

ELECTORAL BOARD MEETING

MAY 7, 2025 PRINCE WILLIAM COUNTY

CALL TO ORDER / PLEDGE



APPROVAL OF MINUTES





APPROVAL OF MINUTES

April 2, 2025 Meeting

BOARD MEMBER REPORTS





Early Voting Challenges

- High volume of voters
- Expanded number of check-in stations
- More media and observers than usual



Early Voting Challenges

- Added public safety concerns
- First presidential with same-day registration
- Provided real-time line data for the public



- √ 97,000 total voters
- ✓ Final day of voting: single day record of 8,000+ total voters



- ✓ Previous record –1,532 at a single site
- ✓ DMV/Haymarket exceeded that 10 times
- ✓ Office and Ferlazzo set new total voter highs



- ✓ Little to no wait times
- ✓ High levels of voter satisfaction
- ✓ No safety issues, accidents, or significant incidents



- ✓ Few campaign conflicts
- ✓ Compliments from observers
- ✓ Accurate results with great record keeping



Thank You **Early Voting Election Officer** Leaders!



GENERAL REGISTRAR'S REPORT



ELECTION PREP: 2025 PRIMARIES



All information for early voting dates/locations, mail voting, Election Day precinct finder, sample ballots, and more at: pwcvotes.org





Task Progress

- Early/mail voting started Friday, May 2
 - Mailed 16,800 ballots
 - Only 50 early voters in first two days
- Preparations are staying on track
 - 143/145 tasks to date completed
 - 15 tasks complete ahead of schedule



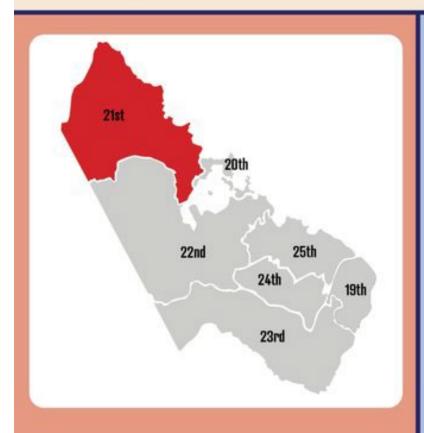
Candidate Withdrawal

- Pat Herrity withdrew (Lt. Gov. Republican)
- Decision by state to remove him from ballot
- No statewide primary for this contest
- Previously the only Republican statewide

AVAILABLE PRIMARIES

Primaries are open in Virginia. Voters can vote in only <u>one</u> primary, but may choose either one.

June 2025 Primary Races



Republican Ballot

☑ VA House of Delegates



Democratic Ballot

✓ Lt. Governor
 ✓ Attorney General



Resulting Changes

- Delayed but completed L&A testing
- Changes to procedures for officers and instructions for voters
- Changes to ballot mailing (4,000 less)



Resulting Changes

- Reduces officer parity requirements outside of the 21st district
 - Still using original plan, but more options for substitutes
- Modified the ballot order



Virginia Code 24.2-115

"...For a primary election involving only one political party, persons representing the political party holding the primary shall serve as the officers of election *if possible*."



