

1 MINUTES

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3 The State Board of Elections Board Meeting was held on Monday, November 21,
4 2016. The meeting was held in the General Assembly Building, Richmond, Virginia –
5 Room C. In attendance, representing the State Board of Elections (SBE) was James
6 Alcorn, Chairman; Clara Belle Wheeler, Vice Chair; and Singleton McAllister, Secretary.
7 Also in attendance, representing the Department of Elections (ELECT) was Edgardo
8 Cortés, Commissioner; Elizabeth Howard; Deputy Commissioner, and Rose Mansfield,
9 Clerk. Heather Hays Lockerman; Senior Assistant Attorney General, and Anna
10 Birkenheier, Assistant Attorney General and Counsel to SBE and ELECT attended.
11 Chairman Alcorn called the meeting to order at 10:10AM.

12 The first order of business was the approval of the minutes from the State Board of
13 Elections Board Meetings held on June 28, 2016, August 30, 2016, October 4, 2016 and
14 November 8, 2016. Chairman Alcorn asked if board members had any additions or
15 corrections to the Board Meeting minutes as presented. Chairman Alcorn noted a change
16 to the October 4, 2016 minutes and notified the Clerk. Vice Chair Wheeler moved *to adopt*
17 *the minutes for the June 28, 2016, August 30, 2016, and November 8, 2016 meetings as*
18 *amended and or presented.* Secretary McAllister seconded the motion. The Board
19 unanimously approved the motion.

20 The next order of business was the Commissioner Report presented by Edgardo
21 Cortés, ELECT Commissioner. Commissioner Cortés stated that the November 8, 2016 –
22 General Election, from the election administration perspective, was successfully executed.
23 Commissioner Cortés stated that only two of the 2,400 polling locations opened late
24 (6:15AM) and voting was complete across the Commonwealth by 8:15PM. Commissioner
25 Cortés stated that voters had a positive experience which reflects on the commitment of the
26 localities. Commissioner Cortés stated that that there was record setting voter registration
27 activity and the Commonwealth now has 5.6million voters with over 3.9million votes cast
28 and of those over 615thousand eligible voters requested absentee ballots breaking all
29 previous records. Commissioner Cortés stated that the call center handled over 36thousand
30 calls prior to the election. Commissioner Cortés stated that over 75percent of the voter
31 transactions were completed electronically compared to the non-availability of the

32 electronic programs in the previous presidential election. Commissioner Cortés stated that
33 the social media outreach program was expanded and the traffic generated by this effort
34 was significantly increased and extremely successful. Commissioner Cortés stated that
35 Facebook live was utilized to stream the Election Day briefings. Commissioner Cortés
36 thanked the general registrars, electoral board members, and volunteers for their hard work
37 in preparation for Election Day and their dedication to the process. Commissioner Cortés
38 thanked the local, state, and federal entities for their support, dedication, and assistance on
39 Election Day.

40 The next order of business was the Certification of the November 8, 2016 General
41 Election presented by Reiko Doğu, Senior Elections Administrator. Ms. Doğu stated that
42 in preparation for the State Board of Elections meeting staff members at the ELECT
43 completed a number of verification procedures to ensure that all relevant election data
44 entered into the Virginia Election and Registration System (VERIS) by the localities
45 appear to accurately reflect what happened on Election Day (§ 24.2-679). ELECT staff
46 verify that voter turnout and provisional voter turnout values had been entered for each
47 precinct. ELECT staff verify that a locality's abstract vote totals for each candidate match
48 the election results entered into VERIS. ELECT staff ran several VERIS election results
49 error check reports to verify the apparent accuracy of the local data entered. Ms. Doğu
50 stated that copies of each locality's abstract of votes for each office being certified by the
51 State Board are available for inspection. ELECT staff also prepared a written statement
52 document for the Board Members to sign once the abstract totals have been read and
53 confirmed to be accurately reflected on the written statement. ELECT staff also prepared
54 certificates of elections for those apparent winners for board members signatures.

55 SBE members reviewed the documents and signed the certificates of elections.
56 Chairman Alcorn moved *that after reviewing the Abstracts of Votes Cast in the 2016*
57 *November General Election, I move that the Board certify the statements to be correct and*
58 *sign the statements of certificates of election.* Secretary McAllister seconded the motion
59 and without public comment the Board unanimously approved the motion.

60 The next order of business was Electronic Pollbook Certification presented by Paul
61 Stenbjorn, Director of Elections Administrator. Mr. Stenbjorn reviewed the process of
62 testing the system for certification and noted that in September 2015, the Board voted to

63 revise the certification process to include security certification in which the Virginia
64 Information Technologies Agency (VITA) evaluates all EPB solutions and subjects the
65 solutions to an end-to-end security analysis and penetration test as part of the certification
66 process. Mr. Stenbjorn stated that SBE electronic pollbook certification guidelines require
67 that all electronic pollbooks are tested in a pilot election prior to final certification and the
68 system was piloted in a general election in New Kent County on November 8, 2016. Mr.
69 Stenbjorn stated that all the associated reports are included in the Boards' working papers.
70 Mr. Stenbjorn asked if there were any question.

71 Vice Chair Wheeler asked what alterations were made to this system and that it was
72 her understanding that this system went to Chesterfield County in June, 2016 and failed,
73 and the general registrar stated that a lot needed to be done, and requested the details on
74 the occurrences of change between June and November, 2016. Mr. Stenbjorn stated that
75 ELECT had been in consultation with the general registrar, and has engaged an external
76 entity that specializes in the stability of systems, and they reviewed our software, and
77 provided ELECT with suggestions of usability (font's sizes and screen changeability) and
78 ELECT sent those suggestions to the general registrar, and he indicated that he is satisfied
79 with the solution. Mr. Stenbjorn noted that the system was tested post changes in New Kent
80 on this recent Election Day. Vice Chair Wheeler requested that Chesterfield County report
81 on their opinion of the system. Mr. Stenbjorn stated that the certification requirements
82 allow for testing in one locality, which was New Kent County and the results of the testing,
83 were favorable. Vice Chair Wheeler stated that she wanted a locality who currently utilizes
84 EPB's to do the testing. Commissioner Cortés stated that this is not a requirement of the
85 certification process.

