Legislative Oversight Committee
South Carolina House of Representatives
Post Office Box 11867
Columbia, South Carolina 29211
Telephone: (803) 212-6810 • Fax: (803) 212-6811

2016 Annual Restructuring Report Guidelines

PLEASE NOTE:

The information included in the agency's report will appear online for all legislators and the public to view.

Agency Name:	**State Election Commission**
Date Report Submitted:	**January 12, 2016**
Agency Head	
First Name	Marci
Last Name:	Andino
Email Address:	marci@elections.sc.gov
Phone Number:	(803) 734-9060

SUBMISSIONS	
What to submit?	Please submit this document in electronically only in both the original format (Excel) as well as in a PDF document. Save the document as "2016 - Agency ARR (*insert date agency submits report*)."
When to submit?	The deadline for submission is by the first day of session, January 12, 2016.
Where to submit?	Email all electronic copies to HCommLegOv@schouse.gov.

NOTE: If the agency enters its Name and the Date of Submission in the "Cover Page" tab, it should automatically populate at the top of each tab in this report.

WHERE INFORMATION WILL APPEAR	
Where will submissions appear?	The information included in the agency's report will appear online for all legislators and the public to view. On the South Carolina Statehouse Website it will appear on the Publications page as well as on the individual agency page, which can be accessed from the House Legislative Oversight Page.

QUESTIONS	
Who to contact?	House Legislative Oversight at 803-212-6810.

OTHER INFORMATION	
House Legislative Oversight	
Mailing	Post Office Box 11867
Phone	803-212-6810
Fax	803-212-6811
Email	HCommLegOv@schouse.gov
Web	The agency may visit the South Carolina General Assembly Home Page (http://www.scstatehouse.gov) and click on "Citizens' Interest" then click on "House Legislative Oversight Committee Postings and Reports."

This is the first chart in the report because the legal standards which apply to the agency should serve as the basis for the agency's mission, vision and strategic plan.

Agency Responding	State Election Commission
Date of Submission	1/12/2016

Instructions : List all state and federal statutes, regulations and provisos that apply to the agency ("Laws") and a summary of the statutory requirement and/or authority granted in the particular Law listed. If the agency grouped Laws together last year, they can continue to do so this year. However, please be aware that when the agency goes under study, the House Legislative Oversight Committee will ask it to list each Law individually. The Committee makes this request so the agency can then analyze each of the Laws to determine which current Laws may need to be modified or eliminated, as well as any new Laws possibly needed, to allow the agency to be more effective and efficient or to ensure the Law matches current practices and systems. Included below is an example, with a partial list of Laws which apply to the Department of Juvenile Justice. Please delete the example information before submitting this chart in final form. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Item #	Statute, Regulation, or Proviso Number	State or Federal	Summary of Statutory Requirement and/or Authority Granted	Is the law a Statute, Proviso or Regulation?
1	§7-3-10	State	Creates the State Election Commission (SEC); appointment; term; composition; vacancies; chairman; meetings; powers and duties	Statute
2	§7-3-20	State	Establishes duties of the executive director	Statute
3	SC Code of Laws Titles 4, 5 and 7	State	Municipal, county and state election laws	Statute
4	SC Code of Laws Titles 4, 5 and 7	State	Disqualification of voters, registration of voters, and conduct of elections	Statute
5	US Civil Rights Act	Federal	Same voter registration standards or procedures for all individuals. No literacy tests as a qualification for voting.	Statute

6	US Voting Rights Act	Federal	No voting qualification or prerequisite to voting or standard, practice or procedure shall be imposed which results in denial of right to vote based on race or color.	Statute
7	US Voting Accessibility for the Elderly and Handicapped	Federal	Registration offices and polling places must be accessible to voters with disabilities and voters 65+ years old.	Statute
8	US Americans with Disabilities Act	Federal	Definition of disability and requirement for reasonable modifications to public buildings to eliminate physical barriers.	Statute
9	US National Voter Registration Act	Federal	Establishes procedures to increase the number of eligible citizens who register to vote, protect the electoral process, provides for registration by mail, and ensures accurate and current voter registration lists are maintained.	Statute
10	US Help America Vote Act	Federal	Establishes a federal presence in elections; provides every citizen with the opportunity to register to vote and have their vote counted; provides for voter, poll manager, and election official education; and improves election administration and technology.	Statute
11	US Uniformed and Overseas Citizens Absentee Voting Act; Title 7, Chapter 15	Federal/ State	Establishes rules for absentee voting for military and overseas citizens.	Statute
12	US Military and Overseas Voter Empowerment Act; Title 7, Chapter 15	Federal/ State	Requires states to provide electronic communications for sending election materials to military and overseas citizens.	Statute
13	101.1	State	Funds appropriated for compensation of board members of County Boards of Voter Registration and Elections. The maximum amount allowed per year is $1,500 per member and $12,500 per county.	Proviso

14	101.2	State	Provides the maximum rate of pay per day for all clerks and poll managers; provides the maximum number of allowable days for which clerks/poll managers may be paid for an election, and provides additional poll manager reimbursement for each county before, during and following statewide elections.	Proviso
15	101.3	State	Provides $100 per day, up to a total of 15 days per year, additional compensation for the Board of State Canvassers members when the Board is required to conduct protest and appeal hearings following elections.	Proviso
16	101.4	State	Provides the State Election Commission with the authority to generate and retain revenue from the sale of elections lists after expenses of the program have been paid. Also allows the SEC to use up to $400,000 for nonrecurring expenses in conjunction with extraordinary special elections and legal costs and costs for upgrading the statewide voter registration system. Any balance in the account may be carried forward into the next fiscal year.	Proviso
17	101.5	State	Exempts funds appropriated for recurring and non-recurring general and primary election expenses from mandated across the board reductions. Also excludes those funds from the agency's base budget.	Proviso
18	101.6	State	Allows fees received from candidates filing to run for office to be retained and expended by the SEC to pay for the conduct of those elections. Provides that any balance in the account at the end of the fiscal year be carried forward and expended for the same purposes.	Proviso
19	101.7	State	The SEC provides members and staff of County Board of Voter Registration and Elections with training on the duties and responsibilities of the boards. The SEC is allowed to retain and expend up to $35,000 of revenue generated by charging a fee to attend the courses. Requires the SEC to withhold the stipend of members who do not complete the program as required in Section 7-5-10 of the 1976 Code of Laws. Additionally, funds must be withheld if a members does not complete at least one training course per year. Requires removal by the county's legislative delegation if a board member does not become compliant within 18 months of initial notification of stipend withholding.	Proviso

20	101.8	State	The SEC provides reimbursement to County Boards of Voter Registration and Elections for allowable expenses incurred for the conduct of elections. This proviso allows the SEC to deduct 10% from any allowable expenses that are requested more than 30 days after the date of the election. The proviso also allows the SEC to deduct 10% from any expenses that are not submitted in the statewide voter registration system.	Proviso
21	101.9	State	Allows the SEC to use any excess funds appropriated to the SEC for primary and general elections to match the Help America Vote Act (HAVA) program to the greatest extent possible and also ensure compliance with the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).	Proviso
22	101.10	State	Allows the SEC to carry forward any unexpended Help America Vote Act (HAVA) funds.	Proviso
23	101.11	State	Allows funds appropriated for the purpose of providing a match for federal funds received through the Help America Vote Act (HAVA) to be moved into a restricted account in order that the funds may accrue interest as required by the Act.	Proviso
24	101.12	State	Provide that funds appropriated to the SEC for the purpose of conducting elections shall not be used for any other purpose unless specifically authorized in the Appropriations Act. Allows up to $200,000 be transferred to other operating accounts from the election fund account upon approval from the Executive Budget Office, which shall then notify the Chairman of the Senate Finance Committee, Chairman of the House Ways and Means Committee and the Governor of such transfer of funds.	Proviso

This is the second chart because the agency's mission and vision should have a basis in the legal standards, which the agency provided in the previous chart. After the agency knows the laws it must satisfy, along with its mission and vision, it can then set goals to satisfy those laws and achieve that vision (and the strategy and objectives to accomplish each goal - see next chart). To ensure accountability, one person below the head of the agency should be responsible for each goal. The same person is not required to be responsible for all of the goals.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions : Provide the agency's mission, vision and laws (i.e. state and/or federal statutes) which serve as the basis for the agency's mission and vision.

