

1 MINUTES

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3 The State Board of Elections Board Meeting was held on Wednesday, December
4 16, 2015. 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; Martin Mash, Policy Advisor; Martha Brissette, Policy Analyst;
9 Myron McClees, Policy Analyst; Brooks Braun, Policy Analyst; Reiko Doğu, Senior
10 Elections Administrator, and Rose Mansfield, Clerk. Anna Birkenheier, Assistant
11 Attorney General and Counsel to SBE and ELECT attended. Chairman Alcorn called the
12 meeting to order at 10:10PM. Secretary Singleton McAllister arrived at 10:50PM.

13 The first order of business was the approval of the Minutes from the State Board
14 of Elections Board Meetings held on November 3, 2015 and November 16, 2015.
15 Chairman Alcorn asked if Board Members had any additions or corrections to the Board
16 Meeting Minutes presented and there were none. Vice Chair Wheeler moved *to adopt the*
17 *Minutes for the November 3, 2015 and November 16, 2015 meetings*. Chairman Alcorn
18 second the motion. The Board unanimously approved the motion.

19 The second order of business was the Conflict of Interest Statement presented by
20 Martha Brissette, ELECT Policy Analyst. Ms. Brissette stated that the 2015 legislative
21 session passed ethics reform legislation that included changes to Virginia’s State and
22 Local Government Conflict of Interest Act (COIA) and the General Assembly Conflict of
23 Interest Act (GACOIA). Ms. Brissette stated that the effective date for those changes is
24 January 1, 2016 and ELECT is proposing to meet the responsibility by utilizing the
25 candidate bulletins to inform the “Candidates” of the changes. Ms. Brissette stated that
26 the May 3, 2016 election would be the first election that candidates would be subject to
27 the law change. Ms. Brissette stated that the information would be provided on the
28 ELECT website and the Board would be approving the notification process/language as
29 the legislators approved the change in their ethics reform legislation. Chairman Alcorn
30 moved *that the Board (i) approve staff’s proposed additional language for the May 3,*
31 *2016 municipal elections, and (ii) direct staff to add similar language to forms,*

32 *instructions and guidance documents where appropriate.* Vice Chair Wheeler second the
33 motion and without public comment the Board unanimously approved the motion.

34 The next order of business was the General Registrars Full-Time requests
35 presented by Martin Mash, ELECT Policy Advisor. Mr. Mash stated that the Virginia
36 Budget authorizes and funds general registrars with a population in most counties under
37 10,000 and cities under 7,500 to work on a part-time basis for most of the year. While the
38 Budget does provide funding for the registrars to be compensated to work full-time for
39 the months surrounding each year's May General Election (March through May), the
40 Budget does not account for other elections, including local elections and primaries.
41 Chapter 3, 2014 Acts of the Assembly, Item 84(C) (the "Budget") does include an
42 appropriation from the general fund to provide temporary full-time status for part-time
43 general registrars.

44 Mr. Mash informed the Board that the following localities submitted temporary
45 full-time requests: Charles City County, City of Buena Vista, Craig County, Galax City,
46 Mathews County, Richmond County, Surry County, Covington City, Bland County, and
47 Lexington City. Commissioner Cortés stated that the range of dates varied in the request
48 to fit the particulars of each of the localities requesting temporary full-time status. Vice
49 Chair Wheeler moved *that the Board approve the requests from Charles City County,*
50 *City of Buena Vista, Craig County, Galax City, Mathews County, Richmond County,*
51 *Surry County, Covington City, Bland County, and Lexington City and that ELECT staff*
52 *provide a list of the range of dates requested.* Chairman Alcorn second the motion and
53 without public comment the Board unanimously approved the motion.

54 The next order of business was the Goochland County request for Post-Election
55 Audit presented by Myron McClees, ELECT Policy Analyst. Mr. McClees stated
56 Virginia Code § 24.2-671.1 allows for localities to request an audit of ballot scanner
57 machines to assess their accuracy. Audits are often performed when new voting machines
58 are being considered for potential certification for use in the Commonwealth however:
59 the Electoral Board for Goochland County has unanimously voted to request an audit of
60 its voting machines after anomalies in tallies were discovered during their canvass of the
61 November 2015, General Election.

