



ELECTORAL BOARD MEETING

SEPTEMBER 30, 2024

PRINCE WILLIAM COUNTY, VIRGINIA

CALL TO ORDER / PLEDGE



APPROVAL OF MINUTES





APPROVAL OF MINUTES

- Minutes for August 22 Meeting

BOARD MEMBER REPORTS



GENERAL REGISTRAR'S REPORT



ELECTION PROGRESS



Election Progress

Staff Task Completion

- 148/152 tasks due by today are completed
- 97.4% timely rate
- 15 future tasks completed

Election Progress

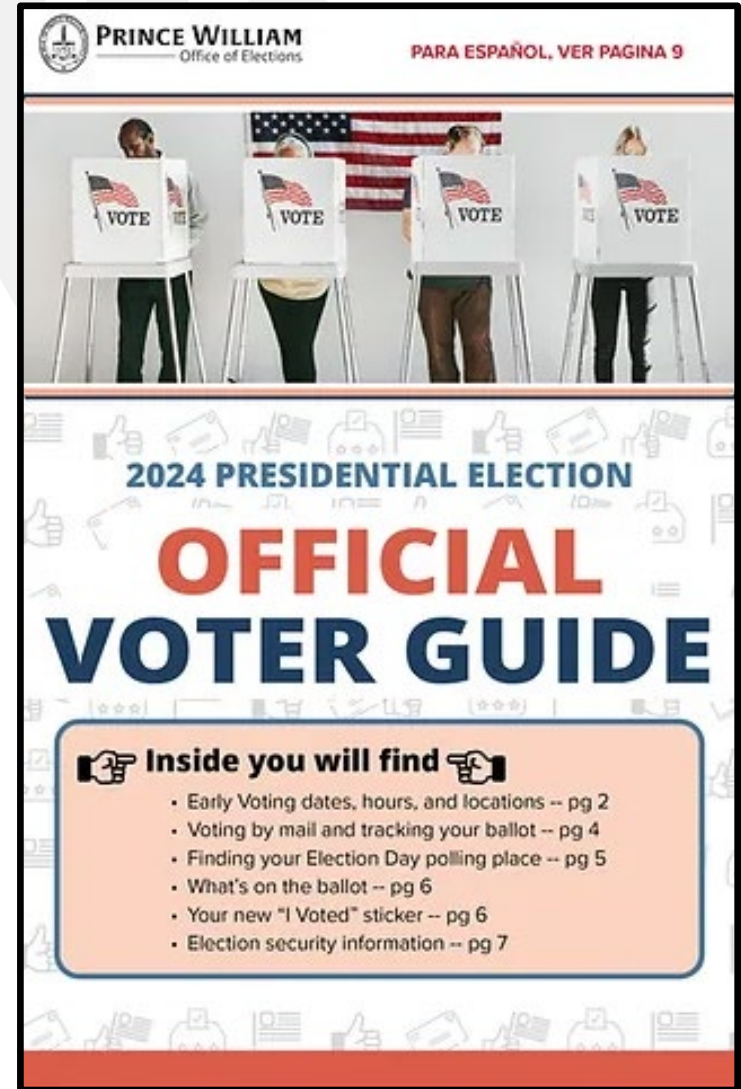
Call Tracking of Office Calls

- Tracking all phone calls to our office
- 800+ phone calls last week
- 40% EV, 30% Mail, 20% Registration
- Roughly a dozen complaints
- Allows us to identify problems, trends

Election Progress

Positive Feedback

- Voter Guide received many compliments, arrived 9/21-9/26
- New stickers
- Compliments to officers



Election Progress

Upcoming

- L&A testing for Election Day
- Early voting at all sites
- Mail ballot pre-processing
- Ongoing training classes

Election Progress

Mail Voting

- No issues to report
- % of envelopes needing cure has been around 1.5%, typically 3-4%
- Improvement in overall cure rate from 45% to 60%

Election Progress

Concerns/Questions

- Early Voting inquiries and questions about locations and start dates
- Questions about how to register
- Procedural assistance for mail voting

Election Progress

Early Voting

- Some concerns about 2 sites not open yet
- More options in the new ordinance
- Better geographic spread across county
- More voting in the last 3 weeks, when 80% of PWC early voters typically vote

Early Voting Comparison

County or City	Total Pop.	Site Days	Total Sites Base	Total Sites Satellite	Wknd Days	Sunday Voting?	Satellites Start
Fairfax	1,141,878	316	3	13	5	Yes	10/17
PWC	489,640	136	1	5	5	Yes	10/13
Virginia Beach	453,649	68	1	5	2	No	10/26
Loudon	436,347	69	1	3	2	No	10/21
Chesterfield	383,876	126	2	5	2	No	10/21
Henrico	334,760	78	2	1	2	No	10/21
Chesapeake	253,886	133	1	5	2	No	10/7, 10/21
Arlington	234,162	107	2	2	5	Yes	10/16
Norfolk	230,930	74	1	4	3	Yes	10/24
Richmond	229,247	78	1	2	3	Yes	10/7

Election Progress

Web Site –Popular Pages, Sept. 2024

- Early Voting: 9,000 unique visitors
- Sample Ballots: 3,000+ unique visitors
- Mail Voting: 1,400+ unique visitors
- Traffic up about 600% from August

Election Progress

EARLY VOTING

2024 Presidential Election

Hours

Weekdays: 8:30 am – 4:30 pm (Open 'til 7:00 pm on Wed.)

Saturdays: 8:30 am - 5:00 pm (10/19, 10/26, 11/2)

Sundays: 11:00 AM - 5:00PM (10/13, 10/20)

Locations

Main Office ONLY Opens: Friday, September 20

Office of Elections
9250 Lee Ave, Suite 1, Manassas, VA 20110

Satellite Locations Opens: Sunday, October 13

A.J. Ferlazzo Building
15941 Donald Curtis Dr, Woodbridge, VA 22191

Brentsville Courthouse
12229 Bristow Rd, Brentsville, VA 20136

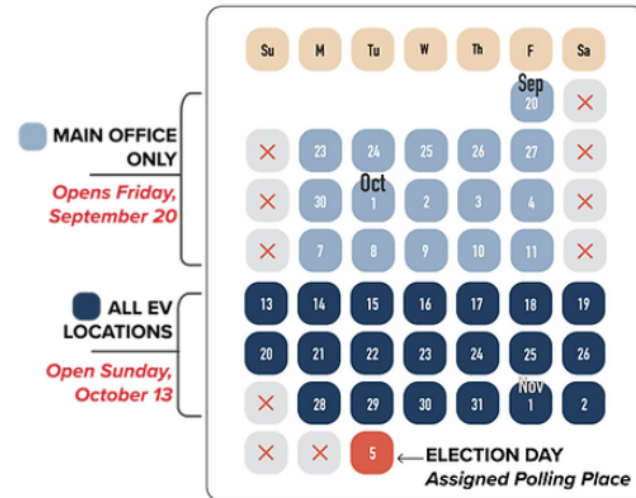
DMV Woodbridge
2731 Caton Hill Rd, Woodbridge, VA 22191

Dumfries Community Center
17757 Main St, Dumfries, VA 22026

Haymarket Gainesville Library
14870 Lightner Rd, Haymarket, VA 20169

Drop Boxes are also available at all Early Voting sites during voting hours.

