

Advisory Review Workgroup

June 17, 2021

In Attendance: Jason Corwin, Allison Robbins, Lisa Koteen Gerchick, Kate Hanley, Rachel Lawless, Tram Nguyen, Jessica Ackerman, Katie Boyle, Walt Latham, and Barry Condrey.

1. Meeting was called to order by Chair - Lisa Koteen Gerchick at 10:03 AM.
2. Approval of Minutes for the May 11, 2021 Advisory Workgroup Meetings.
 - a. Motion for Acceptance - Walt Latham
 - b. Seconded - Barry Condrey
 - c. Walt Latham made a correction of some wording on a concern he had
 - d. Motion was passed, as corrected, corrected minutes will be issued.
3. Study Proposal
 - a. Lisa Koteen Gerchick recently sent all Workgroup members a new document that contains an updated definition of a successful election, as well as an outline of elements that could be measured, grouped in accordance with the suggested definition. She requested that we review this document and make any suggestions/corrections by July 1, 2021.
 - b. Lisa Koteen Gerchick then explained the changes to the definition that she and Walt Latham had worked on. The changes were adding the words “secure” and “accurate,” while omitting the phrase “and managed with integrity”. So now the proposed definition reads:
A well-run election must be accessible, efficient, transparent, secure, and accurate, so that the public can be confident in the election results.
 - c. Lisa Koteen Gerchick then asked if there was any discussion on this document.
 - i. Walt Latham commented that it was a good start and that he believed that we were on the right track.
 - ii. Jessica Ackerman commented that it looks fine, nothing new or out of the ordinary that would be a large cost concern to the localities.
 - d. Barry Condrey commented that he was happy to see that security was now included as part of the proposed working definition. He mentioned a separate cybersecurity workgroup in which he, Jessica Ackerman, and Jason Corwin are members. Mr. Condrey also had a question as to whether we would attach measures to the standards. After a brief discussion the response was that there would be some sort of measure attached.
 - e. Jackie Anderson asked if Barry Condrey or Jason Corwin would be able to get the adopted security standards to the group, so the members would be able to review them. Mr. Condrey suggested that we ask the facilitator of the Security Workgroup to come and be a guest speaker, and they could disseminate the information.

f. Lisa Koteen Gerchick then reminded the group that its goal is to measure the election itself, not the people who run the election. The measures should cover aspects that are the responsibility of local and state governments, not only election officials.

g. Jessica Ackerman mentioned that setting security standards is becoming more and more important.

h. Barbara Tabb said that another aspect that we should look at is not only the relationship between election officials and IT staff, but between the GR's, EB members, and their Boards of Supervisors or town governments, and locality administrators.

5. Lisa Koteen Gerchick then mentioned that she would like to add a couple more meetings to our schedule because Chairman Brink of the State Board of Elections would like an update at the SBE meeting in August. After much discussion it was suggested by Mr. Latham that a Doodle poll be sent out to see what dates work the best for everyone. It was also mentioned that our deadline to have the Workgroup's project wrapped up is in October.

a. Lisa Koteen Gerchick asked if anyone would be willing to update the Benchmark Index Worksheet. Allison Robbins and Walt Latham agreed to do this.

b. It was asked if we could still meet virtually after the executive order by the Virginia Governor expires on June 30th. Ms. Gerchick said she would look into this.

c. Mr. Condrey asked if it would be possible to find a more central meeting location because finding parking in downtown Richmond can be difficult at times. It was suggested that VITA Hopewell, VA) and Dept. of Forestry (Charlottesville, VA) could be possible alternative locations.

6. Public comment - there was none

7. Meeting was adjourned at 11:01 AM

Respectfully Submitted,

Jason Corwin, Secretary

A handwritten signature in black ink, appearing to read 'J. Corwin', with a stylized flourish at the end.

Next Meeting: not discussed