Mission	The mission of the State Election Commission is to ensure every eligible citizen in South Carolina has the opportunity to register to vote, participate in fair and impartial elections, and have the assurance that their vote will count.
Legal Basis for agency's mission	
Vision	
Legal Basis for agency's vision	

Instructions :
1) Under the "Legal Responsibilities Satisfied" column, enter the legal responsibilities (i.e. state and/or federal statutes and provisos) the goal is satisfying. All of the laws mentioned in the previous chart (i.e. Legal Standards Chart) should be included next to one of the agency's goals. When listing the Legal Responsibilities Satisfied, the agency can group the standards together when applicable (i.e. SC Code 63-19-320 thru 63-19-450). Make sure it is clear whether the agency is referencing state or federal laws and whether it is a proviso or statute.
2) Under the "Goals and Description" column, enter the number and description of the goal which will help the agency achieve its vision (i.e. Goal 1 - Increase the number of job opportunities available to juveniles to 20 per juvenile within the next 2 years). The agency should have 3-4 high level goals.
3) Under the "Describe how the Goal is SMART" column, enter the information which shows the goal is Specific, Measurable, Attainable, Relevant and Time-bound.
4) Under the "Public Benefit/Intended Outcome" column, enter the intended outcome of accomplishing the goal.
5) Under the "Responsible Person" columns, provide information about the individual who has primary responsibility/accountability for each goal. The Responsible Person has different teams of employees beneath him/her to help accomplish the goal. The Responsible Person is the person who, in conjunction with his/her team(s) and approval from higher level superiors, determines the strategy and objectives to accomplish the goal. In addition, this is the person who monitors the progress and makes any changes needed to the strategies and objectives to ensure the goal is accomplished. Under the "Position" column, enter the Responsible Person's position/title at the agency.

Legal Responsibilities Satisfied	Goals & Description	Describe how the Goal is S.M.A.R.T.	Public Benefit/Intended Outcome	Responsible Person Name:	Number of months person has been responsible for the goal or objective:	Position:
(i.e. state and federal statutes or provisos the goal is satisfying)	(i.e. Goal 1 - insert description)	Specific Measurable Attainable Relevant Time-bound	(Ex. Output = rumble strips are installed on the sides of a road; Outcome = incidents decrease and public perceives that the road is safer) Just enter the intended outcome			
SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Goal 1 - Improve the voter registration process for all citizens by increasing access and opportunities to vote	The number of voter registration applications received through the online process each fiscal year are tracked to determine increase/decrease in applications; deadlines have been established for a mobile OVR application and a two-factor ID security protocol; requirement implemented for all statewide voter registration system users to sign security agreements; voter registration information and statistics are measured to ensure availability to the public in a timely manner.	South Carolina citizens are aware of the voter registration process, have the opportunity to easily register to vote, and feel comfortable that their personal information is secure. As a result, the number of applications submitted increases. Voter registration information and statistics are provided to the public in a timely and accurate manner to make the process transparent.	Marci Andino; Chris Whitmire; Howard Snider; Janet Reynolds	Throughout the entire reporting period	Executive Director; Director of Public Information/Training; Director of Voter Services; Director of Administration

SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Goal 2 - Improve the election process statewide while ensuring all elections are conducted in a fair, impartial, and accurate manner	Election databases are monitored to ensure they are defect-free and are provided to county boards of voter registration and elections by a specific date prior to the date of the election; deadline has been established for all pre-certification audit results to be delivered by the county boards of voter registration and elections to SEC; monitor accuracy of results certified to SEC; deadline has been established for implementation of new voting system; the candidate filing process is monitored to ensure accurate information is provided to candidates regarding the filing process and to the public once candidates have filed to run for office; a survey of polling places has been conducted statewide to gauge accessibility and the SEC will continue to monitor annually; unofficial election results received from counties on election night are reviewed for accuracy; continuous monitoring of electronic poll book usage statewide; track use of One Call Now telephone messaging system in each statewide election.	The public is provided accurate ballots so that votes are cast and counted confidently and accurately. Candidate filing information is provided to the public timely and the filing process runs smoothly. Accurate information regarding candidates who have filed is available when requested by the public. Pre-certification audits are conducted prior to SEC certification hearing to ensure accurate results. Election results are reported timely for public viewing on election night. All polling places are accessible for all voters. All counties have 100% usage of electronic poll books. Funding is obtained and new voting system is implemented prior to established deadline to meet public expectations.	Marci Andino; Chris Whitmire; Howard Snider; Janet Reynolds	Throughout the entire reporting period	Executive Director; Director of Public Information/Training; Director of Voter Services; Director of Administration
SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Goal 3 - Provide resources and support to local election officials to improve voter registration and elections for citizens of South Carolina	Number of classes are monitored to ensure availability for county election officials; target county election officials for specific on-site training; tracking and timely reporting of all non-compliant board members; monitoring of budget request for full funding of county compliance audit program; specific date determined for implementation of county compliance auditing program statewide when full funding is appropriated.	County election officials have a professional level of knowledge and expertise in the conduct of elections resulting in increased public confidence in elections	Marci Andino; Chris Whitmire; Howard Snider; Janet Reynolds	Throughout the entire reporting period	Executive Director; Director of Public Information/Training; Director of Voter Services; Director of Administration

This is the next chart because once the agency determines its goals, and those responsible for each goal, it then needs to determine the strategy and objectives to accomplish each goal. To ensure accountability, one person should be responsible for each objective. This can be the same person responsible for the goal, if it is a small agency, or, for larger agencies, a person who reports to the person responsible for the goal. The same person is not required to be responsible for all of the objectives.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions:

1) Under the "Legal Responsibilities Satisfied" column, enter the legal responsibilities (i.e. state and/or federal statutes and provisos) the goal or objective is satisfying. For each goal, the agency can copy and paste the information from the Mission, Vision and Goals Chart. All of the legal standards mentioned for a particular goal should be included next to one of the objectives under that goal. When listing the Legal Responsibilities Satisfied, the agency can group the standards together when applicable (i.e. 63-19-320 thru 63-19-370). Make sure it is clear whether the agency is referencing state or federal laws and whether it is a proviso or statute.
2) Under the "Strategic Plan Part and Description" column, enter the strategic plan part number and description (i.e. Goal 1 - Increase the number of job opportunities available to juveniles to 20 per juvenile within the next 2 years). For each goal, the agency can copy and paste the information from the Mission, Vision and Goals Chart. If the agency is still utilizing the same strategies and objectives it submitted as part of the Accountability Report, it can copy and paste those into this chart, then fill in the remainder of the columns. However, if the agency has trouble explaining how each objective is SMART, it may need to revise its objectives. In addition, if the agency has revised its strategic plan since submitting its last Accountability Report, please provide information from the most current strategic plan.
3) Under the "Describe how it is SMART" column, enter the information which shows how each goal and objective is Specific, Measurable, Attainable, Relevant and Time-bound.
4) Under the "Public Benefit/Intended Outcome" column, enter the intended outcome of accomplishing each goal and objective.
5) Under the "Responsible Person" columns, provide information about the individual who has primary responsibility/accountability for each goal and objective. The Responsible Person for a goal has different teams of employees beneath him/her to help accomplish the goal. The Responsible Person for an objective has employees and possibly different teams of employees beneath him/her to help accomplish the objective. The Responsible Person for a goal is the person who, in conjunction with his/her team(s) and approval from higher level superiors, determines the strategy and objectives needed to accomplish the goal. The Responsible Person for an objective is the person who, in conjunction with his/her employees and approval from higher level superiors, sets the performance measure targets and heads the game plan for how to accomplish the objective for which he/she is responsible. Under the "Position" column, enter the Responsible Person's position/title at the agency. Under "Office Address" column, enter the address for the office from which the Responsible Person works. Under the "Department/Division" column, enter the department or division at the agency in which the Responsible Person works. Under the "Department/Division Summary" column, enter a brief summary (no more than 1-2 sentences) of what that department or division does in the agency.

