

**Citizens Election Oversight Committee  
January 14, 2015**

**MINUTES**

**Members Present:** Ellen Hansen, Paul Berry, Chuck Gerring, Bruce Huang, Sven Kalve, Marilyn Knight, Sheryl Moss, Frank Radford, Linh Thai, Monica Tracey, Carolyn Weikel, Emily Willoughby

**Elections Staff:** Sherril Huff, Kim van Ekstrom, Dale Hartman, Rene LeBeau, Nathan Valderas, Dave Wilson, Julie Wise

**CEOC Staff:** Katherine Cortes

1. Chair Hansen called the meeting to order at 11:40 am following a potluck lunch.
2. The minutes of November 12, 2014 were approved with one correction. The date of the next meeting was corrected to January 14.
3. Director's Report: Director Huff distributed a written report on plans for the February 10 special election and the annual precinct alteration process. She also announced that Elections had just been notified that there would be a countywide measure in the April 28, 2015 special election.

**Precinct Alterations:** Elections Supervisor for Geographic Information Systems (GIS) Dave Wilson presented on the purpose, principles and steps of the precinct alterations process. He noted significant changes implemented last year included redistricting the City of Bothell and implementing Council districts for the City of Seattle, about which Elections is actively engaged in outreach. Elections was asked whether a postal mailing had been sent to Seattle voters.

For 2015, Dave expects to limit the number of changes due to the timing of the Elections Management System (EMS) implementation. He noted the challenge that certification of the April election coincides with candidate filing week for 2015, and he and Director Huff reported that Elections was petitioning the state to shorten the certification period to 10 days to eliminate the timing conflict.

**Technology Projects:** Elections IT Service Delivery Manager Dale Hartman presented on the status of major technology projects. Elections staff have been testing the replacement EMS system and made only minor modifications to the system. Dale was asked for examples of such minor modifications and agreed to provide these at the next meeting. Elections expects to make a go/no-go decision in February on using the new EMS system for the April special election. One decision factor is that the election will be countywide, rather than of more limited size as previously expected.

Dale reported that a team has been formed to evaluate solutions to replace the ballot tabulation system, and Elections may consider partnership with other counties and the Secretary of State's office, but this process is still in early stages and Elections is awaiting federal certification and state approval of software solutions. Dale was asked for the useful life span of ballot tabulation systems and indicated that with the current set-up, the limiting factor is hardware (PCs) and the operating system, which is specified as Windows XP in the federal certification language.

Elections anticipates that these parameters may not be specified in future certification language, and that the department would then seek supplemental appropriation to replace outdated computers and equipment to better support ballot tabulation solutions.

**2015 Briefing / Training Opportunities:** Director Huff suggested that the Secretary of State's elections administrator training would be valuable to CEOC members, and that SoS staff had expressed willingness to provide a modified (abbreviated) version of the 2-day training specifically for the CEOC. CEOC members expressed general interest in pursuing a day-long version of the training on April 8, the day of that month's scheduled CEOC meeting.

Director Huff was excused to attend a conflicting meeting.

4. CEOC 2014 Accomplishments/Annual Report – Members suggested two changes to the draft report distributed by email prior to the meeting:
  - page 2, change “achieve” to “maintain”
  - page 4, clarify reference to “the latter type of concerns”

By motion, the report was unanimously approved as amended, for submittal to the King County Council by February 1.

5. CEOC 2015 Work Plan – the Chair relayed a suggestion by some Councilmembers that the CEOC consider sending a letter to Council summarizing observations after each election. Members discussed and supported posting to the King County website the agendas and minutes of CEOC meetings, and continuing to raise any significant issues by letter to the full Council as they emerge.

Members suggested several edits to the draft 2015 Work Plan distributed by email before the meeting. There was discussion reflecting CEOC members' desire to receive briefings from managers of each section (in the re-organized structure) of Elections, with a briefing or training element included in each CEOC meeting. Members were also interested in reports on Strategic Plan progress and metrics. Kim van Eckstrom (lead manager on Elections' Strategic Planning work) indicated that high-level updates could be easily provided in the Director's Reports to the CEOC. The revised work plan document will be circulated by email for approval at the February meeting.

6. Good of the Order – the meeting schedule for 2015 was discussed and amended to avoid conflicts with scheduled Council committee meetings and holidays.
7. The next meeting is scheduled for February 11.

The meeting was adjourned at 1:30 pm.

Respectfully submitted,  
Katherine Cortes