

# ELECTORAL BOARD MEETING

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JANUARY 4, 2024

PRINCE WILLIAM COUNTY, VIRGINIA



# MOMENT OF SILENCE / PLEDGE



# BOARD COMPOSITION



# 2023 Composition

Chair – Keith Scarborough

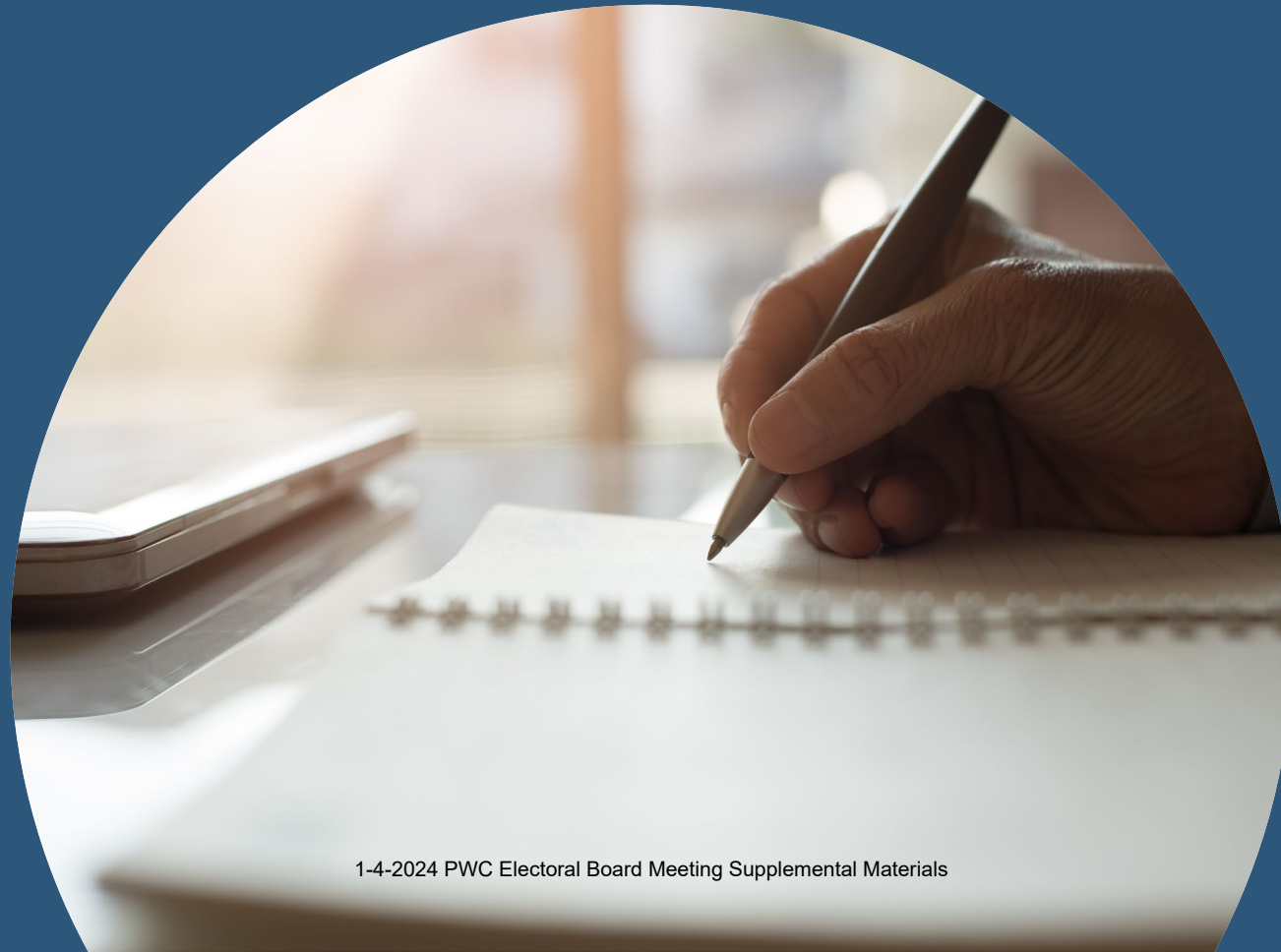
Vice-Chair – Mark Dillon

Secretary – London Steverson

Chair and Secretary must be opposite party nominations.



# PAST MEETING MINUTES



# APPROVAL OF MINUTES



- Minutes for October 16, 2023
- Minutes for November 8-14, 2023



# RECOGNITION / EB REPORTS



# GENERAL REGISTRAR'S REPORT



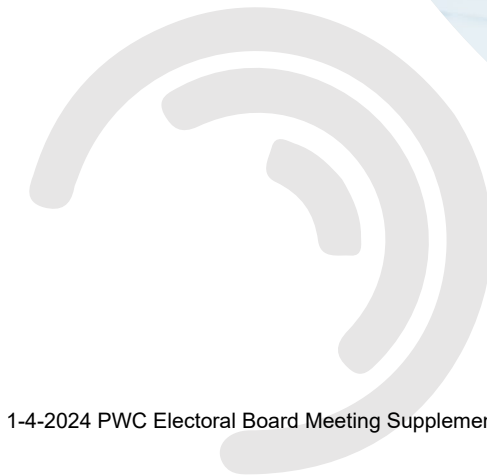




# Michele White Case

- Charges dismissed
- Uncertain the status of the investigation
- Staff voluntarily assisted, trying to provide information from 2-3 years ago to individuals not familiar with elections
- No pressure from AG's office at any point
- Staff here deserves respect

# OVERVIEW OF 2024



# 2024 ELECTIONS



## March 5, 2024 - Primary

- Presidential Preference Primary
- Dual primary with 3 Democrats and 6 Republican candidates

# 2024 ELECTIONS



## June 18, 2024 - Primary

- Congressional primary races
- Likely dual primary with expected open House seats and a wide field of potential candidates

# 2024 ELECTIONS



## November 5, 2024 - General

- Presidential General Election
- Very large turnout
- Plans to expand staff, OT, and election officers to meet demands



# ABSENTEE OVERVIEW



# VOTING BY MAIL



## APPLICATION

Voters complete an application to receive a ballot by mail. They can opt for one election or all elections, and select a primary preference if they so choose.

## REVIEW/ENTRY

Staff verifies the application is complete and enters the information in the state voter database.

## DATA PREP

Staff prepares data from voters that have requested a mail ballot and send it to our vendor.



## BALLOTS MAILED

Starting 45 days prior to the election, ballots, envelopes, and any notices are custom printed and mailed for each PWC voter.



## DELIVERED

Ballots arrive at voters' homes and they can return them by mail or in person up until Election Day.



## VOTING OPTIONS

Voters can return their mail ballot or still opt to vote in person.

# VOTING BY MAIL



## INTAKE

Ballots arrive at our office where they are date stamped, entered into the state voter database, and checked 3 times for accurate information provided by the voter. Additional seals are applied to make sure the ballot remains secret.



## ELECTION OFFICER REVIEW

In the final step, a bipartisan team of election officers review the envelope, check in the voter on a pollbook to make sure they have not moved or voted in person, and separate the ballot from the envelope. Any issues not already identified go to curing.

