

**OFFICE OF THE SUPERVISOR OF ELECTIONS**

**ANNUAL  
REPORT  
2014**

**Ms. Juliette Penn  
Supervisor of Elections**

**February 3, 2015**

## **About Us**

The Office of the Supervisor of Elections is a member of the Governor's Group and a unit that functions under the umbrella of the Deputy Governor's Office, and is located at Building #6 Russell Hill Road , Road Town.

The Election process is governed by two authorities: The Elections Act No. 16 of 1994 and Amendments and The Virgin Islands Constitution Order 2007.

**The Mission** of the Office is to provide with integrity, general direction and supervision over the registration of voters and the administrative conduct of free and fair Elections in the Virgin Islands; and to impart efficient, reliable and courteous service to the General Public in the process.

The Office envisions an organization that operates a well-developed, recognized and influential Electoral System that will enhance the Electoral process and the development of the Territory.

We offer exceptional services in the areas of

- Continuous Voter Registration and transfers
- Provision of Elections Data
- Administering and overseeing the Electoral Process
- Educating the Public on the Electoral process and voting procedures
- Issuance of Voter Registration cards

Our services are reviewed and improved by taking into consideration changes and amendments by governing authorities and comments and suggestions received from the Public.

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## **Introduction**

The Office of the Supervisor of Elections continues to seek opportunities that will support and enhance its vision and mission.

Accommodation is provided at the Ulric Dawson Building # 6, Russell Hill Road in Road Town. Acquiring other appropriate housing arrangement is still a challenge.

S & D Security & Alarm Systems continues to provide satisfactory security and maintenance services to the Office.

The process to have the water supply transferred in the Elections Office name began in 2014 and will be finalized early in the upcoming year.

Role Profile changes were launched throughout the Public Service which resulted in the posts of Clerical Officer I, II and III Posts at the Office now being referred to as Office Generalist I, II and III.

New laptop computers were received from the Department of Information Technology (DoIt) to assist with the Voter ID Project. There were also some replacements of CPUs, Monitors and Keyboard due to malfunctions.

Three Staff members attended training sessions organized by Training Division during the year.

The Office developed a new logo and letterhead to better reflect its Mission.

The public was informed via a published notice, to indicate their interest in working as Elections Officers in the upcoming general elections. Other

quarterly voter registration notices continue to be published via the media and the Virgin Islands Gazette.

The Supervisor of Elections was granted permission to attend two overseas elections oriented activities/meetings during the year in Suriname and Canada.

This year the Office was able to make closer strides in two particular areas; the use of electronic ballot counting equipment and the Voter ID Card System with assistance from Delian Project and the Electoral Office of Jamaica respectively.

Quotations for supplies needed to support the Voter ID card process were acquired and forwarded to the Deputy Governor's Office for inclusion in the 2015 financial budget.

A Report on the complete process of the Voter ID Card System was prepared and forwarded to the Deputy Governor's Office.

Revision of the 2014 Voters' list was successful and is currently the Official Voters' list of the Territory.

Membership status with Election Administration Reports was deferred for the year 2014/2015.

The passage of the 2011 Elections Report is still outstanding.

There has been an increase in the support Staff at the Office.

## **1. Office Accommodation**

The Office of the Supervisor of Elections is accommodated at Ulric Dawson Building #6, Russell Hill Road since January 2003 under a lease agreement dating back to September 1, 2010 and at a current cost of \$2,400.00 per month. The building is regularly assessed and maintained and remains in a satisfactory condition.

### Utility (Water)

An arrangement to have the name Elections Office placed on the water bill was handled in December 2014. The settlement resulted in the Office having to pay off a balance of \$457.10 to switch over the account and have the bill reflect the Office name. In the past no water bill was issued to the Office and no bills were paid due to lack of arrangement at Water & Sewerage by the Land Lord. Water Bills will be expected effective January 2015.

