



# GUARDIAN GAZETTE

For the Guardians of Democracy

## THANK YOU!



Rebecca Guerrero  
Travis County Clerk



Hello Travis County Election Workers!

Thank you for your dedication, service, and hard work in the several elections we have had in 2022. Each one of you plays a big part in serving our Travis County voters and making the execution of our elections smooth and successful. We hope you have a restful and enjoyable summer, and we look forward to working with you again for the upcoming election in November.

### In this issue of the Guardian Gazette:

- **Page 1:** Letter from the County Clerk, Tips from the Trainers: Don't Panic, Ask Elections
- **Page 2:** Poll Workers Needed for November, Poll Workers Poll
- **Page 3:** Elections Staff Spotlight, It's True with Drew, Last Laugh with Juan

## TIPS from the Trainers

### DON'T PANIC!

We know there have been a lot of changes this year to our polling place procedures and you guys have done a great job! We want to remind you that you are never alone and we have plenty of resources for when you face those tricky situations in your polling place. When you're not sure what to do, here's where you can turn to find answers:

1. **Poll Worker Training Manual** - The manual is your best friend! It has answers (and pictures!) to help you through any procedure.
2. **Elections Call Center** - The Call Center is another great place to turn when you have questions, need extra supplies, or are not sure what to do. It is staffed by many people who have spent years working in elections and will be able to help you with anything.
3. **Voting Equipment Technicians, Trainers, and other Elections Staff** - We're all here for you and want you and your polling location to succeed. If you ever see an Elections Staff member at your site, know that they are there to help!



Caitlin Arzate & Michaella Glover  
Training Coordinators



The best way to avoid being panicked is by being prepared! Did you know we have a ton of online resources for you on our Elections Training Center?

Because we've finished our last election for the spring, we've temporarily deactivated the Training Center while we work on creating new videos and resources that you'll be able to use this fall. We'll let you know when the Training Center is back up and running with these new resources!



Do you have a question about elections or polling place procedures? Our Elections Team has an answer!

Email us your question by **July 10th** and we may feature it in our next Guardian Gazette issue. All questions will be kept anonymous.

[tcctrainingadmin@traviscountytexas.gov](mailto:tcctrainingadmin@traviscountytexas.gov)

Keep reading!  
There's even more on the next page.



# POLL WORKERS NEEDED FOR NOVEMBER!



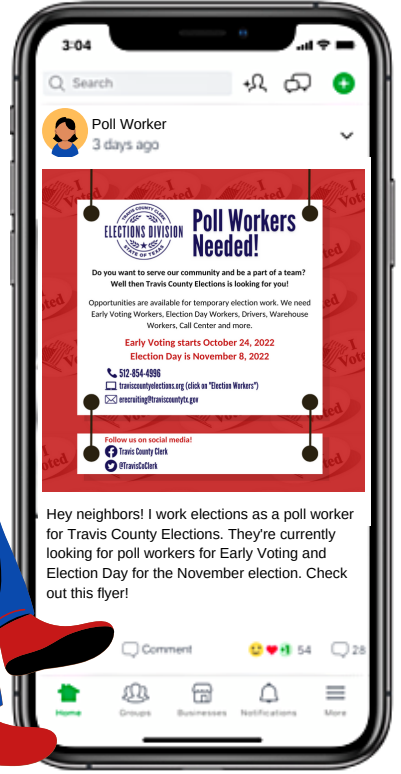
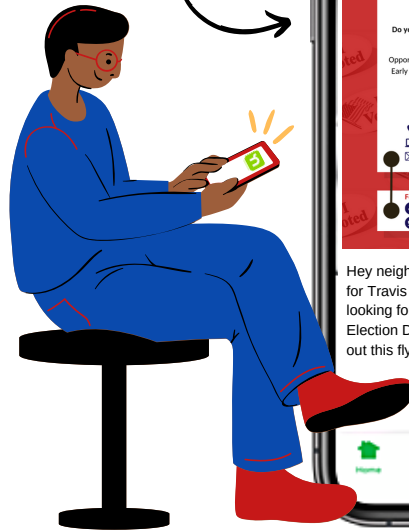
**Serena Horn**  
Personnel Coordinator

I want to send a virtual hug and an actual thank you to all our Early Voting and Election Day Heroes! Travis County Elections appreciates your diligence, your dedication, and your service. I want you all to enjoy your summer, but not too much because the 2022 November General Election is coming up fast.

The November General Election is the biggest election we have in 2022. Here in Personnel, we will need to hire an *additional* 200 Early Voting and Election Day workers to cover all of our polling sites.

To fill all of those positions, **we will need your help.** If you know of anyone that would be great as an Election Worker, have them give us a call or go to our website and fill out an application. If any of your friends, neighbors, or family members have ever mentioned to you, "I've always thought about working for elections," tell them now is the time! We will walk them through the application process for Early Voting and Election Day and answer any questions they have about Elections. Thank y'all again!

Share a recruitment flyer with neighbors on Nextdoor or text it to a friend or family member!



Hey neighbors! I work elections as a poll worker for Travis County Elections. They're currently looking for poll workers for Early Voting and Election Day for the November election. Check out this flyer!

## NOVEMBER ELECTION KEY DATES:

**Early Voting:** October 24 - November 4, 2022

**Election Day:** November 8, 2022

## FOR MORE INFORMATION:

512-854-4996

traviscountyelections.org

erecruiting@traviscountytexas.gov

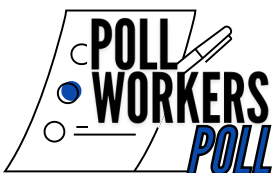
I recruited my neighbor to be an election worker! I knew he was retiring and looking for something to do, so I mentioned working elections. He called the Elections Office to get more information and sign up, and has now worked the last two elections!



**Dan Racer**  
ADA Coordinator

When I started working at Travis County Elections this Spring, I heard we had openings for poll workers. I knew one of my friends would be a great fit because she loves to be involved in her community. She just worked her first election and is looking forward to working more in the future!

**Chelsea Townsend**  
Trainer



Every month, we'll have a Poll Workers Poll where we want to hear from you! Polling results will be shared in the following month's issue of the Guardian Gazette.

This month, we want to know...

Have you ever recruited someone to work elections with you?

Answer the poll online by going to this link in your web browser: [www.tinyurl.com/june22poll](http://www.tinyurl.com/june22poll)

Your response to the poll is anonymous.

Keep reading! There's even more on the next page.



# ELECTIONS STAFF SPOTLIGHT



Staff Spotlights provided by:  
**MiShon Davis**  
Administrative Coordinator



## DESTINI WILLIAMS ★ Personnel Coordinator

Destini started with the Elections Division in 2020 as a temporary Operations worker. She started in Personnel in March of 2022. She is the person who greets you anytime you come to our office or when you call the main elections phone number.

Destini currently works with many departments to ensure that all new hire paperwork is completed in a timely fashion. She also helps with recruitment, payroll, and other administrative duties.

Destini is a team player and enjoys helping other departments when time allows. She still has a special place in her heart for Operations and enjoys seeing our workers during Supply Pick-Up and Central Receiving Station (CRS). She enjoys the physical aspect of keeping elections running.

One interesting fact about Destini is that she loves to bake with her son and brings treats with her lunch daily.



## SERENA HORN ★ Personnel Coordinator

Serena started with the Elections Division in 2021 as the Sites Lead. She now handles the recruitment and placement of all Early Voting workers.

Serena loves people, especially her Elections coworkers and our Early Voting and Election Day poll workers. In fact, the only thing she would change about her job would be having control of the temperature in the building!

A fun fact about Serena is that she has a pet peacock named Frank. Frank has been in her life for the past six years. She wasn't fond of him at first, but they have grown to become friends.



## "IT'S TRUE!" with Drew



**Drew Dillard**  
Sites Coordinator

- Over the decades, no one group has provided Travis County Elections with more polling sites than Austin Independent School District (AISD). Which schools have been around the longest you ask? McCallum High School (1953), O Henry Middle School (1953), Gullett Elementary (1956)...but the oldest? Zilker Elementary – 1950. Thanks AISD!
- During the May 7, 2022 Local Election, Bee Cave City Hall was the busiest Early Voting site with 4,490 voters in just 9 days! The busiest Election Day site for that election was Ben Hur Shrine Center, with 1,306 voters.

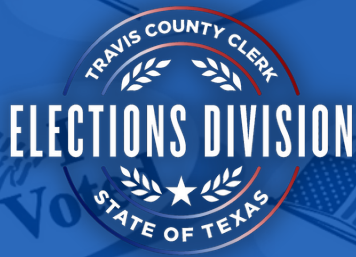


**the last laugh**  
WITH JUAN  
Juan Gregg  
Personnel Coordinator

**Q:** How does a ballot become spoiled?  
**A:** Its parent ballots gave it everything it wanted!



That's all for now!  
Check your inbox on July 15th for the next issue of the Guardian Gazette.



# GUARDIAN GAZETTE

*For the Guardians of Democracy*

*Poll Worker Spotlight:*

## RECRUITING SUCCESS STORIES

**I recruited two people.** First was my daughter, who was age 16 the first time we worked an election together, and second was my neighbor. My daughter and I have worked 4 Election Days together now, beginning with November 2020. We have worked slow locations (93 total voters) and busy ones (500+ voters) and enjoy both. It's definitely exciting to work a busy location! We try to make it fun by joking around with the voters as we check them in. I recruited my neighbor to work in March of this year but we weren't at the same location.

- **Carey Henderson**, Poll Worker since 2020

**Did you know?** High school students who are 16 or older can work as poll workers. Contact our Personnel department for more information!

Even before I was an Election Judge, I was the annoying elections guy to all my friends. Now, I can be annoying about having people work the polls with me! **Every election I've worked this year as an Election Judge, I've recruited at least one person to work with me**—friends from college, friends from outside organizations, and even my parents for the May 7 Local Election. As a young poll worker, I'm passionate about exposing my peers to the democratic process and helping develop a new generation of election workers. Plus, the long day goes by just that much faster when you're in the company of friends.

- **Alex Meed**, Election Day Judge since March 2022

I asked my daughter. We raised her to view voting as a civic obligation. She's 24 now and has never missed voting in an election since she turned 18. She has worked as an Alternate Judge with me for two election days so far. It is a long exhausting day, but she already plans to work the November Election with me too. I also asked my neighbors. **So far I have 3 people I have recruited who regularly work Election Day with me.** One of them works Early Voting with me too.

- **Anonymous**

**I recruited a friend at my church to work as a Clerk.** I was the Election Day Judge and we worked the Primary Election on March 1, 2022. We had a blast! Super hard work, but so rewarding.