## BALLOT CURING

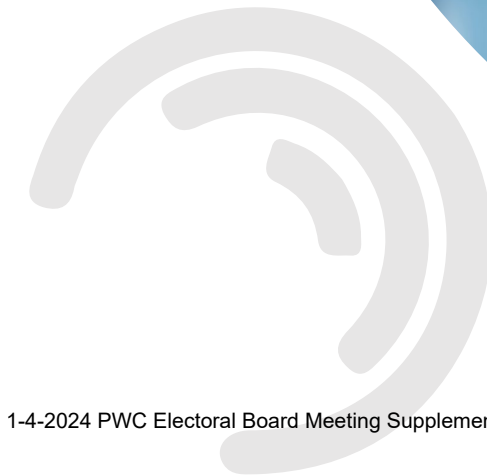
Ballots with missing or invalid information are documented and the voter is contacted to allow them to correct the issue. Curing may require the voter to come correct information or a new ballot may be sent to the voter.

## BALLOTS ARE COUNTED

Ballots are scanned with a high-speed scanner to make sure each ballot is counted. The batch total must match the scan total. Totals are not tabulated until after the polls close on Election Day. Hand counts are performed by officers if needed. Results are reported on election night and certified after ALL ballots are counted.



# ELECTION INTEGRITY



# ELECTION INTEGRITY



- Addressed many issues/concerns
- Happy to consider changes, but cannot review all of them
- Part of my job and the Board's job is about how we apply limited resources/time
- State unit has not found any significant issues other than misinformation



# ELECTION INTEGRITY



Fraud

Negligence

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Major Issues

Significant Issues

Minor Issues

~~Perfect Election~~

# OUTCOMES



- Irresponsible accusations lead to security concerns for staff/officers
- Draining resources can create election integrity issues
- Consider the correct audience
- Consider the depth of the concern

# DEMONSTRATION



## July Summit

- Meeting to discuss bipartisan concerns

## August Demonstration

- Show public how the equipment works
- Demonstrate of scanners in action
- Provide details on how the process works

# “I VOTED” STICKER CONTEST



# “I VOTED” STICKERS

- Launches in January
- Appeal to high schools, arts community, etc.
- Open for all to enter
- Focus on uniqueness of design, county identity, and overall strength of design





# “I VOTED” STICKERS



- Entries due by February 29
- Staff and Board screen in early March
- Board member get 1 pick each
- Staff will fill in 2-4 additional finalists
- Announce finalists in April/May
- Voting by officers in that time period
- July – announce winner

# “I VOTED” STICKERS



- July – Announce winning sticker to be used for the November election
- Prizes for top 3 vote getters
- Prize for the school with the most entries submitted

# OTHER ITEMS



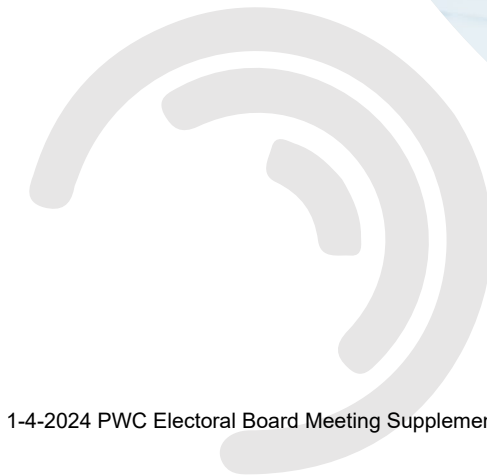
COMING  
SOON

# PRIORITIES



- Working on a new website
- Continuing to improve quality control
- Promoting useful/helpful information
- Updates to early voting locations

# FY25 BUDGET REQUEST





# FY 25 BUDGET REQUESTS



- FY25 planning process is complete and awaiting approval from Board
- \$239,740 in initiative requests
- \$392,987 as an addendum for the 2024 Presidential General

## #1: Election Compliance Staff Expansion

\$167,740

**Goal:** Expand 2 current PT positions to 2 FT positions to meet compliance requirements.

- No permanent staffing increases since 2020.
- State has more than 160+ IT compliance standards now.
- FOIA requests have increased from 6 per year to an average of 110 per year in 2022/2023.

## #1: Election Compliance Staff Expansion

- 1. Compliance Specialist** will manage security infrastructure, provide redundancy to operations team, work with DOIT staff, evaluate contracts, assist with FOIA requests, and build quality control procedures to ensure accurate elections.
- 2. Voter Registration Assistant** to continue to improve voter roll accuracy through list maintenance.

# Agency Requests

## #2: Voter Guide & Communications

**\$72,000**

### **Goals:**

1. Provide a mailed voter guide to all PWC households once per year
2. Utilize dynamic texting to provide targeted messaging and answers to voter questions

# Agency Requests

## #2: Voter Guide & Communications

### Voter Guide

- Provides all voters with accurate and essential information during a time of misleading information
- Ensures voters without internet access or social media receive important voting information each election

**PRINCE WILLIAM COUNTY OFFICE OF ELECTIONS**  
**VOTER GUIDE**  
 2022 GENERAL ELECTION - NOVEMBER 8, 2022

*Vote at any early voting location, by mail ballot, or at your assigned polling place on Election Day.*

**VOTE BY MAIL**  
 Apply online: [pwcvotes.org/votemail](http://pwcvotes.org/votemail)  
 Deadline to Apply: Fri., Oct. 28 at 5:00 pm  
 Return Your Ballot  
 By Mail: Postmarked by Tuesday, Nov. 8 and received by Monday, Nov. 14 at 12:00 pm.  
 In Person: By Tuesday, Nov. 8 at 7:00 pm at any polling place, the Office of Elections, or any early voting location during open hours.  
 You can now track your ballot online.  
 Go to [pwcvotes.org/track](http://pwcvotes.org/track) **ballottrax**

**ON THE BALLOT**  
**U.S. House of Representatives Congressional Races**  
 7th Dist. - Spanberger (D), Vega (R)  
 10th District - Wexton (D), Cao (R)  
**Mayor & Town Council Races**  
 For town residents of Dumfries, Haymarket, Occoquan, and Quantico only.  
 Go to [pwcvotes.org](http://pwcvotes.org) for sample ballots.

Prince William County  
 Office of Elections  
 9250 Lee Ave, Suite 1  
 Manassas, VA 2010

[pwcvotes.org](http://pwcvotes.org)  
 703-792-6470

**EARLY VOTING**  
 Hours: 8:30 am – 4:30 pm  
 Weekdays: Open Monday – Friday  
 Weekends: Oct. 29, Oct. 30, & Nov. 5 only (Open until 5:00 pm on Sats.)  
 Locations Open Sept. 23 – Nov. 5:  
 Office of Elections, 9250 Lee Ave  
 DMV Woodbridge, 2731 Caton Hill Rd  
 Haymarket Gainesville Library, 14870 Lightner Rd  
 Locations Open Oct. 25 – Nov. 5:  
 Brentsville Courthouse, 12229 Bristow Rd  
 Dumfries Community Center, 17755 Main St  
**Curbside Voting:** Available for seniors and voters with disabilities at all in-person voting locations in designated parking spaces. Drive-thru voting is not available.

**ELECTION DAY**  
 Date: Tuesday, Nov. 8, 2022  
 Hours: 6:00 am – 7:00 pm  
 Location: Your assigned polling place. See the postcard you received or go to [pwcvotes.org/lookup](http://pwcvotes.org/lookup)

**VOTING TIPS**  
 Bring ID for all in-person voting.  
 Voting by mail requires a voter and witness signature.  
 Wait times at early voting are shortest from early to mid-October.  
 The voter registration deadline is Monday, Oct. 17. Same-day registration with provisional voting is available afterwards.

