

**Citizens Election Oversight Committee**  
**October 8, 2014**

**MINUTES**

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

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

**CEOC Staff:** Katherine Cortes

1. Chair Hansen called the meeting to order at 12:00 pm and made introductions. Katherine Cortes from the County Council staff was introduced to members who had not been present at the September meeting.
2. The minutes of September 10, 2014, were approved as presented.
3. Director's Report: Sherril Huff distributed an extensive written report and reviewed highlights.
  - The Elections annex downtown has moved to a new favorable location in the King County Administration Building, and Elections is seeking to increase the types of services offered there in anticipation of the Presidential election in 2016.
  - Elections has recruited new participants in its celebrity voter campaign; received a small grant award from King County to purchase advertisements in Vietnamese and Chinese newspapers; and Clear Channel has donated billboard space that Elections will use for advertising in Vietnamese, Chinese, and English. Sherril was asked about Spanish outreach and indicated that though Elections was not required to provide materials in Spanish under the provisions of the Voting Rights Act, the next American Community Survey might trigger this requirement.
  - Elections forecasts the November election turnout to be 62 percent. Elections is forecasting lower use of short-term temporary staff than historically, due to operational efficiencies. Both new and experienced observers are welcome to attend the two scheduled observer orientations.
  - Bill Adams presented on the 2015-2016 proposed budget for Elections, which is currently in review by the King County Council. Overall the budget was reduced by 9%, reflecting process efficiencies that have been implemented in recent years. Staff clarified that changes in revenues associated with various budget changes reflected the portion of expenditures that could be charged out to other jurisdictions (such as the state of Washington), not including the portion that is paid out of King County's General Fund.
  - Elections provided the report submitted in response to Council proviso about Limited English Proficiency populations, and Director Huff responded to a question about the Elections Ambassador program that the list of potential

participants reflected who “may” be engaged, and that there was no decision to date on who “will” be involved.

- Dale Hartman described the process by which a new Elections Management System vendor and product (DFM Associates’ EIMS) had been selected to replace the DIMS product currently in use. The DIMS contract was set to expire in December 2014 but has been extended by one year. Gap analysis of EIMS is underway and expected to complete this month; Elections intends to deploy EIMS for the April 2015 special election. CEOC members underscored the value of this detailed information, and the importance of receiving information about critical procurements in advance, in order to be able to offer process suggestions and attest to the process if any doubts are raised or problems emerge. Staff committed to informing the CEOC early of any major technology changes.
  - Director Huff described the announced re-organization as intending to “bring upstairs downstairs” (involve and educate ballot processing staff in administration and Elections stewardship overall), to create depth and provide career advancement opportunities within the organization. CEOC members raised questions with respect to the replacement of the Superintendent position with a Deputy Director position, and Director Huff responded that Julie Wise would be in that position as a permanent (not rotating) occupant, and would go through confirmation. CEOC members requested to be alerted by discussion rather than email only for major business announcements.
  - Staff noted that observer opportunities were listed in the packet and are posted on the website the Friday before ballots are distributed (Friday, October 10 in this case). Director Huff suggested that members check with Elections before coming to observe, as times may change.
  - Staff and CEOC members discussed the challenge of offering accessible voting – one location per County is required by federal law, but generally these are not used at high rates in a vote-by-mail state. Elections will convene the Disability Advisory Committee (DAC) later this month and anticipate conducting a pilot outreach program for online ballot marking at the Seattle downtown library.
  - Director Huff was queried on the number of committees advising Elections, and she noted that the DAC was required under state law since the accessible voting requirements began, and that other committees have met short-term only.
4. Election Calendar and Observation Opportunities: These were reviewed in the Director’s Report. Staff noted that written procedures for the Logic and Accuracy test for the November election will be available on the day of the test and will be followed step-by-step.
5. Training Plan: Chair Hansen asked Director Huff to identify knowledge that CEOC members might need to effectively perform their role, and opportunities for members to gain that knowledge. Director Huff responded that CEOC members should be aware of the challenges of finding vendors to meet increasingly complex technology needs, and also of how the concepts of Lean and Agile are used to create operational efficiencies. She noted the difficulty of planning time to provide educational opportunities, but said that CEOC and Elections “can have that conversation.” CEOC members stressed the

breadth and depth of experience on the committee, and emphasized that an effective relationship (in which CEOC can stand by Elections in the event of a close election) required receiving information from Elections proactively, and not just upon demand.

6. Good of the Order: Sheryl Moss noted a potential source of confusion in terms of a statewide mailing that went out this week. All federally-funded outreach is required to include information about voter registration. An organization tasked with publicizing information about federal health care reform neglected to fulfill this mandate in its original outreach earlier this year, and attempted to meet this requirement retroactively with a mailing this week. Unlike mailings from the Secretary of State's office, this mailing (approximately 800,000 mailers and 400,000 emails) was not cross-referenced to exclude registered voters, and was sent after the voter registration deadline for the November primary. Elections has not yet received significant calls on this topic.
7. The next meeting is scheduled for November 12 and will include a discussion of the 2015 workplan. CEOC members should send items for consideration to the Chair.

The meeting was adjourned at 1:30 pm.

Respectfully submitted,  
Katherine Cortes