Legal Responsibilities Satisfied:	*Strategic Plan Part and Description*	How it is S.M.A.R.T.:	Public Benefit/Intended Outcome:	Responsible Person Name:	Number of months person has been responsible for the goal or objective:	Position:	Office Address:	Department or Division:	Department or Division Summary:
(i.e. state and federal statutes or provisos the goal or objective is satisfying)	(i.e. Goal 1 - Insert description, Strategy 1.1 - Insert Description, Objective 1.1.1 - Insert Description)	Describe how each goal and objective is... **S**pecific; **M**easurable; **A**ttainable; **R**elevant; and **T**ime-bound	(Ex. Output = rumble strips are installed on the sides of a road; Outcome = incidents decrease and public perceives that the road is safer) Just enter the intended outcome						
SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Goal 1 - Improve the voter registration process for all citizens by increasing access and opportunities to vote	The number of voter registration applications received through the online process each fiscal year are tracked to determine increase/decrease in applications; deadlines have been established for a mobile OVR application and a two-factor ID security protocol; requirement implemented for all statewide voter registration system users to sign security agreements; voter registration information and statistics are measured to ensure availability to the public in a timely manner.	South Carolina citizens are aware of the voter registration process, have the opportunity to easily register to vote, and feel comfortable that their personal information is secure. As a result, the number of applications submitted increases. Voter registration information and statistics are provided to the public in a timely and accurate manner to make the process transparent.	Marci Andino; Chris Whitmire; Howard Snider; Janet Reynolds	Entire reporting period	Executive Director; Director of Public Information/Training; Director of Voter Services; Director of Administration	1122 Lady Street, Ste 500, Columbia, SC 29201	Administration (Admn); Voter Services (VS); Public Information/Training (PIT)	
The agency does not need to insert the information for the rest of the columns for any strategy, type "n/a"	Strategy 1.1 - Increase use of online voter registration (OVR) by increasing awareness of the process and ease of use of the application	n/a	n/a	n/a	n/a	n/a	n/a		n/a

	Objective 1.1.1 - Increase percentage share of voter registration applications received through OVR in each fiscal year	OVRs are reviewed each fiscal year to see how many citizens are using the process	Increase ease of use and access to voter registration	Howard Snider; Chris Whitmire	Entire reporting period	Director of Voter Services; Director of Public Information/Training	Same	VS; PIT	
	Strategy 1.2 - Increase security of all voters' personally identifiable information in the Statewide Voter Registration System	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Objective 1.2.1 - Establish new two-factor identification security protocols no later than established deadline	Deadline established for two-factor identification security protocols	Increased security of all voters' personally identifiable information	Howard Snider	Entire reporting period	Director of Voter Services	Same	VS	
	Objective 1.2.2 - Require all county users to sign security agreements no later than October 1st of each year	Deadline established for all county users to sign security agreements	Increased security of all voters' personally identifiable information	Howard Snider	Entire reporting period	Director of Voter Services	Same	VS	
	Strategy 1.3 - Increase public access to voter registration information and statistics	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Objective 1.3.1 - Implement mobile phone application for voters	Implement mobile application by May 2016	Increased access to voter registration and election information	Chris Whitmire	Entire reporting period	Director of Public Information/Training	Same	PIT	
SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Goal 2 - Improve the election process statewide while ensuring all elections are conducted in a fair, impartial, and accurate manner	Election databases are monitored to ensure they are defect-free and are provided to county boards of voter registration and elections by a specific date prior to the date of the election; deadline has been established for all pre-certification audit results to be delivered by the county boards of voter registration and elections to SEC; monitor accuracy of results certified to SEC; deadline has been established for implementation of new voting system; the candidate filing process is monitored to ensure accurate information is provided to candidates regarding the filing process and to the public once candidates have filed to run for office; a survey of polling places has been conducted statewide to gauge accessibility and the SEC will continue to monitor annually; unofficial election results received from counties on election night are reviewed for accuracy; continuous monitoring of electronic poll book usage statewide; track use of One Call Now telephone	The public is provided accurate ballots so that votes are cast and counted confidently and accurately. Candidate filing information is provided to the public timely and the filing process runs smoothly. Accurate information regarding candidates who have filed is available when requested by the public. Pre-certification audits are conducted prior to SEC certification hearing to ensure accurate results. Election results are reported timely for public viewing on election night. All polling places are accessible for all voters. All counties have 100% usage of electronic poll books. Funding is obtained and new voting system is implemented prior to established deadline to meet public expectations.	Marci Andino; Chris Whitmire; Howard Snider; Janet Reynolds	Entire reporting period	Executive Director; Director of Public Information/Training; Director of Voter Services; Director of Administration	1122 Lady Street, Ste 500, Columbia, SC 29201	Admn; VS; PIT	
	Strategy 2.1 - Maintain quality of statewide elections by providing quality, professional voting system database building services	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
	Objective 2.1.1 - Provide all election databases to jurisdictions no later than 50 days prior to date of election	Monitoring of databases to ensure all are submitted to counties by deadline established	Databases are submitted timely to ensure readiness for election	Howard Snider	Entire reporting period	Director of Voter Services	Same	VS	
	Objective 2.1.3 - Provide results of all pre-certification audits to election authority prior to certification hearing	Establish deadline and provide pre-certification audit results to counties in a timely manner	To ensure counties certify accurate results	Howard Snider	Entire reporting period	Director of Voter Services	Same	VS	
	Strategy 2.2 - Improve quality of statewide elections by replacing current voting system	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

	Objective 2.2.2 - Release Request for Proposals by January 2016	Develop the Request for Proposals by deadline	Request for Proposals sent out by deadline	Marci Andino; Chris Whitmire; Howard Snider; Janet Reynolds	Entire reporting period	Executive Director; Director of Public Information/Training; Director of Voter Services; Director of Administration	Same	Admn; VS; PIT	
	Objective 2.2.3 - Begin implementation of new voting system by January 2017	Select system, secure funding, award contract, and begin implementation by respective deadline	To implement the system in a non-election year to ensure a successful implementation prior to use in the 2018 statewide elections	Marci Andino; Chris Whitmire; Howard Snider; Janet Reynolds	Entire reporting period	Executive Director; Director of Public Information/Training; Director of Voter Services; Director of Administration	Same	Admn; VS; PIT	
	Strategy 2.3 - Ensure equal access to ballots for all candidates by providing for fair and open candidate filing process	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Objective 2.3.1 - Provide information to public on requirements to file for office no later than February of each election year	Ensure all candidate information is obtained and ready for the public by the established deadline	People seeking to run as a candidate have access to the necessary requirements to file by February 2016.	Chris Whitmire	Entire reporting period	Director of Public Information/Training	Same	PIT	
	Objective 2.3.2 - Provide accurate information to public on filed candidates in real time as candidates file during the filing period	Provide mechanism by which the public can view candidate information on an ongoing basis	Candidate information is automatically updated in real time and available for public review at all times.	Chris Whitmire	Entire reporting period	Director of Public Information/Training	Same	PIT	
	Strategy 2.4 - Increase level of polling place accessibility for all voters	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Objective 2.4.1 - Conduct survey of all polling places statewide to gauge accessibility by August 2015	Survey is conducted and guidance on improvements provided to counties by deadline	To raise awareness and increase accessibility to polling places for all voters	Chris Whitmire	Entire reporting period	Director of Public Information/Training	Same	PIT	
	Objective 2.4.3 - Increase overall level of accessibility of all polling places in each fiscal year	Continuous monitoring of polling place accessibility each fiscal year	Polling places are 100% accessible for all voters	Chris Whitmire	Entire reporting period	Director of Public Information/Training	Same	PIT	
	Strategy 2.5 - Ensure election results are reported completely, accurately and timely	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Objective 2.5.2- Ensure counties comply with verification procedures to ensure accuracy of unofficial results	Educate counties on the procedures to be used for reporting unofficial election results	All counties follow established procedures for capturing and reporting unofficial results	Howard Snider; Chris Whitmire	Entire reporting period	Director of Voter Services; Director of Public Information/Training	Same	VS; PIT	
	Strategy 2.6 - Improve polling place experience for voters and poll managers	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Objective 2.6.1 - Increase use of electronic poll books statewide	Continue to educate counties on the importance of the use of electronic poll books in all 46 counties and the improvements the books will provide for the process	Increased number of counties using electronic poll books in all polling places	Howard Snider; Chris Whitmire	Entire reporting period	Director of Voter Services; Director of Public Information/Training	Same	VS; PIT	

SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Goal 3 - Provide resources and support to local election officials to improve voter registration and elections for citizens of South Carolina	Number of classes are monitored to ensure availability for county election officials; target county election officials for specific on-site training; tracking and timely reporting of all non-compliant board members; monitoring of budget request for full funding of county compliance audit program; specific date determined for implementation of county compliance auditing program statewide when full funding is appropriated.	County election officials have a professional level of knowledge and expertise in the conduct of elections resulting in increased public confidence in elections	Marci Andino; Chris Whitmire; Howard Snider; Janet Reynolds	Entire reporting period	Executive Director; Director of Public Information/Training; Director of Voter Services; Director of Administration	1122 Lady Street, Ste 500, Columbia, SC 29201	Admn; VS; PIT	
	Strategy 3.1 - Provide a training and certification program for county election officials	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
	Objective 3.1.1 - Ensure compliance by reporting non-compliant members to the appropriate authorities on a quarterly basis	Continually monitor class attendance to identify board members who have not become compliant with Section 7-5-10 of the SC Code of Laws	Non-compliant board members are identified, allowing the SEC to follow the requirements of Section 7-5-10 of the SC Code of Laws	Chris Whitmire; Janet Reynolds	Throughout the entire reporting period	Director of PIT; Director of Admn	Same	PIT; Admn	
	Objective 3.1.2 - Ensure compliance by withholding county board member stipends from non-compliant board members	Withhold the stipend of non-compliant board members	As per Section 7-5-10 of the South Carolina Code of Laws, the Governor is notified of non-compliant board members, allowing the opportunity for replacement of the board member, if necessary	Chris Whitmire; Janet Reynolds	Entire reporting period	Director of PIT; Director of Admn	Same	Admn; PIT	
	Objective 3.1.3 - Provide adequate number of classes in various locations throughout the state to ensure members have the opportunity to achieve and maintain certification	Ensure classes are offered regionally throughout the state.	Classes are offered throughout the state, allowing board members the opportunity to achieve and maintain training certification	Chris Whitmire	Entire reporting period	Director of Public Information/Training	Same	PIT	
	Strategy 3.2 - Fully implement county compliance auditing program statewide	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Objective 3.2.3 - Have county compliance auditing program fully operational by end of FY2016-17	The SEC will be able to access all counties in the state to ascertain where resources are needed to assist in the voter registration and election process	The program is fully functional with all counties in the state involved in the process, providing an improved process for all citizens of the state	Howard Snider	Entire reporting period	Director of Voter Services	Same	VS	