### **1.1 Building Security**

S & D Security Systems continues to provide satisfactory security system management and maintenance on a monthly basis. The cost remained at \$1800.00 per annum. No major issues have been experienced with the services to date.

## **2. Administration**

### **2.1 - Staff**

On September 29, 2014, Mr. Jacoy Brathwaite was added to the Staff as Office Generalist III with responsibility for Information Technology service needs within the Office. The Position is currently being held against the Executive Office Post. The other Staff members are Ms. Juliette Penn, Supervisor of Elections, Mrs. Sharon Jennings, Administrative Officer, Mr. Kiel Julian, Office Generalist I and Ms. Jennifer M. Vanterpool, Janitor/Cleaner.

## **2.2- Profile Change**

In March of 2014, The Department of Human Resources launched and implemented Role Profiles across the Public service. The Role Profiles replaced what was previously referred to as Job Descriptions. This change resulted in the Clerical Trainee/Officer posts being renamed Office Generalist I/II/III. Thus, the Clerical Trainee/Messenger position held by Mr. Kiel Julian within the Elections Office was changed to Office Generalist I.

## **2.3 - Equipment**

Equipment were replaced at the Office as follows ;

### **Lenovo Computer and Key Board:**

The Reception Area managed by Mr. Kiel Julian received a new Computer on October 9, 2014 to be able to accommodate Windows 7 Operating System and subsequently the Voter ID System information. It was accompanied by a new keyboard with a supporting port.

### **Lenovo Computer**

The Computer that is used mainly for the Voter ID process was also replaced by a re-used CPU due to a crash of the System that occurred.

### **Laptops**

Three laptops were approved by the Department of Information Technology to the Elections Office on October 9, 2014 in support of the Voter ID Card Project's field work.

## **2.4 - Training**

The Staff of the Elections Office attended training sessions as follows:

### **Juliette Penn**



April 22, 2014 – Public Speaking Without Fear & Anxiety

April 23, 2014 – How To Get Things Done And Prioritize

April 29, 2014 – Go BVI Financial Services Training

### **Sharon Jennings**

January 27-29, 2014 – Human Resources Professional Enrichment Series

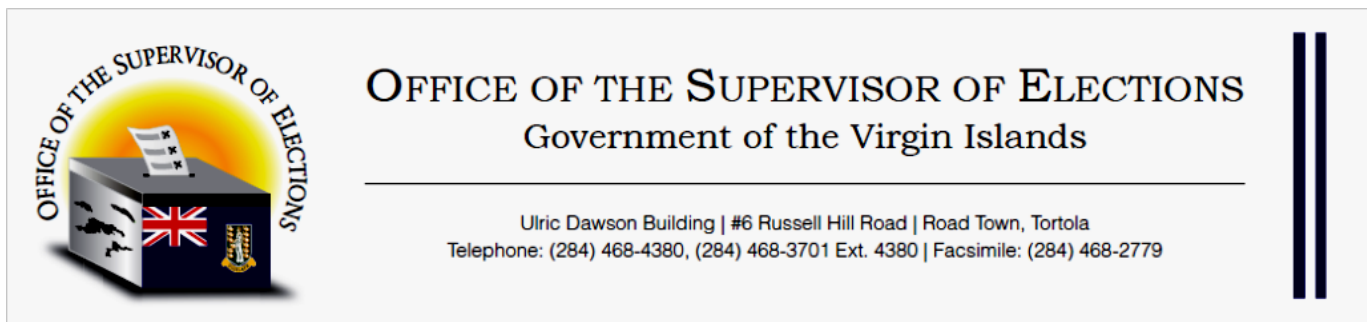
September 24, 2014 – The Employee Onboarding System- Buddy Training

### **Mr. Kiel Julian**

April 17, 2014 - Communication Skills

## **2.5 New Logo/Stationery**

A new logo and letter head was developed by Government Information Systems (GIS) via the Communications Officer subsequent to a request and ideas submitted by the Elections Office. The following is the newly designed logo and letter head.