# Agency Requests

## #2: Voter Guide & Communications

### Texting Package



TextMyGov

- Provides a number that voters can text questions to and receive automated answers
- Reduces call volume and augments existing staff
- Allows our office to send geo-specific text messages to voters in different situations (Examples – notify voters of an alternate location due to a flood, recruit election officers for a specific polling place, etc.)



# FY 26 PLANNING & INVESTMENT



# EQUIPMENT REPLACEMENT



- Replacement as they reach the 10-year life cycle
- Want to replace while still supported and before they get too old

# EQUIPMENT REPLACEMENT



- \$2 million investment
- Replace 370 ballot scanners and ADA voting machines
- Pollbooks recently replaced
- Competitive bid and evaluation process

# VOTER REG REPORT



# NEW BUSINESS





# APPOINT ELECTION OFFICERS



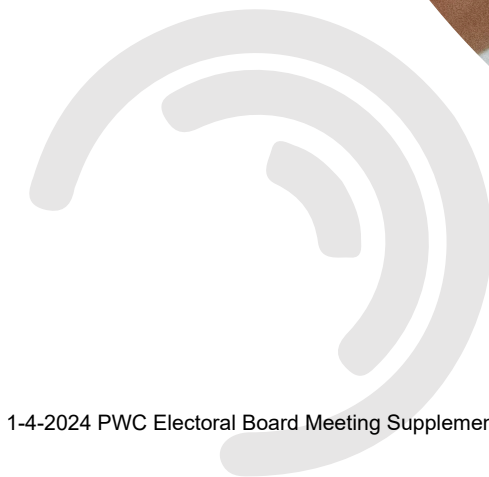


# APPOINT OFFICERS



- Officers appointed last year appointed to term through end of 2024
- More than 100+ new officers to appoint that applied over the last couple weeks

# EARLY VOTING HOURS



# PRIMARY EARLY VOTING



## Locations

Main Office

Haymarket/Gainesville Library

Ferlazzo Building

March Primary – Starts Friday, January 19

June Primary – Starts Friday, May 3

# PRIMARY EARLY VOTING



## **Weekend Voting**

Sunday, February 18

Saturday, February 24

Saturday, March 2

## **Hours**

8:30 am – 4:30 pm (5:00 pm on weekends)

# PRIMARY EARLY VOTING



## **Weekend Voting**

Sunday, June 2

Saturday, June 8

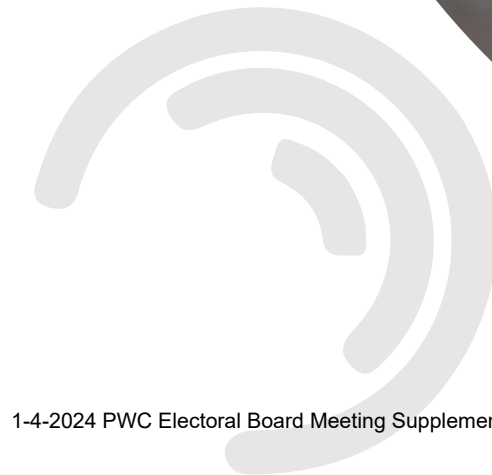
Saturday, June 15

## **Hours**

8:30 am – 4:30 pm (5:00 pm on weekends)



# BALLOT ORDER





# BALLOT ORDER



## Recent Voter Turnout

20-32% Presidential Primary

-High interest, low competition

6-20% Congressional Primary

-Less interest, high competition

# BALLOT ORDER



30% Turnout

10-12% Mail & Early Voting

18-20% Election Day

# BALLOT ORDER



Prep for 18-20% Turnout on Election Day

- 60% of voters for controlling party
  - R: Brentsville, Coles, Gainesville
  - D: Neabsco, Occoquan, Potomac, Woodbridge
- 40% of voters for minority party

# BALLOT ORDER



- Should be MORE than enough for both parties all day
- Monitor ballot totals on Election Day to supply extra ballots if needed

# STAFFING PLAN



# STAFFING - PRIMARIES



- Approximately 6-7 officers at each location
- Good numbers for party balance
- Chief, Assistant Chief, and Equipment Specialist that have all completed certification this fiscal year



# TRAINING PLAN



# TRAINING



## Results of Training Survey

- 380 respondents from November election
- Certification classes a big hit with 68% rating as excellent
- Liked the hands-on elements, provisional practice, more trainers, etc.

# TRAINING



## Results of Training Survey

- All Officer Classes
  - Improved from the primary with 93% rating as excellent or good
  - Most common assessments were “Engaged” and “Satisfied”

# TRAINING



## Results of Training Survey

- 68% rated communication with our staff as “Excellent”
- Chiefs generally rated highly by their team with 70% scoring “Excellent”

# TRAINING



## TRAINING PLAN – MARCH & JUNE

- Small number of certification courses for new Chiefs/Assistants and promotions
- All Officer training online (and in person) for every officer to review key areas
- Provide a “New Officer” class with hands-on as Board suggested this past fall



# PUBLIC COMMENTS 3-MINUTE TIME LIMIT





# CLOSED SESSION



# THANK YOU!

Meeting now is in closed session.

[pwcvotes.org](https://pwcvotes.org)

# PRINCE WILLIAM COUNTY OFFICE OF ELECTIONS – VOTER REGISTRATION REPORT



9250 Lee Avenue, Suite 1  
 Manassas, Virginia 20110-5554  
 Phone: (703) 792-6470  
 Fax: (703) 792-6461

**ELECTORAL BOARD**  
 Keith A. Scarborough, Chairman  
 Mark Dillon, Vice Chairman  
 London Steverson, Secretary

## Registration Statistics

Categories	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Active	300,169	300,796	286,068	286,484	287,546	287,257	289,259	285,479	286,863	287,957	288,336	291,225
Inactive	16,576	16,490	29,925	29,142	28,773	28,532	28,137	32,067	31,512	31,156	30,525	30,055
<b>TOTAL</b>	<b>316,745</b>	<b>317,286</b>	<b>315,993</b>	<b>315,626</b>	<b>316,319</b>	<b>315,789</b>	<b>317,396</b>	<b>317,546</b>	<b>318,375</b>	<b>319,113</b>	<b>318,861</b>	<b>321,280</b>

*Active Registered Voter* - A voter whose record is current with the appropriate election authority and is eligible to vote.

*Inactive Registered Voter* - A registered voter who has not participated in recent elections and has not responded to certain voter registration confirmation mailings or notices from election authorities.

