

Citizens Election Oversight Committee
January 13, 2015

MINUTES

Members Present: Marilyn Knight, Glenn Avery, Paul Berry, Chuck Gerringer, Sven Kalve, Sheryl Moss, Kris Swanson, Linh Thai, Monica Tracey, Emily Willoughby

Telephone: Ellen Hansen, Bruce Huang

Elections Staff: Julie Wise, Susan Southard, Chris Rudolph, Jerilyn Hampton, all managers

CEOC Staff: Hiedi Popochock, Katherine Cortes

1. Vice-Chair Knight called the meeting to order at 11:30 am.
2. The minutes of November 18, 2015 were orally amended to note that a technology subcommittee was created consisting of Mr. Berry, Mr. Gerringer, Mr. Huang, and Mr. Thai. These minutes were approved as amended.
3. Director's Report

Director Wise invited all Elections department managers to introduce themselves and their areas of oversight.

A 2016 Elections calendar was distributed along with materials on the February special election, new ballot drop-off location insert, Presidential primary, and Secretary of State review report.

The February special election is comprised of only school district measures. All but Renton have requested participation in a voters' pamphlet. Director Wise reported that all elections will have security for closing BDOLs through the end of 2016; this policy will be revisited in 2017. Additionally, a new BDOL information insert will be included with ballots. Chris Rudolph thanked CEOC members for providing feedback through the observer form and indicated that Elections is taking steps to implement suggestions beginning in February, such as clarifying instructions to security. The form itself will be revised after February.

To support the Presidential primary, Elections is working on materials (such as a letter to voters to "cure" errors such as not selecting a party oath to sign). A sample of a return envelope was circulated. Elections is using color-coding with blue and red for parties consistently within these materials. Sheryl Moss said that the Secretary of State's office will track all presidential candidates "recognized in the media" and publish a prospective list for inclusion on February 24. Parties may add names at that time, and candidates may withdraw, prior to the finalization of the candidate list for the ballot on March 19.

Ms. Moss also reported on the Secretary of State's review of Elections, overall characterizing the report as excellent, with many more best practices identified than suggestions for improvement. Elections anticipates responding to suggestions to improve processes around drop box seals and logs, acceptance of late ballots for canvassing board to reject, and AVC configuration or privacy features. Members pointed out some inconsistency in implementation of these guidelines across ballot drop box sites to date. The next SoS review of Elections is expected in 2020.

4. Executive Session: the CEOC went into executive session with Director Wise at 12:07pm, and concluded at approximately 12:40pm.
5. 2015 CEOC Accomplishments/Annual Report: The Annual Report was approved with one edit: the word "current" was removed as a modifier of "Deputy Director Julie Wise" at the top of page 2.
6. 2016 Work Plan: Members were requested to send in suggestions for the work plan to be discussed and approved if possible at the February meeting. Additionally, members were asked to report their particular areas of expertise and interest for inclusion as a reference for Elections and other stakeholders. Staff committed to circulating a contact list and email group v-card for all members.
7. Meeting Schedule: Members agreed to a provisional plan to meet on the following schedule, subject to staff availability following the Council re-organization for 2016 (election days noted for reference):

Election Day: February 9 (special)

February 10

April 13 – preview of Presidential primary

Election Day: April 26 (special)

Election Day: May 24 (Presidential primary)

June 8 – preview of August primary (no auditors' meeting conflict in 2016)

Election Day: August 2 (primary)

August 10 – review of August primary

October 12 – preview of November general

Election Day: November 8 (general)

November 16* - debrief of all 2016 elections

***third Wednesday**

8. Good of the Order: Director Wise inquired into the process of putting items on the agenda and was requested to submit items to the Chair and Council staff two weeks before meetings when possible. She noted two anticipated budget requests for the near term, to support 1) expansion to 40 ballot drop boxes and 2) additional language voting materials and outreach as directed by Council Ordinance 18086.

The meeting was adjourned at 1:10 pm.

Respectfully submitted,
Katherine Cortes