

Health Care Facility (HCF) Election Judge Training

Blue Earth County

Office of the
Minnesota Secretary of State
Elections Division

OFFICE OF THE MINNESOTA
SECRETARY OF STATE **STEVE SIMON**



HCF Outreach Voting

Your role as HCF Election Judge is very important!

- Ensure **Access** for eligible voters by outreach to voters in HCF
- Protect **Integrity** and **Accuracy** of the elections process by helping voters complete ballots
- Assure **Privacy** of voters through the outreach procedures

HCF Outreach Voting Training Agenda

- HCF Outreach Voting Training Requirements
- HCF Outreach Voting vs. Agent Delivery of Absentee Ballots
- Definition of Health Care Facility (HCF)
- HCF Election Judge Responsibilities
- HCF Outreach Voting Procedures
- Training Exercises
- Contact Info

HCF Outreach Voting Training Requirements

1

Election Judge Certification

- County Auditor or Municipal Clerk trains and certifies
- Certification: 2 hour training course every 2 years

2

HCF Election Judge Certification

- County Auditor or Municipal Clerk trains and certifies
- Certification: Additional 1 hour of training beyond Election Judge Certificate
- Training is repeated every 2 years

HCF Outreach Voting Election Judge Training

Training must cover

- HCF AB eligibility
- Contacts at facility
- Transporting materials
- Application Process
- Voter Registration
- Providing assistance to voters
- Problems at previous election



HCF Outreach Voting vs. Agent Delivery of Absentee Ballots

- HCF Outreach Voting:
 - Patients are permanent residents of the HCF and will use Absentee Ballot (AB) voting.
- Agent Delivery of Absentee Ballots:
 - Temporary residents in a health care facility who do not have permanent residence in the precinct will need to use HCF agent delivery.

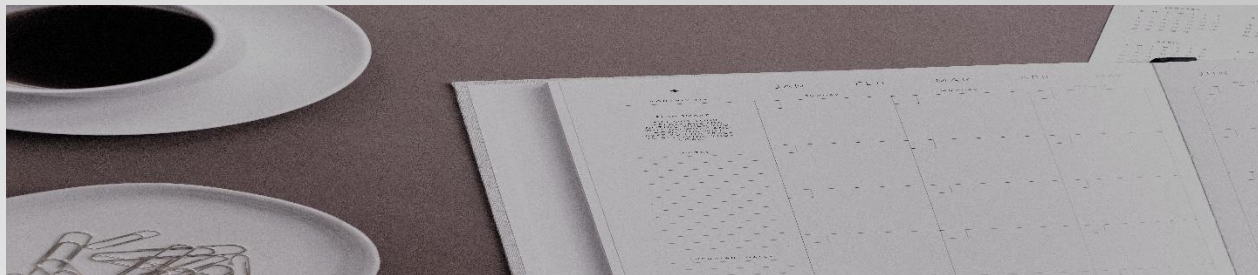
Agent Delivery of Absentee Ballots

- During 7 days preceding an election & up to 2:00 pm on Election Day, a HCF patient may designate someone to be an agent
- Voter must authorize their agent in writing
- The agent will pick up & return Absentee Ballot for them
- The agent must return the ballot to the clerk by 3:00 pm on Election Day

Defining HCF Outreach Voting

Municipal clerk's responsibility to initiate outreach to all licensed health care facilities:

- Schedule “Outreach” dates & times
- Work with facility staff to prepare for “Outreach” voting activities



Defining HCF Outreach Voting

Must be administered during 20 days before election

- Auditor or full time Clerk
- MCD / school district for stand alone elections

Health Care Facility

- Hospital
- Residential Treatment Center
- Nursing home licensed to serve adults under [M.S. 144A.02](#)
- Any other institution licensed under [M.S. 144.50](#)

Definition of Health Care Facility (HCF)

Definition as it relates to Minnesota Elections

M.S. 203B.01, subd. 4

“Health care facility” means a licensed hospital, sanitarium, or other institution as defined in section M.S.144.50, subdivision 2, or a nursing home licensed to serve adults under section M.S.144A.02.