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 1 - Improve the voter registration process for all citizens by increasing access and opportunities to vote	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 1.1 - Increase use of online voter registration (OVR) by increasing awareness of the process and ease of use of the application	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 1.1.1 - Increase percentage share of voter registration applications received through OVR in each fiscal year	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Increase ease of use and access to voter registration	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Voter Services, Public Information/Training, Statewide Primary/General Election, Employee Benefits, Federal Voting Assistance Program	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Howard Snider and Chris Whitmire	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of VS; Dir of PIT	

Office Address:	1122 Lady Street, Suite 105, Columbia, SC 29201
Department or Division:	VS/PIT
Department or Division Summary:	

Amount Budgeted and Spent To Accomplish Objective

Total Budgeted for this fiscal year:	Objective has no separate line item	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.

2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).

3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."

4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance

Objective Number and Description	Objective 1.1.1 - Increase percentage share of voter registration applications received through OVR in each fiscal year	
Performance Measure:	Increase use and access to voter registration	
Type of Measure:	Outcome Measure	
Results		
2013-14 Actual Results (as of 6/30/14):	3.50%	
2014-15 Target Results:	N/A	
2014-15 Actual Results (as of 6/30/15):	7.20%	
2015-16 Minimum Acceptable Results:	N/A	
2015-16 Target Results:	N/A	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	No	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Howard Snider, Dir of VS; Chris Whitmire, Dir of PIT	
Why was this performance measure chosen?	Best available measure in support of agency mission	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Howard Snider, Dir of VS; Chris Whitmire, Dir of PIT	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	N/A	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	N/A	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	The public would not be taking full advantage of the online process
Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
None		

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 1 - Improve the voter registration process for all citizens by increasing access and opportunities to vote	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 1.2 - Increase security of all voters' personally identifiable information in the Statewide Voter Registration System	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 1.2.1 - Establish new two-factor identification security protocols no later than established deadline	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Increased security of all voters' personally identifiable information (PII). Number of voters using OVR increasing each fiscal year.	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Voter Services, Statewide Primary/General Election, Employee Benefits, Federal Voting Assistance Program	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Howard Snider	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of VS	
Office Address:	1122 Lady Street, Suite 105, Columbia, SC 29201	

Department or Division:	VS	
Department or Division Summary:		
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	Objective has no separate line item	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.
1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:
Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.
Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection
Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.
Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 1.2.1 - Establish new two-factor identification security protocols no later than established deadline	
Performance Measure:	Meet deadline established for two-factor ID security protocols	
Type of Measure:	Outcome Measure	
Results		
2013-14 Actual Results (as of 6/30/14):	N/A	
2014-15 Target Results:	N/A	
2014-15 Actual Results (as of 6/30/15):	N/A	
2015-16 Minimum Acceptable Results:	Meet the deadline	
2015-16 Target Results:	Meet the deadline	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	No	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Howard Snider, Director of VS	
Why was this performance measure chosen?	Best available measure in support of agency mission	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Howard Snider, Director of VS	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	100% compliance by all users	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Security of the voter registration system would not meet current security standards
Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
Division of Technology Office (DTO)	Agency servers housed and maintained at DTO	State Government

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 1 - Improve the voter registration process for all citizens by increasing access and opportunities to vote	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 1.2 - Increase security of all voters' personally identifiable information in the Statewide Voter Registration System	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 1.2.2 - Require all county users to sign security agreements no later than October 1st of each year	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Increased security of all voters' personally identifiable information	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Voter Services, Statewide Primary/General Election, Employee Benefits, Federal Voting Assistance Program	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Howard Snider, Dir of VS	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Director of Voter Services	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	VS	
Department or Division Summary:		

Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	Objective has no separate line item	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.

2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).

3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."

4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 1.2.2 - Require all county users to sign security agreements no later than October 1st of each year	
Performance Measure:	Meet deadline for all county users to sign security agreements	
Type of Measure:	Outcome	
Results		
2013-14 Actual Results (as of 6/30/14):	N/A	
2014-15 Target Results:	N/A	
2014-15 Actual Results (as of 6/30/15):	N/A	
2015-16 Minimum Acceptable Results:	Meet the deadline	
2015-16 Target Results:	Meet the deadline	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	No	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Howard Snider, Dir of VS	
Why was this performance measure chosen?	Best available measure	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Howard Snider, Dir of VS	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	100% compliance by all users	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Security of the voter registration system would not meet current security standards
Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
Division of Technology Office (DTO)	Agency servers housed and maintained at DTO	State Government

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 1 - Improve the voter registration process for all citizens by increasing access and opportunities to vote	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 1.3 - Increase public access to voter registration information and statistics	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 1.3.1 - Implement mobile phone application for voters	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Increased confidence in the public that information and statistics are accurate	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Administration, Voter Services, Public Information/Training, Distribution to Subdivisions, Statewide Primaries/General Election, Employee Benefits, Photo ID, Federal Voting Assistance Program	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Chris Whitmire	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Director of PIT	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	PIT	
Department or Division Summary:		

Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	Objective has no separate line item	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.

2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).

3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."

4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 1.3.1 - Implement mobile phone application for voters	
Performance Measure:	Implement mobile application by May 2016	
Type of Measure:	Outcome	
Results		
2013-14 Actual Results (as of 6/30/14):	N/A	
2014-15 Target Results:	N/A	
2014-15 Actual Results (as of 6/30/15):	N/A	
2015-16 Minimum Acceptable Results:	Meet the deadline	
2015-16 Target Results:	Meet the deadline	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	No	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Chris Whitmire, Director of PIT	
Why was this performance measure chosen?	Best available measure	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Chris Whitmire, Director of PIT	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Timely delivery of application to public	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

outside Help to Request	None
Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
None		

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 2 - Improve the election process statewide while ensuring all elections are conducted in a fair, impartial,	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 2.1 - Maintain quality of statewide elections by providing quality, professional voting system database building services	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 2.1.1 - Provide all election databases to jurisdictions no later than 50 days prior to date of election	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Databases are submitted timely to ensure readiness for election	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Voter Services, Statewide Primaries/General Election, Employee Benefits, Help America Vote Act	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Howard Snider	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of VS	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	VS	
Department or Division Summary:		

Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	Objective has no separate line item	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.

2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).

3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."

4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 2.1.1 - Provide all election databases to jurisdictions no later than 50 days prior to date of election	
Performance Measure:	Monitoring of databases to ensure all are submitted to counties by deadline established	
Type of Measure:	Outcome	
Results		
2013-14 Actual Results (as of 6/30/14):	100% of all databases were timely submitted	
2014-15 Target Results:	100% of all databases were timely submitted	
2014-15 Actual Results (as of 6/30/15):	100% of all databases were timely submitted	
2015-16 Minimum Acceptable Results:	100% of all databases must be submitted timely	
2015-16 Target Results:	100% timely submission	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	No	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Howard Snider, Dir of VS	
Why was this performance measure chosen?	Best available measure	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Howard Snider, Dir of VS	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Meeting election deadlines	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Deadline to transmit ballots to military and overseas citizens would not be met
Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

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Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
None		

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 2 - Improve the election process statewide while ensuring all elections are conducted in a fair, impartial,	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 2.1 - Maintain quality of statewide elections by providing quality, professional voting system database building services	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 2.1.3 - Provide results of all pre-certification audits to election authority prior to certification hearing	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	To ensure counties certify accurate results	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Voter Services, Statewide Primaries/General Election, Employee Benefits, Help America Vote Act	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Howard Snider	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of VS	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	VS	
Department or Division Summary:		
Amount Budgeted and Spent To Accomplish Objective		

Total Budgeted for this fiscal year:	Objective has no separate line item	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

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3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."

