

**Citizens Election Oversight Committee  
October 11, 2017**

**MINUTES**

**Members Present:** Ellen Hansen, Marilyn Knight, Sheryl Moss, Bruce Huang, Sven Kalve, Frank Radford and Emily Willoughby

**Telephone:** Monica Tracey, Megan Ko (KC Auditor's Office) and Brooke Leary (KC Auditor's Office)

**Excused:** Linh Thai

**Elections Staff:** Julie Wise, Margaret Brownell, Kendall Levan-Hodson and Janice Case

**CEOC Staff:** Hiedi Popochock and Renita Borders

**Special Guests:** Paul Berry (former CEOC member) and Mike Alvine (retired King County Council/CEOC staff)

**1. Call to Order**

Chair Hansen called the meeting to order at 11:36 a.m.

**2. Meeting Minutes**

The minutes of August 9, 2017 were approved.

**3. Director's Report**

Director Wise provided CEOC members with materials that summarized information relating to the General election (ballot measures, key dates, ballot drop box locations and observation/training opportunities). She also prepared a PowerPoint presentation for the meeting.

*November Election*

Director Wise indicated that there will be 334 offices, 494 candidates and 11 ballot measures (three advisory votes and eight local measures) on the ballot. She mentioned that the City of Burien Initiative will not appear on the ballot pursuant to a court order.

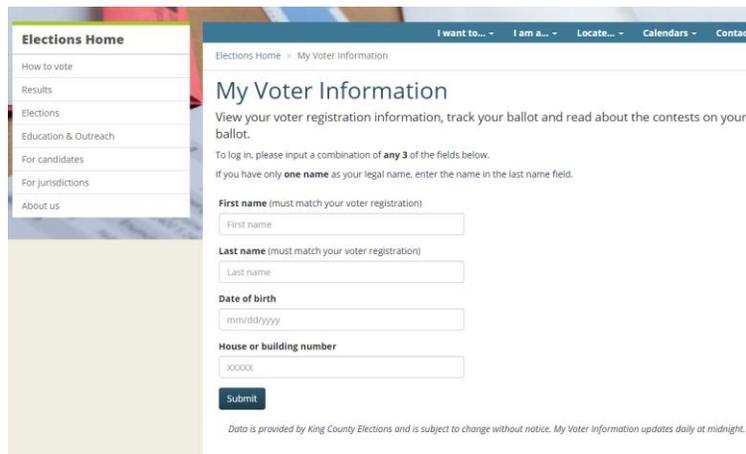
Director Wise announced that signature challenges will be accepted at the King County Elections Annex ("the Annex") in the King County Administration Building. She also mentioned that the Annex will be an accessible voting center location for the General election. The Washington Talking Book and Braille Library, Elections headquarters and the Bellevue Regional Library will also be locations for accessible voting centers.

Director Wise reminded CEOC members of the lanyard colors that Elections staff currently wears. The "red" lanyards are worn by managers, supervisors and leads. She

stated that CEOC members can ask staff, wearing “red” lanyards, questions that they may have. She mentioned that the King County Auditor’s Office staff will be wearing “yellow” lanyards if CEOC members are planning to observe ballot processing at Elections headquarters.

### *My Voter Information Application Demo*

Ms. Case indicated that the My Voter Information Application is now available, in all five languages, on the King County Elections’ website. Voters will need to provide their information in three of the four fields: first name, last name, date of birth and house or building number. The application will display information on the current election, registration, ballot tracking and voting history.



The screenshot shows the 'My Voter Information' page on the King County Elections website. The page has a blue header with navigation links: 'I want to...', 'I am a...', 'Locate...', 'Calendars', and 'Contact'. Below the header is a breadcrumb trail: 'Elections Home > My Voter Information'. The main heading is 'My Voter Information'. Below the heading is a sub-heading: 'View your voter registration information, track your ballot and read about the contests on your ballot.' There is a note: 'To log in, please input a combination of any 3 of the fields below. If you have only one name as your legal name, enter the name in the last name field.' The form contains four input fields: 'First name (must match your voter registration)', 'Last name (must match your voter registration)', 'Date of birth' (with a placeholder 'mm/dd/yyyy'), and 'House or building number' (with a placeholder 'XXXXX'). A 'Submit' button is located below the fields. At the bottom of the form, there is a small disclaimer: 'Data is provided by King County Elections and is subject to change without notice. My Voter Information updates daily at midnight.'