Dates



Locations



Election Progress

Web Site

- Added data dashboard for this election
- “How it Works”/Security series available

ELECTION DATA DASHBOARD			
2024 Presidential General Election			
Total Registered Voters	327733	Early Voters (In-Person)	3745
Mail Ballots Sent	29544	Mail Ballots Returned	2147
		Total Turnout	5829
		% Turnout	1.8

Election Progress

Pollbook Support

- New SLA with Calvacere to support the DemTech pollbooks, TallyPoint
- DemTech > Civix > Calvacere
- Praise for Jon Alvarez – part of a leadership team for the state in this transition

Election Progress

Integrity Concerns Addressed

- Noncitizens voting – Reviewed thoroughly
- Machine Accuracy – Tested 6,000+ ballots
- Voter Roll Maintenance – Answered
- Open House/transparency initiatives
- Risk-Limiting Audit after this election

Election Progress

Misinformation

- Most concerning problem is misinformation
- Voters should seek out official sources
- Spreading conspiracy theories and wrong information and then complaining about a lack of confidence in the system is disingenuous and lacks integrity

FY26 BUDGET PREP



FY26 BUDGET PREP

Initiatives

- Scanner/ADA replacement – Life cycle
- Pollbook contingency - Instability

FY26 BUDGET PREP

Pollbooks

- Vendor instability
- Board recommendation to pursue funds in case of any further issues
- Examine options and request contingency funds in the FY26 budget on this matter

FY26 BUDGET PREP

Reasons to Replace Ballot Scanners/ADA

- 10-year replacement cycle (“old tires”)
- VVSG 2.0 standards
 - Security enhancements
 - Improved audit features
 - Better ADA functionality

FY26 BUDGET PREP

Hart Vanguard System

- PWC would be an early adopter
- Machines are considerably lighter
- Features include the ability to use RCV
- Implementation plan by January 2026

NEW BUSINESS



APPOINT ELECTION OFFICERS



NEW OFFICERS

- 123 new election officers
- 1 existing officer party change





Board Action

- **Motion/Action:**
Appoint new officers as reviewed by the Party Chairs

OFFICER NOMINATION, ASSIGNMENT, AND REMOVAL POLICY



OFFICER POLICY



Clarifications and Changes

- Two-year terms in odd years
- Extends time for Chairs to review officers
- Accounts for staffing emergencies
- Expands the reasons for officer removal



Board Action

- **Motion/Action:** Modify and/or approve the changes to the existing Election Officer policy

PUBLIC COMMENTS 3-MINUTE TIME LIMIT



ADJOURNMENT



THANK YOU!

Meeting is going
to closed session.



PWC Electoral Board Officer Nomination, Assignment, and Removal Policy

The Electoral Board (“Board”) adopts this policy to ensure our adherence to the nomination and assignment of election officers under Virginia Code §24.2-115 and to clarify the roles of the different individuals involved in this process including the General Registrar and staff designees (“GR”), the Board, and the Party Chairs (“Chairs”). This policy is adopted with the goal to ensure proper officer recruitment, election planning, and equitable partisan representation.



Election Officer Nomination Process

The Board will continue to appoint officers to a two-year term at the first February meeting each odd year in compliance with Virginia Code §24.2-115. The Board will renew election officer appointments every other year.

For the bi-annual nomination process, the GR will provide the Chairs with a final list of all active officers and their party designation by December 15th each year. The Chairs can use this list and add additional officers to help them meet the nomination deadline of “10 days before February 1 each year” per Virginia Code §24.2-115.

The Chairs will have all nominees for election officers complete the online application at pwcvotes.org to assist the Office of Elections in managing this process.

For all non-canvass Board meetings after the February meeting and until 30 days before the last election of the calendar year, the Board will make intermediate appointments of new election officers. The terms for these officers shall end on the same date as the bi-annual appointments.

Ten days prior to each Board meeting, the GR will provide the Board and Chairs with a list of all officers that have applied between the last appointment and eight days prior to the upcoming Board meeting. The list will include the name, party affiliation, home precinct, and voter identification number to aid party officials in identifying the proper individuals.

The Party Chairs (“Chairs”) may supply the Electoral Board with (1) objections to those designated as members of their party or (2) request non-partisan election officers be nominees of their party by noon two days prior to the Board meeting.

Officers nominated to serve by the Chairs as a different designation than the officer’s original selection will be notified of the change by the GR. If they object to serving as a nominee for a party, they will be returned to their designation as non-partisan.

Election Officer Assignment Process

The General Registrar will provide the Electoral Board with a staffing plan for each election in accordance with Virginia Code §24.2-115 by 8 weeks (or sooner) prior to the election date. This plan will at least meet the minimum number of officers required per Virginia Code §24.2-115 (“three competent citizens” and “not less than five officers” at polling places with 4,000+ voters) and should use projection modeling to determine an ideal number of officers.

The GR is responsible for the individual officer assignments and the Board will oversee this process to ensure “representation of the two parties shall be equal at each precinct... and vary by no more than one” whenever “possible” and “practicable” under Virginia Code §24.2-115.

The GR will provide the Board and Chairs with a list of staffing assignments by precinct including name, position, and party designation 6 weeks (or sooner) before Election Day. The Board can communicate concerns to the GR. Concerns from the Chairs should be lodged to the Board. The Board will be provided a final staffing list 2 weeks prior to the election.

Chairs do not nominate election officers for specific locations or assignments and temporary positions in the office are the sole discretion of the GR under Virginia Code §24.2-112.

Equal party representation will be met in both the Central Absentee Precinct and at early voting (in-person absentee) locations. The GR will provide the Board and Party Chairs with a list of officers for these locations 7 days prior to the start of voting or processing for either.

Whenever possible, the Chief and Assistant Chief at each precinct shall be officers nominated by the party and each position shall be occupied by a member of the opposite party. The GR may substitute a nonpartisan officer to these positions if a cancellation occurs less than 10 days before Election Day if no experienced party representative is available for a given location.

