

413 COUNTY CLERK ELECTIONS - SHADLE

Org	Object	Description	2025				2026	
			Revised Budget	Actual	Available	Percent	FY26 Revised Budget	
001413	410300	EMPLOYEES SALARY AND WAGES	\$ 112,602	\$ 48,792	\$ 63,810	43	\$ 104,206	
1413	410400	FICA TAX	11,632	4,002	7,630	34	11,111	
.1413	410401	MEDICARE EXPENSE	2,722	936	1,786	34	2,598	
001413	410500	HEALTH INSURANCE	10,971	14,590	(3,619)	133	26,051	
001413	410599	HEALTH INSURANCE-CONTRA	(10,971)	(10,933)	(39)	100	(26,051)	
001413	410600	RETIREMENT	11,216	5,029	6,187	45	10,459	
001413	410801	OVERTIME	12,000	8,869	3,131		12,000	COMPLETED
001413	410802	PART TIME / EXTRA HELP	63,000	57,505	5,495	91	63,000	25 ADDITIONAL POLL WORKERS
001413	421200	PRINTING	1,450	-	1,450	-	1,448	
001413	421400	TRAVEL	2,400	564	1,836	24	2,400	
001413	421600	MAINT/REP EQUIPMENT	47,000	-	47,000	-	53,000	INFLATIONARY CONTRACTED #
001413	421900	BLDG/EQUIP RENTAL	5,800	4,301	1,499	74	7,800	PAY CUSTODIANS SCHOOL FREE
001413	422000	ADVERTISING / LEGAL PUBS	2,800	39	2,761	1	2,800	
001413	422100	TRAINING AND EDUCATION	1,500	-	1,500	-	1,500	
001413	422300	PROFESSIONAL SERVICES	5,000	2,500	2,500	50	5,000	
001413	434100	MATERIALS AND SUPPLIES	52,800	34,532	29,197	45	54,600	STATE VENDOR
001413	445900	CAPITAL OUTLAY-EQUIPMENT	-	-	-	-	-	\$170,825 5 PRECINTS REGISTERED 10% SINCE 21
								0%
			\$ 331,922				\$ 331,922	(0)

EXCISE TAX TO COVER 170,825
HAVA GRANTS APPLIED FOR PURCHASE AND REIMBURSE MARCH
IMPACT FEES

JEFFERSON COUNTY COMMISSION
 ELECTIONS COUNTY CLERK
 FY26 SALARY AND WAGES
 FY26 MERIT AND COLA

Location	Job Class Description	Status	Last Name	First Name	Grade	Hire Date	Hourly	Annual	FICA	Medicare	Retire	Total				
413	DEPUTY CLERK -80HR	FT	CLARK	KATRINA	0432	10/19/2007	29.40	61,156	3,792	887	5,504	71,338				
413	DEPUTY CLERK -80HR	FT	HOFFMAN	KAELYN	0432	05/23/2022	20.70	43,050	2,669	624	3,875	50,218				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
413	POLL WORKER PART-TIME	PO	VACANT		0109		15.00	-	-	-	-	-				
TOTAL SALARY AND WAGES												\$ 104,206	\$ 6,461	\$ 1,511	\$ 9,379	\$ 121,556
COLA 3% NONELECTED												3,126	194	45	281	125,203
MERIT 4% NONELECTED												2,084	129	30	188	127,634

**TITLE 153
LEGISLATIVE RULE
SECRETARY OF STATE**

**SERIES 55
MINIMUM STANDARDS FOR
ELECTION ADMINISTRATION, INFRASTRUCTURE, AND SECURITY**

§153-55-1. General.

1.1. Scope. -- This Rule establishes minimum standards for election administration, infrastructure, and security, which includes standards regarding cyber and physical security, and a minimum reserve funding requirement for each county from funds transferred to the separate fund for election administration, infrastructure, and security, as required by W. Va. Code § 11-22-2.

1.2. Authority. -- W. Va. Code §§ 3-1A-6 and 11-22-2(c)(4).

1.3. Filing Date. -- May 8, 2024.

1.4. Effective Date. -- May 8, 2024.

1.5. Sunset Provision. -- This Rule shall terminate and have no further force or effect on August 1, 2029.

§153-55-2. Purpose.