## **2.6 – Public Relations**

On June 13, 2014, a public notice “**Employment of Officers for the Upcoming General Elections**” was prepared with a response deadline of September 30, 2014. The Notice was disseminated to the Public via the Communications Officer and the Media on June 17, 2014. Interested persons have responded to the notice.

Other public notices released included the 2014 postings of the Preliminary and Revised Voters' lists in September and quarterly continuous voter registration notices throughout the year.

All Notices continue to be published via the Communications Officer of the Deputy Governor's Office, Government Information Service (GIS) and the Official Gazette at Cabinet's Office.

## **2.7 Attendance at Overseas Meetings**

The Supervisor of Elections attended the following overseas meeting and Election during the year:

January 15-19, 2014 – 7<sup>th</sup> Annual General Meeting of the ACEO in Suriname

October 25-29, 2014 – Municipal Elections in Vaughn, Ontario, Canada

## **3. Election Technology**

### **3.1 *Electronic Ballot Counting Machines (AVMs)***

In a letter of January 24, 2014 Delian Project (A non-profit organization dedicated to helping jurisdictions implement positive change in the democratic voting process through the application of technology and based in Canada) submitted a letter of interest to the Supervisor of Elections that outlined indications for a Delian funded election technology pilot in the Virgin Islands and an invitation to observe the technology being deployed in an Election in Canada at a later date.

On January 30, 2014, The Supervisor of Elections sought authorization for a needs assessment visit of Delian to the Virgin Islands. There was great interest in advancing the Project and subsequently, the visit was approved and organized. Three Live demonstrations of the workings of the automated voting machines (AVMs) were arranged via courtesy calls with The Governor's Office to include the Permanent Secretary and Deputy Governor ( April 3, 2014), The House of assembly ( April 1, 2014) and the Elections Office April 2, 2014). A fourth meeting (April 4, 2014) was later arranged to accommodate members of the House of Assembly that were absent from the previous arrangements.

The consensus coming out of the meetings indicated that use of the AVMs will be a good idea.

### **3.2 Observation of AVMs in use in an Election**

During October 25 - 30, 2014, Ms. Juliette Penn, Supervisor of Elections and Hon. Marlon Penn, Eighth District Representative and Representative from the House of Assembly travelled to the Election in Canada to observe the AVM's in operation at the Election. A coordinated report on their observation was submitted to the Permanent Secretary and Deputy Governor in the Deputy Governor's Office and the Speaker of the House of Assembly following their return to the Territory.

### **4. Voter ID Card Project**

The original plan for the Voter ID System came to a halt in 2011 due to unforeseen circumstances.

This year (2014) saw the Voter ID Card Project taken to a new level. The Electoral Office of Jamaica (EOJ) agreed to assist the Elections Office in moving its Voter ID Card System forward and assigned two Officers, Mr. Neil Duncan and Mr. Harrington Notice to be responsible for the Project. The assistance received was done in two phases. First, an evaluation of the system (March 14-28, 2014) followed by modifications and additions to the system and training of Election Officers to operate the System and issue ID Cards. (September 14-October 10, 2014).

The Elections Office was responsible for travel, accommodation, transportation and a per diem for the two EOJ Officers involved with the Project and in addition a general maintenance fee which covered the work done to upgrade the System. The total cost to the Elections Office was as follows:

**Total expenditure for EOJ Officers - \$7,944.93**

**Maintenance Fee for work done in the System - \$2,500.00**

**Total Expenditure - \$ 10,444.93**

The work done by the EOJ Officers was commendable and the Voter ID Card System can now be used to generate ID cards and reports and provide statistical data. Election Officers are trained to carry out the work.

Due to the lack of funding and resources needed, the process of issuing ID cards will continue in 2015 as funding becomes available. In the interim, photos and signatures of new registrants are being captured and will be uploaded to the system subsequent to the approval of applicants.