This policy shall serve as notice to the Chairs that non-partisan officers will always be used in elections to meet the needs of the election officer pool and to reach party equity. The GR will work to keep this total to “no more than one-third” per Virginia Code §24.2-115 when possible and give preference to the officers nominated by the party.

The Board acknowledges that while party parity and meeting the provisions of Virginia Code §24.2-115 are important, experience, skills, compliance with training requirements, communication, and other factors must weigh in the GR’s decision to assign officers. Meeting the minimum staffing levels approved by the Board is paramount to ensure polling places can sufficiently serve voters.

Removal of Election Officers

The Board can remove election officers from their assignment and/or appointment for any cause including, but not limited to, the following:

- Failing to follow the Code of Virginia, guidance from the Department of Elections, instructions in the PWC Election Officer Training Manual, or procedures outlined in election officer training;
- Discussing political opinions or candidates with fellow officers or voters at the polling place;
- Failing to properly secure and monitor critical election equipment; or
- Attempting to hack, test, or use election equipment in ways not authorized by training; or
- Unprofessional behavior which could damage public confidence in the professionalism or objectiveness of the Board or Office of Elections.

The Board can suspend an election officer for a certain period of time or remove them permanently.

The GR can suspend any officer for the duration of an election for any of the above reasons until the Electoral Board has time to further review that election officer.

This policy is hereby adopted by the PWC Electoral Board on _____, 2024. If this policy is found to be in conflict or disagreement with the Virginia Code, the Code governs.

Keith Scarborough
Chair

Vacant
Vice-Chair

London Steverson
Secretary

PWC Office of Elections, 2024 General Election Task Progress, 9/30/2024

E- Date	Due Date	Task Status	Task Dept - Description	Type of Task
150	6/8/2024	Completed	Operations - (Primary Only) Create and Send Facilities Letter for Year	Small Task
150	6/8/2024	Completed	Officer - Reserve training sites/rooms	Small Task
140	6/18/2024	Completed	Officer - Meet with Chief Deputy and GR to discuss possible recruitment mailings	Large Task
140	6/18/2024	Completed	Admin - Planning Binder-Phase 1 returned to K&H - approved or with changes noted	Small Task
140	6/18/2024	Completed	Officer - Contact community groups for recruitment speaking engagements	Large Task
140	6/18/2024	Completed	Officer - Update officer training and staffing email templates	Small Task
140	6/18/2024	Completed	Officer - Develop a recruitment plan this election	Large Task
140	6/18/2024	Completed	Officer - Create assignment letter in EO Program	Small Task
140	6/18/2024	Completed	Officer - Draft of EO Manual	Large Task
125	7/3/2024	Completed	Operations - Reserve Buckhall and OMCH (and/or any other necessary facilities)	Small Task
120	7/8/2024	Completed	Admin - Build a list of critical req/PO/invoices during election	Large Task
120	7/8/2024	Completed	Officer - Contact EOs that have not accepted Appointment Letter	Large Task
120	7/8/2024	Completed	Admin - Review and approve AB envelopes, inserts, ballot wraps	Large Task
120	7/8/2024	Completed	Admin - Work with BOCS for any ordinance needed for election	Large Task
120	7/8/2024	Completed	Admin - Ballot Plan and Material Requirements, K&H	Large Task
120	7/8/2024	Completed	Absentee - Inventory election mailing supplies	Small Task
120	7/8/2024	Completed	Absentee - Review K&H envelopes, inserts, etc.	Large Task
120	7/8/2024	Completed	Admin - Initial Envelope Art Files to K&H	Small Task
120	7/8/2024	Completed	Operations - Pack Clear Plastic Pouches	Small Task
120	7/8/2024	Completed	Admin - Publish ad for temp hires	Small Task
115	7/13/2024	Completed	Admin - Review any Voter Assistance Forms for compliance	Statutory
115	7/13/2024	Completed	Officer - Finalize content or updates to EO Manual	Milestone
110	7/18/2024	Completed	Officer - Examine feedback from previous election and determine key training needs	Large Task
110	7/18/2024	Completed	Operations - Throw away unusable ballot boxes	Small Task
110	7/18/2024	Completed	Operations - Get Vests Cleaned	Small Task
100	7/28/2024	Completed	Admin - Finalize official voter projections for election, distribute to staff	Milestone
100	7/28/2024	Completed	Admin - Set staff, equipment, and ballot allocations by precinct	Large Task
100	7/28/2024	Completed	Admin - I voted sticker Order Qty & Final Approved Art	Small Task
100	7/28/2024	Completed	Admin - Envelope Order Qty & Final Approved Art	Small Task
100	7/28/2024	Completed	Officer - Decide training format	Large Task
95	8/2/2024	Completed	Admin - Finalize/prepare staffing plan for Board	Large Task
90	8/7/2024	Completed	Absentee - Work with Logistics team for Preprocessing/CAP/CAP-PE space and dates	Small Task