- **Anonymous**

I've recruited family, co-workers, friends from church, and on one memorable occasion, a total stranger in a nail salon. **Poll workers are everywhere!**

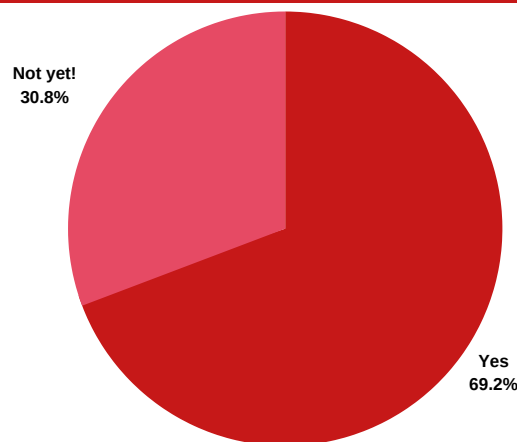
- **Anonymous**

One of my granddaughters is very interested in voting rights. When she was between jobs, I encouraged her to work the elections. **She loved it.**

- **Anonymous**

Last month, we asked poll workers...

**Have you ever recruited someone to work elections with you?**



*I've recruited a couple of friends to work with me in past elections. The day is more fun with people you know!*

- **Anonymous**

If you know of anyone that would be great as an election worker, have them give us a call or go to our website and fill out an application.

### NOVEMBER ELECTION KEY DATES:

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### FOR MORE INFORMATION:

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🌐 [traviscountyelections.org](http://traviscountyelections.org)

✉ [erecruiting@traviscountytx.gov](mailto:erecruiting@traviscountytx.gov)

**In this issue of the Guardian Gazette:**

**Page 1:** Recruiting Success Stories

**Page 2:** Elections Legacy Awards, Poll Workers Poll, Signature Verification Committee & Early Voting Ballot Board

**Page 3:** Ask Elections, It's True with Drew

**Page 4:** Election Staff Spotlight, The Last Laugh with Juan

## Signature Verification Committee & Early Voting Ballot Board

Our Signature Verification Committee and Early Voting Ballot Board play a very important role in the election process. Read below to find out more about what these teams do and how you could be involved.



### What do members of Signature Verification Committee and Early Voting Ballot Board do?

- Manage large volumes of Ballot by Mail
- Verify Ballot by Mail does not violate election code
- Open and separate accepted ballots from ballot envelope, and prepare for delivery to Central Count Station for final tabulation
- Conduct voter outreach to resolve ballot defects if applicable
- Determine voter intent if applicable



### Are you interested in working? Get more information and apply online.

There will be openings for positions on the Signature Verification Committee and Early Voting Ballot Board closer to the November 2022 Election.

- Pay rate is \$15 an hour.
- Training will be provided.
- Email us at [erecruiting@traviscountytexas.gov](mailto:erecruiting@traviscountytexas.gov) for more information.

Contact our paw-ffice to get more information!

#### Meet Carlos!

He is our Signature Verification Committee & Early Voting Ballot Board mascot.



Introducing...

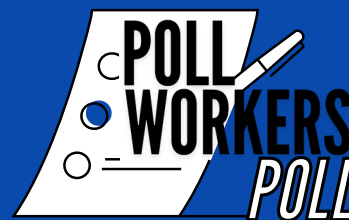
## ELECTIONS LEGACY AWARDS

All of us at Travis County Elections are grateful for the election workers who return election after election and year after year. **We are excited to introduce a new way to honor our longest-serving poll workers - Elections Legacy Awards.**

Elections Legacy Awards will be awarded to our election workers who have created a lasting legacy in Travis County Elections by serving for...

- ★ 5 years
- ★ 10 years
- ★ 25 years
- ★ 50+ years

Keep an eye out for communication from us in upcoming months if you have earned any of these awards. In future issues of the Guardian Gazette, we will feature election workers who have reached each of these milestones. We are so grateful for your service as an election hero and look forward to giving you the recognition you deserve!



Every month, we have a Poll Workers Poll where we want to hear from **you!** Polling results will be shared in the following month's issue of the Guardian Gazette. This month, we want to know...

**What is your favorite part about working elections?**

Answer the poll online by going to this link in your web browser:  
[www.tinyurl.com/july22poll](http://www.tinyurl.com/july22poll)

Your response to the poll is anonymous.

Keep reading!  
There's even more on the next page.



## What do Elections Staff do during the summer?

Several of you have wondered what Travis County Elections staff do during the summer while we don't have any elections actively going on. Here are a few things we've been focusing on so far this summer.

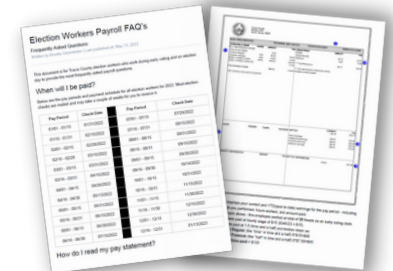
- 1. Recruiting for the November 2022 General Election:** We have been hanging up flyers and passing out postcards to different groups in our communities to try to recruit workers for the upcoming election! You can join us in our efforts by sharing recruiting information with people you know, too.
- 2. Professional development, training, and team building:** Summer gives us a great opportunity to invest time in learning new things and sharpening our skills to be even better prepared for upcoming elections. Plus, we have time to bond as a team and have a little fun together!
- 3. Preparing for the next election:** There are a lot of things we do behind the scenes to prepare for the next election. Aside from recruiting staff, we're also already working on scouting polling locations and completing ADA surveys of each site, preparing forms boxes, and ordering materials we need for the November Election.



## How do I read my pay statement? What is the pay schedule?

Another topic we've received several questions about is poll worker payroll. Whether you've wondered when to expect your paycheck after working an election, how to read your pay statement, how to update your address or direct deposit information, or any other question about payroll, we've got an answer for you!

We are excited to share our **NEW** Poll Worker Payroll FAQ with you. See the file named "**Payroll FAQ-2022**" attached to this email. It will answer the most frequent questions poll workers ask and hopefully be a very helpful resource for you.



*Do you have a question about elections or polling place procedures? Our Elections Team has an answer! Email us your question by **August 5th** and we may feature it in our next Guardian Gazette issue. Not all questions will be featured in the Guardian Gazette. All questions will be kept anonymous.*

[tcctrainingadmin@traviscountytexas.gov](mailto:tcctrainingadmin@traviscountytexas.gov)

## "IT'S TRUE!" with Drew



**Drew Dillard**  
Sites Coordinator

- ✓ During the May 24th Primary Runoff Election, Ben Hur Shrine Center was the busiest location for both Early Voting and Election Day. They had 2,990 voters during the five days of Early Voting and 1,439 voters on Election Day.
- ✓ This November, Travis County Elections will be welcoming Westminster Presbyterian to our Early Voting polling site roster. Located on Exposition in Tarrytown, Westminster recently underwent a huge renovation with tons of new parking and ample accessibility. We think voters are going to love it.

Keep reading!  
There's even more  
on the next page.

# ELECTIONS STAFF SPOTLIGHT



Staff Spotlights provided by:  
**MiShon Davis**  
*Administrative Coordinator*



## ADAM ALVAREZ ★ *Personnel Manager*

Adam Alvarez currently serves as our Personnel Manager. He joined our Travis County Elections team back in 2004 as a Van Driver, then worked as a Troubleshooter, and finally joined our staff full-time as Ballot Programmer in 2011. The thing that Adam enjoys most about his current position is interacting with all of our temporary employees that help out during each election. When he's not in the office, Adam can be found spending time with family and friends, going out to eat, or seeing a movie. A fun fact about Adam is that he is a third generation Austinite!

Adam is already preparing for the November 2022 Election with the rest of the Personnel Team, and he is looking forward to what the election will bring.



## JUAN GREGG ★ *Personnel Coordinator*

Juan Gregg has been a part of the Travis County Elections Team since 2008. He first began working as an Election Day Judge, then a Trainer and Call Center Representative, and then joined our staff full-time as a Training Coordinator in 2016. Juan says that every election is like a snowflake - totally unique! Outside of elections, Juan is a talented singer and has recorded one album and several singles. He also has various levels of fluency in six different languages and desires to learn more.

Juan works closely with our poll workers and is very thankful for everyone who works elections with us. He would like to encourage everyone to sign up to work both Early Voting and Election Day this fall!

### Follow the Travis County Clerk's Office on Social Media!

Following the Travis County Clerk's Office on social media is a great way to see election news and updates. Plus, you can share our posts with your friends to invite them to work the polls with you!

 **Travis County Clerk**

 **@TravisCoClerk**

 **@TravisCountyClerk**



### the last laugh WITH JUAN

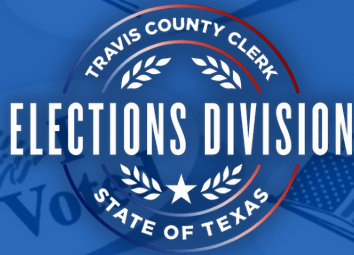


**Juan Gregg**  
*Personnel Coordinator*

**Q:** Why were the Election Day poll workers apprehensive about entering their polling site the day before Election Day?

**A:** They were afraid it was a Set Up!

That's all for now!  
 Check your inbox on August 15th for the next issue of the Guardian Gazette.

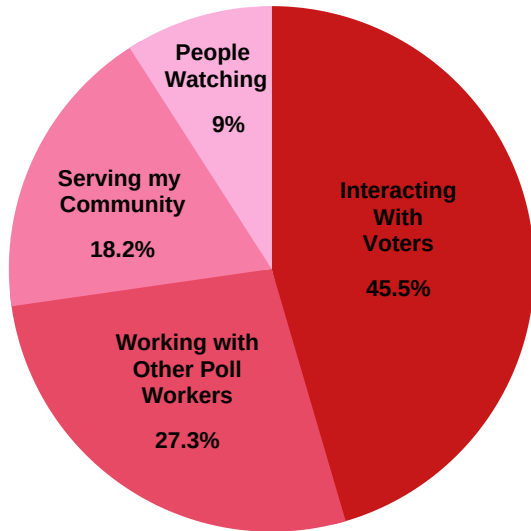


# GUARDIAN GAZETTE

*For the Guardians of Democracy*

Last month, we asked poll workers...

## WHAT IS YOUR FAVORITE PART ABOUT WORKING ELECTIONS?



"I love when **first-time voters** enter the polls."


"I love **meeting fellow clerks and judges**. Citizens with all different experiences and perspectives united by a dedication to access to voting in our community."

"**Working with new people every time & interacting with the voters are my favorite parts. Making the long day as fun as possible!**"

## What are Elections Division staff's favorite parts?

 **Bridgette Escobedo**  
Elections Division Director

"My favorite part is watching all of our hard work come to fruition to conduct free and fair elections!"

 **Cinnamon Babbitt**  
Ballot by Mail Coordinator

"My favorite part is making sure elections are accessible to each and every voter."

 **Katonya Williams**  
Operations Coordinator

"My favorite parts are anticipating voter turnout and doing the behind-the-scenes work to prepare for an election!"

 **Drew Dillard**  
Sites Coordinator

"My favorite part is making sure all voters have equal access to voting."