Two quotations from Data Pro were submitted to the Deputy Governor's Office for additional supplies and equipment needed in October , 2014. They were as follows: **(See Appendix I for Quotations)**

**( Ribbons, Laminate, Magnetic Cards ) - \$29,650.00**

**(Camera, Magnetic stripe reader, Projector Screen, Signature Pad) - \$1,280.00**

A Report captioned “ **Voter ID Card Project of the Virgin Islands, May 4, 2010 – October 21, 2014**” was prepared to explain the complete process surrounding the Voter ID System. A copy of the Report was forwarded to the Deputy Governor's Office.

## **5. Voters' List**

The 2014 Revised Voter's Lists were posted on September 30, 2014. This list is the official voters' list of the territory.

## **6. Voter Registration**

One hundred sixty-five (165) new persons were registered in 2014. **(See Appendix I for more details with respect to registration by districts.)**

## **7. Transfer of Voters**

Eleven (11) persons were granted approval on their request for transfers of their names from one district to another. **(See Appendix II for breakdown by districts)**

## **8. Notices of Claim**

Ten (10) notices of claim were received at the Office for processing and were approved. **(See Appendix IV for more details)**

## **9. Removal of Names from the Voters' List**

**One hundred and nine (109)** persons were removed from the Voter's List in 2014; one hundred and five (105) accounted for deaths while four (4) were duplicate of persons whose names were registered twice in the system.. **(See Appendix III for breakdown by districts)**

## **10. Election Report**

The 2011 Election Report is still awaiting passage by the House of Assembly.

## **11. Membership**

The Office of the Supervisor of Elections acquired membership with **The Association of Electoral Organizations (ACEO)** and **Election Administration Reports**.

Information received from ACEO advised that the agreed sum of annual dues (\$500) were to be reviewed. No invoice for membership dues were received for 2013-2014.

Due to financial constraints, the Office was unable to renew subscriptions with Election Administration Reports for 2014/2015.

## **12. Financial Report**

The 2014 budget for the Elections Office is summarized as follows:

Budgeted Amount - \$22,600.00

**Actual Expenditure - \$22,141.64**

Savings - \$ 458.36

**(See Appendix V for a breakdown of the expenses)**

## Appendix I

### REGISTRATION OF NEW VOTERS FOR 2014

DISTRICT	NO. OF NEW REGISTERED VOTERS	NO. OF APPLICANTS DENIED	REASON(S) FOR DENIAL
First District	15	1	Already registered
Second District	12	2	Not domicile in the Virgin Islands
Third District	12	1	Not resident in the third district
Fourth District	3	1	Insufficient proof of belonger's status
Fifth District	10	0	
Sixth District	10	0	
Seventh District	12	2	Already registered
Eighth District	35	1	Not a belonger
Ninth District	56	1	Under 18 years
<b>TOTAL</b>	<b>165</b>	<b>9</b>	

**Appendix II**

**TRANSFER OF VOTERS (DISTRICT TO DISTRICT) FOR 2014**

<b>RECORD OF APPROVED TRANSFERS</b>		
<b>From District</b>	<b>To District</b>	<b>Total Requests</b>
6	8	1
4	2	3
5	3	1
5	1	1
7	8	2
4	3	1
7	4	1
2	1	1
<b>TOTAL APPROVED TRANSFER REQUESTS:</b>		<b>11</b>

<b>DISTRICT</b>	<b>TOTAL APPROVED TRANSFERS FROM DISTRICT</b>	<b>TOTAL APPROVED TRANSFERS TO DISTRICT</b>	<b>TRANSFERS DENIED</b>
First District	0	6	1
Second District	1	1	2
Third District	0	2	1
Fourth District	2	1	1
Fifth District	2	0	0
Sixth District	1	0	0
Seventh District	2	0	2
Eighth District	0	2	1
Ninth District	0	0	1
<b>TOTAL APPROVED /DENIED TRANSFERS</b>	<b>11</b>		<b>9</b>