Facility Change – *Primary Only*

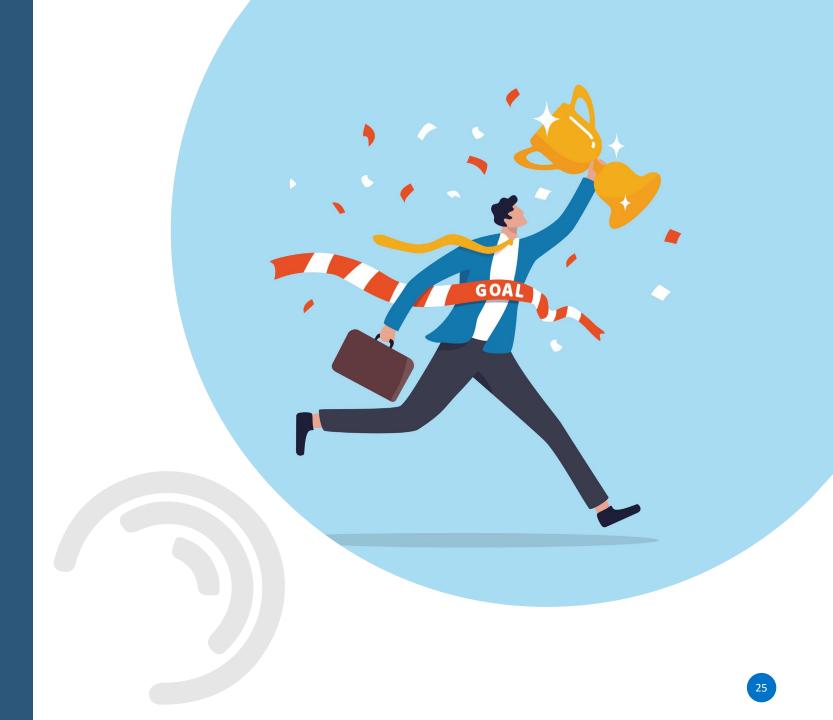
- Pct #703 Lynn Middle (construction)
- New location: Vaughan Elementary
- Awaiting state administrative approval
- Send mail notice to the 2,800+ voters soon

BOARD INPUT

Ballot order change: Increase from original totals for all precincts with a primary, reduced total ballots overall

Officer change: EO team will simply fill in best available officers per precinct, make sure 21st District precincts are balanced

AWARDS



AWARDS

"Clearies" were started in 2016 to recognize best practices in election administration across the country





EAC Announces 2024 Clearie Winners



Election Administration: Innovations or New Practices in Election Administration





Winner: Prince William County Publishing Results Tapes Online

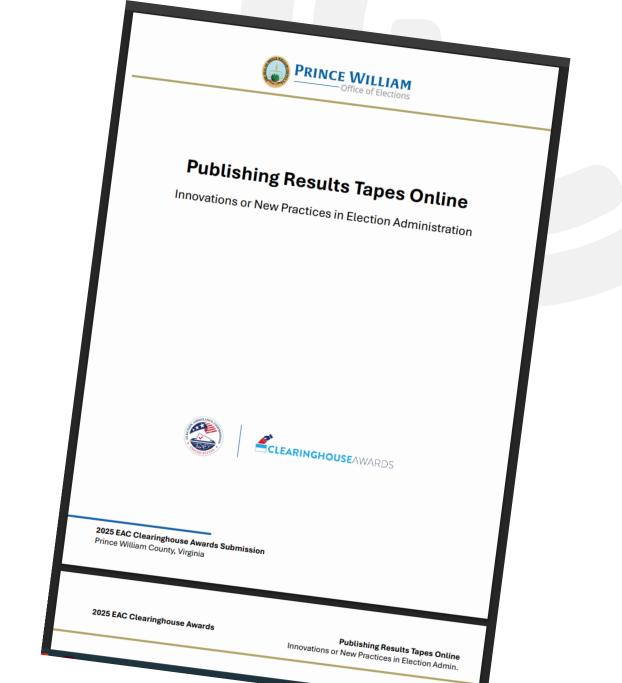
"I Voted" Stickers:
Creative and Original
"I Voted" Stickers



Honorable Mention: Prince William County *Four Years, Five Stickers*

AWARDS

Model program outlines and submissions on our "Press" page at pwcvotes.org



BUDGET UPDATES







FY26 Budget Approved

- \$3.95 million baseline for Office of Elections
- \$2.40 million for new equipment (one-time)
- Implementation estimated for January 2026
- Review plans for equipment purchase





Current Fiscal Year (FY25) Spending Progress

Overall	Quarter
Ovcian	Qualter

$$Q4 = 104.33\%^* 21.81\%^*$$

^{*}Projected





Year	Baseline	Initiatives (on top of baseline funds)
FY26	\$3.95 mil	New equipment (\$2.4 million)
FY25	\$3.82 mil	IT position, presidential election (\$507K)
FY24	\$3.46 mil	Facility security upgrades (\$229K)
FY23	\$3.42 mil	High-speed scanner, redistricting (\$313K)