## Updates

Categories	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
New Registrations	1,099	921	1,218	1,038	1,198	325	1,581	1,099	1,326	999	899	2,367	<b>14,070</b>
Transferred In	733	392	828	581	684	148	1,251	918	806	532	408	1,156	<b>8,437</b>
Transferred Out	784	615	774	677	845	830	908	1,023	901	616	1,307	643	<b>9,923</b>
Name/Address Change	1,949	2,361	2,072	1,447	1,667	423	2,989	2,200	1,822	1,222	828	882	<b>19,862</b>
<b>TOTAL</b>	<b>4,565</b>	<b>4,289</b>	<b>4,892</b>	<b>3,743</b>	<b>4,394</b>	<b>1,726</b>	<b>6,729</b>	<b>5,240</b>	<b>4,855</b>	<b>3,369</b>	<b>3,442</b>	<b>5,048</b>	<b>52,292</b>

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## Voter Cancellations

Categories	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Moved Out of State	96	64	2,343	311	81	63	99	722	196	115	0	135	<b>4,225</b>
Deceased	178	41	203	931	187	141	134	89	173	111	159	232	<b>2,579</b>
Felony Conviction	12	17	14	17	12	13	29	8	16	12	23	15	<b>188</b>
State Reg. Purge	3,058	0	0	0	0	0	0	0	0	0	0	0	<b>3,058</b>
<b>TOTAL CANCELLED</b>	<b>3,344</b>	<b>122</b>	<b>2,560</b>	<b>1,259</b>	<b>280</b>	<b>217</b>	<b>262</b>	<b>819</b>	<b>385</b>	<b>238</b>	<b>182</b>	<b>382</b>	<b>10,050</b>

## Confirmation Mailing (NCOA) by ELECT

Confirmation Mailing Categories	February	July	TOTAL
In-State	19,341	878	20,219
Out-of-State	2,882	4,706	7,588
<b>TOTAL</b>	<b>22,223</b>	<b>5,584</b>	<b>27,807</b>

*NCOA (National Change of Address Program)* - A secure dataset of approximately 160 million permanent change-of-address (COA) records consisting of the names and addresses of individuals, families, and businesses who have filed a change-of-address with the USPS. Election officials use NCOA to update records in their voter registration databases.

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## Address Update Program by PWC Office of Elections

Address Update Statistics	Aug	Sep	Oct	Nov	Dec	TOTAL
Address Update Forms Mailed Out	95	17	63	10	4	189
Address Update Forms Returned	3	12	2	5	3	25

*Address Update Program* - An address verification program involves inspecting returned mail to identify a new forwarding address, and subsequently dispatching a confirmation letter to that address in order to either update the registration or cancel it if the individual is no longer residing in Virginia.

**Ballots/Officers for 2024 Primary Elections in March and June**

<b>Pct #</b>	<b>Reg. Voters</b>	<b>Ballots - GOP</b>	<b>Ballots - DEM</b>	<b>Prov Ballots</b>	<b>Officers</b>
101	3,084	1,800	1,200	200	7
102	2,798	1,600	1,100	200	7
103	3,932	2,300	1,500	200	7
104	4,096	2,400	1,600	200	8
105	3,324	1,900	1,300	200	7
106	1,415	800	500	200	6
107	3,838	2,200	1,500	200	7
108	3,743	2,200	1,400	200	7
109	3,848	2,300	1,500	200	7
110	4,117	2,400	1,600	200	8
111	4,409	2,600	1,700	200	8
112	4,606	2,700	1,800	200	8
113	3,275	1,900	1,200	200	7
114	4,105	2,400	1,600	200	8
201	3,319	1,900	1,300	200	7
202	2,544	1,500	1,000	200	7
203	4,193	2,400	1,600	200	8
204	2,679	1,500	1,000	200	7
205	2,508	1,500	1,000	200	7
206	3,494	2,000	1,300	200	7
207	3,019	1,800	1,200	200	7
208	1,960	1,100	500	200	7
209	2,470	1,400	900	200	7
210	3,533	2,100	1,400	200	7
211	2,148	1,200	800	200	7
212	3,312	1,900	1,300	200	7
213	2,714	1,600	1,000	200	7
214	3,346	1,900	1,300	200	7
215	3,021	1,700	1,100	200	7
301	3,244	1,200	1,900	200	7
302	3,465	1,300	2,000	200	7
303	2,481	900	1,400	200	7
304	1,377	500	800	200	6
305	3,263	1,300	1,900	200	7
306	3,099	1,200	1,800	200	7
307	2,740	1,000	1,600	200	7
308	1,952	700	1,100	200	7
309	2,461	900	1,400	200	7
310	3,056	1,200	1,800	200	7
311	3,053	1,200	1,800	200	7
312	3,707	1,400	2,100	200	7
313	3,427	1,300	2,000	200	7
314	2,613	1,000	1,500	200	7
315	3,477	1,300	2,000	200	7
316	3,020	1,100	1,700	200	7
401	3,374	2,000	1,300	200	7



**Ballots/Officers for 2024 Primary Elections in March and June**

<b>Pct #</b>	<b>Reg. Voters</b>	<b>Ballots - GOP</b>	<b>Ballots - DEM</b>	<b>Prov Ballots</b>	<b>Officers</b>
402	4,307	2,500	1,700	200	8
403	3,466	2,000	1,300	200	7
404	2,250	1,300	800	200	7
405	3,070	1,800	1,200	200	7
406	3,632	2,100	1,400	200	7
407	4,241	2,500	1,600	200	8
408	2,179	1,300	800	200	7
409	4,800	2,800	1,800	200	8
410	4,482	2,600	1,700	200	8
411	3,646	2,100	1,400	200	7
412	2,427	1,400	900	200	7
413	3,713	2,200	1,400	200	7
414	2,646	1,500	1,000	200	7
501	3,933	1,500	2,300	200	7
502	3,532	1,400	2,100	200	7
503	2,200	800	1,300	200	7
504	2,361	900	1,400	200	7
505	3,613	1,400	2,100	200	7
506	2,909	1,100	1,700	200	7
507	3,854	1,500	2,200	200	7
508	3,331	1,300	1,900	200	7
509	3,660	1,400	2,100	200	7
510	965	500	500	200	6
511	3,888	1,500	2,300	200	7
512	2,617	1,000	1,500	200	7
513	3,938	1,500	2,300	200	7
514	3,650	1,400	2,100	200	7
515	2,737	1,000	1,600	200	7
516	1,472	500	800	200	6
601	3,323	1,300	1,900	200	7
602	3,824	1,500	2,200	200	7
603	3,313	1,300	1,900	200	7
604	2,812	1,100	1,600	200	7
605	2,144	800	1,200	200	7
606	3,099	1,200	1,800	200	7
607	2,398	900	1,400	200	7
608	3,960	1,500	2,300	200	7
609	2,332	900	1,300	200	7
610	3,538	1,400	2,100	200	7
611	3,636	1,400	2,100	200	7
612	2,070	800	1,200	200	7
613	837	500	500	200	6
614	3,324	1,300	1,900	200	7
615	394	500	500	200	6
616	1,054	500	500	200	6
701	3,916	1,500	2,300	200	7

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<b>Pct #</b>	<b>Reg. Voters</b>	<b>Ballots - GOP</b>	<b>Ballots - DEM</b>	<b>Prov Ballots</b>	<b>Officers</b>
702	3,782	1,500	2,200	200	7
703	2,859	1,100	1,700	200	7
704	3,636	1,400	2,100	200	7
705	2,463	900	1,400	200	7
706	3,939	1,500	2,300	200	7
707	3,100	1,200	1,800	200	7
708	3,806	1,500	2,200	200	7
709	2,988	1,100	1,700	200	7
710	3,687	1,400	2,100	200	7
711	3,596	1,400	2,100	200	7
712	3,204	1,200	1,900	200	7
<b>Total</b>	<b>321,212</b>	<b>151,900</b>	<b>157,700</b>	<b>20,600</b>	<b>724</b>