PWC Office of Elections, 2024 General Election Task Progress, 9/30/2024

90	8/7/2024	Completed	Operations - (Annual) Publish ADA surveys for all voting sites, notify GR	Milestone
90	8/7/2024	Completed	Admin - Identify any purchases needed for coming election	Large Task
90	8/7/2024	Completed	Admin - Identify needs for Election Day temp assignments	Large Task
90	8/7/2024	Completed	Operations - Pack Tape, Buttons, I Voted Stickers, etc.	Small Task
90	8/7/2024	Completed	Operations - Check Ballot Boxes to be used in Election	Small Task
90	8/7/2024	Completed	Comms - Switch main page to voter guide with key dates	Large Task
90	8/7/2024	Completed	Admin - Identify needs for Absentee temp assignments	Large Task
90	8/7/2024	Completed	Officer - Develop content for training classes	Large Task
90	8/7/2024	Completed	Officer - Develop training schedule	Small Task
90	8/7/2024	Completed	Officer - Hire and Train Temps	Large Task
90	8/7/2024	Completed	Operations - Check TW Stands	Small Task
90	8/7/2024	Completed	Operations - Order BOD Paper	Small Task
85	8/12/2024	Completed	Operations - Coordinate with PWCS Office of Facilities Management	Small Task
85	8/12/2024	Completed	Officer - Place printing order EO Manual.	Small Task
82	8/15/2024	Completed	Admin - Qualify local candidates through VERIS	Statutory
80	8/17/2024	Completed	Officer - Produce training calendar, share with staffing team for addition to Edatabase	Small Task
80	8/17/2024	Completed	Admin - Planning Binder-Phase 2 returned to K&H - approved or with changes noted.	Large Task
80	8/17/2024	Completed	Operations - Coordinate with PWCS Head of Construction	Small Task
80	8/17/2024	Completed	Operations - Contact Print shop for any Election needs	Small Task
80	8/17/2024	Completed	Officer - Send Availability Survey to ALL Officers	Large Task
80	8/17/2024	Completed	Admin - Have Board approve staffing plan	Statutory
80	8/17/2024	Completed	Admin - Have Board approve ballot order	Statutory
80	8/17/2024	Completed	Admin - Initial Wrap Art Files to K&H	Small Task
80	8/17/2024	Completed	Officer - Start EO assignment list	Large Task
75	8/22/2024	Completed	Admin - Postage Deposit of Permit Funding Confirmation to K&H	Small Task
75	8/22/2024	Completed	Admin - Complete confirmation of all temp staff hires by dept	Milestone
75	8/22/2024	Completed	Operations - EV DEMTECH Pollbook Inventory & Charging	Small Task
75	8/22/2024	Completed	Officer - Train temp staff to assist with election	Small Task
75	8/22/2024	Completed	Operations - Recruitment of new Early Voting EO's	Small Task
70	8/27/2024	Completed	Absentee - Cancel Permanent AB Applications of Inactive Voters following NCOA Process	Statutory
70	8/27/2024	Completed	Admin - (General Only) Have Board complete ADA certification by Sept 1 (Oct 16 in 2023)	Statutory
70	8/27/2024	Completed	Admin - Wrap Final Approved Art and Variables Table (if appl) to K&H	Large Task
70	8/27/2024	Completed	Officer - Send EO manual to printer if needed for this election	Milestone

PWC Office of Elections, 2024 General Election Task Progress, 9/30/2024

70	8/27/2024	Completed	Officer - Begin EO Assignments Including Special Requests	Large Task
70	8/27/2024	Completed	Admin - Insert Order Qty & Final Approved Art	Large Task
70	8/27/2024	Completed	Admin - Initial Insert Art Files to K&H	Small Task
70	8/27/2024	Completed	Officer - Finalize training classes	Small Task
67	8/30/2024	Completed	Operations - Create and Proof Ballots, Verify layout compliant	Statutory
65	9/1/2024	Completed	Admin - Postage Deposit or Permit Funding Confirmation Received for Ballot by Mail	Large Task
65	9/1/2024	Completed	Comms - Put the required code note & watermark on the sample ballots	Small Task
65	9/1/2024	Completed	Admin - Confirm Observer's availability for ballot printing.	Small Task
65	9/1/2024	Completed	Admin - Ballot Order to K&H (Non-mail Ballots & Blank Base)	Small Task
65	9/1/2024	Completed	Admin - Review Ballot Face and category proofs.	Small Task
65	9/1/2024	Completed	Operations - Program EPB Templates for EV/ED	Large Task
65	9/1/2024	Completed	Admin - Marked Test PDFs & Order Qty to K&H	Small Task
65	9/1/2024	Completed	Admin - Ballot Faces to K&H	Large Task
65	9/1/2024	Completed	Operations - Order Ballots	Large Task
62	9/4/2024	Completed	Officer - Set up space for EO training	Small Task
60	9/6/2024	Completed	Admin - Confirm office doors open during weekend voting, ED and Canvass	Small Task
60	9/6/2024	Completed	Absentee - Test election in DemTech BallotDNA for UOCAVA email ballots	Milestone
60	9/6/2024	Completed	Admin - Issue refunds to primary candidates not qualified or unopposed	Statutory
60	9/6/2024	Completed	Admin - Review Policies/Procedures for Observers, Public meetings	Small Task
60	9/6/2024	Completed	Admin - Set EV site information and hours with Board (or BOCS)	Small Task
60	9/6/2024	Completed	Operations - Verify EVEO vendor registration before assignment	Small Task
60	9/6/2024	Completed	Admin- Check budget status for adequate funds to run election	Statutory
60	9/6/2024	Completed	Admin - Outline needs for Chief HQ - staff, phones, etc.	Small Task
60	9/6/2024	Completed	Admin - (General Only) Have Board approve Training Plan.	Statutory
60	9/6/2024	Completed	Admin - Hire temporary staff, all HR paperwork complete	Large Task
60	9/6/2024	Completed	Admin - Update primers for visitors to public events	Small Task
60	9/6/2024	Completed	Operations - Complete EV staff assignments	Small Task
60	9/6/2024	Completed	Admin - Ballot Order including Test Desks	Large Task
60	9/6/2024	Completed	Admin - Approval of K&H Insertion Guide.	Small Task
60	9/6/2024	Completed	Operations - EV Security Compliance	Milestone
60	9/6/2024	Completed	Operations - L&A of Scanners for EV	Statutory
60	9/6/2024	Completed	Operations - Pack Grey Ballot Boxes	Small Task
60	9/6/2024	Completed	Admin - Verify E-mail Ballot List	Large Task

PWC Office of Elections, 2024 General Election Task Progress, 9/30/2024

60	9/6/2024	Completed	Operations - Pack Keys and Seals	Small Task
60	9/6/2024	Completed	Absentee -First extract to K&H	Milestone
60	9/6/2024	Completed	Admin - Ballot Reports to K&H	Small Task
60	9/6/2024	Completed	Operations - EV Site Visits	Small Task
59	9/7/2024	Completed	Absentee - Generating ongoing absentee ballots	Small Task
57	9/9/2024	Completed	Officer - Finalize content, handouts, Powerpoint for training classes	Milestone
57	9/9/2024	Completed	Absentee - Create test case and results key for high speed L&A.	Large Task
55	9/11/2024	Completed	Operations - Complete Satellite Early Voting Readiness Checklist (1 wk before EV starts)	Small Task
55	9/11/2024	Completed	Absentee – Set up ballot curing logs	Small Task
55	9/11/2024	Completed	Admin - Review compliance with EB Security Policy	Statutory
55	9/11/2024	Completed	Absentee - Mark test deck for high speed L&A.	Large Task
55	9/11/2024	Completed	Operations - L & A of EPBs for EV	Statutory
55	9/11/2024	Completed	Officer - Mock EO training class	Large Task
55	9/11/2024	Completed	Operations - Place Uline Order	Small Task
55	9/11/2024	Completed	Admin - BallotDNA set up	Milestone
54	9/12/2024	Completed	Operations - Provide staffing list to Director/Deputy Director	Small Task
53	9/13/2024	Completed	Absentee – Train/refresh temps on high-speed scanner prior to L&A	Small Task
53	9/13/2024	Completed	Absentee - Create and send Preprocessing/CAP/CAP-PE EO survey	Small Task
53	9/13/2024	Completed	Absentee - Perform High Speed L&A	Statutory
52	9/14/2024	Completed	Officer - Set up workshop space	Small Task
50	9/16/2024	Completed	Officer - Send new Chiefs/Asst. Chiefs/Officers Brief Sheet Resource	Small Task
50	9/16/2024	Completed	Admin - Contact Sheriff's Office to secure parking spots for EV.	Small Task
50	9/16/2024	Completed	Admin - Have ballot printer and representative sign oaths	Statutory
50	9/16/2024	Completed	Admin - Have EB appoint last officer group for election	Statutory
50	9/16/2024	Completed	Operations - Pack EV Precinct Signs	Small Task
50	9/16/2024	Completed	Operations - Organize EV Binders	Small Task
50	9/16/2024	Completed	Admin - Test Email ballot set up	Small Task
50	9/16/2024	Completed	Officer - Start EES Workshop	Small Task
49	9/17/2024	In Progress	Absentee – Ensure adequate equipment for Preprocessing/CAP/CAP-PE	Small Task
49	9/17/2024	Completed	Staffing - Add Chiefs to their precincts in Integra so they can see them in portal.	Small Task
49	9/17/2024	Completed	Absentee – Update ballot curing letter and email templates	Small Task
48	9/18/2024	Completed	Admin - Confirm initial absentee mailout	Statutory
47	9/19/2024	Completed	Admin - Cure Log is ready	Small Task