Notes
Increased presidential election costs Expanded temp staff support Understaffed, blocked from spending on project by the state

^{*}Projected

PURCHASE PLANNING







Plan: Purchase a VVSG 2.0 compliant system

- "GR and EB must routinely review agency needs for the planning and purchase of new/replacement electronic voting equipment..."
- "GR will facilitate and work with the Board to plan agency needs"

PURCHASE PLANNING



Considerations

- Overall cost and annual support costs
- Technical needs/requirements, certifications
- Quality, features, and adaptability of equipment
- Logistical considerations (facilities, transport)
- Product technical support
- Ease of use for voters and election officers





Goal: Review the final decision in closed session under VA Code §2.2-3711 (A)(6)

VA Code §24.2-602 does grant an exemption from competition, but the Office of Elections and Electoral Board are considering the best options

NEW BUSINESS



APPOINTING ELECTION OFFICERS



APPOINTING OFFICERS



Action

10 new Election Officer (6 D, 2 NP, 2 R)

MOTION: Appoint New Officers

ELECTION OFFICER POLICY



ELECTION OFFICER POLICY



Action

 Discussion of changes to policy to meet changing needs of agency

MOTION: Adoption of policy for EB and GR duties

LETTERS



LETTERS



Letter drafted by the EB Secretary to the Commonwealth's Attorney requesting clarification on legal referrals

Review/discussion





Letter drafted by the EB Secretary to ELECT requesting read only access to VERIS

Review/discussion

PUBLIC COMMENTS 3-MINUTE TIME LIMIT



CLOSED SESSION

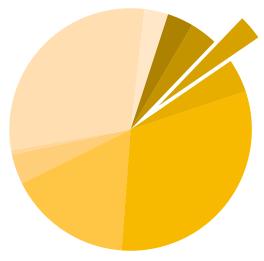


ADJOURNMENT



Mission Statement

The mission of the Office of Elections is to provide an equal opportunity for all qualified citizens of Prince William County to register and vote in all local, state, and federal elections. The Office of Elections conducts all elections to the standards of the Virginia Code and meets best practices of the elections' industry. This should be accomplished while ensuring transparency and building public confidence in the election process. The Office of Elections works to ensure that voters can vote via all methods allowed in Virginia including voting by mail, voting early, and voting on Election Day. The Office of Elections operates as a communication and information resource for citizens and keeps the public informed of critical deadlines and procedures for how to register and vote. The major stakeholders are more than 324,000 registered voters, the Prince William County Electoral Board, the State Department of Elections, election officers, candidates, and partnering county agencies.



Government Operations, Performance & Innovation **Expenditure Budget: \$192,914,513**

Expenditure Budget: \$6,352,910

3.3% of Government Operations, Performance & Innovation

Programs:

■ Conduct & Certify Elections: \$6,352,910

Mandates

The Code of Virginia mandates the appointment of an electoral board in the County, the position of General Registrar and the compensation, expenses, and suitable office space for the General Registrar and associated staff. Reasonable expenses include, but are not limited to, costs for: (i) an adequately trained registrar's staff, including training in the use of computers and other technology to the extent provided to other local employees with similar job responsibilities, and reasonable costs for the general registrar to attend the annual training offered by the State Board; (ii) adequate training for officers of election; (iii) conducting elections as required by this title; and (iv) voter education.

State Code: 24.2-106 (Appointment and terms; vacancies; chairman and secretary; certain prohibitions; training) through 24.2-123 (Requirements for registration and voting; prohibition on use of power of attorney), 24.2-700 (Persons entitled to vote by absentee ballot), and 24.2-701.1 (Absentee voting in person)