HCF Outreach Voting Voting-Day Activities

Before leaving your home.....

- Dress comfortably (preferably clothing without messages);
- Pack reading glasses, medications, clerk's phone number & emergency information;
- Pack lunch, snacks & dinner (if none is available)
- HCF employees:
 - Prepare materials for voting activities earlier in the shift or day before
 - Rearrange/reassign other job duties for that shift

HCF Outreach Voting Supplies

- Sealed container to hold & transport AB envelopes containing voted ballots
- HCF election judge identification badges (must not show party affiliation)
- Forms
 - absentee ballot applications
 - election day VRAs
 - Precinct List of Persons Vouching
- Ballots
- Lists
 - Sealed container to hold & transport AB envelopes containing voted ballots
 - HCF election judge identification badges (must not show party affiliation)
 - Forms

HCF Outreach Voting Supplies

- Master list (registered voter list)
 - absentee voter list (list of those with accepted absentee ballots)
 - Certified List of Employees of Residential Facilities (if provided by HCF)
- Envelopes
 - ballot secrecy
 - signature – both registered & nonregistered
- Instructions – both registered & nonregistered
- Incident log
- “I Voted” stickers
- ‘Table’ booths

HCF Outreach Voting Duties

Election Judges:

- Must be trained election judges
- Must operate in teams of two (separate parties)
- Must travel together in same vehicle
- Must have HCF training

HCF Employees:

- Must have HCF training
- Confirm material pickup & return of voted ballots details with clerk
- Duties
 - Provide applications
 - Issue AB
 - Provide assistance to voters
 - Return ballots (in sealed container)



HCF Outreach Voting Procedures

Absentee Ballot Applications

Each voter must complete an AB application. The form can be completed before or during HCF outreach. The following information must be provided on the application:

- name
- date of birth
- Minnesota driver's license or identification card number, or the last four digits of their social security number, or affirmation that the voter does not have any of these
- residential address

HCF Outreach Voting Procedures

Absentee Ballot Applications

Voter's signature & signature date

- applications must be signed by the person requesting the ballot.
- Power of attorney does not apply to voting.
- An applicant may ask other person to sign for them in their presence; that individual must sign their own name as well.



HCF Outreach Voting Procedures

Determining Voter's Registration Status

- Verify the voter's registration using the master list.
- If the voter is registered, issue registered absentee ballot materials.
- Voters who are not registered or whose registration status indicates "challenged," must complete non-registered materials.
- Non-reg materials include an EDR voter registration application.

HCF Outreach Voting Procedures

Non-Registered Voters

- Unregistered applicants or “challenged” voters must complete a VRA.
- When filling out the VRA, the voter must provide proof of residence.
- A judge must complete the Official Use Only portion of the VRA indicating which proof was shown.
- The witness will also record the proof on the signature envelope.

HCF Outreach Voting Procedures

Non-Registered Voters

The following is an abbreviated list of acceptable proofs:

- a valid MN driver's license or ID card, or receipt for any of these
- a tribal ID card containing a photo & signature
- a valid registration in the same precinct under a different name or address
- a notice of late registration sent by county auditor or city clerk
- a voter registered in the same precinct who can confirm voter's address with a signed oath
- an employee of the residential facility who can confirm voter's address with a signed oath
- both 1) an acceptable photo ID & 2) an acceptable bill.

HCF Outreach Voting Procedures Non-Registered Voters

The most common proof of residence used by HCF voters is a *voucher*.

There are two types of vouchers:

- employee vouchers &
- registered voter vouchers

HCF Outreach Voting Procedures

Non-Registered Voters

Employee Vouchers

- If employee's name is on "certified list," employees may vouch for an **unlimited** number of residents.
- Employees on list do not need to show any other ID in order to vouch for a resident of the facility.