4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 2.1.3 - Provide results of all pre-certification audits to election authority prior to certification hearing	
Performance Measure:	All audits are performed and results provided to election authorities prior to certification of the election	
Type of Measure:	Outcome	
Results		
2013-14 Actual Results (as of 6/30/14):	100% compliance	
2014-15 Target Results:	100% compliance	
2014-15 Actual Results (as of 6/30/15):	100% compliance	
2015-16 Minimum Acceptable Results:	100% compliance	
2015-16 Target Results:	100% compliance	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	No	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Howard Snider, Dir of VS	
Why was this performance measure chosen?	Best available measure	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Howard Snider, Dir of VS	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Meeting the needs of election authorities	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Certification of inaccurate results
Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies (“Reviews”) of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
None		

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 2 - Improve the election process statewide while ensuring all elections are conducted in a fair, impartial,	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 2.2 - Improve quality of statewide elections by replacing current voting system	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 2.2.2 - Release Request for Proposals by January 2016	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Request for Proposals sent out by deadline	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Administration, Statewide Primaries/General Election, Employee Benefits,	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Howard Snider; Chris Whitmire	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of VS; Dir of PIT	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	VS; PIT	
Department or Division Summary:		
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	Objective has no separate line item	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.

2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).

3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."

4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 2.2.2 - Release Request for Proposals by January 2016	
Performance Measure:	Develop the request for proposals by deadline	
Type of Measure:	Outcome	
Results		
2013-14 Actual Results (as of 6/30/14):	N/A	
2014-15 Target Results:	N/A	
2014-15 Actual Results (as of 6/30/15):	N/A	
2015-16 Minimum Acceptable Results:	Meet the deadline	
2015-16 Target Results:	Meet the deadline	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	No	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Howard Snider, Dir of VS; Chris Whitmire, Dir of PIT	
Why was this performance measure chosen?	Best available measure	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Howard Snider, Dir of VS; Chris Whitmire, Dir of PIT	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	To release RFP in a timely manner for 2017 implementation of new voting system	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Less time will be available to review the RFP, make a selection and implement a new system
Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None

3 General Assembly Options	None

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
Division of Materials Management Office (MMO)	MMO advises the SEC on the RFP process	State Government

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 2 - Improve the election process statewide while ensuring all elections are conducted in a fair, impartial,	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 2.2 - Improve quality of statewide elections by replacing current voting system	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 2.2.3 - Begin implementation of new voting system in January 2017	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:		Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Process for training of SEC, counties, and the public begins in order to begin using the new system by established date	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Administration, Statewide Primaries/General Election, Employee Benefits	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Howard Snider, Dir of VS; Chris Whitmire, Dir of PIT	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of VS; Dir of PIT	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	VS; PIT	
Department or Division Summary:		
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	Objective has no separate line item	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	
PERFORMANCE MEASURES		

Instructions : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.
1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:
Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.
Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection
Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.
Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 2.2.3 - Begin implementation of new voting system in January 2017	
Performance Measure:	Select system, secure funding, award contract, and begin implementation by respective deadline	
Type of Measure:	Outcome	
Results		
2013-14 Actual Results (as of 6/30/14):	N/A	
2014-15 Target Results:	N/A	
2014-15 Actual Results (as of 6/30/15):	N/A	
2015-16 Minimum Acceptable Results:	N/A	
2015-16 Target Results:	N/A	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	No	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Howard Snider, Dir of VS; Chris Whitmire; Dir of PIT	
Why was this performance measure chosen?	Best available measure	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Howard Snider, Dir of VS; Chris Whitmire; Dir of PIT	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	N/A	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	N/A	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Less time to implement voting system prior to 2018 General Election year
Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None

3 General Assembly Options	None

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
Division of Material Management Office (MMO)	Advises SEC regarding procurement process	State Government

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 2 - Improve the election process statewide while ensuring all elections are conducted in a fair, impartial,	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 2.3 - Ensure equal access to ballots for all candidates by providing for fair and open candidate filing process	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 2.3.1 - Provide information to public on requirements to file for office no later than February of each election year	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	People seeking to run as a candidate have access to the necessary requirements to file by February 2016.	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Administration, Public Information/Training, Statewide Primaries/General Election, Employee Benefits	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Janet Reynolds, Dir of Admn; Chris Whitmire; Dir of PIT	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of Admn; Dir of PIT	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	Admn; PIT	

Department or Division Summary:		
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	Objective has no separate line item	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.

2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).

3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."

4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 2.3.1 - Provide information to public on requirements to file for office no later than February of each election year	
Performance Measure:	All candidate information, including filing fees, is provided to the public by the deadline	
Type of Measure:	Outcome	
Results		
2013-14 Actual Results (as of 6/30/14):	Met the deadline	
2014-15 Target Results:	N/A	
2014-15 Actual Results (as of 6/30/15):	N/A	
2015-16 Minimum Acceptable Results:	Meet the deadline	
2015-16 Target Results:	Meet the deadline	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	No	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Janet Reynolds, Dir of Admn.; Chris Whitmire, Dir of PIT	
Why was this performance measure chosen?	Best available measure	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Janet Reynolds, Dir of Admn.; Chris Whitmire, Dir of PIT	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	To ensure the public has the necessary information to file as a candidate	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Candidates would not be able to file for office
Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
None		

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 2 - Improve the election process statewide while ensuring all elections are conducted in a fair, impartial,	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 2.3 - Ensure equal access to ballots for all candidates by providing for fair and open candidate filing process	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 2.3.2 - Provide accurate information to public on filed candidates in real time as candidates file during the filing period	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Candidate information is automatically updated in real time and available for public review at all times.	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Administration, Public Information/Training, Statewide Primaries/General Election, Federal Voting Assistance	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Chris Whitmire; Dir of PIT	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of PIT	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	PIT	
Department or Division Summary:		

Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	Objective has no separate line item	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.
1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:
Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.
Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection
Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.
Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 2.3.2 - Provide accurate information to public on filed candidates in real time as candidates file during the filing period	
Performance Measure:	Provide information on filed candidates on an ongoing, real time basis	
Type of Measure:	Outcome	
Results		
2013-14 Actual Results (as of 6/30/14):	Met requirement	
2014-15 Target Results:	Meet requirement	
2014-15 Actual Results (as of 6/30/15):	Met requirement	
2015-16 Minimum Acceptable Results:	Meet requirement	
2015-16 Target Results:	Meet Requirement	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	No	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Chris Whitmire; Dir of PIT	
Why was this performance measure chosen?	Best available measure	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Chris Whitmire; Dir of PIT	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	To ensure transparency in the candidate filing process	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		

POTENTIAL NEGATIVE IMPACT

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Most Potential Negative Impact	Less transparency in the candidate filing process
Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
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Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 2 - Improve the election process statewide while ensuring all elections are conducted in a fair, impartial,	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 2.4 - Increase level of polling place accessibility for all voters	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 2.4.1 - Conduct survey of all polling places statewide to gauge accessibility by August 2015	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	All necessary improvements to polling places are identified	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Public Information/Training, Statewide Primaries/General Election, Employee Benefits, Help	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Chris Whitmire; Dir of PIT	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of PIT	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	PIT	
Department or Division Summary:		
Amount Budgeted and Spent To Accomplish Objective		

Total Budgeted for this fiscal year:	Objective has no separate line item	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

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Types of Performance Measures:

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Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 2.4.1 - Conduct survey of all polling places statewide to gauge accessibility by August 2015	
Performance Measure:	Survey is conducted and guidance on improvements provided to counties by deadline	
Type of Measure:	Outcome	
Results		
2013-14 Actual Results (as of 6/30/14):	N/A	
2014-15 Target Results:	N/A	
2014-15 Actual Results (as of 6/30/15):	N/A	
2015-16 Minimum Acceptable Results:	Meet the deadline	
2015-16 Target Results:	Meet the deadline	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	No	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Chris Whitmire, Dir of PIT	
Why was this performance measure chosen?	Best available measure	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Chris Whitmire, Dir of PIT	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Providing information to counties in a timely manner to make improvements prior to the 2016 election year	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		

POTENTIAL NEGATIVE IMPACT

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Counties would have less time to make improvements to polling places
Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
Protection and Advocacy for People with Disabilities	Advised SEC as subject matter experts	State Government

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Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 2 - Improve the election process statewide while ensuring all elections are conducted in a fair, impartial,	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 2.4 - Increase level of polling place accessibility for all voters	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 2.4.3 - Increase overall level of accessibility of all polling places in each fiscal year	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Polling places are 100% accessible for all voters	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Public Information/Training, Statewide Primaries/General Election, Employee Benefits, Photo	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Chris Whitmire; Dir of PIT	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of PIT	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	PIT	
Department or Division Summary:		
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	Objective has no separate line item	Copy and paste this information from the Strategic Budgeting Chart

Total Actually Spent:	*Agency will provide next year*

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

1) In the cell next to, “Performance Measure,” enter the performance measure just like the agency did in the accountability report.

2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).