Expenditure and Revenue Summary



Expenditure by Program	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Proposed	% Chang Budget FY25 Budget FY2
Conduct and Certify Elections	\$2,933,305	\$3,791,482	\$4,400,456	\$4,214,731	\$6,352,910	50.739
Total Expenditures	\$2,933,305	\$3,791,482	\$4,400,456	\$4,214,731	\$6,352,910	50.73%
Expenditure by Classification						
Salaries & Benefits	\$1,581,406	\$2,049,029	\$2,684,690	\$2,645,646	\$2,532,075	(4.29%
Contractual Services	\$365,835	\$1,079,220	\$1,066,389	\$1,020,543	\$896,293	(12.17%
nternal Services	\$123,181	\$250,216	\$279,124	\$271,281	\$247,281	(8.85%
Purchase of Goods & Services	\$851,748	\$383,676	\$325,341	\$283,167	\$2,683,167	847.569
Capital Outlay	\$0	\$20,000	\$36,121	\$0	\$0	
_eases & Rentals	\$11,135	\$9,341	\$8,535	\$8,174	\$8,174	0.009
Reserves & Contingencies	\$0	\$0	\$256	(\$14,080)	(\$14,080)	0.009
Total Expenditures	\$2,933,305	\$3,791,482	\$4,400,456	\$4,214,731	\$6,352,910	50.73%
Funding Sources						
Fines & Forfeitures	\$0	\$0	\$900	\$0	\$0	
Miscellaneous Revenue	\$58	\$11,256	\$256	\$0	\$0	
Charges for Services	\$0	\$0	\$251	\$0	\$0	
Revenue from Commonwealth	\$0	\$143,854	\$524,135	\$92,202	\$92,202	0.009
Fransfers In	\$0	\$0	\$0	\$0	\$2,400,000	
Total Designated Funding Sources	\$58	\$155,110	\$525,541	\$92,202	\$2,492,202	2,602.98%

\$3,636,372

95.91%

\$3,874,915

88.06%

\$4,122,529

97.81%

\$3,860,708

60.77%

\$2,933,247

100.00%

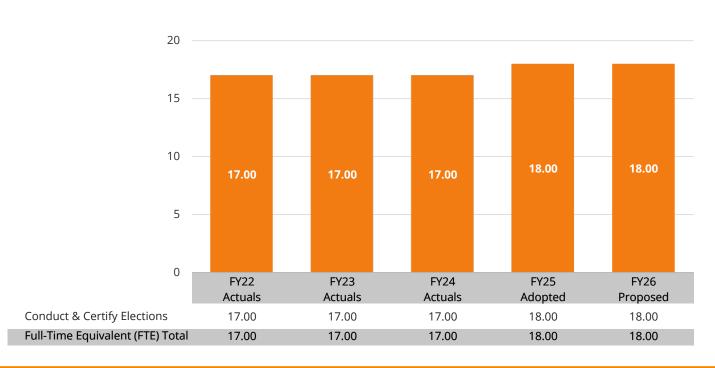
Staff History by Program

Net General Tax Support

Net General Tax Support



(6.35%)



Future Outlook

Continuing to Provide Multiple Voting Types – Planning for three different types of voting (mail, early, and Election Day) means convenience for voters, but extra spending in each area due to uncertainty of how people will choose to vote each election. With the longest early voting period of any state and elections every year, no election officials in any state in the country are open for voting nearly a quarter of every year. Retaining election officers, keeping staff motivated, and spending public dollars efficiently in those conditions requires careful planning and consideration.

Operating Space – The Office of Elections main facility does not provide enough room to efficiently service voters, run agency operations, and serve as an early voting site. All agency operations are spread across multiple sites including (1) a main office, (2) separate warehouse, (3) borrowed space to train election officers, and (4) another meeting facility for Board meetings and events. This should all be in one location for operational efficiency, improved communications, and ballot security. Early voting sites have inadequate space for major elections and present operational challenges to meeting state (room for privacy, poll watcher requirements, etc.) and federal laws (ADA) even in low turnout elections. Modifications to existing early voting locations and/or infrastructure would be advisable until the Office of Elections can be relocated to a facility that adequately meets operational, accessible, and security needs.

Information and Observation Requests – The Office of Elections often receives information requests, inquiries, and questions on a scale previously unseen that requires the time of many staff members and threaten the completion of core tasks central to Election's mission. Responses to these requests are important for agency transparency and to meet state and federal Freedom of Information Act laws, but the short response time required by law and the unpredictable nature of the requests creates a response challenge.