PWC Office of Elections, 2024 General Election Task Progress, 9/30/2024

46	9/20/2024	Completed	Absentee - Process absentee applications for first mailout (Cynthia, Colleen, temps)	Statutory
46	9/20/2024	Completed	Absentee - Initial reports to BallotTrax (Eligibility report)	Large Task
46	9/20/2024	Completed	Absentee - Print and post initial Public Absentee List	Small Task
46	9/20/2024	Completed	Operations - Manage EV Pollbook Builds and Deployment	Large Task
46	9/20/2024	Completed	Operations - Delivery and Setup Main Office EV Site	Small Task
45	9/21/2024	In Progress	Absentee – Update all Preprocessing/CAP/CAP-PE envelopes, SORs, oaths, etc.	Large Task
45	9/21/2024	In Progress	Admin - Finalize any purchases needed for election, get quotes	Small Task
45	9/21/2024	Completed	Absentee - AB Compliance Survey (45 day) state required	Statutory
45	9/21/2024	Completed	Officer - Send EO Assignment List to EB & Party Chairs	Large Task
45	9/21/2024	Completed	Operations - Recruitment of Special Assistants	Small Task
45	9/21/2024	Completed	Operations - Coordinate/Get Quote Paxton	Small Task
45	9/21/2024	Completed	Absentee - Mail Print Disable Envelopes.	Small Task
45	9/21/2024	Completed	Operations - Schedule Training sites	Small Task
45	9/21/2024	Completed	Comms - TWEET: Early Voting Begins	Small Task
45	9/21/2024	Completed	Absentee - Determine CAP EOs	Small Task
45	9/21/2024	Completed	Officer - Start EO Training	Milestone
42	9/24/2024	Completed	Officer - Finalize EO's assignment and email to officers	Large Task
42	9/24/2024	Completed	Admin - Send party chairs draft precinct staffing list	Small Task
40	9/26/2024	Completed	Admin - Notify Secretary if any issues timely processing voter registrations	Statutory
40	9/26/2024	Completed	Operations - Send Facility Reminder	Small Task
39	9/27/2024	In Progress	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
CURRENT DATE				
36	9/30/2024	Not Completed	Absentee - Update all Preprocessing/CAP/CAP-PE training materials.	Large Task
36	9/30/2024	In Progress	Absentee – Update all Hand Count tally sheets, SORs, etc.	Large Task
35	10/1/2024	Completed	Operations - Facility Election Day Emergency Contact Sheet Completed	Large Task
35	10/1/2024	Not Completed	Officer - Verify vendor registration of assigned officers	Small Task
35	10/1/2024	Completed	Operations - Create truck routes for Paxton	Small Task
35	10/1/2024	Completed	Operations - Schedule CAP sites	Small Task
34	10/2/2024	In Progress	Operations - Pack Green Accordians (Contingent upon authorization of formats by admin)	Small Task
32	10/4/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
32	10/4/2024	Completed	Officer - Set up space for CO training	Small Task
30	10/6/2024	Not Completed	Absentee - Finalize training class assignments for Preprocessing/CAP/CAP-PE officers	Large Task
30	10/6/2024	Not Completed	Absentee - Assess if staffing meeting absentee needs from incoming numbers	Large task

PWC Office of Elections, 2024 General Election Task Progress, 9/30/2024

30	10/6/2024	Completed	Operations - Certify number of Election Day ballots received, complete QC	Statutory
30	10/6/2024	Not Completed	Officer - Share one month staffing list with Director/Deputy Director	Small Task
30	10/6/2024	Completed	Officer - Send Chiefs/Asst. Chiefs facility contact information	Small Task
30	10/6/2024	Completed	Operations - Coordinate with PWCS Office of Communication	Small Task
30	10/6/2024	In Progress	Officer - Verify all precincts have all positions filled	Small Task
30	10/6/2024	Not Completed	Absentee - Create Pre-Processing/CAP/CAP-PE schedules.	Small Task
30	10/6/2024	In Progress	Operations - Pack Election Day Precinct Signs	Statutory
30	10/6/2024	Completed	Operations - Pack Outside Precinct Signs	Small Task
30	10/6/2024	Not Completed	Admin - Finalize supply drop off plan	Large Task
30	10/6/2024	Completed	Officer - Assign Special Assistants	Small Task
30	10/6/2024	Completed	Operations - Schedule Canvass site	Small Task
30	10/6/2024	Completed	Operations - Pack Electrical Bags	Small Task
30	10/6/2024	Completed	Operations - Pack Privacy Folders	Small Task
30	10/6/2024	Completed	Officer - Set up dummy precinct	Small Task
30	10/6/2024	Not Completed	Officer - Assign Canvass EOs	Small Task
30	10/6/2024	Completed	Officer - Start CO Training	Small Task
30	10/6/2024	Not Completed	Officer - Assign CAP EOs	Small Task
28	10/8/2024	Completed	Admin - Send notice of Election Day scanner L&A for party, candidates	Statutory
28	10/8/2024	Not Completed	Admin - Finalize post-election Board schedule, post notice	Small Task
25	10/11/2024	Not Completed	Officer - Contact EOs who miss training and reschedule training	Small Task
25	10/11/2024	Not Completed	Absentee - Follow-up on Cure Log and send copy to party chairs.	Weekly Task
25	10/11/2024	Not Completed	Admin - BallotDNA Email Reminders	Small Task
24	10/12/2024	Not Completed	Certify all polling places/contests/candidates correct in VERIS/Enhanced Results	Statutory
22	10/14/2024	Not Completed	Comms - TWEET: Last Day to Register/Update Registration (General & Primary)	Small Task
21	10/15/2024	Not Completed	Absentee - Create ENR XLS for CAP-EV, CAP-AB, CAP-AB hand count, etc.	Large Task
21	10/15/2024	In Progress	Operations - Make sure emergency polling places are ready if needed	Statutory
21	10/15/2024	Not Completed	Officer - Send Chiefs all facility special requests/issues/updates	Small Task
21	10/15/2024	In Progress	Operations - Reserve Election Day Ipads, phones, etc, for EV/ED	Large Task
21	10/15/2024	In Progress	Operations - Make Labels and Election Day Envelopes	Small Task
21	10/15/2024	Not Completed	Officer - Create EO waitlist for election	Small Task
21	10/15/2024	Not Completed	Officer First Chief Check-In Call 1 of 2	Small Task
20	10/16/2024	Not Completed	Officer - Send CO bag pick-up and supply drop-off information	Small Task
20	10/16/2024	Not Completed	Officer - Send provisional Brief Sheet to all officers	Small Task