86 Chairman Alcorn stated that if Chesterfield County suggested that there were
87 substantial usability issues he would like those findings presented to the Board. Mr.
88 Stenbjorn stated that the certification standards do not address usability, although addresses
89 metrics. Mr. Stenbjorn stated that the system as presented has met the standards outlined
90 by SBE and has satisfied all accuracy requirements. Mr. Stenbjorn stated that the officers
91 of elections in New Kent County, while new to the EPB's, expressed no difficulties in
92 utilizing the system. Vice Chair Wheeler re-stated that she would like to hear from other
93 localities and because of the post-election timing of this ELECT request she would like to

94 table the action. Secretary McAllister asked about the down side for postponing the
95 approval of the in-house EPB solution. Commissioner Cortés stated that input from
96 multiple localities is not a requirement of the certification process and because this system
97 was developed in-house the contract on the existing system is nearing expiration. The
98 localities will have to decide on how to handle the issue; either by renewing the contract,
99 awaiting the certification of the system, and or to utilize paper pollbooks.

100 Chairman Alcorn inquired about the cost to ELECT for development in-house with
101 consideration given to the discussions of budget cuts. Commissioner Cortés stated that the
102 licensing of the EPB's solutions from outside vendors alone is not a cost that ELECT can
103 continue to absorb. Commissioner Cortés stated that the staff time to provide updates and
104 refreshes is substantially less than vendor charges. Chairman Alcorn asked for the cost of
105 in-house development and maintenance and questioned if this is a core function of SBE?
106 Commissioner Cortés stated that the use of vendors and the associated costs cannot be
107 absorbed by ELECT and we will have to discontinue the licensing resulting in localities
108 reverting back to paper pollbooks. Mr. Stenbjorn noted that this system is the outgrowth
109 of VERIS and that information is managed by ELECT. Vice Chair Wheeler stated that she
110 had been informed that vendor licensing was 30dollars for each pollbook at the local level
111 and asked if the cost had been calculated for the development in-house. Mr. Stenbjorn
112 stated that the costs are difficult to calculate as they are intertwined with other programs.
113 Vice Chair Wheeler questioned if having numerous systems funneled through VERIS is a
114 wise business decision considering the issues expressed by the general registrars with
115 VERIS; although technical issues were corrected. Commissioner Cortés stated that any
116 system would pull data from VERIS.

117 Chairman Alcorn asked about the security standards of the EPB's. Mr. Stenbjorn
118 stated that some of the details are not included in the public documents due to their apparent
119 nature and the need to protect election data. Chairman Alcorn requested that SBE receive
120 the security report. Mr. Davis, ELECT CIO, stated that the localities will have special
121 elections in the very near future and will be required to utilize the state procurement system
122 to purchase software or will have to switch to paper pollbooks. Mr. Davis stated the
123 resources required to administer the system at ELECT are integrated with other functions
124 that ELECT is currently producing. Mr. Davis noted that EPB's are extremely functional

125 compared to the use of paper pollbooks and for those localities that do not have the financial
126 resources to purchase from vendors the in-house solution is a feasible solution. Chairman
127 Alcorn asked if there were additional board members questions and there were none.
128 Chairman Alcorn moved *that the electronic pollbook certification agenda item be tabled.*
129 Vice Chair Wheeler seconded the motion. The Board unanimously approved the motion.

130 Chairman Alcorn outlined the Board requests for actions from ELECT as; (i) SBE
131 is to be provided with the security report from VITA, and (ii) if concerns were raised from
132 a locality (Chesterfield County) SBE should be informed of those concerns and notified if
133 those concerns were addressed (letter is acceptable communication).

134 Chairman Alcorn asked if there were additional board comments. Vice Chair
135 Wheeler stated that the GREB Workgroup compiled a list of electoral board duties and
136 asked Robin Lind, Secretary of the Goochland County Electoral Board and GREB
137 Workgroup Member to present to the Board. Mr. Lind approached the podium.

138 Mr. Lind stated that local boards select their new electoral board members around
139 the first of the year. The job description of the electoral board member will be incorporated
140 in the form submitted to the local judicial authority. This is to ensure that nominees have
141 an understanding of the obligation of serving on a local electoral board. Mr. Lind asked
142 that SBE adopt the job description language as presented. Chairman Alcorn asked to have
143 the job description added to the next meeting. Chairman Alcorn asked if there were any
144 public comments. Gary Fox, PrintElect Customer Service Manager approached the
145 podium.

146 Mr. Fox asked that the report become public information from the locality regarding
147 the Election Day issues or concerns. Chairman Alcorn stated that this report and all
148 information contained would become public information. Chairman Alcorn asked if there
149 were any public comments and there were none.

150 Chairman Alcorn moved *that the Board adjourn.* Secretary McAllister seconded
151 the motion and without further comment the Board voted unanimously to adjourn.

152 The meeting was adjourned at approximately 12:25PM. The Board shall
153 reconvene on December 19, 2016 at 12:00PM, Virginia State Capitol-Senate Chambers
154 Richmond, Virginia.

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Amigdon B. McAllister
Secretary

JCB Alen
Chair

Ch. Bill White
Vice Chair