Communication with the Public – In an environment of voter confusion and misinformation, it is important Elections works to ensure voters receive timely information from official sources. Social media and the Elections' website must be utilized to provide updates for voters. Other communication formats should be leveraged in order to improve public engagement, reduce voter confusion, and ensure equal access. Staff must work to identify official and unofficial communications to inform the public. Access to the voting process before, during and after the election must be made transparent and visible insofar as the law allows.

General Overview

A. Removal of One-Time Costs for 2024 Presidential Election – A total of \$392,987 has been removed from the Elections FY26 budget for one-time expenses linked to the 2024 Presidential Election. Funding in FY25 included costs for hiring additional election officers, temporary election staff, overtime, testing, and programming voting equipment and machinery. Additionally, it covered expenses for printing and mailing extra paper and absentee ballots in anticipation of an increase in voter turnout.

Budget Initiatives

A. Budget Initiatives

1. Equipment Replacement and Improvement Project - Conduct and Certify Elections

Expenditure \$2,400,000
Use of Capital Reserve \$2,400,000
General Fund Impact \$0
FTE Positions 0.00

- **a. Description** This one-time funding covers the costs associated with replacing election voter equipment and enhances the voting experience by introducing new features that improve the process for County residents. Additionally, it addresses concerns about election integrity by providing voters the opportunity to review and confirm their choices before submitting their ballots.
- **b.** Service Level Impacts This will sustain and fulfill the requirements outlined in <u>Virginia Code §24.2-626</u>, which mandates the use of updated electronic voting systems and options for individuals with disabilities. It also aligns with the newly established standards from the Election Assistance Commission, ensuring the highest security protocols for election equipment. This budget initiative assures voting equipment will be replaced within the 10-year life cycle recommended by <u>Brennan Center</u>, thereby reducing the potential for equipment failure during elections.

Program Summary

Conduct and Certify Elections

The Office of Elections is comprised of the Electoral Board, the General Registrar/Director of Elections, and Assistant Registrars. The Electoral Board appoints the General Registrar/Director of Elections who serves the Board and appoints Assistant Registrars. The Office of Elections conducts all elections in Prince William County (PWC) and is a state-mandated office whose purpose is to maintain voter registration records and conduct elections, including voting by mail, early, and on Election Day. The Office of Elections maintains regular hours open to the public, processes voter registration applications, provides election data to citizens and candidates, certifies local candidate filings, trains election officers to conduct each election, maintains election equipment, and certifies the results for each election.

Key Measures	FY22 Actuals				FY26 Proposed
Experience of voting in PWC is pleasant (community survey)	84%	84%	84%	85%	85%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY22 Actuals				FY26 Proposed
Register Voters & Conduct & Certify Elections	\$2,933	\$3,791	\$4,400	\$4,215	\$6,353
Registration updates, changes, and confirmations	164,000	105,065	110,259	135,000	130,000
Total mail ballots sent to voters	28,105	41,622	59,771	50,000	45,000
Transactions involving mail requests (ongoing annual applications)	16,000	18,300	20,400	30,000	17,500
Registered county voters	312,676	315,789	324,323	325,000	330,000
Total voters served (turnout)	160,658	197,732	209,719	250,000	175,000
Percentage of voters who voted early or by mail	66%	66%	66%	50%	50%

New Election Officer Appointments - 2025-26 May 7, 2025 - PWC Electoral Board

First	Mid	Last	Party	Pct.
Emily	L	Castro	D	604
Taylor	J	Rymiszewski	D	509
Debra	J	Wolfslayer	D	409
Michael	E	Duarte	D	409
Sarim	N	Faruque	D	301
Doug	G	Horhota	D	n/a
Katrina	М	Moore	N	506
Anusha		Shrestha	N	211
Josie	L	McMahon	R	201
Christina	J	Moore	R	712