PWC Office of Elections, 2024 General Election Task Progress, 9/30/2024

20	10/16/2024	In Progress	Operations - ED DEMTECH Pollbook Inventory & Charging	Small Task
20	10/16/2024	Not Completed	Admin - Mail Ballot Reminder via BallotTrax	Small Task
19	10/17/2024	Not Completed	Admin - Rough draft of Election Day assignments	Large Task
18	10/18/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
15	10/21/2024	Not Completed	Admin - (Primary Only) Send any voter notice of polling place changes	Statutory
15	10/21/2024	Not Completed	Officer - Verify all precincts have all positions filled	Small Task
15	10/21/2024	Not Completed	Absentee - Train all Preprocessing/CAP/CAP-PE officers	Milestone
15	10/21/2024	Not Completed	Absentee – Create pollbook for Preprocessing	Milestone
14	10/22/2024	Not Completed	Absentee - Ensure all Preprocessing materials ready (oaths, reconciliation sheets)	Small Task
14	10/22/2024	Not Completed	Officer - Replace all EOs that have been removed due to not attending training	Large Task
14	10/22/2024	Not Completed	Absentee - Ensure all Preprocessing equipment is ready (pollbook, EPBs)	Small Task
14	10/22/2024	Not Completed	Comms - Finalize list of top precincts for media members to visit.	Small Task
14	10/22/2024	Not Completed	Operations - Create File for Paper Pollbook and send to Printer	Small Task
14	10/22/2024	Not Completed	Officer - Letter to Quantico Marine Base for access to the Town	Small Task
14	10/22/2024	Not Completed	Officer - Remove all EOs that have not attended training	Small Task
14	10/22/2024	Not Completed	Admin - Send party chairs final precinct staffing list	Statutory
14	10/22/2024	Not Completed	Admin - GR signs all officer oaths for polling places	Statutory
14	10/22/2024	Not Completed	Officer - Begin tracking EO attendance in training	Small Task
14	10/22/2024	Not Completed	Operations - Gathering Supplies for Chief Binder	Small Task
14	10/22/2024	Not Completed	Operations - Send ED Facility Final Reminders	Small Task
14	10/22/2024	Not Completed	Operations - Test Door Bells/Phone Numbers	Small Task
14	10/22/2024	Not Completed	Operations - Program EPB Templates- ED	Large Task
14	10/22/2024	Not Completed	Admin - Finalize canvass staffing	Small Task
14	10/22/2024	In Progress	Operations - Test TallyPoint	Small Task
11	10/25/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
11	10/25/2024	Not Completed	Comms - TWEET: Deadline to Request a Mail Ballot	Small Task
10	10/26/2024	Not Completed	Operations - Emergency Precinct Coordination & Deployment	Large Task
10	10/26/2024	Not Completed	Officer - Finalize staff for canvass, coordinate with GR	Large Task
10	10/26/2024	Not Completed	Operations - L & A for Scanners for Election Day	Statutory
10	10/26/2024	Not Completed	Admin - Final test of results reporting system	Small Task
10	10/26/2024	Not Completed	Admin - Finalize Provisional Processing Plan	Milestone
10	10/26/2024	Not Completed	Absentee – Update Preprocessing pollbook	Large Task
10	10/26/2024	Not Completed	Absentee - Set up Preprocessing room	Small Task

PWC Office of Elections, 2024 General Election Task Progress, 9/30/2024

10	10/26/2024	Not Completed	Operations - Pack CO Bags	Small Task
9	10/27/2024	Not Completed	Operations - Pack #3 and #6 for Transport	Large Task
8	10/28/2024	Not Completed	Officer - Final verification all precincts filled, emergency fill ins	Large Task
8	10/28/2024	Not Completed	Admin - Final draft of Election Day assignments to staff, Board	Small Task
8	10/28/2024	Not Completed	Officer - 2nd Chief check in phone call 2 of 2	Large Task
8	10/28/2024	Not Completed	Officer - Send EB & Party Chairs Final EO List	Large Task
7	10/29/2024	Not Completed	Absentee - Ensure all CAP materials ready (oaths, envelopes, SORs, tally)	Small Task
7	10/29/2024	Not Completed	Operations - Coordinate with Courthouse for Election Day Storage	Small Task
7	10/29/2024	Not Completed	Comms - Notify EOs/staff of any observer/media groups	Large Task
7	10/29/2024	Not Completed	Provisional - Prepare templates, envelopes and etc	Small Task
7	10/29/2024	Not Completed	Admin - Minimize any unregistered EOs in Mobius	Large Task
7	10/29/2024	Not Completed	Absentee - Verify CAP-EV scanner delivery date	Small Task
7	10/29/2024	Not Completed	Admin - Finalize roles and layout for Chief HQ	Large Task
7	10/29/2024	In Progress	Admin - Prepare Provisional Templates	Small Task
7	10/29/2024	In Progress	Operations - Create What Ifs	Small Task
7	10/29/2024	Not Completed	Operations - Test ED EPBs	Large Task
6	10/30/2024	Not Completed	Admin - Draft Friday night letter	Large Task
5	10/31/2024	Not Completed	Operations - Finalize precinct returns spreadsheet (office & WH)	Small Task
5	10/31/2024	Not Completed	Operations - Certify L&A for Scanner/Touch Writers to ELECT	Statutory
5	10/31/2024	Not Completed	Officer - Unassign all EOs that cancel (ongoing from here)	Small Task
5	10/31/2024	Not Completed	Admin - Finalize provisional adjudication session procedures	Large Task
5	10/31/2024	Not Completed	Admin - Supply staff with key contact information sheet	Large Task
5	10/31/2024	Not Completed	Operations - Election Day Pollbook Secure Login Codes	Small Task
5	10/31/2024	Not Completed	Officer - Finish training and workshops	Milestone
5	10/31/2024	Not Completed	Operations - Verify trucks with Paxton	Small Task
5	10/31/2024	Not Completed	Operations - Pack Specialist Bags	Small Task
5	10/31/2024	Not Completed	Officer - End EO Training	Large Task
4	11/1/2024	Not Completed	Absentee - Follow-up on Cure Log and send copy to party chairs.	Weekly Task
4	11/1/2024	Not Completed	Send Reminder Brief to all officers on Waitlist Roster	Small Task
4	11/1/2024	Not Completed	Officer - Send final Friday night letter to EO team	Small Task
4	11/1/2024	Not Completed	Comms - Prep website for Election Day	Milestone
4	11/1/2024	Not Completed	Officer - Send Friday Letter	Small Task
3	11/2/2024	Not Completed	Officer - Certify training of officers with GR for ELECT	Statutory