**PWC Office of Elections - Task Progress - March 5, 2024 Presidential Preference Primary**

<b>E- Date</b>	<b>Due Date</b>	<b>Status</b>	<b>Task (Department - Description)</b>
150	10/7/2023	Completed	Officer - Reserve training sites/rooms
150	10/7/2023	Completed	Operations - (Primary Only) Create and Send Facilities Letter for Year
140	10/17/2023	Completed	Officer - Create assignment letter in EO Program
140	10/17/2023	Completed	Officer - Update officer training and staffing email templates
140	10/17/2023	Completed	Officer - Contact community groups for recruitment speaking engagements
140	10/17/2023	Completed	Officer - Develop a recruitment plan this election
140	10/17/2023	Completed	Officer - Draft of EO Manual
140	10/17/2023	Completed	Officer - Meet with Chief Deputy and GR to discuss possible recruitment mailings
140	10/17/2023	Completed	Admin - Planning Binder-Phase 1 returned to K&H - approved or with changes noted
125	11/1/2023	In Progress	Operations - Reserve Buckhall and OMCH (and/or any other necessary facilities)
120	11/6/2023	Completed	Absentee - Review K&H envelopes, inserts, etc.
120	11/6/2023	Completed	Officer - Hire and Train Temps
120	11/6/2023	Completed	Admin - Initial Envelope Art Files to K&H
120	11/6/2023	Completed	Absentee - Generating ongoing absentee ballots
120	11/6/2023	Completed	Admin - Review and approve AB envelopes, inserts, ballot wraps
120	11/6/2023	Completed	Admin - Ballot Plan and Material Requirements, K&H
120	11/6/2023	Completed	Operations - Pack Clear Plastic Pouches
120	11/6/2023	Completed	Admin - Work with BOCS for any ordinance needed for election
120	11/6/2023	In Progress	Absentee - Inventory election mailing supplies
120	11/6/2023	Completed	Admin - Publish ad for temp hires
120	11/6/2023	Completed	Admin - Build a list of critical req/PO/invoices during election
120	11/6/2023	Completed	Officer - Contact EOs that have not accepted Appointment Letter
115	11/11/2023	Completed	Admin - Review any Voter Assistance Forms for compliance
115	11/11/2023	Completed	Officer - Finalize content or updates to EO Manual
110	11/16/2023	Completed	Operations - Get Vests Cleaned
110	11/16/2023	Completed	Operations - Throw away unusable ballot boxes
110	11/16/2023	Completed	Officer - Examine feedback from previous election and determine key training needs
105	11/21/2023	Completed	Absentee - Check with website person to be sure 100 day AB notice is linked to state
100	11/26/2023	Completed	Admin - I voted sticker Order Qty & Final Approved Art
100	11/26/2023	Completed	Admin - Set staff, equipment, and ballot allocations by precinct
100	11/26/2023	Completed	Admin - Envelope Order Qty & Final Approved Art
100	11/26/2023	Completed	Admin - Finalize official voter projections for election, distribute to staff
100	11/26/2023	Completed	Officer - Decide training format

**PWC Office of Elections - Task Progress - March 5, 2024 Presidential Preference Primary**

<b>E- Date</b>	<b>Due Date</b>	<b>Status</b>	<b>Task (Department - Description)</b>
95	12/1/2023	Completed	Admin - Finalize/prepare staffing plan for Board
90	12/6/2023	Completed	Admin - Identify any purchases needed for coming election
90	12/6/2023	Completed	Operations - (General Only) Publish ADA surveys for all voting sites, notify GR
90	12/6/2023	Completed	Admin - Identify needs for Election Day temp assignments
90	12/6/2023	In Progress	Officer - Develop content for training classes
90	12/6/2023	In Progress	Comms - Switch main page to voter guide with key dates
90	12/6/2023	Completed	Officer - Develop training schedule
90	12/6/2023	Completed	Operations - Check Ballot Boxes to be used in Election
90	12/6/2023	In Progress	Operations - Order BOD Paper
90	12/6/2023	Completed	Operations - Pack Tape, Buttons, I Voted Stickers, etc.
90	12/6/2023	Completed	Comms (Primary Only) - Post notice of holding of Primary
90	12/6/2023	In Progress	Absentee - Work with Logistics team for Preprocessing/CAP/CAP-PE space and dates
90	12/6/2023	Completed	Operations - Check TW Stands
90	12/6/2023	Completed	Admin - Identify needs for Absentee temp assignments
85	12/11/2023	Completed	Operations - Coordinate with PWCS Office of Facilities Management
85	12/11/2023	Completed	Officer - Place printing order EO Manual.
82	12/14/2023	Completed	Admin - Qualify local candidates through VERIS
80	12/16/2023	In Progress	Admin - Have Board approve staffing plan
80	12/16/2023	In Progress	Operations - Contact Print shop for any Election needs
80	12/16/2023	In Progress	Admin - Have Board approve ballot order
80	12/16/2023	Completed	Officer - Start EO assignment list
80	12/16/2023	Completed	Admin - Initial Wrap Art Files to K&H
80	12/16/2023	Completed	Operations - Coordinate with PWCS Head of Construction
80	12/16/2023	Completed	Admin - Planning Binder-Phase 2 returned to K&H - approved or with changes noted.
80	12/16/2023	Completed	Officer - Produce training calendar, share with staffing team for addition to EO database
75	12/21/2023	In Progress	Officer - Train temp staff to assist with election
75	12/21/2023	Completed	Operations - Recruitment of new Early Voting EO's
75	12/21/2023	Completed	Admin - Postage Deposit of Permit Funding Confirmation to K&H
75	12/21/2023	Completed	Operations - EV DEMTECH Pollbook Inventory & Charging
75	12/21/2023	Completed	Admin - Complete confirmation of all temp staff hires by dept
75	12/21/2023	Not Completed	Operations - Reserve Election Day Ipads, phones, etc, for EV/ED
75	12/21/2023	In Progress	Absentee – Ensure adequate equipment for Preprocessing/CAP/CAP-PE
70	12/26/2023	Completed	Admin - Wrap Final Approved Art and Variables Table (if appl) to K&H

