

Greetings MEAC Members,

I was tasked with finding a replacement for our current election scheduling software system, called Revote. At this point everything is entered by hand, the reports are cumbersome, the interface is a DOS program, etc. The labor costs alone are prohibitive. Our estimate for hours for the November 06 election is 208 hours. At an average wage of \$22.50 per hour, or \$31.28 including health care benefits, we arrive at a Presidential election year cost of \$16,380.00/\$22,771.84 for the work done on Election Official scheduling. Weighting elections based on the number of Election Officials we coordinate, we come up with this estimate and projection:

type of election	# of workers	Weight based on data
primaries	9	0.45
gubernatorial	14	0.7
presidential	20	1

2012	2013	2014	2015	2016
Feb	Feb	Feb	Feb	Feb
Apr	Apr	Apr	Apr	Apr
May		Aug		Aug
June		Nov		Nov
Aug				
Nov				
3.5	0.9	2.05	0.9	2.35

	2012	2013	2014	2015	2016
base wage	\$16,380.00	\$4,212.00	\$9,594.00	\$4,212.00	\$10,998.00
w/health care	\$22,771.84	\$5,855.62	\$13,337.79	\$5,855.62	\$15,289.66

One functionality that came to the forefront of my search is that the new system must allow EOs to sign themselves up - the Clerk's Office staff needs to stop doing that task. Internet access also means that EOs can confirm shift location/date/time, they can cancel their scheduled shift, they can change shifts and locations if allowed, etc.

My research shows that there are many services offered that accomplish these things. Many offer their services for free for small non-profit organizations. The number of events we have fits that free category but the large number of EOs we have does not. Most software companies out there ask that customers "call for pricing" once you get above 500 or so volunteer members. I did not make any of those calls. I also was not able to find reliable product/service reviews for these companies.

I found one reasonably priced system with a useful feature set. The program is called Volunteer Matrix and can be found at <http://www.volunteermatrix.com/index.php>.

I submitted this suggestion to IT and they refused it because the new program must be compatible with the Finance Department's new Munis system (which is still being developed). I stopped working on the project.

Elements we need for an EO Scheduling System

Database information:

name
address
phone number
email
notes
position
home voting ward
shift assigned
location assigned (ward)
I-9 and W4 filing status

Online functionality:

We need the ability for all EOs to sign up on line

We need to have EOs register on line including being able to enter address changes as well. A mailing address option would be nice, too.

We need to be able to have shifts open to groups/all EOs (training)

We need to be able to block problematic EOs from signing up to work

We need to be able to allow EOs to sign up for specific shifts and locations (a limited invitation to work). We also need to be able to stop EOs from signing up for the same shift across multiple locations.

Access to scheduling linked from the Clerk's web page.

Communication:

We need to be able to send out emails in batches to groups of EOs.

We need to be able to send out emails and/or letters to EOs based on their categories (CIs, EOs, high school workers, regulars, alternates, etc)

Reports and Information retrieval:

We need to be able to print out schedules based on day and location that include contact information for EOs

We need to be able to get reports listing spaces filled and spaces remaining for all locations.

We need to be able to export information - name, address, hours worked, position worked, date of event in a format that Finance can use/import for payroll and end-of-year accounting

Misc Functions needed:

A way to schedule high school workers separately from adult workers

A way to delegate scheduling authority to Chief Inspectors

Thank you,

-Thomas Lund
Mun. Clerk II