E- Date	Due Date	Status	Description
150	1/18/2025	Completed	Officer - Reserve training sites/rooms
150	1/18/2025	Completed	Operations - (Primary Only) Create and Send Facilities Letter for Year
140	1/28/2025	Completed	Admin - Planning Binder-Phase 1 returned to K&H - approved or with changes noted
140	1/28/2025	Completed	Officer - Create assignment letter in EO Program
140	1/28/2025	Completed	Officer - Develop a recruitment plan this election
140	1/28/2025	Completed	Officer - Draft of EO Manual
140	1/28/2025	Completed	Officer - Update officer training and staffing email templates
125	2/12/2025	Completed	Operations - Reserve Buckhall and OMCH (and/or any other necessary facilities)
120	2/17/2025	Completed	Absentee - Inventory election mailing supplies
120	2/17/2025	Completed	Absentee - Review K&H envelopes, inserts, etc.
120	2/17/2025	Completed	Admin - Build a list of critical req/PO/invoices during election
120	2/17/2025	Completed	Admin - Complete Ballot Plan and Material Requirements, K&H
120	2/17/2025	Completed	Admin - Initial Envelope Art Files to K&H
120	2/17/2025	Completed	Admin - Publish ad for temp hires
120	2/17/2025	Completed	Admin - Review and approve AB envelopes.
120	2/17/2025	Completed	Admin - Review and approve ballot inserts
120	2/17/2025	Completed	Admin - Work with BOCS for any ordinance needed for election
120	2/17/2025	Completed	Officer - Contact EOs that have not accepted Appointment Letter
120	2/17/2025	Completed	Operations - Pack Clear Plastic Pouches
115	2/22/2025	Completed	Admin - Review any Voter Assistance Forms for compliance
115	2/22/2025	Completed	Officer - Finalize content or updates to EO Manual
110	2/27/2025	Completed	Officer - Examine feedback from previous election and determine key training needs
110	2/27/2025	Completed	Operations - Get Vests Cleaned
110	2/27/2025	Completed	Operations - Throw away unusable ballot boxes
100	3/9/2025	Completed	Admin - Envelope Order Qty & Final Approved Art
100	3/9/2025	Completed	Admin - Finalize official voter projections for election, distribute to staff
100	3/9/2025	Completed	Admin - I voted sticker Order Qty & Final Approved Art
100	3/9/2025	Completed	Admin - Set staff, equipment, and ballot allocations by precinct
100	3/9/2025	Completed	Officer - Decide training format
95	3/14/2025	Completed	Admin - Finalize/prepare staffing plan for Board
90	3/19/2025	Completed	Absentee - Work with Logistics team for Preprocessing/CAP/CAP-PE space and dates
90	3/19/2025	Completed	Admin - Identify any purchases needed for coming election

90	3/19/2025	Completed	Admin - Identify needs for Absentee temp assignments
90	3/19/2025	Completed	Admin - Identify needs for Election Day temp assignments
90	3/19/2025	Completed	Admin - Review and Approve Ballot Wrap
90	3/19/2025	Completed	Comms - Switch main page to voter guide with key dates
90	3/19/2025	Completed	Comms (Primary Only) - Post notice of holding of Primary
90	3/19/2025	Completed	Officer - Develop content for training classes
90	3/19/2025	Completed	Officer - Develop training schedule
90	3/19/2025	Completed	Officer - Hire and Train Temps
90	3/19/2025	Completed	Operations - (Annual) Publish ADA surveys for all voting sites, notify GR
90	3/19/2025	Completed	Operations - Check Ballot Boxes to be used in Election
90	3/19/2025	Completed	Operations - Check TW Stands
90	3/19/2025	Completed	Operations - Order BOD Paper
90	3/19/2025	Completed	Operations - Pack Tape, Buttons, I Voted Stickers, etc.
89	3/20/2025	Completed	Absentee - Cancel Permanent AB Applications of Inactive Voters following the NCOA Process.
85	3/24/2025	Completed	Officer - Place printing order EO Manual.
85	3/24/2025	Completed	Operations - Coordinate with PWCS Office of Facilities Management
82	3/27/2025	Completed	Admin - Qualify local candidates through VERIS
80	3/29/2025	Completed	Admin - Have Board approve ballot order
80	3/29/2025	Completed	Admin - Have Board approve staffing plan
80	3/29/2025	Completed	Admin - Planning Binder-Phase 2 returned to K&H - approved or with changes noted.
80	3/29/2025	Completed	Officer - Produce training calandar, share with staffing team for addition to EO database
80	3/29/2025	Completed	Officer - Send Availability Survey to ALL Officers
80	3/29/2025	Completed	Officer - Start EO assisgnment list
80	3/29/2025	Completed	Operations - Contact Print shop for any Election needs
80	3/29/2025	Completed	Operations - Coordinate with PWCS Head of Construction
75	4/3/2025	Completed	Admin - Complete confirmation of all temp staff hires by dept
75	4/3/2025	Completed	Admin - Postage Deposit of Permit Funding Confirmation to K&H
75	4/3/2025	Completed	Officer - Train temp staff to assist with election
75	4/3/2025	Completed	Operations - EV DEMTECH Pollbook Inventory & Charging
75	4/3/2025	Completed	Operations - Recruitment of new Early Voting EO's
70	4/8/2025	Completed	Admin - (General Only) Have Board complete ADA certification by Sept 1 (Oct 16 in 2023)
70	4/8/2025	Completed	Admin - Initial Insert Art Files to K&H
70	4/8/2025	Completed	Admin - Insert Order Qty & Final Approved Art