PWC Office of Elections, 2024 General Election Task Progress, 9/30/2024

3	11/2/2024	Not Completed	Officer - Sent Chiefs Cage Tracking Link	Small Task
3	11/2/2024	Not Completed	Chief Phone Call Final Check-Ins	Large Task
3	11/2/2024	Not Completed	Comms - TWEET: Early Voting Ends	Small Task
3	11/2/2024	Not Completed	Operations - CO Supply Pickup	Small Task
3	11/2/2024	Not Completed	Officer - Close mock precinct	Small Task
3	11/2/2024	Not Completed	Officer - End CO Training	Small Task
2	11/3/2024	Not Completed	Operations - Breakdown EV sites and Return Equipment and Binders to Office	Large Task
2	11/3/2024	Not Completed	Absentee - Prepare/print AB list for precincts on Election Day.	Large Task
2	11/3/2024	Not Completed	Admin - Certify pollbook logic and accuracy	Statutory
2	11/3/2024	Not Completed	Operations - Finalize Cages for Deployment	Statutory
2	11/3/2024	Not Completed	Operations - L&A EPB Certify to Elect	Statutory
2	11/3/2024	Not Completed	Admin - Finalize canvass procedures	Large Task
1	11/4/2024	Not Completed	Operations - Verify to GR that cages are confirmed delivered to sites	Statutory
1	11/4/2024	Not Completed	Admin - Confirm absentee list has been printed and delivered to WH.	Statutory
1	11/4/2024	Not Completed	Officer - Send Reminder to CANVASS officers/SAs	Small Task
1	11/4/2024	Not Completed	Operations - Election Day Pollbook Deployment	Small Task
1	11/4/2024	Not Completed	Admin - GR must rule on emergency ballots	Statutory
1	11/4/2024	Not Completed	Operations - Finalize setup for Chief HQ	Large Task
1	11/4/2024	Not Completed	Absentee - Create pollbook for CAP	Milestone
1	11/4/2024	Not Completed	Operations - Final AB Numbers	Small Task
0	11/5/2024	Not Completed	Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm	Small Task
0	11/5/2024	Not Completed	Absentee - Prepare thumbdrive with AB documents for courthouse	Small Task
0	11/5/2024	Not Completed	Absentee - Compile ENR for CAP-EV and CAP-AB, incl. hand count	Large Task
0	11/5/2024	Not Completed	Officer - Address all EO issues on election day	Large Task
0	11/5/2024	Not Completed	Comms - TWEET: ELECTION DAY Starts @ 6am	Small Task
0	11/5/2024	Not Completed	Comms - TWEET: ELECTION DAY Ends @ 7pm	Small Task
-1	11/6/2024	Not Completed	Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive	Small Task
-1	11/6/2024	Not Completed	Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally)	Small Task
-1	11/6/2024	Not Completed	Operations - Deliver #3 and #6, election materials to Courthouse	Statutory
-1	11/6/2024	Not Completed	Absentee - Deliver all absentee applications to Courthouse	Statutory
-1	11/6/2024	Not Completed	Officer -Delete Manage Locations Precincts CO Assigned	Small Task
-1	11/6/2024	Not Completed	Comms - Convert Website to "Post Election" homepage	Small Task
-1	11/6/2024	Not Completed	Absentee - Create pollbook for CAP-PE	Milestone

PWC Office of Elections, 2024 General Election Task Progress, 9/30/2024

-2	11/7/2024	Not Completed	Operations - Copy and backup all Voter Credit from Election day, assist w/ VERIS entry	Small Task
-2	11/7/2024	Not Completed	Operations - Search key equipment for missing docs, ballots, envelopes, etc.	Large Task
-2	11/7/2024	Not Completed	Officer - Prepare payroll document for Fiscal Specialist using Comp Sheets	Large Task
-2	11/7/2024	Not Completed	Operations - Copy and backup all ballot images from Election day	Small Task
-2	11/7/2024	Not Completed	Officer - Validate Officers have completed training	Milestone
-2	11/7/2024	Not Completed	Absentee - Update CAP-PE pollbook.	Small Task
-2	11/7/2024	Not Completed	Officer - CANVASS	Large Task
-3	11/8/2024	Not Completed	Absentee - Compile ENR for CAP-PE, incl. hand count ballots and rejected ballots.	Large Task
-3	11/8/2024	Not Completed	Absentee - Finalize thumbdrive with final absentee list (pollbook) for courthouse	Small Task
-3	11/8/2024	Not Completed	Admin - Inform Circuit Court of any materials not returned	Statutory
-3	11/8/2024	Not Completed	Absentee - Pull all No-ID ballots for Provisional	Small Task
-3	11/8/2024	Not Completed	Absentee - Provisional research/meeting/letters	Small Task
-3	11/8/2024	Not Completed	Absentee - Provisional credit	Small Task
-4	11/9/2024	Not Completed	Officer - Scan election Comp Forms	Small Task
-6	11/11/2024	Not Completed	Admin - Provisional Credit Entered	Small Task
-7	11/12/2024	Not Completed	Admin - Certify election, send abstracts/checklist to state	Statutory
-7	11/12/2024	Not Completed	Absentee - Prepare Rejection Log for GR and Courthouse	Large Task
-7	11/12/2024	Not Completed	Admin - Complete provisional ballot adjudication	Statutory
-7	11/12/2024	Not Completed	Comms - TWEET: Election Has been Certified	Small Task
-7	11/12/2024	Not Completed	Absentee - Reject AB Ballots in VERIS	Large Task
-8	11/13/2024	Not Completed	Comms - Post all Election Day results tapes for public	Mile
-10	11/15/2024	Not Completed	Admin - Organize retention of SOR copies, GR records	Statutory
-10	11/15/2024	Not Completed	Comms - Convert website back to default home page	Small Task
-10	11/15/2024	Not Completed	Admin - Print winner certificates for Secretary	Statutory
-14	11/19/2024	Not Completed	Absentee - Prepare and print AB rejection letters	Large Task
-14	11/19/2024	Not Completed	Operations - Inventory all voting equipment, notify GR of any damage/missing	Statutory
-14	11/19/2024	Not Completed	Comms - Digitize SORs for retention/requests	Large Task