HCF Outreach Voting Procedures

Non-Registered Voters

Employee Vouchers

- If no list, or an employee is not on the list, an employee can demonstrate their employment at the facility.
- Proof of employment may be accomplished by methods including:
 1. an employee identification badge or
 2. a statement on facility letterhead, signed & dated by a manager or equivalent officer of the facility

HCF Outreach Voting Procedures

Non-Registered Voters

Voucher Form

I swear or affirm that (Check one):

- I am pre-registered to vote in this precinct. Voter ID # _____
- I registered in this precinct today and did not have another person vouch for me.
- I am an employee of a residential facility: _____
(Name _____ of residential facility)

Residential Address of Voucher or Address of Residential Facility

Street Address

City

Telephone number: (_____) _____

Email address (optional): _____

I personally know that _____
(Name _____ of person registering)

Is a resident of this precinct.

Signature

of Voucher

Subscribed and sworn to before me

Date

Signature

of Election Judge

HCF Outreach Voting Procedures

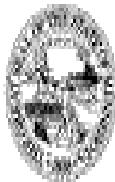
Non-Registered Voters

Registered Voter as a Voucher

- Someone who is registered **in the same precinct as the HCF resident** may vouch for them.
- Voter vouchers can vouch for up to **eight** residents, as long as they personally know the resident(s) live in the particular precinct.
- HCF election judges can serve as voucher if they reside in the HCF precinct

HCF Outreach Voting Procedures

Non-Registered Voters



Office of the Minnesota Secretary of State

PRECINCT LIST OF PERSONS VOUCHING

City/Town _____ Ward _____ Precinct _____

- To be completed by election judges.
- Use to track the number of people vouched for by each voucher.
- Cross out the next number each time that person vouches for a registrant.
- Employees of residential facilities may vouch for an unlimited number of voters. Otherwise, vouchers may only vouch for a maximum of eight registrants.

Voucher's Name	Voucher's Voter ID No.	Number Vouched for on Election Day							
Example: <i>John Doe</i>	<i>1234567</i>	1	2	3	4	5	6	7	8
1. _____	-----	1	2	3	4	5	6	7	8
2. _____	-----	1	2	3	4	5	6	7	8
3. _____	-----	1	2	3	4	5	6	7	8

HCF Outreach Voting Procedures

Providing Assistance to Voters

- Two judges of different major parties may provide assistance to mark a ballot according to the voter's direction.
- An election judge team does not have a limit to the number of voters they can assist.
- Judges should always ask before helping a voter.
- A voter must “consent” to assistance with marking their ballot
- All questions should be directed to the voter themselves, not to others who may be with the voter.

HCF Outreach Voting Procedures

Providing Assistance to Voters

- A voter may also obtain assistance from another person instead of asking the HCF election judges.
- An individual providing assistance in marking a ballot can now do so for an unlimited amount of voters.
- The individual selected by the voter cannot be the voter's employer, or an officer of the voter's union.

HCF Outreach Voting Procedures

Providing Assistance to Voters

- Candidates are now allowed to assist in marking voters' ballots.
- Election judges & other individuals providing assistance must **not** influence the voter.
- Election judges & other individuals may only “read” a question & its instructions—not interpret or provide opinions
- Before placing the ballot in the secrecy envelope, the voter may show it privately to an election judge to confirm that it is marked correctly according to their direction.

HCF Outreach Voting Procedures

Completion of Signature Envelopes

Be sure that the voter's ballot is sealed into the secrecy envelope & that the signature envelope is properly completed.

For registered absentee voters:

The HCF Judge completes: voter name & voter address fields (if no label affixed)

The voter completes:

- ID number (must be the same as provided on the application)
- Voter's signature

The witness completes:

- Witness name;
- MN residential address, or title if an official or notary
- Use title of 'Election Judge' if judge witnesses the ballot; provide personal residence address if HCF employee witnesses the ballot;
- Witness signature.

HCF Outreach Voting Procedures

Completion of Signature Envelopes

Be sure that the voter's ballot is sealed into the secrecy envelope & that the signature envelope is properly completed.