3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results,” enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - “Agency did not use PM during this year.”

4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 2.4.3 - Increase overall level of accessibility of all polling places in each fiscal year	
Performance Measure:	Number of polling place accessibility issues decreases each election year	
Type of Measure:	Outcome	
Results		
2013-14 Actual Results (as of 6/30/14):	N/A	
2014-15 Target Results:	N/A	
2014-15 Actual Results (as of 6/30/15):	N/A	
2015-16 Minimum Acceptable Results:	Decrease in number of accessibility issues	
2015-16 Target Results:	Decrease in number of accessibility issues	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	No	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Chris Whitmire, Dir of PIT	
Why was this performance measure chosen?	Best available measure	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Chris Whitmire, Dir of PIT	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Continuous improvement of polling place accessibility	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	No improvement to the level of accessibility to polling places

Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
Protection and Advocacy for People with Disabilities	Advised SEC as subject matter experts	State Government

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 2 - Improve the election process statewide while ensuring all elections are conducted in a fair, impartial,	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:		Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 2.5.2- Ensure counties comply with verification procedures to ensure accuracy of unofficial results	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	All counties follow established procedures for capturing and reporting unofficial results	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Voter Services, Public Information/Training, Statewide Primaries/General Election, Employee Benefits	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Howard Snider; Chris Whitmire	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of VS; Dir of PIT	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	VS; PIT	
Department or Division Summary:		
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	Objective has no separate line item	Copy and paste this information from the Strategic Budgeting Chart

Total Actually Spent:	*Agency will provide next year*

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.
1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:
Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.
Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection
Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.
Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance

Objective Number and Description	Objective 2.5.2- Ensure counties comply with verification procedures to ensure accuracy of unofficial results	
Performance Measure:	Counties report complete and accurate results	
Type of Measure:	Output Measure	
Results		
2013-14 Actual Results (as of 6/30/14):	100% Compliance	
2014-15 Target Results:	100% Compliance	
2014-15 Actual Results (as of 6/30/15):	100% Compliance	
2015-16 Minimum Acceptable Results:	100% Compliance	
2015-16 Target Results:	100% Compliance	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	No	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Howard Snider; Chris Whitmire	
Why was this performance measure chosen?	Best available measure	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Howard Snider; Chris Whitmire	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	N/A	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	N/A	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Election results reporting could be delayed
Level Requires Outside Help	None

Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
None		

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 2 - Improve the election process statewide while ensuring all elections are conducted in a fair, impartial,	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 2.6 - Improve polling place experience for voters and poll managers	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 2.6.1 - Increase use of electronic poll books statewide	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Increased number of counties using electronic poll books in all polling places	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Voter Services, Statewide Primaries/General Election, Employee Benefits	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Howard Snider, Dir of VS; Chris Whitmire, Dir of PIT	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of VS; Dir of PIT	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	VS; PIT	
Department or Division Summary:		
Amount Budgeted and Spent To Accomplish Objective		

Total Budgeted for this fiscal year:	Objective has no separate line item	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.

2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).

3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."

4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 2.6.1 - Increase use of electronic poll books statewide	
Performance Measure:	Number of electronic poll books used statewide increases each fiscal year	
Type of Measure:	Outcome	
Results		
2013-14 Actual Results (as of 6/30/14):	Less than 50%	
2014-15 Target Results:	N/A	
2014-15 Actual Results (as of 6/30/15):	76%	
2015-16 Minimum Acceptable Results:	Greater than 76%	
2015-16 Target Results:	N/A	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	No	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Howard Snider, Dir of VS; Chris Whitmire, Dir of PIT	
Why was this performance measure chosen?	Best available measure	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Howard Snider, Dir of VS; Chris Whitmire, Dir of PIT	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Improvements to the election process statewide	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		

POTENTIAL NEGATIVE IMPACT

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Reduced improvement in polling place efficiency

Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

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Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
None		

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 3 - Provide resources and support to local election officials to improve voter registration and	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 3.1 - Provide a training and certification program for county election officials	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 3.1.1 - Ensure compliance by reporting non-compliant members to the appropriate authorities on a quarterly basis	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Non-compliant board members are identified, allowing the SEC to follow the requirements of Section 7-5-10 of the SC Code of Laws	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Public Information/Training, Statewide Primaries/General Election, Employee Benefits	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Janet Reynolds, Dir of Admn; Chris Whitmire, Dir of PIT	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of Admn; Dir of PIT	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	Admn; PIT	
Department or Division Summary:		

Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	$533,000	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.

2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).

3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."

4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 3.1.1 - Ensure compliance by reporting non-compliant members to the appropriate authorities on a quarterly basis	
Performance Measure:	Identify and report non-compliant members on a quarterly basis	
Type of Measure:	Outcome	
Results		
2013-14 Actual Results (as of 6/30/14):	Reported all non-compliant members (4.9%)	
2014-15 Target Results:	Report all non-compliant members	
2014-15 Actual Results (as of 6/30/15):	Reported all non-compliant members (3.9%)	
2015-16 Minimum Acceptable Results:	Report all non-compliant members	
2015-16 Target Results:	Report all non-compliant members	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Yes	Required by Section 7-5-10 of SC Code of Laws to report non-compliant members to Governor, Proviso 101.7 requires withholding of stipend
What are the names and titles of the individuals who chose this as a performance measure?	Janet Reynolds, Dir of Admn; Chris Whitmire, Dir of PIT	
Why was this performance measure chosen?	Best available measure	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Janet Reynolds, Dir of Admn; Chris Whitmire, Dir of PIT	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	To comply with state law and to ensure compliance with the certification requirements	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		

POTENTIAL NEGATIVE IMPACT

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Fewer members receive adequate training on the conduct of elections
Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

Instructions: Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions: Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
None		

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 3 - Provide resources and support to local election officials to improve voter registration and	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 3.1 - Provide a training and certification program for county election officials	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 3.1.2 - Ensure compliance by withholding county board member stipends from non-compliant board members	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	As per Section 7-5-10 of the South Carolina Code of Laws, the Governor is notified of non-compliant board members, allowing the opportunity for replacement of the board member, if necessary	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Public Information/Training, Statewide Primaries/General Election, Employee Benefits	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Janet Reynolds, Chris Whitmire	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of Admn; Dir of PIT	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	Admn/PIT	

Department or Division Summary:	
Amount Budgeted and Spent To Accomplish Objective	
Total Budgeted for this fiscal year:	$533,000
Total Actually Spent:	*Agency will provide next year*

Copy and paste this information from the Strategic Budgeting Chart

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.

2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).

3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."

4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 3.1.2 - Ensure compliance by withholding county board member stipends from non-compliant board members	
Performance Measure:	Withhold all stipends from non-compliant board members on a quarterly basis	
Type of Measure:	Outcome	
Results		
2013-14 Actual Results (as of 6/30/14):	Withheld stipend from all non-compliant board members who were not given exceptions	
2014-15 Target Results:	Withhold stipend for all non-compliant board members who are not given exceptions	
2014-15 Actual Results (as of 6/30/15):	Withheld stipend from all non-compliant board members who were not given exceptions	
2015-16 Minimum Acceptable Results:	To withhold stipend for all non-compliant board members who are not given exceptions	
2015-16 Target Results:	To withhold stipend for all non-compliant board members who are not given exceptions	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Yes	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Janet Reynolds, Dir of Admn; Chris Whitmire, Dir of PIT	
Why was this performance measure chosen?	Best available measure	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Janet Reynolds, Dir of Admn; Chris Whitmire, Dir of PIT	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	To meet state law requirement	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		

POTENTIAL NEGATIVE IMPACT

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Fewer members receive adequate training on the conduct of elections
Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

Instructions: Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions: Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
None		

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 3 - Provide resources and support to local election officials to improve voter registration and	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 3.1 - Provide a training and certification program for county election officials	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 3.1.3 - Provide adequate number of classes in various locations throughout the state to ensure members have the opportunity to achieve and maintain certification	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Classes are offered throughout the state, allowing board members the opportunity to achieve and maintain training certification	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Voter Services, Public Information/Training, Statewide Primaries/General Election, Employee Benefits, Photo	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Chris Whitmire, Dir of PIT	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of PIT	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	PIT	
Department or Division Summary:		

Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	$533,000	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.

2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).

3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."