First	Mid	Last	Party	Object/Nominate	Pct.
DEM. CHAIR - Type "Object" in column E for any officers you do NOT want to represent you					
Kirsten	M	Amematsro	D		315
Mary	P	Ankerson	D		114
Nicholas	J	Bair	D		105
Nadia	O	Baker	D		310
Yohannes	T	Bekele	D		302
First	M	Bell	D		507
Tiffini	A	Boston-Gilmore	D		702
Elisa	M	Botero	D		312
Stephanie		Bray-Voorhes	D		110
Lawrence	E	Brooks	D		512
Brenda	E	Butler	D		607
Aiden	S	Buzzard	D		112
Jordan	A	Campbell	D		104
Caroline	L	Chinn	D		703
Regina	D	Collins	D		308
Lawrence	D	Coxx	D		NA
Jesse	E	Daniels	D		302
Anthony	B	Dillard	D		314
Amtul	S	Din	D		708
Marc	P	Etchepare	D		402
Samuel	E	Fastow	D		308
hattie	L	felder	D		709
Jerome		Frederick Jr	D		706
Candus	P	Freeman	D		215
edelma	A	Galarza-valentin	D		205
Theodosia	E	Harding	D		311
Christine	M	Henderson	D		604
Tharren	K	Hexstall	D		601
Christy	A	Jenkins-Dietz	D		109
Magdalen		Jenne	D		NA
Sean	A	Jones	D		701
Brian	R	Jones	D		306
Claude		Kamdem	D		312
Beatriz		Kercado	D		710
Lilian		King	D		312
ELSA	D	LAMAISON-BELL	D		604
Brandy	K	Lanham Fennell	D		515
Philip	A	Lappia	D		510
Catherine	C	Lommasson	D		313
Lauren	I	Long	D		516
Iva Regina		Malry-Campbell	D		109
April	N	McCowen	D		606

First	Mid	Last	Party	Object/Nominate	Pct.
Mitchell	L	McCoy	D		515
Yulanda	L	McCullough	D		315
Sophia	A	Mckenzie	D		604
Candy	A	Medina	D		712
Linda	D	Mitchell	D		702
Walter	J	Molina Renderos	D		205
Joga	S	Nijjer	D		402
Stephanie	R	Payton	D		313
Ingrid	F	Pineda	D		614
Marie	C	Poley	D		407
Kia	C	Pratt-Mccoy	D		515
Nikki		Redfern	D		514
Raymond		Rivera	D		604
David		Roman	D		611
Joanne	K	Ruffner	D		NA
Ashley	L	Smith	D		404
jon	E	smith	D		302
Aaron	J	Snow	D		307
Lauren	F	Stadler	D		514
Malinda	S	Stewart	D		305
Florence	E	Strickland	D		607
LuWayne	N	Taylor	D		307
Joy	L	Taylor	D		308
Kelsey	M	Travers	D		602
Carolynne	C	Walker-Bell	D		512
Amber	K	Wickstrom	D		509
Sara	I	Wilhelm	D		203
Hannah	S	Wilson	D		NA
BOTH CHAIRS - Type "Nominate" in Column E for any officers you want to represent your					
Sherene	C	Brown	N		310
Janine	R	Byers	N		NA
Robert	G	Carter	N		506
Sequoia	K	Childs	N		602
Christine	P	Clark	N		401
Thomas	L	Cowan	N		712
John	M	Eberle	N		305
Kaniz		Fatema	N		704
Evelynn	R	Foster	N		210
Mildren	E	Frevert	N		104
Seblewongel	T	Gebre	N		302
Natalie	S	Gonzalez	N		610
Nancy	G	Hanrahan	N		203
Ruksha	N	Hossain	N		214

First	Mid	Last	Party	Object/Nominate	Pct.
Sydney	E	Knight	N		310
Volencia	A	Lane	N		506
Hilda		Layne	N		316
Jennifer	R	Lowe	N		114
John	D	Lynch	N		509
Ruben		Mendez	N		214
Syed	A	Mohani	N		114
Elsy	R	Morataya	N		609
Jose	M	Nieves	N		104
Kofi	D	Ramsey	N		601
Ryan	S	Roberts	N		706
Carey	D	Rosen	N		315
Michael	E	Saxton	N		705
Dionne	A	Sharp	N		NA
Ying		Song	N		705
Robert	E	Thomas	N		302
Ingrid	V	Velarde-QUIROZ	N		506
Cassandra		Walker	N		710
REP. CHAIR - Type "Object" in column E for any officers you do NOT want to represent yo					
Bonnie		Barnes	R		303
Perciliana	A	Cardoso-Reyes	R		215
Justin	J	Chandler	R		410
Maureen	P	Cooke	R		706
Christine	P	Cooney	R		310
Rebecca	M	Cornelius	R		408
Mirtha	T	Coronado	R		604
Tamara	L	Florence	R		209
Carrie	L	Fluegge	R		101
Suzannah	C	Foster	R		210
Marianne	T	Hayes	R		305
Gloria	S	Herndon	R		305
Kyra	D	Humphreys	R		101
Lance	K	King	R		310
Krista	J	Lewie-Cepero	R		402
sylvia	M	Roberts	R		201
Dorothy	J	Taylor	R		114
Edward	T	Thiroux	R		316
Debra	S	Triggs	R		705
Kevin	L	Watkins	R		609
Kent	S	Wright	R		502
Party Change					
First	Mid	Last	Party	Object/Nominate	Pct.
Todd	H	Parsons	R	Nominate (Email)	515