**APPENDIX III****REMOVAL OF NAMES FROM VOTERS' LIST 2014**

<b>DISTRICT</b>	<b>REASONS FOR REMOVAL</b>	
	<b>DEATH</b>	<b>DUPLICATE NAME</b>
First District	10	
Second District	15	
Third District	6	1
Fourth District	12	
Fifth District	11	2
Sixth District	11	
Seventh District	14	
Eighth District	11	
Ninth District	15	1
<b>NAMES REMOVED</b>	105	4
<b>GRAND TOTAL</b>	<b>109</b>	

**NOTICES OF CLAIM FOR 2014**

**Note:** Claims are made to correct errors in name, address and occupation of registered voters.

<b>DISTRICT</b>	<b>DECISION MADE</b>		<b>REASON FOR DENIAL OF CLAIM</b>
	<b>APPROVED</b>	<b>DENIED</b>	
First District	<b>2</b>	<b>0</b>	
Second District	<b>1</b>	<b>0</b>	
Third District	<b>1</b>	<b>0</b>	
Fourth District	<b>0</b>	<b>0</b>	
Fifth District	<b>1</b>	<b>0</b>	
Sixth District	<b>2</b>	<b>0</b>	
Seventh District	<b>0</b>	<b>0</b>	
Eighth District	<b>1</b>	<b>0</b>	
Ninth District	<b>2</b>		
<b>TOTAL CLAIMS APPROVED</b>	<b>10</b>		
<b>TOTAL CLAIMS DENIED</b>		<b>0</b>	

**Appendix V**

**BREAKDOWN OF EXPENDITURE FOR 2014**

DESCRIPTION	AMOUNT	EXPLANATION
<b>Utilities</b>		
CCT Global Communications	\$828.00	
Cable & Wireless	\$2,052.13	
BVI Electricity	\$8,849.96	
BVI Cable TV	\$480.00	
Road Town Wholesale	\$20.76	Drinking Water
KMark's Foods	\$259.48	Drinking Water
<b>Total</b>	<b>\$12,490.33</b>	
<b>Equipment &amp; Maintenance</b>		
Infinite Solutions	\$1,350.00	
Todman's Air Conditioning	\$825.00	AC Repair
Al's Marine Air Conditioning	\$213.75	AC Repair
<b>Total</b>	<b>\$2,388.75</b>	
<b>Office Supplies</b>		
Island Services (BVI) Ltd.	\$264.43	
Clarence Thomas Ltd.	\$236.71	
Road Town Wholesale	\$723.94	
KMark's Foods	\$61.48	
<b>Total</b>	<b>\$1,286.56</b>	

<b>Transportation</b>		
Simplicity Car Rental	\$120.00	Rental for Posting of Voter's List
<b>Total</b>	<b>\$120.00</b>	
<b>Security</b>		
S & D Security & Alarm Systems	\$1,850.00	Maintenance of Security System
<b>Total</b>	<b>\$1,850.00</b>	
<b>Publicity</b>		
Virgin Islands Daily News	\$378.00	Voter Registration Notices
<b>Total</b>	<b>\$378.00</b>	
<b>Cleaning Services</b>		
Kiel Julian	\$300.00	Cleaning of Office Chairs
<b>Total</b>	<b>\$300.00</b>	
<b>Printing</b>		
Data Pro	\$208.00	Photo copying paper
DoIT	\$620.00	Computer & Printer Supplies
<b>Total</b>	<b>\$828.00</b>	
<b>Consultancy</b>		
<b>Electoral Office of Jamaica</b>	\$2,500.00	Modification of Voter's Database System
<b>Total</b>	<b>\$2,500.00</b>	
<b>TOTAL EXPENSES</b>	<b>\$22,141.64</b>	
<b>TOTAL BUDGET</b>	<b>\$22,600.00</b>	
<b>SAVINGS IN BUDGET</b>	<b>\$458.36</b>	

