



**LUZERNE COUNTY COUNCIL
AD HOC ELECTIONS INQUIRY COMMITTEE**

Thursday, January 21, 2021
Luzerne County Courthouse
200 N. River Street
Wilkes-Barre, PA 18701

**5:00 PM
VIA ZOOM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS/DELETIONS TO AGENDA

ADOPTION OF AGENDA

AGENDA ITEMS

1. Continue summary of inquiry and recommendations

PUBLIC COMMENT

This is an opportunity for members of the public to address the Committee on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee and Council. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT

2020 ELECTIONS INQUIRY

SCOPE

I. OPERATING POLICIES, PROCEDURES, AND/OR PRACTICES

Documents to review: Any written or unwritten established policies or guidelines that are or have been followed since 2012.

II. ROLE OF BOARD OF ELECTIONS AND VOTER REGISTRATION

Documents to review: Act 77, Act 12, Title 25, Luzerne County Home Rule Charter, Luzerne County Administrative Code, Elections Board information from other home rule counties

III. OFFICE MANAGEMENT

Documents to review: Employee information as listed below

1. Regular Employees
 - a. Names & length of employment in that office and/or with County
 - b. Job descriptions
 - c. Hiring Process
 - d. Resumes of Director and Deputy Director
 - e. Redacted applications for both Director and Deputy Director positions
2. Timeline of duties for each staff member
3. Seasonal Workers
 - a. Procedure for recruiting, hiring, and training
 - b. Contracted period/compensation
 - c. Supervision
4. Segregation/Crossover of duties in office
5. Poll workers
 - a. Contact
 - b. Training
6. Technical duties
 - a. What are they
 - b. Who performs them

IV. ELECTION PROCEDURES

1. Ballot production steps
2. Handling of Ballots
3. Mail-in/Absentee Ballots
4. Write in votes count and tally
5. Polling places
6. Political process
 - a. Candidates & Committees
 - b. Campaign Finance
7. Third Party Vendors
 - Results

DRAFT SUMMARY (IN PROGRESS)

- I. Operating policies, procedures, and practices
 - a. Findings
 - i. No clear process for handling of complaints or issues at State or Local level
 - ii. No written documentation of basic procedures and practices in bureau for daily operations
 - iii. Inability to communicate with Bureau staff during election day
 - b. Recommendations
 - i. Board of Elections/Bureau of Elections should develop and formalize a process including a flowchart with time requirements to be responsive to complaints and issues.
 - ii. Bureau of Elections should develop a manual of daily operating procedures to allow for smooth transitions in staff turnover.
 - iii. Bureau should have dedicated phone line for pollworkers to facilitate direct and immediate contact during election day.