62 Mr. McClees reported that this will be the first time a post-election audit is
63 conducted under this current *code* provision. The Chairman of the Goochland County
64 Electoral Board has confirmed that the statutory requirements for an audit exist within
65 their certified results. Mr. McClees stated that all candidates whose votes would be
66 reassessed won by a margin of at least ten percent. Mr. McClees stated that the machines
67 to be audited would be in precincts 101, 104, 201, 301, and 401. Mr. McClees stated that
68 the audit would have no effect on the official election results and the totals determined
69 during the audit are used to assess the accuracy of the voting machines. Mr. McClees
70 stated that the audit documents provided to board members were provided by Larry
71 Haake, General Registrar of Chesterfield County. Mr. McClees thanked Mr. Haake for
72 his assistance on this request. Chairman Alcorn asked if there were any comments. Robin
73 Lind, Chairman of the Goochland County Electoral Board approached the podium.

74 Mr. Lind stated that he was available to answer any questions regarding the
75 request. Chairman Alcorn stated that he would look forward to reviewing the results of
76 the audit. Vice Chair Wheeler noted that it was peculiar that candidates in uncontested
77 elections would receive the same number of votes. Mr. Lind stated that the request for the
78 audit was made for this reason and the integrity of the machines needs to be verified.
79 Vice Chair Wheeler moved *that the Board approve the request from the Electoral Board*
80 *of Goochland County for an audit of their ballot scanner machines in Precincts 101, 104,*
81 *201, 301, and 401.* Chairman Alcorn second the motion and without further public
82 comment the Board unanimously approved the motion.

83 The next order of business was the Commissioner Report. Commissioner Cortés
84 stated ELECT has been working on the post-election details of the November 3, 2015,
85 General Elections and preparing for the March 1, 2016 presidential primary.
86 Commissioner Cortés stated that ELECT has filled the position of Business Manager and
87 announced that Jeanine Black accepted the position. Commissioner Cortés thanked the
88 Election Uniformity Team for their efforts in preparing for the dual primary in March,
89 2016. Commissioner Cortés stated that ELECT has been focused on the certification
90 process both on (i) voting equipment and (ii) electronic pollbooks. Commissioner Cortés
91 stated that ELECT has been working with the vendors to strengthen the certification
92 process and will have a report to present at the January, 2016 SBE Board Meeting.

93 Commissioner Cortés stated that ELECT implemented a state-wide registration system
94 that allows localities to report on their equipment and to make changes when they
95 purchase new equipment. Chairman Alcorn stated that having the equipment version
96 indicator attached to the equipment identifier listed for each locality is important.
97 Commissioner Cortés stated that ELECT is increasing activity on the social media sites
98 and numerous enhancements have been made to the website. Commissioner Cortés stated
99 that this has created an increase in the number of individuals who are utilizing the
100 ELECT resources. Commissioner Cortés stated in November 2014, which was a federal
101 election year, ELECT experienced approximately 9,700 sessions and in November 2015,
102 ELECT experienced approximately 47,000 sessions. Chairman Alcorn asked if there
103 were public comments. Greg Riddlemoser, General Registrar of Stafford County,
104 provided public comment.

105 The next order of business was the Campaign Finance Violations presented by
106 Brooks Braun, ELECT Policy Analyst. Mr. Braun stated that the first Stand by Your Ad
107 complaint was for Arnika Green. Mr. Braun explained the materials associated to the
108 complaint and the disclaimer violation associated to the materials. Chairman Alcorn
109 asked if the candidate was present and wished to speak on the issue before the board. Ms.
110 Green approached the podium. Ms. Green stated that the sender of the complaint against
111 her campaign only sent in pictures of one side of her campaign signs. Ms. Green provided
112 documentation to support that a sticker with the proper campaign disclosure where on her
113 signs and provided the invoices to show the ordering of those items. Ms. Green provided
114 a used sign to board members as evidence of the compliance. Board Members reviewed
115 the materials presented by Ms. Green. Chairman Alcorn moved *that after reviewing the*
116 *evidence presented the complaint against Ms. Green will be dismissed.* Vice Chair
117 Wheeler second the motion and without comment the Board unanimously approved the
118 motion.