4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 3.1.3 - Provide adequate number of classes in various locations throughout the state to ensure members have the opportunity to achieve and maintain certification	
Performance Measure:	Adequate number of classes offered to election officials	
Type of Measure:	Output	
Results		
2013-14 Actual Results (as of 6/30/14):	28 classes offered	
2014-15 Target Results:	24 classes offered	
2014-15 Actual Results (as of 6/30/15):	26 classes offered	
2015-16 Minimum Acceptable Results:	24 classes offered	
2015-16 Target Results:	24 classes offered	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Yes	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Chris Whitmire, Dir of PIT	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Chris Whitmire, Dir of PIT	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Demand for classes	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Fewer members receive adequate training on the conduct of elections
Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
None		

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 3 - Provide resources and support to local election officials to improve voter registration and	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 3.2 - Fully implement county compliance auditing program statewide	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 3.2.3 - Have county compliance auditing program fully operational by end of FY2016-17	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	The program is fully functional with all counties in the state involved in the process, providing an improved process for all citizens of the state	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Voter Services, Statewide Primaries/General Election, Employee Benefits	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Howard Snider, Dir of VS	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	Entire reporting period	
Position:	Dir of VS	
Office Address:	1122 Lady Street, Suite 500, Columbia, SC 29201	
Department or Division:	VS	
Department or Division Summary:		

Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	Objective has no separate line item	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.

2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).

3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."

4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 3.2.3 - Have county compliance auditing program fully operational by end of FY2016-17	
Performance Measure:	Ability to conduct compliance audits statewide on a bi-annual schedule	
Type of Measure:	Output	
Results		
2013-14 Actual Results (as of 6/30/14):	N/A	
2014-15 Target Results:	N/A	
2014-15 Actual Results (as of 6/30/15):	Two county audits conducted	
2015-16 Minimum Acceptable Results:	Five county audits conducted	
2015-16 Target Results:	Six county audits conducted	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Yes	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Howard Snider, Dir of VS	
Why was this performance measure chosen?	Meet state law	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Howard Snider, Dir of VS	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	State law	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	County non-compliance with federal/state law
Level Requires Outside Help	None
Outside Help to Request	None
Level Requires Inform General Assembly	None
3 General Assembly Options	None

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
None		

This is the next chart because once the agency has determined its goals, strategies and objectives, the agency needs to determine which of its programs will help achieve those objectives and goals and which programs may need to be curtailed or eliminated. If one program is helping accomplish an objective that a lot of other programs are also helping accomplish, the agency should consider whether the resources needed for that program could be better utilized (i.e. so the agency can most effectively and efficiently accomplish all of its goals and objectives) if they were distributed among the other programs that are helping accomplish the same objective or among programs that are helping accomplish other objectives.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions :
1) Under the "Name of Agency Program" column, enter the name of every program at the agency on a separate row.
2) Under the "Description of Program" column, enter a 1-3 sentence description of the agency program.
3) Under the "Legal Statute Requiring Program" column, enter the legal statute which requires (this is different than allows) the program, if the program is required by a state or federal statute or proviso. Make sure it is clear whether the agency is referencing state or federal laws and whether it is a proviso or statute. If the program is not required by a state or federal statute or proviso, enter "none."
3) Under the "Objective the Program Helps Accomplish" column, enter the strategic plan objective number and description. The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart. Enter ONLY ONE objective per row. If an agency program helps accomplish multiple objectives, insert additional rows with that agency program information and enter each different objective it helps accomplish on a separate row.

Name of Agency Program	Description of Program	Legal Statute or Proviso Requiring the Program	Objective the Program Helps Accomplish (The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart) List ONLY ONE strategic objective per row.
I. Administration	Leadership and direction for the agency, including administration, finance and support services.	Sections 7-3-10 and 7-3-20 of SC Code of Laws; SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	1.3.1, 2.2.2, 2.2.3, 2.3.1, 2.3.2

II. Voter Services	Provide databases and ballot layout assistance to county and municipal election commissions, provide counties with election support services and technical assistance related to statewide voting system; provide election security oversight and guidance to counties	Sections 7-3-10 and 7-3-20 of SC Code of Laws; SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	1.1.1, 1.2.1, 1.2.2, 1.3.1, 2.1.1, 2.1.3, 2.5.2, 2.6.1, 3.1.3, 3.2.3
III. Public Information/Training	Administer a mandatory statewide training and certification program for county and municipal election officials; provide ongoing training events and workshops; provide a poll manager training program and materials; educate the public on the voter registration and election process; provide information regarding elections and agency activities	Sections 7-3-10 and 7-3-20 of SC Code of Laws; SC Code of Laws Titles 4, 5 and 7; South Carolina Constitution; US Civil Rights Act; US Voting Rights Act; US Voting Accessibility for the Elderly and Handicapped Act; US Americans with Disabilities Act; US National Voter Registration Act; US Help America Vote Act; US Uniformed and Overseas Citizens Absentee Voting Act; US Military and Overseas Voter Empowerment Act; Provisos 101.1 - 101.12 of the South Carolina Appropriations Act.	1.1.1, 1.1.2, 1.3.1, 2.3.1, 2.3.2, 2.3.3, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2, 2.5.3, 2.6.3, 3.1.1, 3.1.2, 3.1.3
IV. Distributions to Subdivisions	Provide aid to county stipend as per Proviso 100.1.	Proviso 101.1 and 101.7	1.3.1, 3.1.2
V. Statewide Prim/General Election	Oversee and assist with the conduct of primaries, general elections and special primaries and when necessary any subsequent protests or appeals; insure the quality of the election process and the faith and trust the voting public has in the integrity of elections in South Carolina.	Sections 7-3-10 and 7-3-20 of the South Carolina Code of Laws; Provisos 101.6 and 101.8	All
VII. Employee Benefits	Program to provide insurance, retirement, social security, etc. for state employees	SC Appropriations Act	All
Photo ID (Note 1: Funding earmarked for Photo ID ended June 30, 2014. FY2015 Photo ID expenditures shown are part of normal operating expenses/supplies)	Program established to implement photo ID legislation passed in which required all registered voters to present a picture ID when voting in South Carolina (Note 1: Funding earmarked for Photo ID ended June 30, 2014. FY2015 Photo ID expenditures shown are part of normal operating expenses/supplies)		1.3.1, 2.4.3, 3.1.3
Help America Vote Act	Help America Vote Act (HAVA) established in 2002 to improve federal elections	Help America Vote Act	2.1.1, 2.1.3, 2.4.1, 2.4.3, 3.1.3
Federal Voting Assistance Program	Program established to allow all military and overseas citizens the ability to vote an online absentee ballot for all federal elections		1.1.1, 1.2.1, 1.2.2, 1.3.1, 2.3.2, 3.1.3

This is the next chart because once the agency determines its goals, strategies and objectives, as well as the programs that will best allow the agency to accomplish its objectives, the agency needs to determine how to allocate its funds to most effectively and efficiently accomplish the objectives. After allocating the funds to the objectives, the agency may decide to go back and revise which associated programs it will continue, curtail or eliminate in order to most effectively and efficiently accomplish its goals and objectives.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-2016

IMPORTANT TIME SAVING NOTE: Please note that only one year of budgeted funds is requested. Once an agency is under study with the House Legislative Oversight Committee, the Committee may request information on how the agency budgeted and spent money for the previous five years. If an agency is chosen for study five years from now, the agency can quickly and easily combine the information from this chart for each of the last five years.

Part A Instructions: Estimated Funds Available this Fiscal Year (2015-16)
1) Please enter each source of funds for the agency in a separate column. Group the funding sources however is best for the agency (i.e. general appropriation programs, proviso 18.2, proviso 19.3, grant ABC, grant XYZ, Motor Vehicle User Fees, License Fines, etc.) to provide the information requested below each source (i.e. state, other or federal funding; recurring or one-time funding; etc.). The agency is not restricted by the number of columns below so please delete or add as many as needed. **However the agency chooses to group its funding sources, it should be clear through Part A and B, how much the agency estimates it has available to spend and where the agency has budgeted the funds it has available to spend.**

Part B Instructions: How Agency Budgeted Funds this Fiscal Year (2015-16)
1) Enter each agency objective and description (i.e. Objective 1.1.1 - insert description of objective). The agency can insert as many rows as necessary so that all objectives are included.
2) After entering all of the objectives, enter each "unrelated purpose" for which money received by the agency will go (i.e. Unrelated Purpose #1 - insert description of unrelated purpose) on a separate row. An "unrelated purpose" is money the agency is legislatively directed to spend on something that is not related to an agency objective (i.e. pass through, carry forward, etc.).
3) Enter how much money from each source of funds the agency budgets to spend on each objective and unrelated purpose. The "Total budgeted to spend on objectives and unrelated purposes" for each source of funds in Part B should equal the "Amount estimated to have available to spend this fiscal year" in Part A.

