

Senator Shane D. Jett

Oklahoma State Capitol
2300 N. Lincoln Blvd.
Oklahoma City, OK 73105

Office 405.521.5539
Fax 405.521.5554

Shane.Jett@oksenate.gov
oksenate.gov/senators/shane-jett



Oklahoma State Senate
STATE OF OKLAHOMA

Senate District 17

Oklahoma County
Pottawatomie County

Committees

- Finance
- Retirement & Insurance
- Appropriations Subcommittee on Public Safety & Judiciary
- Veterans & Military Affairs

March 18, 2021

Mr. Paul Ziriak

State Election Board Secretary
State Capitol Building, Rm G-41
2300 N. Lincoln Blvd.
Oklahoma City, OK 73105

Greetings Mr. Ziriak,

I have been informed by Ms. Jeannie Stover, Pottawatomie County Election Board Secretary, of her resignation effective March 31, 2021.

I respectfully request the appointment of Ms. Patricia Carter as the Pottawatomie County Election Board Secretary. Ms. Carter has served as the Assistant Secretary since 2018 faithfully. I believe she would be well suited for this position.

If you have any questions, please do not hesitate to reach out to me further.

Very Respectfully,

A handwritten signature in blue ink, appearing to read "Shane D. Jett", with a long, sweeping flourish extending to the right.

Shane D. Jett
Senator

Patricia Carter

Objective: To administer elections impartially in accordance to state and federal law to Oklahoma voters, while efficiently reporting results with maximum accuracy.

Professional Profile

- High energy leader who inspires and challenges others to excellence.
- Experience directing complex projects from concept to fully operational status.
- Combined technical and analytical aptitudes with problem solving strengths.
- Exceptional focus on assisting voters with all aspects of voting.
- A passion for continued excellence of Oklahoma's uniform election system.

Work History:

June 2018 to Present Pottawatomie County Election Board

Assistant Secretary

- Developed management style emphasizing profession responsibility by delegating authority for problem solving, involved staff in decision making, held staff accountable for their actions.
- Began precinct official recruitment and retention program while focusing on precinct official's acceptance of accountability. Completed all precinct official training and precinct official assignments.
- Oversaw Pottawatomie County's absentee voting. Implemented new filing system for accurate application retention during a record growth of voters utilizing absentee voting.
- Began completing all election setup in MESA and the Hart System.
- Organize election education efforts with the general public.
- Manage internal communications and run media relations by writing public information packages, news releases, briefing notes, and background reports.
- Responsible for training of all election board staff on any new electronic procedures and protocols sent to our county from the State Election Board.
- Work directly with our county's IT personnel developing cyber security.
- Implemented COVID-19 safety program. Training all precinct officials and election board staff, while maintaining an appropriate PPE inventory.
- Conduct filing periods and accept declaration of candidacy for schools and municipalities.
- Maintain all electronic and paper publication and educate county election board staff of all publication updates provided by the state election board.

June 2015 to May 31, 2017

Chief Clerk

- Responsible for accurate filing and maintenance of 38,000 voter registrations in both paper and electronic format.
- Assist with agendas and minutes for all board meetings.
- Accept resolutions calling for special elections from schools, cities, and bonding companies insuring the document meets all state and federal laws.
- Setup polling site for all early in person voting. Concentrating on the logistics of voters being able to enter the facility, complete all portions of the voting process, while maintaining all election protocol.

Community Relations

- Member of Beta Sigma Phi Laureate Alpha Tau sorority.
- Coordinated community blood drives for the American Red Cross.
- Directly involved with successful fundraising campaigns for the Senior Citizens Nutrition Site
- Member of the Wewoka Chamber of Commerce 1995-2003
- While a member of the Chamber of Commerce, served as Board of Director 1997-1999, Vice President 1999-2000, President 2001-2002.
- Member of the Wewoka Economic Development Group 2000-2003
- Organized fundraising campaign for the Department of Human Services Emergency Fund.
- Volunteered for Adult Protective Services.
- Children's Church Teacher 1994-2002
- Adult Sunday School Teacher 2002-2003
- Assistant Coordinator of the March of Dimes Tri-City Walk-a-Thon.
- Team Captain Relay for Life.
- Volunteer organizer for the Maud High School Athletics Department.

Awards and Recognitions Received

- Community Service Award, from the Adult Protective Services, for outstanding contributions to the protection of the elderly and disabled citizens of the State of Oklahoma.
- Distinguished Service Award Wewoka Chamber of Commerce.
- Appreciation Award for services as President of the Wewoka Chamber of Commerce.
- Appreciation Recognition for eight years of service to Elmwood Manor Nursing Home.
- Outstanding Service Award for individual raising the most money for the March of Dimes.
- Team Captain Award for the team raising the most money for March of Dimes two consecutive years.

Education and Licenses

- Maud High School graduate 1989
- Seminole Junior College credit hours no degree 1989-1991
- Activities and Social Service Director Courses 1995
- OSBENHA Administrator School, University of Oklahoma 2000
- Licensed Long Term Care Administrator 2001
- Home Health Administrator Course 2005
- Licensed Home Health Administrator 2005