**PWC Office of Elections - Task Progress - March 5, 2024 Presidential Preference Primary**

<b>E- Date</b>	<b>Due Date</b>	<b>Status</b>	<b>Task (Department - Description)</b>
70	12/26/2023	Completed	Admin - Initial Insert Art Files to K&H
70	12/26/2023	Completed	Admin - (General Only) Have Board complete ADA certification by Sept 1 (Oct 16 in 2023)
70	12/26/2023	Completed	Absentee - Cancel Permanent AB Applications of Inactive Voters
70	12/26/2023	In Progress	Officer - Finalize training classes
70	12/26/2023	Completed	Admin - Insert Order Qty & Final Approved Art
70	12/26/2023	Completed	Officer - Send EO manual to printer if needed for this election
67	12/29/2023	Completed	Operations - Create and Proof Ballots, Verify layout compliant
65	12/31/2023	Completed	Operations - Program EPB Templates for EV/ED
65	12/31/2023	Not Completed	Admin - Marked Test PDFs & Order Qty to K&H
65	12/31/2023	Not Completed	Comms - Put the required code note & watermark on the sample ballots
65	12/31/2023	In Progress	Admin - Ballot Order to K&H (Non-mail Ballots & Blank Base)
65	12/31/2023	Completed	Admin - Postage Deposit or Permit Funding Confirmation Received for Ballot by Mail (K&H)
65	12/31/2023	Not Completed	Operations - Order Ballots
65	12/31/2023	Completed	Admin - Review Ballot Face and category proofs.
65	12/31/2023	Completed	Admin - Ballot Faces to K&H
62	1/3/2024	Not Completed	Officer - Set up space for EO training
<b>CURRENT DATE</b>			
60	1/5/2024	Not Completed	Admin - Ballot Order including Test Desks
60	1/5/2024	Completed	Admin- Check budget status for adequate funds to run election
60	1/5/2024	Completed	Admin - Review Policies/Procedures for Observers, Public meetings
60	1/5/2024	Completed	Operations - Pack Grey Ballot Boxes
60	1/5/2024	In Progress	Operations - Complete EV staff assignments
60	1/5/2024	In Progress	Admin - (General Only) Have Board approve Training Plan.
60	1/5/2024	In Progress	Admin - Hire temporary staff, all HR paperwork complete
60	1/5/2024	Not Completed	Absentee - Determine number of Preprocessing teams
60	1/5/2024	Completed	Operations - Pack Keys and Seals
60	1/5/2024	Not Completed	Operations - EV Site Visits
60	1/5/2024	In Progress	Operations - EV Security Compliance
60	1/5/2024	Not Completed	Operations - L&A of Scanners for EV
60	1/5/2024	In Progress	Admin - Outline needs for Chief HQ - staff, phones, etc.
60	1/5/2024	Completed	Admin - Issue refunds to primary candidates not qualified or unopposed
60	1/5/2024	Not Completed	Admin - Confirm office doors open during weekend voting, ED and Canvass
60	1/5/2024	In Progress	Officer - Create EO waitlist for election

**PWC Office of Elections - Task Progress - March 5, 2024 Presidential Preference Primary**

<b>E- Date</b>	<b>Due Date</b>	<b>Status</b>	<b>Task (Department - Description)</b>
60	1/5/2024	Completed	Admin - Update primers for visitors to public events
60	1/5/2024	Not Completed	Operations - Send Out Facilities Emergency Contact List to CO's
60	1/5/2024	Not Completed	Operations - Verify EVEO vendor registration before assignment
60	1/5/2024	In Progress	Absentee - Initial reports to BallotTrax (Eligibility report)
60	1/5/2024	Not Completed	Absentee -First extract to K&H
60	1/5/2024	In Progress	Admin - Set EV site information and hours with Board (or BOCS)
60	1/5/2024	In Progress	Absentee - Test election in DemTech BallotDNA for UOCAVA email ballots
60	1/5/2024	In Progress	Admin - Ballot Reports to K&H
60	1/5/2024	Not Completed	Absentee - Determine potential CAP EOs
60	1/5/2024	In Progress	Officer - Finalize EO's assignment and email to officers
60	1/5/2024	Completed	Admin - Approval of K&H Insertion Guide.
57	1/8/2024	Not Completed	Officer - Finalize content, handouts, Powerpoint for training classes
55	1/10/2024	In Progress	Admin - Review compliance with EB Security Policy
55	1/10/2024	In Progress	Absentee – Update ballot curing letter and email templates
55	1/10/2024	Not Completed	Operations - L & A of EPBs for EV, CAP, and Spares
55	1/10/2024	Not Completed	Absentee - High Speed L&A
55	1/10/2024	Not Completed	Operations - Place Uline Order
55	1/10/2024	Not Completed	Absentee - Create and send Preprocessing, CAP, CAP-PE EO survey
55	1/10/2024	Completed	Absentee – Update ballot curing logs (working and read-only)
55	1/10/2024	Not Completed	Operations - Complete Satellite Early Voting Readiness Checklist (1 wk before EV starts)
55	1/10/2024	In Progress	Admin - BallotDNA set up
55	1/10/2024	Not Completed	Officer - Mock EO training class
54	1/11/2024	Not Completed	Operations - Provide staffing list to Director/Deputy Director
53	1/12/2024	Not Completed	Operations - EV Binders
52	1/13/2024	Not Completed	Operations - Make Labels and Election Day Envelopes
52	1/13/2024	Not Completed	Officer - Set up workshop space
50	1/15/2024	In Progress	Admin - Have ballot printer and representative sign oaths
50	1/15/2024	Not Completed	Operations - Develop SA training program
50	1/15/2024	Not Completed	Absentee - Print and post initial Public Absentee List
50	1/15/2024	Not Completed	Operations - Organize EV Binders
50	1/15/2024	Not Completed	Officer - Send new Chiefs/Asst. Chiefs/Officers Brief Sheet Resource
50	1/15/2024	In Progress	Admin - Test Email ballot set up
50	1/15/2024	Not Completed	Absentee - UOCAVA Extract to K&H



**PWC Office of Elections - Task Progress - March 5, 2024 Presidential Preference Primary**

<b>E- Date</b>	<b>Due Date</b>	<b>Status</b>	<b>Task (Department - Description)</b>
50	1/15/2024	Not Completed	Officer - Begin tracking EO attendance in training
50	1/15/2024	Not Completed	Operations - Pack EV Precinct Signs
50	1/15/2024	Not Completed	Admin - Contact Sheriff's Office to secure parking spots for EV.
50	1/15/2024	Not Completed	Operations - Get Revised Security Plan from EB
50	1/15/2024	Not Completed	Officer - Start EES Workshop
50	1/15/2024	In Progress	Admin - Have EB appoint last officer group for election
49	1/16/2024	Not Completed	Staffing - Add Chiefs to their precincts in Integra so they can see them in portal.
48	1/17/2024	Not Completed	Admin - Confirm initial absentee mailout
47	1/18/2024	Not Completed	Admin - Cure Log is ready
47	1/18/2024	Not Completed	Operations - Facility Letter Due
46	1/19/2024	Not Completed	Operations - Delivery and Setup EV sites
46	1/19/2024	Not Completed	Operations - Manage EV Pollbook Builds and Deployment
45	1/20/2024	Not Completed	Absentee - Mail Print Disable Envelopes.
45	1/20/2024	Not Completed	Officer - Start EO Training
45	1/20/2024	Not Completed	Operations - Coordinate/Get Quote Paxton
45	1/20/2024	Not Completed	Absentee - Begin ballot curing
45	1/20/2024	Not Completed	Absentee - AB Compliance Survey (45 day) state required
45	1/20/2024	Not Completed	Comms - TWEET: Early Voting Begins
45	1/20/2024	Not Completed	Operations - Schedule Training sites
45	1/20/2024	Not Completed	Admin - Finalize any purchases needed for election, get quotes
45	1/20/2024	Not Completed	Absentee - Process absentee applications for first mailout (Cynthia, Colleen, temps)
45	1/20/2024	Not Completed	Operations - Recruitment of Special Assistants
45	1/20/2024	Not Completed	Absentee – Update all Pre/CAP/CAP-PE envelopes, SORs, etc
42	1/23/2024	Not Completed	Certify all polling places/contests/candidates correct in VERIS/Enhanced Results
42	1/23/2024	Not Completed	Admin - Send party chairs draft precinct staffing list
40	1/25/2024	Not Completed	Officer - Send Chiefs/Asst. Chiefs facility contact information
40	1/25/2024	Not Completed	Officer - Unassign all EOs that cancel (ongoing from here)
40	1/25/2024	Not Completed	Admin - Notify Secretary if any issues timely processing voter registrations
40	1/25/2024	Not Completed	Officer - Contact EOs who miss training and reschedule training
40	1/25/2024	Not Completed	Operations - Send Facility Reminder
39	1/26/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.
35	1/30/2024	Not Completed	Operations - Test Door Bells
35	1/30/2024	Not Completed	Officer - Verify vendor registration of assigned officers