For non-registered absentee voters:

The HCF Judge completes: voter name & voter address fields (if no label affixed)

The voter completes:

- Voter Registration Application (include in the signature envelope)
- ID number (must be the same as provided on the application)
- Voter's signature

The witness completes:

- Witness name
- MN residence address, or title if an official or notary
(use title of 'Election Judge' if judge witnesses the ballot; provide residence address if HCF employee witnesses the ballot)
- Proof of personal residence provided by voter
- Witness signature

HCF Outreach Voting Procedures

Completion of Signature Envelopes

Once signature envelope is complete & signed:

- Deposit the signature envelopes containing the marked absentee ballots in the sealed container.
- Record any unusual events or problems that occurred during HCF outreach on the incident log.
- Return the voted ballots & materials to the auditor or clerk on the same day that they are delivered & marked.

HCF Outreach Voting Procedures

Unvoted Ballots

- Return *all* ballots
- Don't "leave" any ballots or prepared ballot packets
- Most returned, unvoted ballots will be marked as "spoiled" in SVRS
- If the person (with application on file) wants to "mail in" the ballot at a later time:
 - Returned, unvoted ballot is spoiled
 - Election official works to send an absentee ballot by mail
 - AB official changes the AB record accordingly

HCF Outreach Voting Training Exercises

- Voter A is a voter at X HCF; she is unable to fill out the ballot by herself. What do you do?
- Voter B was filling out the ballot, you check on Voter B & notice he is asleep (and only half done), what do you do?

HCF Outreach Voting Training Exercises

- You are working with Voter C on filling out a VR Card & he is unable to sign his name. What do you do?
- Voter D is not a registered voter & doesn't have a proof of residency. Is there a way Voter D can register?

HCF Outreach Voting Training Exercises

- The voter you are working with has a guardian, can they still vote? Is there anything they have to do differently?
- Voter E is taking a long time to fill out the ballot. How long should you wait for a voter to complete the ballot?

HCF Outreach Voting Training Exercises

- Voter F is a temporary resident at the facility; he doesn't live in the precinct that the HCF resides in. What options can you give Voter F for voting?

HCF Outreach Voting Training Exercises

Yes or No?

There are appropriate & inappropriate statements you can make while working with a voter.

- Say “Yes” if you think the statement is appropriate
- Say “No” if you don’t

HCF Outreach Voting Training Exercises Yes or No?

1. Your son has the power of attorney for you, would you rather they vote for you?
2. Would you like to vote for...?
3. You remember this politician? She is the one doing those commercials that...?
4. Would you like for me to read or re-read the instructions?

HCF Outreach Voting Training Exercises Yes or No?

5. Would you like me to read the ballot?
6. Do you usually vote Republican or Democratic?
7. You don't really want your husband to assist you, do you?
8. Do your grandkids go to X School District?
This question involves school funding...?

HCF Outreach Voting Training Exercises Yes or No?

9. Would you like me to read this question again?

10. Which of these names do you like best...?

11. Is this the person that you would like to assist you with this ballot?

HCF Outreach Voting Training Exercises Yes or No?

12. Would you like help writing on the ballot?

13. Do you mind if we fill out the ballot while you eat lunch?

HCF Outreach Voting Training Exercises FAQ

Challenge your knowledge with the Frequently Asked Questions that the Secretary of State's Office receives.

- After, we will go over the responses.

HCF Outreach Voting Training Exercises FAQ

- Who can't act as an assistant to a voter?
- Do you count an AB for someone who has passed away between when they filled out their ballot & Election Day?

HCF Outreach Voting Training Exercises FAQ

- What if someone wanting an AB won't sign the envelope, what do we do?
- Can someone pick up an AB for their spouse, when their spouse is in HCF?

HCF Outreach Voting Training Exercises FAQ

- What if the other HCF Election Judge doesn't show on the HCF Outreach Day?
- Who witnesses the Absentee Ballot?
- What can't an HCF Election Judge wear to HCF Outreach?

HCF Outreach Voting Training Exercises FAQ

- When there is a large room used in the HCF for the outreach, how do you maintain privacy of each voter?
- What happens when you run out of ballots or other materials on the HCF outreach day?

HCF Outreach Voting Sample Forms

In your work as an HCF Election Judge, you will need to be familiar with several forms.

Examples:

- VR Card
- AB Application
- AB Signature Envelopes

HCF Outreach Voting Training and/or Clerk Contact Information

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