119 Mr. Braun stated that the second Stand by Your Ad complaint was for Georgette
120 Phillips. Mr. Braun explained the materials associated to the complaint and the disclaimer
121 violation associated to the materials. Chairman Alcorn asked if the candidate was present
122 and wished to speak on the issue before the board. Ms. Phillips approached the podium.
123 Ms. Phillips apologized to SBE for the one-time error. Vice Chair Wheeler moved *that*

124 *the complaint be dismissed.* The motion lay on the floor for a lack of a second. Secretary
125 McAllister stated that consistency of accessing fines for Stand by Your Ad violations was
126 important and that SBE had previously accessed fines for similar violations. Vice Chair
127 Wheeler rescinded her motion. Mr. Braun stated that ELECT recommends that SBE
128 should find that Georgette Phillips has violated the provisions of Stand by Your Ad and
129 should fine the campaign accordingly in an amount not to exceed \$1000.00. Chairman
130 Alcorn moved *that SBE assess a civil penalty of \$100.00 to the Georgette Phillips*
131 *Campaign.* Secretary McAllister seconded the motion and without further comment the
132 Board unanimously approved the motion.

133 Mr. Braun stated that the next Stand by Your Ad complaint was for Townsend
134 Van Fleet. Mr. Braun explained the materials associated to the complaint and the
135 disclaimer violation associated to the materials. Mr. Braun stated that staff recommends
136 that SBE should find that Townsend Van Fleet has violated the provisions of the Stand by
137 Your Ad and should fine the campaign accordingly in an amount not to exceed \$1000.00.
138 Chairman Alcorn stated that historically a first time offense has a penalty of \$100.00
139 assessed to the candidate. Mr. Braun noted that there were four separate violations.
140 Chairman Alcorn stated that this violation scenario should be researched by ELECT to
141 maintain consistency in accessing fines. Chairman Alcorn moved *that SBE table the*
142 *consideration to assess a fine to the Townsend Van Fleet Campaign.* Secretary
143 McAllister second the motion and without public comment the board unanimously
144 approved the motion.

145 Mr. Braun stated that the next Stand by Your Ad complaint was for Robert
146 Gibbons. Mr. Braun explained the materials associated to the complaint and the
147 disclaimer violation associated to the materials. Mr. Braun stated that the yard signs
148 involved in the complaint were posed in the 14 days prior to an election and therefore:
149 ELECT recommends a penalty of \$250.00. Chairman Alcorn asked if the candidate was
150 present and wished to speak on the issue before the board. Mr. Gibbons approached the
151 podium and stated that the disclosure was overlooked and apologized for the error and
152 any embarrassment it may have caused his employer as he is an employee of the federal
153 government. Mr. Gibbons stated that the error was his fault however: had no intention of
154 committing the error. Greg Riddlemoser, General Registrar of Stafford County, spoke on

155 the behalf of Mr. Gibbons. Chairman Alcorn moved *that SBE assess a civil penalty of*
156 *\$200.00 to the Robert Gibbons campaign.* Secretary McAllister seconded the motion and
157 without further comment the Board unanimously approved the motion.

158 The next order of business was the campaign violation for Jacqueline Smith. Mr.
159 Braun stated that ELECT received a complaint regarding candidate Jacqueline Smith and
160 her print advertisement that did not contain the required Stand by Your Ad disclosure.
161 Board members reviewed the submitted materials. Mr. Braun stated that ELECT
162 recommends that SBE should find that Jacqueline Smith has violated the provisions of
163 Stand by Your Ad and should fine the campaign accordingly in an amount not to exceed
164 \$1000.00. Chairman Alcorn asked if the candidate was present and wished to speak on
165 the issue before the board. The candidate was not present. Mr. Braun stated that the
166 attorney for Ms. Smith was present and submitted a letter requesting deferral of the
167 complaint. Chairman Alcorn moved *that SBE table the consideration to assess a fine to*
168 *the Jacqueline Smith campaign.* Vice Chair Wheeler second the motion and without
169 public comment the board unanimously approved the motion.