**PWC Office of Elections - Task Progress - March 5, 2024 Presidential Preference Primary**

<b>E- Date</b>	<b>Due Date</b>	<b>Status</b>	<b>Task (Department - Description)</b>
35	1/30/2024	Not Completed	Operations - Schedule CAP sites
35	1/30/2024	Not Completed	Operations - Program EPB Templates- ED
35	1/30/2024	Not Completed	Operations - Create truck routes for Paxton
34	1/31/2024	Not Completed	Operations - Pack Green Accordians (Contingent upon authorization of formats by admin)
32	2/2/2024	Not Completed	Officer - Set up space for CO training
32	2/2/2024	Not Completed	Weekly Task – Absentee – Follow-up on Cure Log and send copy to party chairs.
30	2/4/2024	Not Completed	Operations - Pack Election Day Precinct Signs
30	2/4/2024	Not Completed	Officer - Verify all precincts have all positions filled
30	2/4/2024	Not Completed	Operations - Pack Electrical Bags
30	2/4/2024	Not Completed	Officer - Assign Canvass EOs
30	2/4/2024	Not Completed	Operations - Pack Privacy Folders
30	2/4/2024	Not Completed	Officer - Assign Special Assistants
30	2/4/2024	Not Completed	Officer - Assign CAP EOs
30	2/4/2024	Not Completed	Officer - Share one month staffing list with Director/Deputy Director
30	2/4/2024	Not Completed	Operations - Pack Precinct Signs
30	2/4/2024	Not Completed	Operations - Certify number of Election Day ballots received, complete QC
30	2/4/2024	Not Completed	Operations - Verify Special Assisant vendor registration before assignment.
30	2/4/2024	Not Completed	Operations - Coordinate with PWCS Office of Communication
30	2/4/2024	Not Completed	Absentee – Train temps on high-speed scanner
30	2/4/2024	Not Completed	Operations - Schedule Canvass site
30	2/4/2024	Not Completed	Absentee - Assess if staffing meeting absentee needs from incoming numbers
30	2/4/2024	Not Completed	Admin - Finalize supply drop off plan
30	2/4/2024	Not Completed	Absentee - Scheduling Preprocessing EOs based on survey results
30	2/4/2024	Not Completed	Officer - Start CO Training
30	2/4/2024	Not Completed	Officer - Set up dummy precinct
28	2/6/2024	Not Completed	Admin - Finalize post-election Board schedule, post notice
25	2/9/2024	Not Completed	Operations - Facility Election Day Emergency Contact Sheet Completed
25	2/9/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.
22	2/12/2024	Not Completed	Comms - TWEET: Last Day to Register/Update Registration (General & Primary)
21	2/13/2024	Not Completed	Admin - Send notice of Election Day scanner L&A for party, candidates
21	2/13/2024	Not Completed	Absentee - Ensure all Preprocessing materials ready (oaths, reconciliation sheets)
21	2/13/2024	Not Completed	Admin - Rough draft of Election Day assignments
21	2/13/2024	Not Completed	Absentee - Ensure all Preprocessing equipment is ready (pollbook, EPBs)

**PWC Office of Elections - Task Progress - March 5, 2024 Presidential Preference Primary**

<b>E- Date</b>	<b>Due Date</b>	<b>Status</b>	<b>Task (Department - Description)</b>
21	2/13/2024	Not Completed	Absentee – Create pollbook for Preprocessing
21	2/13/2024	Not Completed	Operations - Make sure emergency polling places are ready if needed
21	2/13/2024	Not Completed	Absentee – Create ENR XLS for all CAP groupings
20	2/14/2024	Not Completed	Officer - Send CO bag pick-up and supply drop-off information
20	2/14/2024	Not Completed	Officer - Send provisional Brief Sheet to all officers
20	2/14/2024	Not Completed	Operations - ED DEMTECH Pollbook Inventory & Charging
18	2/16/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.
15	2/19/2024	Not Completed	Absentee - Set up Preprocessing room
15	2/19/2024	Not Completed	Absentee – Update Preprocessing pollbook
15	2/19/2024	Not Completed	Officer - Verify all precincts have all positions filled
15	2/19/2024	Not Completed	Admin - (Primary Only) Send any voter notice of polling place changes
14	2/20/2024	Not Completed	Operations - Send ED Facility Final Reminders
14	2/20/2024	Not Completed	Admin - Send party chairs final precinct staffing list
14	2/20/2024	Not Completed	Absentee - Voter correspondence - busier, includes calls
14	2/20/2024	Not Completed	Operations - Gathering Supplies for Chief Binder
14	2/20/2024	Not Completed	Admin - GR signs all officer oaths for polling places
14	2/20/2024	Not Completed	Officer - Replace all EOs that have been removed due to not attending training
14	2/20/2024	Not Completed	Comms - Finalize list of top precincts for media members to visit.
14	2/20/2024	Not Completed	Operations - Create File for Paper Pollbook and send to Printer
14	2/20/2024	Not Completed	Absentee - Preprocessing begins
14	2/20/2024	Not Completed	Officer - Remove all EOs that have not attended training
14	2/20/2024	Not Completed	Admin - Finalize canvass staffing
14	2/20/2024	Not Completed	Officer - Letter to Quantico Marine Base for access to the Town
14	2/20/2024	Not Completed	Operations - Test TallyPoint
11	2/23/2024	Not Completed	Absentee - Process absentee applications for final mailout
11	2/23/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.
11	2/23/2024	Not Completed	Comms - TWEET: Deadline to Request a Mail Ballot
10	2/24/2024	Not Completed	Operations - Emergency Precinct Coordination & Deployment
10	2/24/2024	Not Completed	Operations - L & A for Scanners for Election Day
10	2/24/2024	Not Completed	Admin - Finalize Provisional Processing Plan
10	2/24/2024	Not Completed	Officer - Finalize staff for canvass, coordinate with GR
10	2/24/2024	Not Completed	Operations - Pack CO Bags
9	2/25/2024	Not Completed	Operations - Pack #3 and #6 for Transport