 **John Bennett**  
ADA Coordinator

"My favorite part about working elections is surveying our polling sites to make sure people have the ability to exercise their right to vote easily."



All of us at Travis County Elections are grateful for the election workers who return election after election and year after year. We are excited to introduce a new way to honor our longest-serving poll workers - Elections Legacy Awards. In issues of the Guardian Gazette, we'll be recognizing some Guardians of Democracy who have met

certain milestones. This month, we'd like to give a big **THANK YOU** to poll workers who have served for five to nine years. See the PDF attached to this email named "Elections Legacy Awards - 5-9 Years" to see this list of poll workers.

## TIPS from the Trainers

 **Caitlin Arzate & Michaella Glover**  
Training Coordinators


## HOW TO RECRUIT

 August 16 is National Poll Worker Recruitment Day.

Have you ever recruited someone to work elections with you? With National Poll Worker Recruitment Day this month, we have some tips to help you recruit a friend to work with you in this upcoming election.

In the most recent May Local Election, I (Michaella) recruited my husband and two of my best friends to work as poll workers. They had heard me talk about elections for years, so I decided one day to just ask them if they would be interested in working with me. I was delighted when they all said yes! In an earlier election, I also recruited two people at an event I was volunteering at as a Volunteer Deputy Registrar. I knew my fellow volunteers were obviously interested in the election process, so I decided to ask them if they had ever considered working as poll workers. I was so excited when both of them decided to sign up and work that election. My point is - **sometimes recruiting someone to work elections with you is as simple as asking.**

Who do you know who may be interested in serving their community, being a part of the election process, *and* spending a whole day working with you? Maybe they just need someone to ask them! Another easy way to recruit is by sharing County Clerk social media posts and posting flyers in community groups or organizations you are a part of. You never know who will see it! If you know anyone else who is interested in working the November election, give them the information below:

 512-854-4996

 [traviscountyelections.org](http://traviscountyelections.org)

 [erecruiting@traviscountytexas.gov](mailto:erecruiting@traviscountytexas.gov)



# A DAY IN THE LIFE

## Of Signature Verification & Ballot Board



**Meet a Member:**  
**Ramona Koehl**  
Ballot Board Member

Ramona has worked with the Early Voting Ballot Board and Signature Verification Committee for 17 years. Prior to joining the Elections Team, Ramona was born in Houston, TX and raised in Crockett, TX, where she served on the school board for 15 years. She is married and has three boys and three grandsons. She moved to Austin in 1996 and retired in 2001, after working as a software engineer in the financial industry for over 40 years.

The process of signature verification has changed greatly from earlier days. Computer software has made the process simpler to resolve signature discrepancies and validate the voter's identification, as required by new Election Code changes. **Integrity of the ballot processing has always been of the utmost importance and has ensured every eligible vote is counted.**



**Cinnamon Babbitt**  
Ballot by Mail Coordinator

Have you ever wondered what a day is like in our different departments and teams within the Elections Division? This month, we'll get a peek into a day in the life of someone from our Signature Verification Committee and Early Voting Ballot Board. These teams do a lot of important work for the Elections Division, but here are three main tasks they complete during the election season.

### Qualifying the Carrier Envelopes

Signature Verification Committee exercises careful attention to detail when checking the voter's identification numbers and comparing their signatures to previous examples. The ballots are checked multiple times because accuracy is very important during this crucial first step.

### Voter Outreach

Thanks to new Election Code changes, the State of Texas now has a way of legally reaching out to voters to inform them if there was a problem qualifying their vote by mail. Members of Signature Verification and Ballot Board help by either packing mail notices or getting on a phone to explain to the voter their options to cure this discrepancy. In most of these cases, it is as simple as submitting a confirmation to the Secretary of State online! Members who volunteer for this say it has been very rewarding.

### Counting Ballots

Ballot Board members have the very important job of opening the carrier envelopes and separating the identifying envelopes from the anonymous votes. All members of the board take an oath and work diligently under the supervision of their Ballot Board Judges to make sure that all qualified votes are counted. Because of new Election code, all of this happens on live stream now! You can visit the Travis County Elections website to view the live streams starting from the first day Signature Verification Committee meets.

## Are you interested in joining the Elections Division Team?

You've now gotten a peek into one of the many departments that make up the Travis County Elections Division. Have you ever considered working with one of our other Elections departments? We have openings for temporary election work for the upcoming November General Election in our **Operations/Voting Equipment department, Ballot by Mail department, Call Center, Training team, and more.** Visit us online to see all job openings and how to apply.

[www.traviscountyelections.org](http://www.traviscountyelections.org) (Click on "Election Workers")



## "IT'S TRUE!" with Drew



**Drew Dillard**  
Sites Coordinator

For those who may not know, over the spring and summer of 2022, Travis County Elections' newly formed ADA compliance team completed in-depth surveys of roughly 200 potential polling sites across Travis County. Beginning with November's election, voters and poll workers will experience a noticeable uptick in ADA compliance. Keep in mind that most of these surveys took place outdoors during one of Travis County's hottest summers on record. When you meet them this fall, tell them "thanks!" for all their hard work.

# SUMMER AT THE ELECTIONS DIVISION!

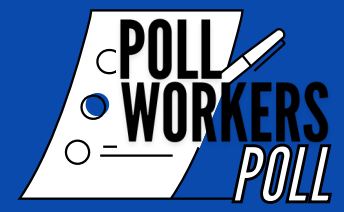
## Poll Worker Recruiting

Our Personnel Team has been hard at work recruiting new poll workers to work the General Election this Fall.

Thanks to many of you partnering with us in our recruiting efforts this summer, we've already onboarded **40 new Early Voting workers** for this upcoming election and are adding more every day.



*We've been passing out postcards and hanging up flyers to invite people in our communities to be poll workers.*



Every month, we have a Poll Workers Poll where we want to hear from **you!**

Polling results will be shared in the following month's issue of the Guardian Gazette. This month, we want to know...

**What is your favorite type of election to work?**

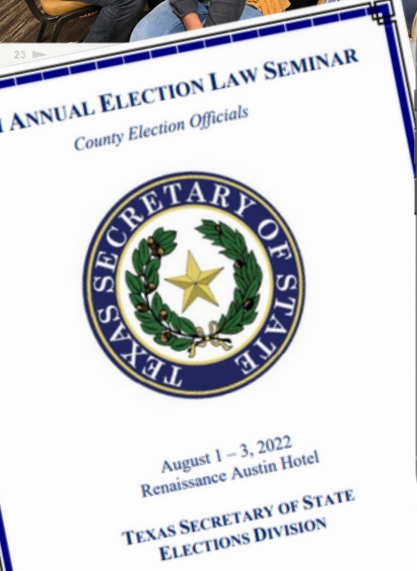
This should be easy because we've had every type of election in 2022!

Answer the poll online by going to this link in your web browser: [www.tinyurl.com/aug22poll](http://www.tinyurl.com/aug22poll)

Your response to the poll is anonymous.

## Texas Secretary of State Election Law Seminar

At the beginning of August, our Travis County Elections Team was able to attend the Texas Secretary of State Election Law Seminar. We learned a lot of valuable election information and left feeling even better prepared for the upcoming election.



*We posted a video on our social media to give you a behind-the-scenes look at the Seminar!*



@TravisCountyClerk



## How do I sign up for Direct Deposit?

If you are working Early Voting, you can complete a Direct Deposit form and return it to our Elections Personnel Team by email at **eRecruiting@traviscountytexas.gov**. If you need the Direct Deposit form, send an email to our Personnel Team and we will happily send it to you.

If you are only working on Election Day, you are not eligible for Direct Deposit at this time.

**Keep reading!**  
There's even more on the next page.

# ELECTIONS STAFF SPOTLIGHT



Staff Spotlights provided by:  
**MiShon Davis**  
Administrative Coordinator



## JORGE ESCOTO ★ Operations Coordinator

Jorge started in Elections in June 2020 as a Personnel Coordinator and handled payroll and campaign finance. A year later, Jorge started working as an Operations Coordinator. He now handles ordering, receiving, and issuing of items needed for the operation of elections. He prepares complete equipment sets specifically for each polling location, and then oversees the delivery of the equipment before the election and pick up after the election. This means he is the one who packs the Election Supply Carrier (ESC) you have at your polling location!

Jorge loves being a part of something bigger than himself and feels like a true Guardian of Democracy by being on the Elections Team. He enjoys the fast-pace of the election season. Outside of elections, Jorge enjoys doing carpentry. Most recently, he built a teal computer desk!



## CINNAMON BABBITT ★ Ballot by Mail Coordinator

Cinnamon started working for Travis County Elections in 2018 as a Voting Equipment Tech, then worked as a Ballot by Mail temp, and then as the Sites Lead. In January 2021, she was hired to work full time in our Ballot Technologies Department and supports Ballot by Mail in several ways such as writing procedures, helping manage Ballot Board, and also helping run our Logic & Accuracy testing before each election. Cinnamon loves the opportunity to ensure that voting is accessible to every voter and has experienced that in all of our Elections departments.

When she's not doing election work, Cinnamon enjoys drawing.

### Follow the Travis County Clerk's Office on Social Media!

Following the Travis County Clerk's Office on social media is a great way to see election news and updates. Plus, you can share our posts with your friends to invite them to work the polls with you!

**Travis County Clerk**

**@TravisCoClerk**

**@TravisCountyClerk**



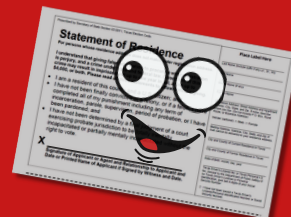
### the last laugh WITH JUAN



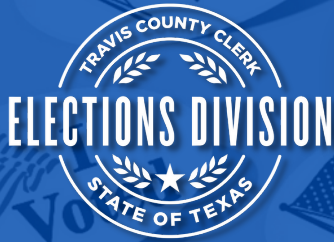
**Juan Gregg**  
Personnel Coordinator

**Q:** What did the voter say to the ePollbook operator while they were completing a Statement of Residence?

**A:** Hurry up, don't leave me in suspense!



**That's all for now!**  
Check your inbox on September 15th for the next issue of the Guardian Gazette. We're looking forward to getting back to elections!



# GUARDIAN GAZETTE

*For the Guardians of Democracy*

## BACK TO ELECTIONS

### General Election Countdown:

39 Days till Early Voting starts

54 Days till Election Day



### NEW Resource: Elections Training Labs

We are excited to announce a new additional, optional resource for poll workers - Training Labs. Training Labs are designed to give poll workers a space to come practice procedures hands-on or virtually with a Trainer at their own pace. Whether you need clarity on a specific form, want to review opening or closing polls, or want tips on how to best manage your polling place - this is the place for you! We'll also offer sessions to help you use your technological device to access Online Training.

Training Labs DO NOT take the place of attending a Training Class. They are an optional, supplemental, unpaid resource that you may choose to attend *in addition* to your required Training Class.