2.1. Pursuant to W. Va. Code § 11-22-2, as amended in SB 522 (2023), this Rule establishes the minimum cyber and physical security standards for election administration, infrastructure, and security, which must be satisfied prior to a County Commission's transfer of the excess moneys from the county election fund into the county's general fund.

§153-55-3. Definitions.

3.1. "Authorized user" means a county clerk employee, temporary employee, or other individual authorized by the county clerk or Secretary of State to access and interact with an endpoint device or election technology.

3.2. "Continuity of Operations Plan" or "COOP" means a written document that sets forth an agency's plan to ensure they can continue to perform their duties and mission essential functions in the event of a wide range of emergencies.

3.3. "County election fund" means a county's separate account for use by the clerk of the county commission for improving election administration, infrastructure, and security, in accordance with the standards set forth in this Rule.

3.4. "Device" or "endpoint device" means any physical or virtual equipment or mechanism that connects to and exchanges information with a computer network. Examples include a desktop computer, mobile phone, or server.

4.1.1.c. A communication directive to immediately notify the Secretary of State's Chief Information Officer within 24 hours of discovery of any potential or actual cyber incident; and

4.1.1.d. A requirement for developing a POA&M within 48 hours of a cyber incident, which includes a description of the incident and the plan with defined deadline milestones to recover all election technology and devices affected by the incident. The POA&M shall be submitted to the Secretary of State in a secure manner upon completion.

4.1.2. The IRP may be included with or incorporated into a broader COOP.

4.1.3. The county clerk shall review the IRP on an annual basis and make any necessary updates or revisions in a timely manner.

4.1.4. The county clerk shall immediately notify the Secretary of State's Chief Information Officer upon discovery of any potential or actual cyber incident and submit within 48 hours a Plan of Actions and Milestones that includes a description of the incident and sets forth the plan with defined deadline milestones to recover all election technology and devices affected by the incident.

4.2. Any device that accesses, is involved with, or interacts with, election technology shall:

4.2.1. Use a supported operating system that is regularly updated and patched in accordance with the vendor's cyber security recommendations, or following a notification or directive from a state, federal, or industry authority that is applicable to the specific operating system; and

4.2.2. Have current endpoint protection, including up-to-date virus and malware definitions.

4.3. The county clerk shall maintain a roster of authorized users who have access to or credentials for election technology, which shall include internal and external users such as deputy clerks and vendors. The county clerk shall review and update the roster quarterly.

4.3.1. All authorized users must complete annual training selected or provided by the Secretary of State on the principals of cybersecurity awareness, which shall include an annual email phishing campaign assessment: *Provided*, this requirement does not include poll workers or other temporary contract workers whose access to election technology is supervised or merely incidental, such as working the polls on election day or providing in-office assistance with tracking absentee ballots; and

4.3.2. The county clerk shall remove and revoke all login and access credentials to any device or election technology of any authorized users within 24 hours after that employee's or individual's authorization is revoked. Examples of revoked authorization include employment resignation or termination, or new job duties that no longer justify any purpose for the individual to access or interact with any device or election technology.

4.4. All county clerk offices must maintain membership in the Center for Internet Security's Election Infrastructure Information Sharing and Analysis Center.

4.5. Security and encryption policies around the storage or transmission of sensitive or protected data, unless otherwise specified by a unique transaction, must be compliant with standards enumerated by NIST.

4.6. Password policies around accessing election technology, unless otherwise specified by the platform host, must be compliant with standards enumerated by NIST.

4.7. A full- or part-time county clerk employee shall use only county or state issued email accounts for all election administration related conduct and communications: *Provided*, that this requirement shall not include poll workers or other temporary contracted workers, such as ballot commissioners.

5.4. After discovery of any unauthorized access or attempts to gain access to any voting equipment, the secure location where voting equipment is stored, or any county clerk facilities, the county clerk shall notify the Secretary of State's Chief Information Officer, Elections Director, Chief of Staff, or General Counsel within 24 hours.

§153-55-6. Minimum Required Reserve Funding for Election Administration, Infrastructure, and Security.

6.1. The amount of money in the county election fund required to meet the minimum reserve funding shall not be required to exceed the cost of upgrading voting equipment at the statewide average price to upgrade a voting system by precinct. Counties seeking to transfer funds from the county election fund must first meet the minimum reserve fund amount based on the formula provided in subsection 3.8 of this Rule.

