

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

MINUTES

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

Elections Staff: Sherril Huff, Kim Van Ekstrom, Julie Wise, Sandy McConnell, Jackie Blackwell

CEOC Staff: Mary Bourguignon

1. Chair Hansen called the meeting to order at 11:45 am following a potluck lunch.
2. The minutes of November 13, 2013, were approved as amended to remove the words “and unsafe” from the description of ballot dropboxes.
3. Director’s Report: Director Huff presented a summary of 2013 accomplishments and upcoming issues for 2014.
 - a. Elections used lean management, cross training, and technology apps developed in-house to increase accuracy and decrease staffing and processing time. Achievements included the “Hands Free Application,” which saved 145.52 hours of envelope review process time; the new security sleeve, which reduced a total of 1,005 process hours; and the decrease in the signature challenge rate from 8.23% in 2012 to 5.74%.
 - b. Elections was able to host and educate many visitors from other parts of the country, as well as local student and community groups.
 - c. Voter Services is reevaluating its downtown annex in the County Administration Building, as the Recorder’s Office (with which it shares space) is moving.
 - d. The February 2014 election will affect 655,000 voters in 18 districts.
 - e. Elections staff are working on a Council proviso (Ordinance 17695, due May 29, 2014) on countywide outreach to Limited English Proficiency populations.
 - f. The Elections five-year Strategic Plan will be published in March.
 - g. The Washington State Auditors’ Association is following two bills at the State Legislature: one would change voter registration deadlines; the other could potentially change requirements related to ballot dropboxes.
4. CEOC annual report: Mary Bourguignon will review the minutes of 2013 and draft a report for members to review and edit.

5. 2014 Work Plan: Members discussed work plan items. Mary Bourguignon will prepare an updated work plan based on the discussion.
6. Meeting schedule for 2014: The committee will meet on the second Wednesday of January, February, April, September, October and November; and the third Wednesday of June. Dates will be:
 - January 8
 - February 12
 - April 9
 - June 18
 - September 10
 - October 8
 - November 12
7. Other business: Chair Hansen thanked members for their contributions to the annual potluck.

The meeting was adjourned at 1:25 pm.

Respectfully submitted,
Mary Bourguignon