Each Training Lab will be an open-house format, which means you can come and go any time during the designated Lab hours. Even though this is more relaxed than our typical Training Class setting, we still ask that you sign up so that we know how many people to expect on each Lab day.

Sign up for EV Labs at: [tinyurl.com/G22EVLab](https://tinyurl.com/G22EVLab)

Sign up for ED Labs at: [tinyurl.com/G22EDLab](https://tinyurl.com/G22EDLab)

#### In this issue of the Guardian Gazette:

**Page 1:** *Tips from the Trainers, Elections Legacy Awards*

**Page 2:** *Elections Staff Spotlights, Poll Workers Poll, It's True With Drew*

**Page 3:** *Ask Elections, Election Correction, The Last Laugh With Juan*

## TIPS from the Trainers TRAINING CLASS CATALOG



Caitlin Arzate & Michaella Glover  
Training Coordinators

The November 2022 General Election is right around the corner! We are getting ready and excited to see you soon in Training Class. We know many of you are in the process of scheduling your Training Class for this fall, so here is a breakdown of the differences between the classes we offer.

### Online Webinar

- **Who can attend:** Experienced Early Voting workers, experienced Election Day Judges/Alternate Judges
- **Where:** Online Webinar classes are hosted on Webex, a video meeting platform. We will send you a link to join class at your scheduled time.
- **Length:** Online Webinar classes are 2.5 hours long.
- **Tips:** Review the Webinar Guide & FAQ Document that will be sent to you when you are scheduled for class. It has a lot of helpful tips for accessing your webinar class! We also recommend having your Poll Worker Manual or a notepad and pen out while attending class so that you can take notes.

### In Person

- **Who can attend:** All Early Voting workers, Election Day Judges/Alternate Judges (highly recommended for NEW poll workers!)
- **Where:** Sawyer Hall (1320 E 51st St, Austin, TX)
- **Length:** In Person classes are 3 hours long.
- **Tips:** Bring a pencil or pen to take notes in class. If you have your Poll Worker Manual from the May 7, 2022 Local Election, you may use it for this election.

### Online ED Clerk Training

- **Who can attend:** Election Day Clerks
- **Where:** It is hosted on an online training platform called Rise. ED Clerks will receive the link and instructions from Personnel.
- **Length:** It is a self-paced course that takes about 1 - 1.5 hours to complete.
- **Tip:** It must be completed in one sitting, so set aside enough time to complete it at once.



All of us at Travis County Elections are grateful for the election workers who return election after election and year after year. We are excited to introduce a new way to honor our longest-serving poll workers - Elections Legacy Awards. In issues of the Guardian Gazette, we'll be recognizing some Guardians of Democracy who have met certain milestones.

This month, we'd like to give a big **THANK YOU** to poll workers who have served for ten to fourteen years. See the PDF attached to this email named "Elections Legacy Awards - 10-14 Years" to see this list of poll workers. We also have a certificate for you! We'll talk about it at your training class.

**Keep reading!**  
There's even more on the next page.

# ELECTIONS STAFF SPOTLIGHT



Staff Spotlights provided by:  
**MiShon Davis**  
Administrative Coordinator

## Meet our NEW Staff Members!



### CHELSEA TOWNSEND ☆ Personnel Coordinator

Chelsea is one of the newest members of our full-time Elections Division Staff, having just joined us in August 2022. However, she might look familiar to you as she was one of our trainers during the elections earlier this year. Chelsea is now a part of our Personnel Team, where she assists with recruitment and managing the front desk. Be sure to say hello next time you're at our office!

Prior to being a part of our team, Chelsea was born and raised in Katy, TX and came to Austin in 2007 to attend The University of Texas at Austin, where she majored in Social Work and

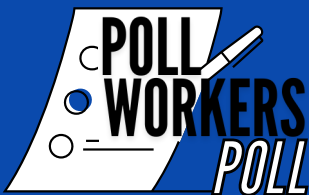
Government. In her spare time, she enjoys hiking, reading, and playing with her dog, Gizmo. She is married to her husband, Robert. When asked what she is most looking forward to this fall, Chelsea said that she is excited to see everything come together successfully for her first election as one of our full-time staff members.



### JACQUELINE AUGENBRAUN ☆ Ballot by Mail Coordinator

Jacqueline is from Brooklyn, New York and moved to Austin in 2016 for Americorps. She's worked as a personal shopper, taught for a year, worked for a lighting company, and then joined the Elections Team as a Call Center Representative in early 2022. After her experience in the Call Center, Jacqueline fell in love with Elections and has now joined our team full-time as a Ballot by Mail Coordinator earlier this month. She is looking forward to becoming a more educated voter and learning how all the election puzzle pieces fit together.

Outside of elections, Jacqueline is studying to get her Masters in Public Administration at Marist College and is looking forward to graduating in December. A few of her favorite things are the color yellow, desserts, her cat named Dante, and the movie *Rebecca* (the old one!).



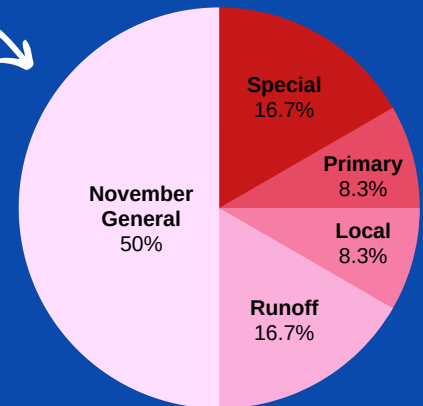
Every month, we have a Poll Workers Poll where we want to hear from you!

Last month, we asked our poll workers, "What is your favorite type of election to work?" Here are the results.

This month, we want to know: "In one sentence, why do you work elections?" Responses will be featured in October's issue of the Guardian Gazette. We look forward to reading your responses!

Answer the poll online by going to this link in your web browser: [www.tinyurl.com/sept22poll](http://www.tinyurl.com/sept22poll)

Your response to the poll is anonymous.



**Drew Dillard**  
Sites Coordinator

- Travis County is happy to announce the return of two Randalls grocery stores as Early Voting polling sites. Voting will be held at both Randalls Flagship Westlake Hills and Randalls Steiner Ranch. It was tough finding and holding onto polling sites in these two communities over the past two and a half years of Covid-19 protocol. Poll workers and voters will enjoy exclusive use of the cafe areas at each store as well as having a Starbucks just a few short steps away.



## What are the first things that happen during an election?



**Caitlin Arzate**  
Training Coordinator

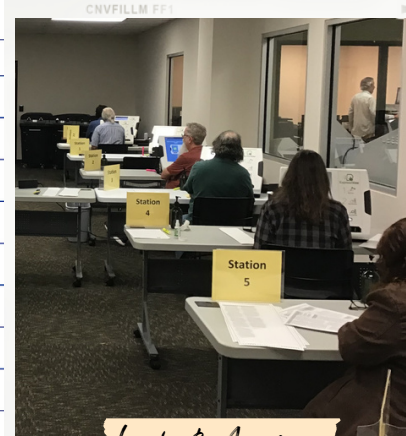
Although Early Voting doesn't start for over a month, the Travis County Elections Division is already well underway working on the upcoming election. Here are some of the first things that happen during an election:

**Logic and Accuracy Testing (L&A):** Logic & Accuracy testing is a pre-election, bipartisan test of the election equipment to ensure that each part of the system functions properly. The test checks the function of the equipment, programming, and that the election database accurately reads results from individual pieces of equipment. The test consists of:

1. Marking predetermined ballot selections for every contest position, precinct, AND ballot style in the election; (That's a lot!)
2. Manually verifying the selections on each test ballot by hand; and
3. Verifying calculated results from the test to the expected results.

The test is successful if actual results are identical to the expected results. A version of the test is re-conducted on the equipment just prior to and just after Central Count on Election Night.

**Overseas & Military Ballot Mail Out:** Voters who are overseas during an election or who are serving in the military may apply for Ballot by Mail using a Federal Post Card Application (FPCA). Mail ballots for these types of voters must be sent out 45 days prior to Election Day.



Logic & Accuracy Testing



Watch a video about L&A on our TikTok!  
[@TravisCountyClerk](#)

## ELECTION CORRECTION



### Best Practices for Handling ePollbooks & Check-In Equipment



**Shelton Charles**  
ePollbook Coordinator

It is very important to know how to correctly handle the equipment in your polling location. Check out the tips below to avoid common mistakes and ensure that you are setting your polling location up for success.

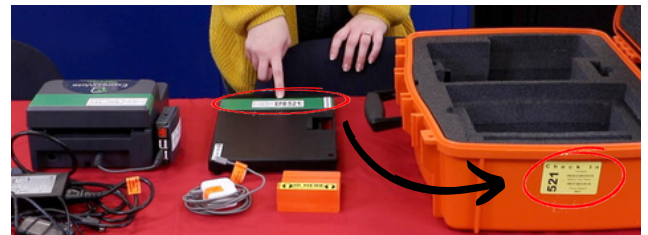
**1. Cable Management:** Cables should be oriented in a way that minimizes tension on the ports they are connected to. Leaving slack in the cable will protect the port as well as the cable. Also, be sure to tape down or secure any cables that run across the floor to avoid trip hazards.

**2. ePollbook Storage:** Remember that each item has its own place to be stored in the ePollbook case. See the number on the label on each item to know which case it belongs in. Plus, there will be a sheet in each case that has pictures showing how the items fit in the case.

INSTEAD OF THIS...



DO THIS!



**the last laugh**  
WITH JUAN



**Juan Gregg**  
Personnel Coordinator

Q: Why doesn't the sun go back to school?

A: Because it already has a million degrees.

Check your inbox on October 15th for the next issue of the Guardian Gazette.

Save the Date!

The deadline to register to vote in the November 8, 2022 General Election is **October 11.**



# GUARDIAN GAZETTE

*For the Guardians of Democracy*

## 2022 General Election *By the Numbers*

**38 Early Voting Polling Locations**  
**167 Election Day Polling Locations**

**5 Mega-Centers with 2 Days of Extended Hours:** On Saturday 10/29 and Friday 11/4, the 5 Mega-Centers will be open 7AM-9PM.



### 2 Limited Edition "I Voted" Stickers

Designed by University of Texas at Austin student, Ashwara Pillai, winner of our first "I Voted" Sticker Contest. It will also be available in Spanish.

**408 Early Voting Poll Workers**  
**858 Election Day Poll Workers**

## PAY RATE INCREASE!

We are pleased to announce a pay rate increase for all Travis County Poll Workers and Internal Elections Staff.

This was a team effort, led by our Travis County Clerk Rebecca Guerrero, to get the pay rates to levels we believed were deserved and necessary for our Travis County election workers. We thank the Commissioners Court for their approval and we thank you for your hard work and dedication.