Explanations from the Agency regarding Part A: *Insert any additional explanations the agency would like to provide related to the information it provides below.*

PART A
Estimated Funds Available this Fiscal Year (2015-16)

Source of Funds:	Totals	General Fund	General Fund	Help America Vote Act - Grant	Federal Voting Assistance Program	Sale of List Revenue	Training and Certification Revenue/Filing Fee Revenue	2016 Presidential Preference Primaries
Is the source state, other or federal funding:	Totals	State	State	Restricted	Federal	Other	Other	Other - Capital Reserve
Is funding recurring or one-time?	Totals	Recurring	Non-Recurring	Non-Recurring	Non-Recurring	Non-Recurring	Non-Recurring	Non-Recurring
$ From Last Year Available to Spend this Year								
Amount available at end of previous fiscal year		$1,538,537	$222,789	$445,494	$18,562	$171,880	$160,734	$0
Amount available at end of previous fiscal year that agency can actually use this fiscal year:		1,538,537	1,685	445,494	18,562	171,880	160,734	0
If the amounts in the two rows above are not the same, explain why :	Enter explanation for each fund to the right		Audit consultant funds left over at end of fiscal year					Presidential Preference Primaries held every four years
$ Estimated to Receive this Year								
Amount budgeted/estimated to receive in this fiscal year:		5,488,078	0	0	0	100,000	1,300,000	2,580,000
Total Actually Available this Year								
Amount estimated to have available to spend this fiscal year (i.e. Amount available at end of previous fiscal year that agency can actually use in this fiscal year PLUS Amount budgeted/estimated to receive this fiscal year):		7,026,615	222,789	445,494	18,562	171,880	1,460,734	2,580,000

Explanations from the Agency regarding Part B: *Objectives are not listed as separate line items in the budget with the exception of Objectives 3.1.1, 3.1.2 and 3.1.3 which are included below*

PART B

How Agency Budgeted Funds this Fiscal Year (2015-16)

Source of Funds: (the rows to the left should populate automatically from what the agency entered in Part A)	Totals	General Fund	General Fund	Help America Vote Act - Grant	Federal Voting Assistance Program	Sale of List Revenue	Training and Certification Revenue/Filing Fee Revenue	2016 Presidential Preference Primaries (PPP)
Is source state, other or federal funding: (the rows to the left should populate automatically from what the agency entered in Part A)	Totals	State	State	Restricted	Federal	Other	Other	Other
Restrictions on how agency is able to spend the funds from this source:	n/a	$533,000 in Aid to County funds may only be used to provide stipends to county board members as per Provisos 101.1 and 101.7. $3M in election funds are used for expenses related to statewide elections and reimbursements to county boards of voter registration and elections for statewide elections.	$185,020 was provided in previous fiscal years as a match for federal funds received for the Help America Vote Act of 2002. These funds continue to be carried forward, but all federal funds have been matched and no additional federal funds are anticipated at this time.	Funds must be used for expenses related to the Help America Vote Act of 2002. These funds have been carried forward from previously fiscal years.	Funds must be used for expenses related to the Federal Voting Assistance Program for the Uniformed Overseas Citizens and Absentee Voting Act.	Funds are generated to pay for expenses incurred from the Sale of List Program and are earmarked for expenses incurred by the Program.	Funds are generated from filing fees paid by candidates who file to run in statewide elections and special elections. Funds are also generated from fees paid by county election officials which are used to pay expenses incurred to provide the SEC's Training and Certification Program.	Capital Reserve funds were appropriated for the conduct of the 2016 Presidential Preference Primaries. Additionally, filing fees were received from candidates filing to run in the 2016 PPPs. These funds will be used to pay expenses for the 2016 PPPs.
Amount estimated to have available to spend this fiscal year: (the rows to the left should populate automatically from what the agency entered in Part A)	$0	$7,026,615	$222,789	$445,494	$18,562	$171,880	$1,460,734	$2,580,000
Are expenditure of funds tracked through SCEIS? (if no, state the system through which they are recorded so the total amount of expenditures could be verified, if needed)	n/a	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Where Agency Budgeted to Spend Money this Year								
Objective 3.1.1 - Ensure compliance by reporting non-compliant members to the appropriate authorities on a quarterly basis		533,000						
Objective 3.1.2 - Ensure compliance by withholding county board member stipends from non-compliant board members		Same as above						
Objective 3.1.3 - Provide adequate number of classes in various locations throughout the state to ensure members have the opportunity to achieve and maintain certification		Same as above						

Please note: The above three objectives are all related to one major objective (program).

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

Instructions :
List all reports, if any, the agency is required to submit to a state, federal or outside entity on a regular basis. Insert the name of each report in a separate column and answer the questions below it. Add as many columns as needed.
PLEASE NOTE: All information the agency provides in the rows below the row labeled, "Date the Report was last submitted," should apply to when the agency most recently submitted the report (i.e. date report was last submitted).

	Agency Responding	State Election Commission	State Election Commission
	Report #	1	2
	Report Name:	Restructuring Report	Accountability Report
	Why Report is Required		
	Legislative entity requesting the agency complete the report:	House Legislative Oversight Committee	Executive Budget Office
	Law which requires the report:	Section 1-30-10(G)	Section 1-1-820 and Proviso 117.29
	Agency's understanding of the intent of the report:	To be used for agencies to submit increased cost savings and efficiencies.	To be used for agencies to identify key program area descriptions and expenditures and link the descriptions and expenditures to key financial and performance results measures.
	Year agency was first required to complete the report:	2015	2004
	Reporting frequency (i.e. annually, quarterly, monthly):	Annually	Annually
	Information on Most Recently Submitted Report		
Information in all these rows should	Date Report was last submitted:	1/13/2016	9/15/2015
	Timing of the Report		
	Month Report Template is Received by Agency:	November	June
	Month Agency is Required to Submit the Report:	January	September
	Where Report is Available & Positive Results		
	To whom the agency provides the completed report:	House Legislative Oversight Committee	Kim Gibson
	Website on which the report is available:	Scstatehouse.gov	SCVotes.org and Executive Budget Office
	If it is not online, how can someone obtain a copy of it:	N/A	N/A

be for when the agency completed the report most recently	Positive results agency has seen from completing the report:	Preparation of the Restructuring Report serves as a catalyst for the SEC to analyze the Agency's goals, strategies and objectives and to think critically about agency measures and outcomes.	Preparation of the Accountability Report allows the SEC to compare and address any changes that have been made. By performing this self-critique, agency leaders are able to determine where improvements are needed to better meet the agency customers. It also helps determine what improvements should be made. The Agency uses each yearly report to take a methodical, holistic view of the services provided to customers in order to identify, develop and implement process improvements to increase the quality and efficiency of those services.

Agency Responding	State Election Commission
Date of Submission	1/12/2016
Fiscal Year for which information below pertains	2015-16

RESTRUCTURING RECOMMENDATIONS

Instructions: Please answer the questions below and add as many rows as needed.

Does the agency have any recommendations, minor or major, for restructuring?	No

If the agency has recommendations for restructuring, list each one on a separate row in the chart below. Add as many rows as needed.

Does the agency recommendation require legislative action?	Recommendation for restructuring
N/A	

FEEDBACK (Optional)

Instructions: Please answer the questions below to provide feedback on this Annual Restructuring Report ("Report").

Please list 1-3 benefits the agency sees in the public having access to the information requested in the Report, in the format it was requested.	Please list 1-3 benefits to agency management and employees in having all of this information available in one document.	Now that the agency has completed the Report, please list 1-3 things the agency could do differently next year (or it could advise other agencies to do) to complete the Report in less time and at a lower cost to the agency.
1 Only marginal benefit. Mostly same info as in Accountability Report.	1 Only marginal benefit. Mostly same info as in Accountability Report.	1 Revise Agency approach to Accountability Report to be compatible with Restructuring Report requirements
2	2	2
3	3	3

Does the agency believe this year's Restructuring Report was less burdensome than last year's?	Please list 1-3 changes to the Report questions, format, etc. the agency recommends to ensure the Report provides the best information to the public and General Assembly, in the least burdensome way to the agency.	Please add any other feedback the agency would like to provide (add as many additional rows as necessary)
No	1 Accountability Report and Restructuring Report should be merged into one report.	Prefer merged report due date be current due date of Accountability Report
Why or why not?	2 While the SEC is in agreement that transparency is necessary and important, the timing for the due date of this report was at the same time that the Agency is preparing for two statewide elections and preparing the Agency's House Ways and Means budget presentation. A due date in September would allow the SEC more time to provide comprehensive information for the report.	Current due date of this report conflicts with budget preparation and submission period.
The Restructuring Report was more detailed (an additional 30+ pages to provide information on agency objectives); therefore, it took more time to complete.	3	

Agencies are not required to do anything in this worksheet. This worksheet is part of the document so the proper drop down menues can be available in the other tabs.

Is Performance Measure Required?
State
Federal
Only Agency Selected

Type of Performance Measure
Outcome
Efficiency
Output
Input/Explanatory/Activity

Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?

State/Local Government Entity
College/University
Business, Association or Individual

Does the Agency have any restructuring recommendations
Yes
No

Does the agency believe this year's Restructuring Report was less burdensome than last year's?
Yes
No