170 Mr. Braun stated that SBE was provided with a memorandum in the board
171 working papers which discusses the protocol for handling campaign finance complaints.
172 Vice Chair Wheeler stated that SBE should give consideration to the hearing of campaign
173 finance complaints on the same time-line at they are received by ELECT verses after the
174 election occurs. Chairman Alcorn asked that ELECT forward the complaints to the
175 Board Members as they are received and SBE would direct ELECT to place the
176 complaints on the agenda for the next appropriate board meeting depending on the
177 circumstances of the complaint. No further input was received on campaign finance
178 violations.

179 The next order of business was the Ballot Order Drawing for the Presidential
180 Primary on March 1, 2016 presented by Rieko Doğu, Senior Elections Administrator. Ms.
181 Doğu explained the process and explained that persons seeking ballot access for the
182 presidential primary submitted their petitions to ELECT. ELECT then notified the parties
183 of the acceptance of the petitions and the parties identified the qualifying candidates. Ms.
184 Doğu identified by name the list of candidates to be placed on the Democratic Party,

185 March 1, 2016, Presidential Ballot. The ballot drawing was conducted by SBE and
186 confirmed by Ms. Mansfield, SBE Clerk. The ballot order for the Democratic Party:

- 187 1. Hillary Clinton
- 188 2. Martin J. O'Malley
- 189 3. Bernie Sanders

190
191 Ms. Doğu identified by name the list of candidates to be placed on the Republican Party,
192 March 1, 2016, Presidential Ballot. The ballot drawing was conducted by SBE and
193 confirmed by Ms. Mansfield. The ballot order for the Republican Party:

- 194 1. Marco Rubio
- 195 2. Lindsey Graham
- 196 3. Ben Carson
- 197 4. Rand Paul
- 198 5. Mike Huckabee
- 199 6. Ted Cruz
- 200 7. Donald Trump
- 201 8. Jim Gilmore
- 202 9. Chris Christie
- 203 10. Jeb Bush
- 204 11. Rick Santorum
- 205 12. John Kasich
- 206 13. Carly Fiorina

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208 Chairman Alcorn moved *that the Board certify the ballot order as drawn for the March*
209 *1, 2016 Democratic and Republican Primaries*. Vice Chair Wheeler second the motion
210 and without public comment the Board unanimously approved the motion.

211 The next order of business was the RPV Affirmation Statement presented
212 by Rieko Doğu, Senior Elections Administrator. Ms. Doğu stated the steps prescribed in
213 §24.2-545A of the *code* of the Commonwealth of Virginia:

214 If the party has determined that it will hold a presidential primary, each registered
215 voter of the Commonwealth shall be given an opportunity to participate in the presidential
216 primary of the political party, as defined in § 24.2-101, subject to requirements determined
217 by the political party for participation in its presidential primary. The requirements may
218 include, but shall not be limited to, the signing of a pledge by the voter of his intention to
219 support the party's candidate when offering to vote in the primary. The requirements
220 applicable to a party's primary shall be determined at least 90 days prior to the primary date
221 and certified to, and approved by, the State Board.

222 Ms. Doğu stated that the letter and supporting materials requesting the Board to approve the
223 use of a pledge is in the Board packet. The Department of Elections has taken the language
224 proposed by the Republican Party of Virginia and formatted it for use in polling places on
225 election day and for inclusion in the absentee voter packet. The formatting is based on similar
226 documents previously approved by the Board in 2011.

227 Chairman Alcorn asked “What happens to the statements [RPV Pledge] after they are
228 signed by the voter?” Ms. Doğu stated that the statements are treated as election materials
229 and are handled in the same manner by being delivered to the clerk of the court with the other
230 sealed election materials. Commissioner Cortés stated that the statement/oath is not available
231 to the parties for inspection after the conclusion of the primary. Secretary McAllister inquired
232 if the other political parties had requested a statement or oath similar to the Republican
233 Parties request. Commissioner Cortés stated that the Democratic Party indicated in their
234 certification that they were not requesting a statement or oath to be signed by voters.
235 Chairman Alcorn inquired if there was a cost associated to the statements. Commissioner
236 Cortés stated that the localities endure the cost in the printing and handling of the
237 statements/election materials. Chairman Alcorn asked if there was any public comment.

