



STATE OF RHODEISLAND AND PROVIDENCE PLANTATIONS

BOARD OF ELECTIONS

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NOTICE

The Board of Elections will meet in their offices, 50 Branch Avenue, Providence, R.I. as follows:

Thursday, March 19, 2015 at 3:30 P.M.

AGENDA

- The Board may vote to approve the minutes for the meeting held on February 19, 2015.
- The Board may discuss whether the fiscal 2016 budget request of the Board of Elections contains sufficient funding for an additional employee to supplement the current staffing level (11 full time equivalent [FTE] positions) with an additional staff member assigned to the campaign finance division to perform audits and other duties assigned to the Board of Elections, thereby increasing the current staffing level of 11 FTE positions. (Submitted by Commissioner West)
- The Board may vote to send a supplemental budget request to the Governor/General Assembly for the authorization to fill a new position and/or authorize and fund an additional position. (Submitted by Commissioner West)
- The staff will provide a report on the status of the acquisition of new voting equipment including types of equipment such as optical scanners and reporting systems, on-demand ballots systems, electronic poll books; the bidding process and parameters, bid solicitation and alternatives in the event of a failure to receive adequate funding for the purchase of new equipment. (Submitted by Commissioner Erickson)
- The Board may vote on the following resolutions:

Resolved, the Board of Elections hereby directs the Executive Director to prepare an employee handbook encompassing the following areas of operation:

Administrative Guidelines/Policies

Benefits

Classification

Compensation

Health & Safety

Leave

Optional Programs
Time & Attendance
Periodic Evaluation and Review of Employee performance

Said handbook may be substantially similar to that used for all state employees, with appropriate modifications for circumstances surrounding the conduct and operation of elections unique to fulfilling the statutory mission of the Board.

The Executive Director is hereby required to submit to the Board no less than sixty days from the adoption of this resolution an outline and summary of work to date on the preparation of the handbook. In the event that the Executive Director determines that use of the state employee handbook is sufficient, he shall so recommend to the board the adoption of the state employee handbook. In the event that changes to such handbook are proposed to govern specific matters before the Board of Elections, the Executive Director shall note all such modifications, additions, and deletions in his report to the Board.

Resolved, the Board of Elections hereby directs the Executive Director to maintain a log of all employee hours and vacation time accrued and used. Said log shall specify, for each employee, the times of attendance, vacation days authorized and taken, and sick leave days taken by the employees of the Board. Said log shall include records for all employees, including the Executive Director. The Executive Director is directed to provide to the Board, in closed session as appropriate under the Open Meetings Law, and no less than quarterly, copies of said log for the examination by the Board. The log shall be provided in such a manner as to provide meaningful information to the Board for its review, and shall be contained on a separate document from a daily desk calendar or other such system. Be it further resolved that the Executive Director shall implement this resolution no later than June 1, 2015. The form of the log book shall be presented to the Board no later than the Board's regular May meeting for approval. The first quarterly report shall be due no later than September 1, 2015. (Submitted by Commissioner Erickson)

- The Board may discuss and may vote on legislation supported by Common Cause of Rhode Island and the ACLU of Rhode Island that would amend R.I. Gen. Laws § 42-35-18 for the purpose of subjecting the Board to the rule-making requirements of the Administrative Procedures Act.
- The Board may vote to meet in executive session pursuant to Rhode Island General Law 42-46-5(a)(2) to discuss and/or vote on *Andreza Skipworth v. Rhode Island Board of Elections, et al.*, RICHR #15ERA087-06/06, and DLT No. 1503604-00.
- The Board may vote to meet in executive session pursuant to Rhode Island General Law 42-46-5(a)(2) to discuss and/or vote on *Cianci for Mayor v. Richard H. Pierce, et al.*, C.A. No. PC 2014-5311.
- The Board may vote to meet in executive session to discuss personnel matters arising from the May 29, 2014 report of Board counsel and status of assignments, pursuant to R.I.G.L. § 42-46-5(a)(1)

- The Board may vote to meet in executive session, pursuant to R.I.G.L. § 42-46-5(a)(4) concerning any investigative proceedings regarding allegations of misconduct, either civil or criminal (ongoing investigations of campaign finance violations). (Submitted by Commissioner Erickson)

Said meetings are open meetings and all interested parties are invited to attend. Those persons having any questions should direct them to the undersigned at 222-2345. Persons requiring hearing assistance or interpreter services must call this office at least 48 hours in advance of the meetings.

STATE BOARD OF ELECTIONS

Robert Kando
Executive Director