 **EFFECTIVE OCTOBER 1, 2022**

 **\$20/HR FOR CLERKS**  
**\$22/HR FOR DEPUTIES & JUDGES**  
**AND ALT. DEPUTIES & JUDGES**

## THIS IS WHY WE WORK IN ELECTIONS.

*Responses from Travis County's Guardians of Democracy*

*All quotes (except for quotes that are next to an Elections Division Staff member's name and photo) come anonymously from Travis County poll workers.*

"I saw the pride that my parents took in working the elections in Kansas, and I too wanted to continue this important work of **preserving democracy!**"

"It's the one thing I can do at my age to **serve my country.**"

"I work in elections to do my part to **help our elections system be accessible** to voters."

"Working at the polls makes me feel like **I am doing something important for other people.**"



**Katonya Williams**  
Operations  
Coordinator

"It's a great way for me to **serve my community.**"

"I love to see my **friends and neighbors caring about issues** and the folks dealing with various causes."

"I work in elections because of Sam Amato (and the rest of **Team Amato.**)"

"I like **being part of the democratic process** that is the very fiber on which our Republic is founded and I enjoy helping people."

"I've taken an **interest in how elections are run.** Now that I'm retired, I have the time to work them."



**Bridgette Escobedo**  
Elections Division  
Director

"It's been my personal mission over the course of my career to make sure that all votes are counted accurately, that we conduct free and fair elections, and that **democracy thrives in Travis County.**"

"I love to see ordinary people take time to **participate in local government.**"

"I work elections to **serve my community** and ensure our elections are handled fairly for all voters."

"I want to **ensure a positive voting experience** for everyone!"



**Dan Hayes**  
Assistant Director

"I enjoy the **passion of voters and staff** and knowing that I am part of a team ensuring Travis County Elections are conducted fairly and in accordance with the law."

"I feel it is a **civil responsibility** to help ensure a fair election."

"I work elections to help ensure **everyone who can vote legally, gets to vote!**"

"I work in elections because I feel it is my way of **giving back.**"



**Alex Gary**  
Ballot by Mail  
Coordinator

"I work in elections to help **empower the members of my community** and ensure their voices are heard."

"It sure beats sitting at home, biting my fingernails, waiting for the results to come in!"

*In this special-edition, double issue of the Guardian Gazette:*

*Page 1: General Election by the Numbers, Pay Rate Increase, This is Why We Work Elections*

*Page 2: Elections Staff Spotlights: ADA Team*

*Page 3: Tips from the Trainers, Elections Legacy Awards, A Day in the Life: Verification*

*Page 4: Tips from Election Heroes for Election Heroes*

*Page 5: Tips from Election Heroes for Election Heroes, It's True with Drew*

*Page 6: Getting Election Ready, The Last Laugh with Juan*

**Keep reading!**

There's even more on the next page.

## ELECTIONS STAFF SPOTLIGHT



Staff Spotlights provided by:  
**MiShon Davis**  
Administrative Coordinator

*Special Edition:*

## Meet our Elections ADA Team



### TIM MOORE

Tim Moore is our Senior ADA Coordinator and is responsible for overseeing the logistical operations to ensure all polling locations are ADA compliant and safe for all voters. He started working for Travis County Elections in 2007 as a Voting Equipment Technician. He is happily married and is a father of three. In his spare time, he enjoys producing music, riding bikes with his kids, and occasionally taking joy rides on his motorcycle. His newest hobby is home improvement projects. Tim is excited about visiting polling locations and working with all of you - our poll workers. Don't be surprised if he pops by your site during Early Voting or Election Day!



### DAN RACER

Dan Racer was born and raised in Oklahoma and came to Austin in 2018. Formerly, he was a professor for 20 years at a School of Music in Kansas and is known as a professional bassist. He began working with Travis County Elections in the 2020 Presidential Election as a Voting Equipment Technician, serving in the Call Center. This year, he joined our staff full-time as an ADA Coordinator, focusing on site surveys and reports. In his spare time, he enjoys teaching private music lessons to middle school students and playing in 2-3 different bands around town. Dan enjoys the people he's gotten to know in the Elections Division. He loves that working in elections is a way he can benefit society and he is looking forward to completing a full election cycle.



### JOHN BENNETT

John Bennett is one of the youngest members of our Travis County Elections Team. He started in April 2022 as an ADA Coordinator and has been working on site surveys and reports. He is a native Austinite and well rounded athlete, having dabbled in swimming, basketball, tennis, and track and field. In his spare time, he enjoys writing, shopping, meditating, and thrifting. When asked what the best part about working in Elections is, John said, "Helping people exercise their right to vote accessibly." This election is John's first big election with us and he is looking forward to all the excitement that comes with it!



### DESTINI WILLIAMS

You may remember reading Destini's Spotlight in the June issue of the Guardian Gazette, where she talked about working on our Personnel Team. We are happy to announce that Destini has now joined our ADA Team as an ADA Coordinator! Be sure to say hi if you see her at your polling location this fall.

*Sample ADA Checklist*



Learn more about the ADA Team at [tinyurl.com/TCTrainingCenter](https://tinyurl.com/TCTrainingCenter)

Keep reading! There's even more on the next page.





Caitlin Arzate & Michaella Glover  
Training Coordinators

## TIPS from the Trainers

## HOW TO BE AN ELECTION HERO

## ELECTIONS Legacy AWARDS

This month, we'd like to give a big THANK YOU to poll workers who have served for fifteen to twenty-four years. See the PDF attached to this email named "Elections Legacy Awards - 15-24 Years" to see this list of poll workers.

If you have worked with us for 10+ years (as of August 2022), we have a surprise for you in training class (or you can grab it at our office).

What does it mean to be an Election Hero? To us, all of our poll workers are Election Heroes! Election Heroes are people who are...

**H**ere to respectfully serve every voter. Election Heroes serve and respect each and every voter who enters their polling location, regardless of their party or situation.

**E**ntering this position with a positive attitude and willingness to work with a team. When someone signs up to be a poll worker, whether it's for the first time or 50th time, they are committing to contribute to a positive work environment in their polling place and to work with their fellow poll workers for the good of the voters.

**R**esponsible for learning polling place procedures and using the resources available. Poll workers are expected to be engaged and attentive during training class and also familiarize themselves with the many resources we have available to them (Manual, online Training Center, Call Center, etc.). We want them to be the best poll worker they can be and we have the resources to get them there!

**O**fficially representing Travis County while working in the polling place. Outside the polling place, everyone has their own opinions and beliefs, but when poll workers enter their polling place to work, they are now official representatives of Travis County and need to be nonpartisan and professional.

We are thankful for our Travis County Election Heroes who embody these standards and serve the voters at all of our Early Voting and Election Day polling locations. We know this will be a busy election, but we hope that every time you enter the polling place, you picture yourself putting on a cape and answering the call to be an Election Hero in your community.

### Elections Training Center

Our online Elections Training Center has a ton of online resources for poll workers. Not only can you watch videos that cover all the procedures taught in Training Class, but we have **NEW** ePollbook simulations where you can practice checking-in voters, Register of Official Ballots/Ballot and Seal Certificate examples, a timeline of Early Voting and Election Day, and more! We have been working very hard to make this a beneficial and valuable resource for you, and hope that you enjoy it. Visit the Elections Training Center at: [www.tinyurl.com/TCTrainingCenter](http://www.tinyurl.com/TCTrainingCenter)

### A DAY IN THE LIFE Of Verification



Emma Lever  
Ballot Programmer

"I started as a temporary employee in Ballot by Mail (BBM) for the November 2020 election. I then left to work downtown in Misdemeanor at the HMS Courthouse in January 2021. I came back as a BBM Coordinator in August 2021 and moved up to Ballot Programmer in December. I have only officially worked in BBM, but have gladly accepted opportunities to help out in other departments. Fun Fact: On my most recent vacation travels to Maine I went Ocean Kayaking. It was amazing!"

Have you ever wondered what a day is like in our different departments and teams within the Elections Division? This month, we'll get a peek into a day in the life of someone on our Verification Team. Verification is a combination of managing records, verifying procedures have been followed, and finding/fixing errors that have occurred in the voting process.

#### Sort Items Returned by Polling Sites

During Early Voting, each site returns 3 envelopes each evening after polls close. These contain seals, documents, and spoiled and surrendered ballots. Sites also return Provisional Ballots that were completed that day. The following morning, the Verification Team sorts through everything. Some items require action, while some are just records managed. All materials must be processed by noon so that certain items can be returned to the polling site.

#### Record Daily Totals & Scan Documents

Once everything is processed, the Verification Team records the daily totals, checks for discrepancies, and documents any issues. Then they scan the documents to keep a digital record. They deliver certain forms, such as Similar Name and Statement of Residence, to the Voter Registration Office to process.

## TIPS from Election Heroes, for Election Heroes

We reached out to some of YOU (our poll workers) and asked what tips you would share with your fellow poll workers. Here's what you said...

**Providing quality customer service is KEY!** In addition, teamwork and togetherness really help to cultivate a positive work environment. Above all, as you respond to different questions and concerns, and share policies and procedures, please remember that your delivery in tandem with your humanity is one of the greatest buffers.

- LaShawn Nash

*LaShawn has been part of the Travis County Elections Division for 26 years, beginning October 1996 as an Elections Clerk. In 2000, she was asked to become a Deputy/Judge. In 2021, she transitioned to serving as a Call Center Representative. LaShawn says, "I have also been called upon on numerous Election Days to resolve issues and expedite the voting process at various high traffic sites. 25 of my years in Elections were at The University of Texas at Austin, which has some of the most complex and diverse situations and a broad range of voters."*

- 1. Remember you are working as a team!** Our Deputy, Kay, makes sure that everyone is cross-trained, so that makes the process go much smoother.
- 2. When in doubt - call the Call Center!** They are great and the technicians are too.
- 3. Remember that things go wrong** - equipment might malfunction or a voter might get upset. Don't panic. Call the Call Center and work the issue through. We have learned something new every election!
- 4. If one is a judge, consider getting a self inking stamp.** It makes the process of signing the back of each ballot card go much smoother and quicker!

- Jonathan & Susan Janek

*Jonathan has been a part of our Elections Team since 2016 and has worked as a Judge, Alternate Deputy, and Clerk. Susan has been a part of our team since 2019 and has worked as a Clerk and Alternate Deputy.*

## TIPS FROM THE CALL CENTER

- 1. When you call the Call Center, state your name and polling place name.**
- 2. Have your Poll Worker Training Manual handy when you call about procedural issues.** Often, when speaking with a Call Center Representative, they will reference the manual.
- 3. When calling the Call Center, listen to the menu options so that your call is directed to the best person to help.** Depending on your reason for calling, someone from our ePollbook team or Voting Equipment Tech team might be better suited to help you.
- 4. Less is more (when searching on ePollbook).** In Training classes, you'll hear about the 3 character search rule for the ePollbook. This is a recommendation to use only the first 3 letters of someone's first name and last name when searching for their record on the ePollbook.

## PRE-ELECTION DAY CHECKLIST FOR JUDGES

- Receive and read your Writ of Election.
- Verify your Election Day team.