238 Greg Riddlemoser, General Registrar of Stafford County, approached the podium.
239 Mr. Riddlemoser stated that if the statement is allowed voters will be angered and logistically
240 handling an additional 40,000 sheets of paper will be troublesome. Olga Hernandez, Virginia
241 League of Women Voters, stated that a pledge and the process of issuing the pledge would be
242 a nightmare to election officials and will unduly increase the length of the lines. Ms.
243 Hernandez stated that the legality of being denied a ballot if the voter does not sign a
244 statement/oath should be given consideration. Robin Lind, Chairman of the Goochland
245 County Electoral Board, stated that he echo the sentiments of Mr. Riddlemoser. John Findlay,
246 Executive Director of the Virginia Republican Party (RPV), stated that the RPV designed the
247 statement/oath with consideration of not disenfranchising voters. Mr. Findlay stated that for
248 clarification the document is a statement not a pledge. Mr. Findlay stated that the RPV has
249 offered to distribute and pay for the cost associated to the statements and we were informed
250 by ELECT that this would not be feasible. Mr. Findlay stated that the entry of telephone
251 numbers and email addresses on the statement would be optional on the part of the voter.
252 Therese Martin, Virginia League of Women Voters, stated that as an election officer the
253 logistics will create long lines. Larry Haake, Chesterfield County General Registrar, stated

254 that a voter statement/pledge was utilized in the year 2000 by the Republican Party. Mr.
255 Haake stated that the voters were angry and blaming election officials for the process and the
256 delays. Vice Chair Wheeler inquired of Mr. Haake if this process was burdensome. Mr.
257 Haake stated that the election officials, who are volunteers, blamed the election workers and
258 became vocal citing a breach of privacy and unjust dedication to a party when Virginians do
259 not registrar by political party. Mr. Haake stated that when a voter perceives that anything is
260 between them and the ballot they become angry. Mr. Findlay returned to the podium and
261 stated that the 2000 primary election had an unusually high turnout and stated that this data
262 negates the concerns of the registrars and election officials. Lisa Jeffers, General Registrar of
263 the City of Waynesboro, stated that this is a party request and the election officers will be
264 trained. Chairman Alcorn asked if there were any additional comments and there were none.

265 Chairman Alcorn moved *that the Board approve the proposed Voter Statement of*
266 *Republican Party Affiliation as amended by the Department of Elections staff specifically to*
267 *change pledge to statement of the document requested by the RPV.* Vice Chair Wheeler
268 second the motion and without further public comment the Board unanimously approved the
269 motion.

270 Chairman Alcorn moved *that SBE go into recess until 12:40PM.* Vice Chair Wheeler
271 seconded the motion and without public comment the Board unanimously approved the
272 motion, The Board went into recess at 12:30PM. Chairman Alcorn moved *that the Board*
273 *reconvene at 12:40PM.* Vice Chair Wheeler second the motion and without public comment
274 the Board unanimously approved the motion.

275 Vice Chair Wheeler moved *that the SBE Board close the meeting to discuss*
276 *specific legal matters requiring the provision of legal advice by legal counsel as*
277 *authorized by § 2.2-3711(A)(7) of the Code of Virginia.* Chairman Alcorn seconded the
278 motion and without public comment the Board unanimously approved the motion.
279 Chairman Alcorn directed Clara Belle Wheeler, Vice Chair; Singleton McAllister,
280 Secretary; Anna Birkenheier, Assistant Attorney General and SBE Counsel;
281 Commissioner Cortés and Confidential Policy Advisor, Martin Mash to remain with the
282 Board during the closed session. The Board went into executive session at 12:45PM.