### *December Recall Election*

Director Wise indicated that the City of Black Diamond will have a recall election on December 5th. There will be approximately 2,880 ballots that will be mailed. Director Wise provided a list of key dates for the Recall election.

### *National Voter Registration Day*

Director Wise mentioned that National Voter Registration Day was on September 26<sup>th</sup>. She also reminded CEOC members that Elections has 30 Voter Education Fund partners to host events. She stated that she attended two voter registration events, one at Evergreen Seniors Club at the Federal Way Community Center and a second at Hing Hay Park. Director Wise indicated that the partners reached over 800 people across seven separate events that day.

### *Interim Elections IT Director*

Director Wise introduced Margaret Brownell, the interim IT division director. The former IT division director, Mr. Jimi Robinson resigned to pursue another opportunity. Ms. Brownell is from the King County Information Technology Department and is temporarily working in Elections for six months on a special duty assignment. Primarily, she will work on closing-out the Tabulation System project, supervise Elections IT staff and provide organizational feedback.

### *Elections Leadership Team Structure*

Director Wise provided an overview of the evolution of the department and management structures in Elections. She mentioned that Elections did not reflect a “separately elected” department, specifically, the staffing structure. She indicated that in her first year in office she reviewed Elections’ mission, goals and organizational structure. Director Wise stated that the structure implemented in 2016 to address the staffing structure in Elections was successful and will remain the same in 2017. She also indicated that she continues to have discussions with councilmembers regarding the management structure of a separately elected department. CEOC members requested to be informed of the management structure once decided.

#### **4. Elections Performance Audit Update**

Ms. Ko indicated that the King County Auditor’s Office is still in the scoping and objectives phase of the performance audit. She indicated that she will send the CEOC members a copy of the scope and objectives when they send it to Elections. She also stated that Auditor staff will be doing direct observation by observing ballot processing for the 2017 General election.

#### **5. Election Observation Opportunities**

Director Wise provided CEOC members with a listing of observational opportunities. Chair Hansen asked CEOC members to let her know, in advance, which locations CEOC members will be at to observe prior to Election Day and on Election Day. Chair Hansen indicated that Ms. Ko requested this information as well.

CEOC members would like to observe at locations where information on that particular location is needed by Elections. Ms. Case stated that she will provide CEOC members with a list containing that information.

Ms. Case stated that Elections conducted a survey to determine where a new drop box could be located in order to relieve the Ballard drop box. Elections e-mailed voters to participate in the survey. Ms. Case indicated 780 people responded out of 3,200 voters. The survey was available for three days. The survey included a possible new location for a drop box such as the Fremont area, South Lake Union, Queen Anne and the Crown Hill/Blue Ridge area.

#### **6. 2018 CEOC Meetings**

Chair Hansen requested CEOC members to review the 2017 CEOC meeting dates in order to determine if the committee should continue the 2017 meeting frequency in 2018. Ms. Popochock will provide the tentative meeting dates for 2018 at the next CEOC meeting.

CEOC members are interested in resuming the tradition of a holiday party. January may work for Elections staff and CEOC members. CEOC members and Elections staff will discuss this further at the next CEOC meeting.

## **7. Other Business/Good of the Order**

Ms. Moss indicated that the Secretary of State's Office announced a Request for Proposal to get a new voter registration system and an election management system at the state level. This will impact counties since the counties' voter registration and election management systems connect to the state's systems. She stated that the new systems will be in place in 2019. Ms. Moss mentioned that there is a possibility that all counties will be on the same voter registration and election management systems as the state. State funding may be provided to counties in order to augment its systems.

Ms. Moss also indicated that the Secretary of State's Office continues to work with the Department of Homeland Security on cybersecurity pertaining to the voter registration and election management systems.

## **8. Update on CEOC's Mission and Goals – EXECUTIVE SESSION**

The committee went into Executive Session at 12:55 p.m.

The committee came out of Executive Session at 1:19 p.m.

## **9. Adjourn**

The meeting was adjourned at 1:19 p.m.