**SUGGESTED TIP:** You could contact your site's team members, through email or phone, to introduce yourself and welcome them to the team, confirm the site location and working hours, and you could ask if anyone has prior election experience. You may want to give them other reminders about working Election Day, such as packing their own food and drinks.

- Reach out to your Site Contact and Alternate Judge to determine date and time for Site Set Up.
- Attend training and review the Poll Worker Training Manual.
- Attend Supply Pick Up at the scheduled time.
- Set up your site, following page 17 of the Poll Worker Training Manual.

**SUGGESTED TIP:** Take a picture of the site before setting up to ensure the site is restored to its original set up and condition once you close polls and pack up equipment on Election Night.

Thank you to **Janice Roling** and **David Molina** for sharing their comprehensive Pre-Election Day Checklist with us! Above is only a snippet of the checklist they use to ensure success in their polling locations.

*Janice has been a part of our Elections Team since 2012 and has worked as a Clerk, Alt. Deputy/Judge, and a Deputy/Judge. David has worked for Travis County Elections since 2020 and will be working as an Alternate Deputy and Judge in the upcoming election.*

- 1. Open only one packet of blank ballot cards at a time.** It makes counting unused ballot stock at the end of the day more efficient.
- 2. Always make people feel welcomed by greeting them as they arrive at the polls.** Many voters are stressed from long lines and the voting process. Nothing worse than entering a polling place and the poll workers are not paying attention.
- 3. Always work as a team and have fun!**

- Sam & Libby Amato

*Sam and Libby have worked at Travis County Elections since 2016, and regularly work at one of our busiest sites - Ben Hur Shrine Center.*

## ELECTION CORRECTION

Alex Meed

*Alex has been an Election Day clerk for November 2021 and Judge for every countywide election in 2022.*

I'm a rules nerd, so here's my procedure tip: The most common mistake I see is thinking the address on the voter's ID and the address where they're registered to vote have to be the same. They don't! All you have to do is **ask the voter if they still live on the street that appears on the ePollbook**. If they say no, that's when you do a Statement of Residence to get their record updated, but they can still vote normally in the polling location if their new residence address is in Travis County.

See page 44 of the Poll Worker Training Manual for more information.

## TIPS *from Election Heroes, for Election Heroes*

Continued...

## MANAGING A LINE

Margaret Zimmerman

Hi folks, this is Margaret the Election Judge/Deputy. Yes, that's how I introduce myself when I talk to the long lines at my polls. Because I work the really busy polling locations, including Ben Hur, Pflugerville Rock Gym, UT campus, and more, I've got some tips for managing long lines of voters.

1. **Walk the line regularly.** A Clerk could be asked to do this, too. This will help you keep an eye on things outside your main area and you can provide the waiting voters with some useful info.
2. **Be friendly!** If you greet voters with positivity, you usually get a good attitude in return.
3. **Be transparent.** "It's great to see so many voters here today! We'll get you through here as quick as we can."
4. **Announce an approximate wait time from different points along the line,** kind of like you see at amusement parks. This is an example of transparency, letting the voters know that you recognize the line is long and that it's not fun for the voters to have to stand there for 45 minutes or more.
5. **Provide useful information:** "This is a Travis County polling location, so if you live outside Travis Co., you'll need to go somewhere else to vote." "If you have your form of ID in your hand when you reach the front of the line, the line will move faster." "Inside the poll is a phone-free zone. Please have your phones silent and put away until you leave the poll."
6. **Check for folks who physically can't wait in the line and escort them to the front.** After doing so, thank the line for their patience and remind them that we are trying to take care of all the members of our community. I've been doing it this way for years, and nobody ever grumbles at me about other voters "cutting" in line. Again, transparency helps so much! *Refer to the Notice of Voting Order Priority in your Forms Box and Postings Kiosk.*
7. I'm a school teacher when I'm not defending democracy, so that explains this last point. **Offer to answer basic questions about procedures,** such as how the ballot might look and how to use the voting equipment. Many of these questions can be fielded in line by a knowledgeable election worker.

In my experience, voters respond very well to a friendly, open, and confident attitude. They feel respected and that they can trust the people (you!) running the poll. One last thing: **when in doubt — even a little bit — call the Call Center!** Our friends on the phones are there to help us! They are highly trained and they are good at what they do. Let them help you!

Good luck, folks. We are Guardians of Democracy, and we've got this!



## ADA BEST PRACTICES

From the Elections ADA Team

- **Read your site's ADA Checklist fully.** You may even want to review it every day to make sure you are following it exactly.
- **Follow the instructions as written.** It is required to do exactly as the checklist instructs. If you have any questions...
- **Call the Call Center!** They can connect you with the ADA Team to help you and answer any questions you have about your checklist and materials.
- **For Early Voting, designate workers who will set up and tear down remediation materials each day.** As many Deputies know, delegation is key. Try designated one or more of your poll workers to set up the materials in the morning and bring them in each night. Remember, it is ultimately up to a site's Deputy/Judge to ensure that the ADA remediation materials are correctly set up.

## "IT'S TRUE!" with Drew



Drew Dillard  
Sites Coordinator

- ✓ This month, Early Voting is once again upon us with **38 polling sites** spread across Travis County. With the expectation of record-breaking turnout, the number of sites matches the number offered on the Presidential 2020 election. 417 ballot marking devices and 131 ePollbooks will be deployed, the most ever.
- ✓ We are excited to once again offer **voting at Randalls** Flagship in West Lake Hills and Randalls Steiner Ranch at Quinlan Crossing. We have not been in Randalls since before the pandemic began...10 elections ago! We are also returning to **AISD's Delco Center** for the first time since 2016 and **Travis County Granger Building** for the first time since Primary 2020.
- ✓ Our **five brand-new Early Voting sites** include: The LBJ School of Public Affairs, One Texas Center, Balcones Woods Shopping Center, Pleasant Hill Branch Library, and Westminster Presbyterian Church.
- ✓ Feel like giving voters a nice tip? Historically, **Early Voting lines are shortest on Saturday and Sunday.**

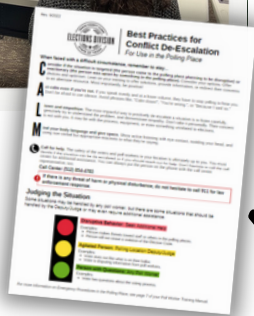
# GETTING ELECTION READY!



## De-Escalation Training

The Travis County Elections Division Staff was able to attend a De-Escalation Training at the beginning of October. We are excited to announce that we used the information we learned to create a **NEW** Best Practices for Conflict De-Escalation Guide. We hope this will be a helpful resource for poll workers to review and prepare them in case they experience any difficult interactions in the polling place.

*Find this new resource in the Admin folder of the Forms Box at every polling location.*



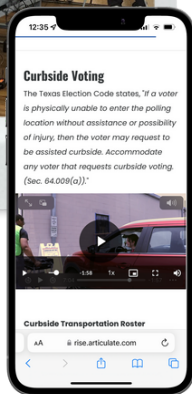
View the De-Escalation Guide at [tinyurl.com/TCTrainingCenter](https://tinyurl.com/TCTrainingCenter)

## Filming Videos for Training & Media Outlets

Our Training Department is always working to improve our curriculum, which includes our online Training Center and webinar training classes. We are excited to have a new and improved training video that shows step-by-step how to process a curbside voter!

We also filmed B-Roll footage and took many photos to share with media outlets to ensure that they have accurate, informative content to share with Travis County Voters. Of course, the best way to stay up to date with Travis County Elections news is to follow our social media channels:

- Travis County Clerk
- @TravisCoClerk
- @TravisCountyClerk



*Behind the Scenes!*

## Poll Worker Training Classes

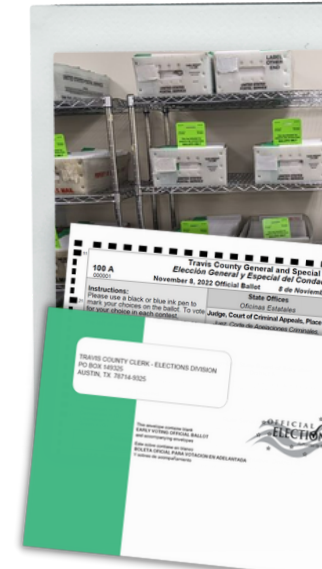
On October 10, we began our training classes for Early Voting poll workers. Our Training Department offers online webinar classes and in person classes. We look forward to seeing you in class soon!



## Ballot Mail Out

Our Ballot By Mail Team has been hard at work packaging ballots and mailing them out. We mailed out over 20,000 ballots and counting!

If you requested to vote by mail, you may now track it online by visiting [traviscountyelections.org](https://traviscountyelections.org) and clicking on "Ballot by Mail."



## Equipment Testing

Our Voting Equipment Department and ePollbook Department spent weeks testing and preparing the voting equipment to be sent out to the polling locations.



**the last laugh WITH JUAN**  
**Juan Gregg**  
 Personnel Coordinator

**Q:** What do they say about elections in Transylvania?

**A:** Every Count Votes!



That's all for now! We look forward to working with you over the next month. Check your inbox on November 15th for the next issue of the Guardian Gazette.



# GUARDIAN GAZETTE

For the Guardians of Democracy

## THANK YOU!



**Bridgette Escobedo**  
Elections Division  
Director

I am extremely grateful for all of you, the Guardians of Democracy, for playing such a pivotal role in the success of the fair and accurate elections conducted here in Travis County. Without your hard work and dedication, we would not be able to pull off another successful General Election.

Democracy runs on election heroes, and I send you my sincerest thanks to every single one of you! You all should be very proud of the work you've done to ensure that your families, friends, neighbors, and community members were able to cast their votes.

### In this issue of the Guardian Gazette:

- **Page 1:** Thank You Letter, Tips from the Trainers, It's True With Drew
- **Page 2:** Election Correction, Poll Workers Poll
- **Page 3:** Ask Elections, The Last Laugh With Juan

## GET READY FOR RUNOFF!

We are done with the General Election, and now getting ready for the Runoff! Thank you all for your hard work and dedication during the General Election. If you are going to be working the Runoff Election, here is what you need to know:

### Training Classes

Because many of you just worked the General Election, we will be having online webinar refresher classes for you to attend if you are working the runoff. They will be only an hour and a half long and cover everything you need to know about this election. Our Personnel Team will be contacting you to schedule you for work and for training.

### Races in the Runoff

This is not a county-wide election. Here are the races that will be in the Runoff:

- City of Austin Full/Limited Purpose - Mayor
- City of Austin Single Member District 3
- City of Austin Single Member District 5
- City of Austin Single Member District 9

## TIPS from the Trainers

Caitlin Arzate & Michaela Glover  
Training Coordinators

### Election Dates

**Early Voting:**  
December 1-9  
**Election Day:**  
December 13

#### December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## "IT'S TRUE!" with Drew



**Drew Dillard**  
Sites Coordinator

As Sites Coordinator, I never get enough of the "numbers." Voter turnout tells us so much about our rapidly-growing County and where we need more (or less) sites for future elections.