283 At 2:15PM Chairman Alcorn moved *to reconvene in open session and a roll call*
284 *vote was taken as required by § 2.2-3712(D) of the Code of Virginia, unanimously*
285 *certifying that during the closed meeting (i) only public business matters lawfully*

286 *exempted from open meeting requirements under this chapter, and (ii) only such public*
287 *business matters as were identified in the motion by which the closed meeting was*
288 *concerned were heard, were discussed or considered.* Secretary McAllister seconded the
289 motion and the Board unanimously approved the motion. Ms. Mansfield performed the
290 roll call vote and all Board Members approved the motion.

291 Secretary McAllister moved *that SBE authorize the Commissioner of Elections to*
292 *participate in the continued settlement discussion in the case of Lee v. SBE and delegate*
293 *to him the authority to approve a settlement agreement on behalf of the Board as per the*
294 *Boards' instruction.* Chairman Alcorn second the motion and without public comment
295 the Board unanimously approved the motion.

296 The next order of business was the Electronic Pollbooks Certification presented
297 by Commissioner Cortés. Commissioner Cortés provided a summary of the process and
298 stated that Virginia Information Technologies Agency (VITA) began an end-to-end
299 security analysis and penetration tests in September, 2015. Commissioner Cortés stated
300 that the Board voted to revise the certification process to include this new testing regime.
301 During the review of EPB solutions VITA discovered that this solution may use external
302 storage of data that would put sensitive records outside of the control of the
303 Commonwealth. Commissioner Cortés stated that Virginia requires that all data classified
304 as sensitive with respect to confidentiality, integrity, or availability remain within the
305 geographical boundaries of the Commonwealth and that data classified as sensitive be
306 housed only within facilities owned or leased by the Commonwealth. Commissioner
307 Cortés stated that the systems to be certified are ES&S, KnowINK, and Robis Electronic
308 Pollbook Systems. Commissioner Cortés reviewed the systems to be certified and the
309 testing process for which each system underwent. Commissioner Cortés stated that
310 ELECT has requested that the Board approve the systems with the inclusion of two
311 provisions. Commissioner Cortés noted that ELECT is working diligently to protect
312 voters' sensitive information.

313 Chairman Alcorn asked for an overview of the certification process and how it
314 related to the electronic pollbooks. Commissioner Cortés stated that the certification
315 standards that were adopted by SBE, this year, were more vigorous and provided the
316 Board increase leeway in case there was something of concern to the Board that

317 additional testing could be requested. During the test elections there was an issue in one
318 of the polling place where voter records were altered. This created a security concern and
319 ELECT asked VITA to assist in the testing. As a result, ELECT asked SBE to allow an
320 additional review by VITA. VITA discovered, during this review, a data management
321 issue in that sensitive information was being maintained outside of the state requirements
322 which create problematic data storage issues. Commissioner Cortés stated that ELECT is
323 the data owner of the information and is responsible for protecting the information. The
324 vendors have provided ELECT with solutions to these concerns.

325 Paul Stenbjorn, ELECT Consultant, spoke to the subject. Mr. Stenbjorn stated that
326 an audit of the systems does not require ELECT personnel to travel to the locality but
327 does require a statement by the locality that a test was conducted prior to deploying the
328 equipment for use. Matt Davis, ELECT CIO, stated that the EPB systems currently
329 awaiting certification are not manageable without the two provisions with the actions
330 suggested by ELECT staff. Mr. Davis stated that a cloud hosted system that is not under a
331 contractual agreement with the Commonwealth cannot be utilized. If a data breach
332 occurs; the Commonwealth, ELECT, and Commissioner Cortés would be liable.
333 Secretary McAllister stated that the concern in Fairfax County is that the new EPB's
334 would not be a viable option with the certification timeline for the March, 2016
335 presidential primaries if action was not expedited by VITA.

336 Chairman Alcorn asked if there were any public comments. Public speakers on
337 this agenda item were: Cameron Sasnett, Fairfax County General Registrar; Greg
338 Riddlemoser, Stafford County General Registrar; Steve Hunt, Chairman Stafford County
339 Electoral Board; and Olga Hernandez, Virginia League of Women Voters. SBE members
340 discussed options and motion language regarding certifying the EPB's.