**PWC Office of Elections - Task Progress - March 5, 2024 Presidential Preference Primary**

<b>E- Date</b>	<b>Due Date</b>	<b>Status</b>	<b>Task (Department - Description)</b>
8	2/26/2024	Not Completed	Admin - Final draft of Election Day assignments to staff, Board
7	2/27/2024	Not Completed	Admin - Draft Friday night letter
7	2/27/2024	Not Completed	Admin - Prepare Provisional Templates
7	2/27/2024	Not Completed	Absentee – Verify CAP-EV scanner delivery date
7	2/27/2024	Not Completed	Operations - Coordinate with Courthouse for Election Day Storage
7	2/27/2024	Not Completed	Operations - Coordinate Chief HQ
7	2/27/2024	Not Completed	Operations - Create What Ifs
7	2/27/2024	Not Completed	Absentee - Managing mail - incoming applications& returning ballots
7	2/27/2024	Not Completed	Absentee - Register military voters
7	2/27/2024	Not Completed	Admin - Finalize roles and layout for Chief HQ
7	2/27/2024	Not Completed	Admin - Finalize all EOs registration in Mobius
7	2/27/2024	Not Completed	Comms - Notify EOs/staff of any observer/media groups
7	2/27/2024	Not Completed	Absentee - Prepare provisional templates and spreadsheets
7	2/27/2024	Not Completed	Operations - Test ED EPBs
7	2/27/2024	Not Completed	Absentee - Process absentee denials and contact voters
7	2/27/2024	Not Completed	Absentee - Ensure all CAP/CAP-PE materials ready (oaths, envelopes, SORs, tally)
7	2/27/2024	Not Completed	Admin - Final test of results reporting system
5	2/29/2024	Not Completed	Officer - Finish training and workshops
5	2/29/2024	Not Completed	Admin - Supply staff with key contact information sheet
5	2/29/2024	Not Completed	Officer - Final verification all precincts filled, emergency fill ins
5	2/29/2024	Not Completed	Operations - Election Day Pollbook Secure Login Codes
5	2/29/2024	Not Completed	Operations - Pack Specialist Bags
5	2/29/2024	Not Completed	Operations - Certify L&A for Scanner/Touch Writers to ELECT
5	2/29/2024	Not Completed	Officer - End EO Training
5	2/29/2024	Not Completed	Operations - Verify trucks with Paxton
5	2/29/2024	Not Completed	Operations - Final setup communications with Facilities after chief pickup
5	2/29/2024	Not Completed	Admin - Finalize provisional adjudication session procedures
5	2/29/2024	Not Completed	Officer - Send CO/AO final roster
4	3/1/2024	Not Completed	Officer - Friday night letter
4	3/1/2024	Not Completed	Comms - Prep website for Election Day
4	3/1/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.
3	3/2/2024	Not Completed	Officer - Close mock precinct
3	3/2/2024	Not Completed	Operations - CO Supply Pickup

**PWC Office of Elections - Task Progress - March 5, 2024 Presidential Preference Primary**

<b>E- Date</b>	<b>Due Date</b>	<b>Status</b>	<b>Task (Department - Description)</b>
3	3/2/2024	Not Completed	Absentee - Prepare/print AB list for precincts on Election Day.
3	3/2/2024	Not Completed	Operations - Breakdown EV sites and Return Equipment and Binders to Office
3	3/2/2024	Not Completed	Officer - Certify training of officers with GR for ELECT
3	3/2/2024	Not Completed	Comms - TWEET: Early Voting Ends
3	3/2/2024	Not Completed	Operations - Finalize Cages for Deployment
3	3/2/2024	Not Completed	Officer - End CO Training
2	3/3/2024	Not Completed	Admin - Finalize canvass procedures
2	3/3/2024	Not Completed	Operations - L&A EPB Certify to Elect
2	3/3/2024	Not Completed	Operations - Verify to GR that cages/equipment are confirmed delivered to sites
2	3/3/2024	Not Completed	Operations - Train SA
2	3/3/2024	Not Completed	Admin - Certify pollbook logic and accuracy
1	3/4/2024	Not Completed	Operations - Election Day Pollbook Deployment
1	3/4/2024	Not Completed	Absentee – Create pollbook for CAP
1	3/4/2024	Not Completed	Operations - Final AB Numbers
1	3/4/2024	Not Completed	Admin - GR must rule on emergency ballots
1	3/4/2024	Not Completed	Admin - Email copy of absentee list as of 3 days to election
1	3/4/2024	Not Completed	Operations - Cage Drop Off
0	3/5/2024	Not Completed	Absentee - Support phones
0	3/5/2024	Not Completed	Operations - Assist Day Equipment Supply
0	3/5/2024	Not Completed	Admin - Provisional Ballot Assesment and Research
0	3/5/2024	Not Completed	Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm
0	3/5/2024	Not Completed	Operations - Assist with CO Supply Return
0	3/5/2024	Not Completed	Operations - Chief Headquarters
0	3/5/2024	Not Completed	Operations - Assist with Communications via TallyPoint/Chief Headquarters
0	3/5/2024	Not Completed	Absentee - Compile ENR for CAP-EV and CAP-AB, incl. hand count
0	3/5/2024	Not Completed	Absentee - Preliminary provisional ballot research
0	3/5/2024	Not Completed	Absentee - Prepare thumbdrive with AB documents for courthouse
0	3/5/2024	Not Completed	Operations - Assist with CO Supply Return
0	3/5/2024	Not Completed	Comms - TWEET: ELECTION DAY Ends @ 7pm
0	3/5/2024	Not Completed	Comms - TWEET: ELECTION DAY Starts @ 6am
0	3/5/2024	Not Completed	Officer - Address all EO issues on election day
0	3/5/2024	Not Completed	Absentee - Precinct drop box ballots & chain of custodies
0	3/5/2024	Not Completed	Absentee - Receive and check in mail ballots (Cynthia & temps)

**PWC Office of Elections - Task Progress - March 5, 2024 Presidential Preference Primary**

<b>E- Date</b>	<b>Due Date</b>	<b>Status</b>	<b>Task (Department - Description)</b>
-1	3/6/2024	Not Completed	Absentee - Deliver all absentee applications to Courthouse
-1	3/6/2024	Not Completed	Officer -Delete Manage Locations Precincts CO Assigned
-1	3/6/2024	Not Completed	Admin - Inform Circuit Court of any materials not returned
-1	3/6/2024	Not Completed	Comms - Convert Website to "Post Election" homepage
-1	3/6/2024	Not Completed	Absentee – Create pollbook for CAP-PE
-1	3/6/2024	Not Completed	Operations - Deliver #3 and #6, election materials to Courthouse
-2	3/7/2024	Not Completed	Operations - Copy and backup all Voter Credit from Election day, assist w/ VERIS entry
-2	3/7/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.
-2	3/7/2024	Not Completed	Operations - Copy and backup all ballot images from Election day
-2	3/7/2024	Not Completed	Officer - Validate Officers have completed training
-2	3/7/2024	Not Completed	Officer - Prepare payroll document for Fiscal Specialist using Comp Sheets
-2	3/7/2024	Not Completed	Absentee – Update CAP-PE pollbook.
-2	3/7/2024	Not Completed	Operations - Search key equipment for missing docs, ballots, envelopes, etc.
-3	3/8/2024	Not Completed	Absentee - Provisional research/meeting/letters
-3	3/8/2024	Not Completed	Absentee - Provide direct staff support CAP-PE
-3	3/8/2024	Not Completed	Absentee - Manage mail and drop box ballots
-3	3/8/2024	Not Completed	Absentee - Provisional credit
-3	3/8/2024	Not Completed	Absentee - Finalize thumbdrive for courthouse
-3	3/8/2024	Not Completed	Absentee - Compile ENR for CAP-PE, incl. hand count ballots and rejected ballots.
-3	3/8/2024	Not Completed	Admin - Provisional Credit Entered
-4	3/9/2024	Not Completed	Officer - Scan election Comp Forms
-7	3/12/2024	Not Completed	Admin - Certify election, send abstracts/checklist to state
-7	3/12/2024	Not Completed	Admin - Complete provisional ballot adjudication
-7	3/12/2024	Not Completed	Absentee - Reject AB Ballots in VERIS
-8	3/13/2024	Not Completed	Comms - Post all Election Day results tapes for public
-10	3/15/2024	Not Completed	Admin - Print winner certificates for Secretary
-10	3/15/2024	Not Completed	Admin - Organize retention of SOR copies, GR records
-10	3/15/2024	Not Completed	Comms - Convert website back to default home page
-14	3/19/2024	Not Completed	Operations - Inventory all voting equipment, notify GR of any damage/missing