- ✓ For the November 8 General Election, Early Voting yielded fairly typical results with PACE Campus Gym, Southpark Meadows, Ben Hur, Austin Oaks Church, and Bee Cave City Hall having the biggest turnout.
- ✓ PACE Campus Gym was the number one vote getter for both Early Voting and Election Day.
- ✓ Other Election Day numbers were far from typical. 14 non-Early Voting sites broke 1000 voters with Milwood Branch Library having the most at 1153. Briarcliff POA Community Center was 2nd and Gorzycki Middle School was 3rd.

Time to start planning for 2024!

Keep reading!  
There's even more on the next page.

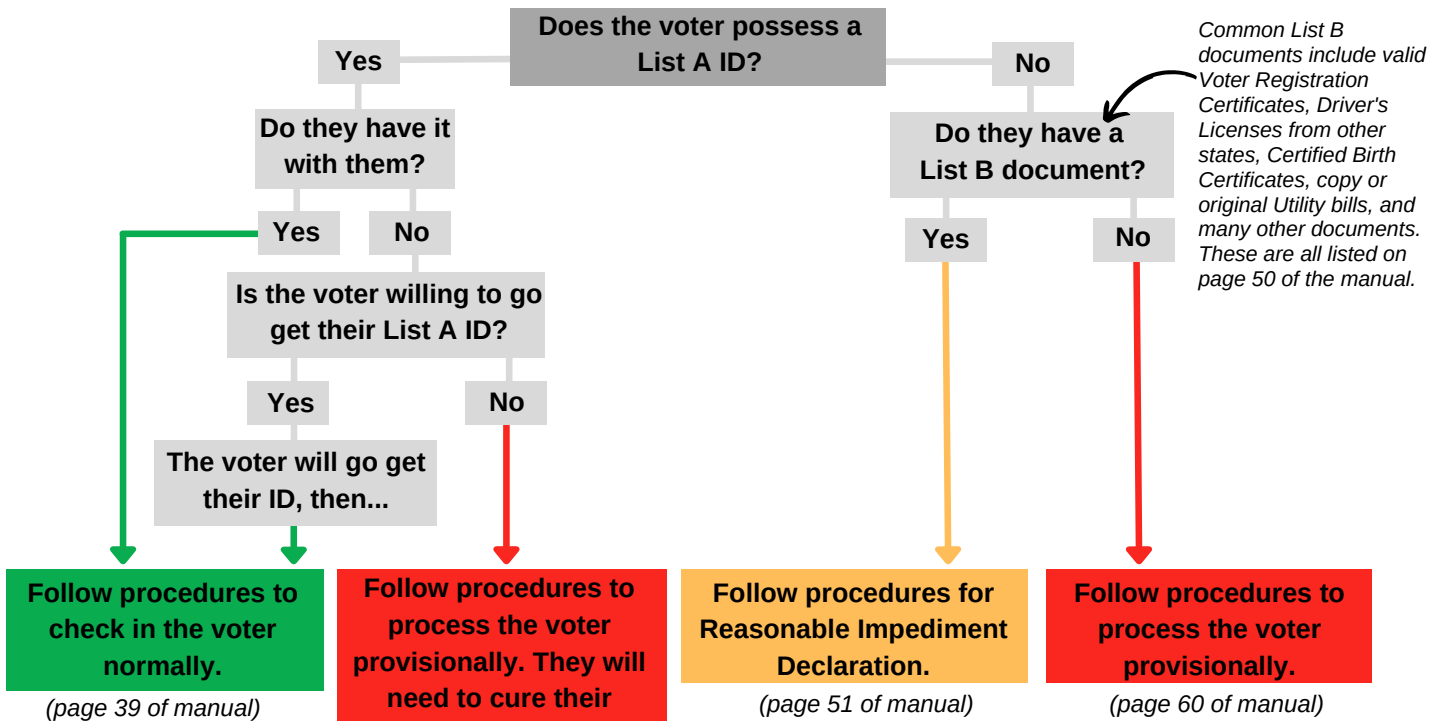
# ELECTION CORRECTION

## When to Use a RID vs. ID Deficient Provisional

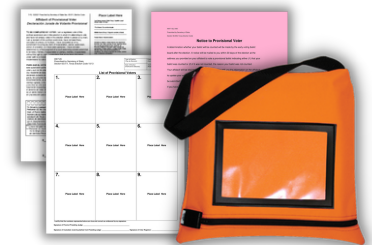
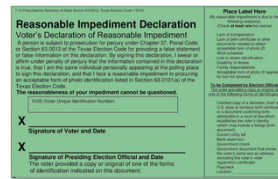
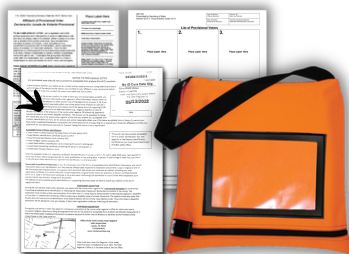


**Michaella Glover**  
Training Coordinator

This month, we wanted to highlight a common scenario that you may see in the polling place. When you ask a voter, "Do you have your List A photo ID with you today?", there are situations where they'll reply, "No." They may be saying no because they left it at home (or otherwise possess one of these IDs but it is not with them) or maybe they do not possess a List A ID at all. The procedure you must complete depends on the voter's situation. Our Training Team has created this handy flow chart to address these scenarios that can be found on page 50 of the Poll Worker Training Manual. Let's look at it together!



Voters who need to cure their provisional receive the Notice to ID Deficient Provisional Voter instead of the Pink Notice to Provisional Voter. This voter needs to cure their provisional by showing their ID at the Voter Registration office by the cure date, which is 6 days after Election Day.



This month, we want to know:

### What is your favorite elections memory from this year?

Responses will be featured in December's issue of the Guardian Gazette. Answer the poll online by going to this link in your web browser:  
[www.tinyurl.com/nov22poll](http://www.tinyurl.com/nov22poll)

Keep reading! There's even more on the next page.





## What do Elections Division Staff do after Election Day?

**Caitlin Arzate**  
Training Coordinator

### PAPERWORK



Our Verification team reviews all **paperwork and forms** completed at the polling locations on Election Day.



The Ballot Board reviews all returned **mail in ballots** received before the final deadline.



The Travis County Voter Registrar and Ballot Board work together to review and process all **provisional ballots** cast in polling locations during Early Voting and Election Day.

### POST-ELECTION AUDITS

**Recounts** – A recount may be requested by candidates and an automatic recount may be called based on a tie after the final canvass. *No recounts have been called for this election.*

**Partial Manual Count** – Regardless of final results, for every election, the Secretary of State's office selects individual contests to be fully hand-audited for all ballots cast in randomly selected precincts.

**Risk-Limiting Audit** – We are partnering with the Secretary of State's office to run a pilot Risk-Limiting Audit for this election. An RLA allows for an overall outcome to be verified with the least possible number of hand-counted ballots. It is one of the most efficient methods of auditing!

### DEADLINES

The November 8, 2022 General Election may be over, but the Elections Division is still hard at work! Take a look at everything that goes into wrapping up an election.

**November 9th: Ballot by Mail deadline** – Ballots postmarked by 7pm on Election Day have until 5pm the next day to be received in our office.

November		
14 MON	15 TUE	16 WED
<p><b>Federal Post Card Application deadline</b> – FPCAs have until 5 business days after Election Day to be received in our office. Note that for this election, the deadline moves to the following business day due to the 5th day after the election falling on a Sunday.</p> <p><b>Cure Date deadline</b> – voters who voted provisionally due to ID Deficiency have 6 calendar days after the election to cure their provisional ballot.</p>	<p><b>Central Count</b> – The last day for the ballot board to convene and count provisional and overseas ballots is the 13th day after the election.</p>	<p><b>Final Canvass</b> – these are the official results after the final tally of votes for the election. This cannot occur until the Ballot Board has qualified and counted all late-arriving mail in ballots and provisional ballots or until the deadline for a voter to correct certain defects on their carrier envelope. The final canvass must be conducted not earlier than the 3rd day after election day and not later than the 14th day after Election Day.</p>

### EQUIPMENT & ASSET RECOVERY

Our Voting Equipment Technicians and Operations Department coordinate with the Sites Team to retrieve all equipment that was left securely at each location on Election Night.

Our Training and Operations Departments deconstruct all unused forms and supplies returned from polling locations to maintain an accurate inventory of all materials.

Plus, we're already preparing for the Runoff Election!



### the last laugh

WITH JUAN  
 **Juan Gregg**  
Personnel Coordinator

**Q:** Did you hear about the guy who got addicted to eating Thanksgiving leftovers out of the fridge?

**A:** He had to quit cold turkey.



ePollbooks back from sites!



Partial Manual Count



# GUARDIAN GAZETTE

For the Guardians of Democracy



## 2022 IN REVIEW: Our Favorite Elections Memories

### SERVING VOTERS

"My favorite memory was **helping a 98 year old WWII veteran vote in person**. He turned in his mail ballot just so he could feed his ballot into the Ballot Scanner." -*Beverly B.*

"A voter and I were chatting and he asked me where I was from. I replied that I was born and raised in Houston, TX. He said, "Ahhh, I thought so." I asked him if it was because of my accent. He said, "**No, it's because you are so friendly.**" Then we reminisced about our favorite things in Houston." -*Priscilla E.*

"I enjoyed **talking to voters in line** and helping them by answering questions and making sure they had their IDs out." -*Anonymous*

"My favorite memory was meeting a wet but eager **voter who braved the hailstorm** on a Friday night to make it to the polls. He took an Uber and was so grateful to the driver that he tipped her \$40!" -*Anonymous*



*"The location where I was working got a lot of first time voters. It was nice seeing how excited they were."* -*Anonymous*

"My favorite memory is of **the number of young and first-time voters** who came to vote in the November 8th Election. We had about a 30-minute wait the whole Election Day and they all waited patiently to cast their ballots. Everyone was polite, patient, and well-mannered. It was a pleasure to work that day." -*Judy J.*

"My favorite memory was when I helped a young man, who was autistic, **vote for the first time.**" -*Linda C.*

"Seeing all the **kids playing frisbee while their parents waited in line to vote** at my polling location was my favorite memory." -*Brad W.*

## TEAMWORK MAKES THE DREAM WORK!

"My favorite memory is **working with my Early Voting Team!** What a great group of professionals who are passionate about serving our community and promoting safe and fair elections. We had a great new site and lots of fun along the way. Travis County site support was great as well. Thanks to all who served at Westminster Presbyterian!" -*Nancy C.*

"My favorite memory was **meeting and getting to know my fellow trainers.**" -*Laura JC., Training*

"**My team of fantastic, dedicated workers** were my favorite memory. I also loved when parents brought young children and we gave them future voter stickers, which they loved." -*Bob W.*

"Probably my most favorite memory is the **laughter and teamwork** we had at the One Texas Center site." -*David T.*



**MiShon Davis**  
Administrative Coordinator

"My favorite memory was working with others in our Elections team to create fun and informative **Travis County Elections videos for social media.**"

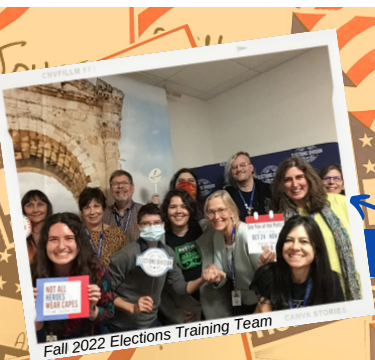
"I had the privilege of working with two people who recently became citizens and decided to work the elections! One of them knew multiple languages (Uzbek, Turkish, Russian and Persian) and she was able to help two voters with these languages. **I was inspired by their stories and their pride of their new citizenship!**" -*Sheila E.*

"My favorite memory was working with **Ben Harry and his great team.**" -*Emily S.*



**Michaela Glover**  
Training Coordinator

"My favorite part of 2022 was **getting to meet all of you**, our Guardians of Democracy, in our many training classes. I especially loved seeing familiar faces who worked several elections this year!"