341 Vice Chair Wheeler moved *that the Board certify the EPB systems, ES&S,*
342 *KnowINK, and Robis for use in elections in the Commonwealth of Virginia, pursuant to*
343 *the Electronic Pollbook Certification: Procedures & Requirements. Provided that: (i)*
344 *Prior to entering into any contractual agreements for this solution, the locality must*
345 *review the contract with the Department of Elections in its role as data owner and the*
346 *Department of Elections must approve the contract language related to data security*
347 *standards, (ii) The Department of Elections must be able to audit the installation of this*

348 *solution prior to its being deployed for use in any election, and (iii) that the Department*
349 *of Elections must expedite the process working with the localities to achieve those goals.*
350 Secretary McAllister second the motion and without further public comment the Board
351 unanimously approved the motion.

352 The next order of business was the SB 11 Workgroup Final Report presented by
353 Matt Davis, ELECT CIO. Mr. Davis stated that in 2014 the general assembly passed SB
354 11 that directed SBE to convene a working group for the development of the initial
355 instructions, procedures, services, security assessment, and security measures for the
356 secure return by electronic means of voted absentee military-overseas ballots from
357 uniformed-service voters outside of the United States. The workgroup has completed
358 their report and is submitting the report to SBE for final submission to the Governor with
359 the Boards' approval. Mr. Davis stated that the workgroup developed a solution which is
360 in the report presented in the board working papers. Mr. Davis stated that military
361 member would conduct all aspects of voting absentee on-line. Mr. Davis stated that the
362 estimated annual cost is \$850,000 and a one-time development cost of \$1,400,000 with
363 more specific details included in the report. Mr. Davis stated that the workgroup is
364 asking that the submitted report be approved and that ELECT is directed to deliver the
365 report to the Governors' Office and the members of both Privileges and Elections
366 Committees. Secretary McAllister suggested that ELECT attach a letter to the report and
367 send the final report to the Governor, Privileges and Elections Committee members, and
368 General Assembly sponsors of the bill. Vice Chair Wheeler moved *that an introduction*
369 *letter accompany the workgroup report and be delivered to the Governor and all*
370 *members of both the Senate and the House Privileges and Elections Committee.* Secretary
371 McAllister second the motion and without public comment the Board unanimously
372 approved the motion.

373 Chairman Alcorn asked if there was any other business. Commission Cortés
374 stated that Gary Fox, Elections Uniformity Supervisor would be retiring at the end of
375 2015. Commission Cortés thanked Mr. Fox for his tireless efforts and dedication to the
376 election process and community. Commission Cortés stated that Mr. Fox would be
377 missed by ELECT. SBE Members wished Mr. Fox well and stated that they will miss his

378 expertize. Chairman Alcorn asked if there was any other business to come before the
379 Board.

380 Vice Chair Wheeler asked about the touch screen equipment in Halifax County.
381 Vice Chair Wheeler described the particulars of the situation with the equipment. Vice
382 Chair Wheeler stated that 22 of the 55 machines had issues. Commissioner Cortés stated
383 that a report would be delivered to SBE at the January 2016, board meeting. Chairman
384 Alcorn asked if this locality was having a contest due to voting equipment irregularities.
385 Commissioner Cortés stated that is a correct statement. Commissioner Cortés stated that
386 Halifax County would be sent a request to attend the meeting.

387 Vice Chair Wheeler stated that the GREB Workgroup was due to present their
388 final report today but did not. The goals and achievements of this workgroup were
389 admirable. Vice Chair Wheeler asked that the workgroup be recommissioned for an
390 additional year. Chairman Alcorn stated that issue will be taken up at the January 2016,
391 board meeting.

392 Chairman Alcorn moved *that the Board adjourn*. Secretary McAllister seconded
393 the motion and without further comment the Board voted unanimously to adjourn. The
394 meeting was adjourned at approximately 4:10PM.

395 The Board shall reconvene on January 8, 2016 at 10:00AM in the General
396 Assembly Building, Richmond, Virginia 23219 – Room C.

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Secretary

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Chair

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Vice Chair

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