, 2025, CISD election. Each webinar was 1 ½ hours.

Attended 4 webinars presented by the SOS on the "new" TEAMS system that is in the process of being rolled out. These webinars show us what reports we need to run and work prior to the transition and when they are do, as well as how the work in the "new" TEAMS system.

Attended 4 ES&S webinars on the new updates to software on the Pollbooks, learned how to load the voter information, how to issue ballots, how to cancel a ballot, re-issue a ballot, update a voter's information, how to note when a voter has completed an address confirmation, or statement of address form. Each webinar was 2 hours long.

Attended 2 ES&S webinars on the new updates to the ES&S Connect system. This is the system that reports are generated from, that show the election statics such as how many voters, how they voted, when, the ages, times, signatures reports. All the information that is then transferred by the EA into the TEAMS system. Each webinar was 2 ½ hours long.

Received and responded to 250 emails an average of 5 minutes an email

Received 37 phone calls. 22 text messages,

Processed 4 applications for BBM (Ballot By Mail). Entered when application was requested, when application was received and accepted. Entered date Mail ballot was mailed. This process took 15 minutes per application

Received 10 mail ballots from voters. Entered in TEAMS the date received and marked status of ballot as received. Add each Mail ballot voter to the Mail ballot paper log, stamped mail ballot with date received and initialed envelope. Removed paper seal from the Mail Ballot box and logged seal on the seal log for the MBB.(mail ballot box). Placed ballots in box. Logged the new seal number on the seal log and placed over the slot on the MBB. These processes took 20 minutes per ballot.

Ran the OFV (official voter list) for the school election using the TEAMS system. Sent copy to CISD via email. 10 minutes to process.

Printed and laminated all signs required to be posted for the Election. This process took 1 ½ hours.

Printed all required paperwork by the SOS for the CISD election from the SOS website. All the information filled in that could be completed prior to the election. 3 hours.

Held elections training with Connie Spiller, Debbie Johnson, Linda Hales via online training through the SOS website. Each worker must completed training and pass a test created by the SOS to work in an election. This took 8 hours over a 3-day period

Loaded final EV and ED data into the 3 Pollbooks. 15 minutes per pollbook to log in and transfer files from an USB that, was loaded with the election information from the SFT (Secure Transfer Site) from ES&S for the pollbooks.

Loaded the final Election media on the ExpressVote machines. This process took 20 minutes per machine.

Created the final CISD election set up on the Election Ware computer that pulls the votes from the USB sticks from the DS200. 2 hours to complete. This process is long as you have to input all the information by hand about the Election, then set up parameters of how the results are sorted.

Sat up EV. Put signage in the basement and outside notify of election and the rules as well as distance markers, curbside voting signage, set up tables, and chairs. Ran extension cords covered them for safety. This process took 2 ½ hours.

Early voting started April 22, and ended on the 29th. Every morning before the election opened, pulled out all equipment set up and logged in. ½ hours each morning to set up equipment and get the machines logged in.

Ran the required reports from each machine and logged information on the paperwork for the election. Depending on the how many people voted the day before this process took ½ to 1 hour to run.

After the 1st day of EV each morning, logged into ES&S Connect and ran and printed voter reports showing who voted, how, when and where. Ran printed reports of signatures of voters who voted. Scanned these reports into the audit file. (file where all election paperwork is stored for the SOS to Audit). ½ to 1 hour each day dependent on how many voters voted the day before.

Took the above reports and entered each voter into the TEAMS system and marked in the system when, and ballot type the voted. 1 hour to 1 ½ each morning.

Then ran a voter report in TEAMS and uploaded it to the election page showing each person who voted the day before by mail ballot, and in person. 1 hour.

Everyday at 5 pm during EV logged out and shut down the Express Pollbooks, Express Vote Machine, and DS200. Unplugged and moved all equipment back into the EA's office. 45 mins.

During early voting monitored and helped the election clerks with checking, issuing ballots, and scanning ballots.

Set up all new equipment Express Pollbooks, ExpressVote machine, and DS200 for Election Day. 1 hour

Prepared Election Day paperwork. Submitted all remaining EV paperwork to the SOS. 4 hours.

The crayons that were purchased, and coloring pages that were printed for the kids were a huge hit not only with the kids, but the parents as well.