Fall 2022 Elections Training Team



Some of the Nov. 8th Ben Hur Team

**ELECTIONS TRIVIA:**  
Do you remember **how many elections** we held in 2022? See the next page to find out!



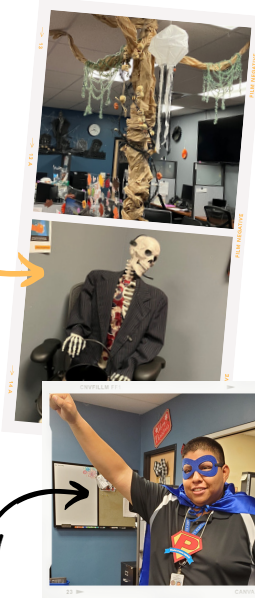
## 2022 IN REVIEW: Our Favorite Elections Memories (continued)

### ELECTIONS CALL CENTER

The Elections Call Center is made up of many wonderful staff members who love elections. They are a tight knit group who also enjoy decorating for holidays. This year, one of their favorite memories was **winning the Halloween Decorating Contest in the Elections Office.**

My favorite part of working elections is **getting to know so many wonderful people** from all walks of life. Reuniting with veteran workers and getting to meet new recruits who are all dedicated to helping voters is definitely what I will remember.

-Maria B., Call Center



*Call Center Coordinator, Paul, is a true Election Hero!*

## "IT'S TRUE!" with Drew



Drew Dillard  
Sites Coordinator

- ✓ The City of Austin has held two Mayoral elections since moving from May to November elections in 2014. Both resulted in December runoff elections. In December 2014, Steve Adler defeated Mike Martinez with 15.58% voter turnout. On December 13, 2022, Kirk Watson defeated Celia Israel with 17.59% turnout.
- ✓ Not surprisingly, Ben Hur Shrine Center led all polling sites with turnout during both Early Voting (9,814 voters) and Election Day (1,927 voters). Good job, Ben Hur teams!
- ✓ Of the non-Early Voting sites, Old Quarry Branch Library came out on top with 1,092 voters.

When I think about 2022, my favorite memories are of the **camaraderie I've shared with my elections coworkers.**

**? ELECTIONS TRIVIA:**  
We had several **new sites** in 2022. Do you know what they were? See the last page to find out!



Do you have a question or topic you'd like us to address in an upcoming Guardian Gazette issue?

Email us your question and we may feature it in an issue in 2023. All questions will be kept anonymous.

[tcctrainingadmin@traviscountytexas.gov](mailto:tcctrainingadmin@traviscountytexas.gov)

## 2022 ELECTIONS TIMELINE

We held 7 elections in 2022!

### JANUARY

- 10-21: City of Austin Special Election Early Voting
- 25: City of Austin Special Election Election Day

### FEBRUARY

- 14-25: Primary Election Early Voting

### MARCH

- 1: Primary Election Election Day

### APRIL

- 25-30: Local Election Early Voting

### MAY

- 1-3: Local Election Early Voting
- 7: Local Election Election Day
- 16-20: Primary Runoff Early Voting
- 24: Primary Runoff Election Day
- 31: Local Runoff Early Voting

### JUNE

- 1-7: Local Election Early Voting
- 11: Local Election Election Day

### JULY, AUGUST, & SEPTEMBER

- Prepping for General Election!
- 8/1: Attended Texas Secretary of State Election Law Seminar

### OCTOBER

- 24-31: General Election Early Voting

### NOVEMBER

- 1-4: General Election Early Voting
- 8: General Election Election Day

### DECEMBER

- 1-9: City of Austin Runoff Early Voting
- 13: City of Austin Runoff Election Day

# ELECTIONS STAFF SPOTLIGHT



Staff Spotlights provided by:  
**MiShon Davis**  
Administrative Coordinator

**How many Dans does it take to run Travis County Elections?** Meet our "Dan Club" - some of our Elections staff named Dan who play very important roles to make our elections successful.



Hello  
my name is  
**DAN HAYES**

Dan Hayes is one of the Elections Division Assistant Directors. He previously worked for Bastrop County Elections, then joined Travis County Elections as a Trainer before becoming Assistant Director. He is married and has 2 kids, 2 cats, and 5 chickens. In his free time, he enjoys backpacking, fly fishing, building furniture, and collecting old woodworking tools. His advice to Poll Workers is, "Imagine yourself in the place of voters. Treat them with kindness, respect, patience, and grace."

*"The knowledge that Travis County conducted 7 successful elections in one year is my favorite election memory of 2022."*

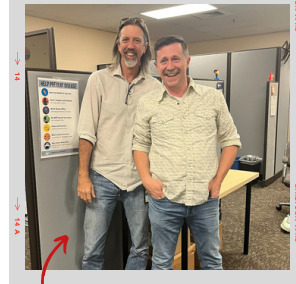
Another Dan! Dan M. works in Ballot by Mail.



Hello  
my name is  
**DAN ROMAN**

A born-and-raised Austinite, Dan Roman has been a part of our Travis County Elections Team for 20 years. He began as a Voting Equipment Technician, then became a full-time member of the team as the Operations Manager. He is now the ADA/Sites Manager. His favorite part of working in Elections has been getting to work with so many wonderful coworkers. When he's not busy with Elections, he enjoys working on his new house.

*"My favorite memory from 2022 was kicking off our new Elections ADA program!"*



2 Dans on Twin Day!



Hello  
my name is  
**DAN GROSSER**

Dan Grosser was born in Canada and came to Texas in 2008 with a desire to do something different with his life. In 2012, he began working for Travis County Elections as a Voting Equipment Technician and in 2015, he was promoted to Voting Equipment and Operations Manager, which is his current role. During his time in Elections, he has learned that more goes into conducting an election than he ever imagined and he is proud that his team is continually improving to better serve the voting community. He wants all Poll Workers to know that the Voting Equipment Department is here to support them anytime they need. In his free time, he loves to fly drones, research telescopes, and play with his two basset hounds.

*"My favorite memory was having a successful Central Receiving Station on Election Night on November 8th. We had a great team and we were able to recover everything with no problems."*



Hello  
my name is  
**DAN RACER**

Dan Racer was born and raised in Oklahoma and came to Austin in 2018. Formerly, he was a professor for 20 years at a School of Music in Kansas and is known as a professional bassist. He began working with Travis County Elections in the 2020 Presidential Election as a Voting Equipment Technician, serving in the Call Center. This year, he joined our staff full-time as an ADA Coordinator, focusing on site surveys and reports. In his spare time, he enjoys teaching private music lessons to middle school students and playing in 2-3 different bands around town.

*"My favorite memory from this year is adding myself as yet another Dan to the vast collective of Dans here at Travis County Elections."*

# 2022 IN REVIEW: *New in 2022*

2022 was a year FULL of new things. Read on to take a look back at a few new things that were introduced this year.

## Elections ADA Team

This year, our Elections ADA Team, made up of 4 ADA Coordinators (Tim, Destini, John, and Dan), was created. They have conducted an ADA Survey of every single Early Voting and Election Day polling site. After completing the ADA Surveys, they created site-specific ADA Remediation Checklists to be used by poll workers to implement any necessary ADA remediation materials at their polling sites. The ADA Coordinators have done so much work this year to ensure that all of our voting locations are accessible for every single Travis County Voter!



"One of my favorite days from this year was the first day of training for the November Election. This was the first time ADA was introduced to the Poll Workers in full force and I was excited to see how it was received. I enjoy interacting with mostly familiar faces and knowing we have good people on the frontline to better our elections processes."

Tim Moore  
ADA Coordinator



## Guardian Gazette & Elections Legacy Awards

During the summer, we had a break from elections and wanted to keep in touch with all of you - so the Guardian Gazette was born! We hope you've enjoyed the monthly facts, tips and tricks, staff spotlights, and more.

We have also begun a new way of honoring our Election Heroes who serve year after year. Our Elections Legacy Awards honor poll workers who've served for 5 years, all the way up to over 25 years.



## Online Training Classes

Our Training Team seeks to make training classes accessible and effective for all poll workers, which is why we were excited to introduce online webinar-style training classes for our experienced poll workers. We offered online webinar training classes for all elections in 2022 and were pleased to see that they were widely attended and enjoyed by all of our poll workers.



Caitlin Arzate  
Training Coordinator

"My favorite elections memory is **filming content for our new online training videos**. I truly enjoyed getting to make educational content for our amazing and dedicated poll workers. It has been a privilege helping advance elections training in such a convenient and accessible direction."

## "I Voted" Sticker Design Contest

Earlier this year, the Travis County Clerk's Office announced their first "I Voted" sticker design contest. The contest was open to all students attending colleges in Travis County.

Ashwara Pillai, a Senior attending the University of Texas at Austin, won the contest with her design that featured a Bluebonnet flower in the shape of a check mark.



## New Polling Locations



Drew Dillard  
Sites Coordinator

In 2022, Travis County Elections had a total of **23 new polling sites** across 7 elections. Some were specifically chosen to make a big splash right out of the gate (Westminster Presbyterian, Balcones Woods Shopping Center), but the one that really made me happy was Austin Presbyterian Theological Seminary. They filled a big need in the North UT campus area that we've had since losing First English Lutheran in 2014 because they opened a pre-school. 724 voters turned out at the Seminary on November 8, validating the need. They were pleased. We were pleased. And we hope they remain a polling site for years to come.



the last laugh  
WITH JUAN



Juan Gregg  
Personnel Coordinator

Q: How can you tell if Santa Claus is near your house?

A: You can sense his presents!

You did paw-sitively amazing this year. See you in 2023!

Election Mascot, Carlos the Dog



That's all for now!  
Check your inbox on January 17th for the next issue of the Guardian Gazette.