6.2. Based on figures calculated at the time of the enacting legislation, SB 522 (2023), the statewide average price to upgrade voting equipment is \$20,760.11 per precinct. This average price per precinct is subject to change each rule-making cycle based on market prices and contracts executed within the state. The following table reflects the figures relied upon for generating the current statewide average:

County	Last cost of upgrades	Precincts	Cost per precinct	Statewide avg cost per precinct	Estimated cost for all precincts at state avg
BARBOUR	\$311,429.34	13	\$23,956.10	\$20,760.11	\$269,881.42
BERKELEY	\$2,135,705.00	81	\$26,366.73	\$20,760.11	\$1,681,568.83
BOONE	\$457,522.67	27	\$16,945.28	\$20,760.11	\$560,522.94
BRAXTON	\$306,945.00	18	\$17,052.50	\$20,760.11	\$373,681.96
BROOKE	\$513,860.00	23	\$22,341.74	\$20,760.11	\$477,482.51
CABELL	\$1,613,679.00	69	\$23,386.65	\$20,760.11	\$1,432,447.52
CALHOUN	\$223,225.00	10	\$22,322.50	\$20,760.11	\$207,601.09
CLAY	\$205,337.00	12	\$17,111.42	\$20,760.11	\$249,121.31
DODDRIDGE	\$231,392.67	13	\$17,799.44	\$20,760.11	\$269,881.42
FAYETTE	\$593,025.00	40	\$14,825.63	\$20,760.11	\$830,404.36
GILMER	\$150,000.00	10	\$15,000.00	\$20,760.11	\$207,601.09
GRANT	\$212,962.00	14	\$15,211.57	\$20,760.11	\$290,641.53
GREENBRIER	\$749,785.00	28	\$26,778.04	\$20,760.11	\$581,283.05
HAMPSHIRE	\$316,547.67	25	\$12,661.91	\$20,760.11	\$519,002.73
HANCOCK	\$446,688.00	25	\$17,867.52	\$20,760.11	\$519,002.73
HARDY	\$200,000.00	20	\$10,000.00	\$20,760.11	\$415,202.18
HARRISON	\$1,600,000.00	65	\$24,615.38	\$20,760.11	\$1,349,407.09
JACKSON	\$593,000.00	31	\$19,129.03	\$20,760.11	\$643,563.38
JEFFERSON	\$1,000,000.00	32	\$31,250.00	\$20,760.11	\$664,323.49
KANAWHA	\$4,000,000.00	194	\$20,618.56	\$20,760.11	\$4,027,461.15

6.3. The number of total precincts reflected in the table above are provided for information purposes and may change over time. When calculating the minimum reserve funding, a county shall consider the statewide average cost to upgrade voting equipment as provided in subsection 6.2 of this Rule and the number of precincts in the county at the time the application is submitted.

§153-55-7. County Commission Application for Secretary of State Compliance Review to Authorize Transfer of Election Funds to County General Fund.

7.1. Pursuant to W. Va. Code § 11-22-2(b)(4), the County Commission must apply to the Secretary of State for a determination that the county has permission to transfer any funds in excess of the minimum reserve funding from the county election fund. An application is required for each desired transfer.

7.2. The application shall be in writing to the Secretary of State, and include the following information:

7.2.1. The name of the county;

7.2.2. The account balance of the county election fund and sufficient documentation in the form of a bank statement or the equivalent from a financial institution that was issued no more than 60 days prior to the date of the application submission;

7.2.3. The current number of county precincts;

7.2.4. The amount of the requested transfer from the county election fund; and

7.2.5. An attestation that the county has satisfied the minimum cyber and physical security requirements set forth in sections 4 and 5 of this Rule, as well as sufficient documentation and relevant materials including but not limited to documentation of physical security protections, current contracts with cyber and physical security providers, and a copy of the IRP.

7.3. Upon receipt of an application, the Secretary of State shall make a written determination within 10 business days, which shall include the grounds upon which any rejection is based.

7.4. The county commission may seek reconsideration if an application is rejected by submitting its request in writing to the Secretary of State within 30 days of receipt of the initial determination, along with any additional or new information that supports the county commission's request.

7.5. The Secretary of State shall issue a final written determination on reconsideration within 10 days following receipt of the application.