70	4/8/2025	Completed	Admin - Wrap Final Approved Art and Variables Table (if appl) to K&H
70	4/8/2025	Completed	Officer - Finalize training classes
70	4/8/2025	Completed	Officer - Send EO manual to printer if needed for this election
67	4/11/2025	Completed	Operations - Create and Proof Ballots, Verify layout compliant
65	4/13/2025	Completed	Admin - Ballot Faces to K&H
65	4/13/2025	Completed	Admin - Ballot Order to K&H (Non-mail Ballots & Blank Base)
65	4/13/2025	Completed	Admin - Confirm Observer's availability for ballot printing.
65	4/13/2025	Completed	Admin - Marked Test PDFs & Order Qty to K&H
65	4/13/2025	Completed	Admin - Postage Deposit or Permit Funding Confirmation Received for Ballot by Mail (K&H)
65	4/13/2025	Completed	Admin - Review Ballot Face and category proofs.
65	4/13/2025	Completed	Comms - Put the required code note & watermark on the sample ballots
65	4/13/2025	Completed	Operations - Order Ballots
65	4/13/2025	Completed	Operations - Program EPB Templates for EV/ED
62	4/16/2025	Completed	Absentee - Generating ongoing absentee ballots
62	4/16/2025	Completed	Absentee -First extract to K&H
62	4/16/2025	Completed	Officer - Set up space for EO training
60	4/18/2025	Completed	Absentee - Test election in DemTech BallotDNA for UOCAVA email ballots
60	4/18/2025	Completed	Admin - (General Only) Have Board approve Training Plan.
60	4/18/2025	Completed	Admin - Approval of K&H Insertion Guide.
60	4/18/2025	Completed	Admin - Ballot Order including Test Desks
60	4/18/2025	Completed	Admin - Ballot Reports to K&H
60	4/18/2025	Completed	Admin - Confirm office doors open during weekend voting, ED and Canvass
60	4/18/2025	Completed	Admin - Hire temporary staff, all HR paperwork complete
60	4/18/2025	Completed	Admin - Issue refunds to primary candidates not qualified or unopposed
60	4/18/2025	In Progress	Admin - Outline needs for Chief HQ - staff, phones, etc.
60	4/18/2025	Completed	Admin - Review Policies/Procedures for Observers, Public meetings
60	4/18/2025	Completed	Admin - Set EV site information and hours with Board (or BOCS)
60	4/18/2025	Completed	Admin - Update primers for visitors to public events
60	4/18/2025	Completed	Admin - Verify E-mail Ballot List
60	4/18/2025	Completed	Admin- Check budget status for adequate funds to run election
60	4/18/2025	Completed	Operations - Complete EV staff assignments
60	4/18/2025	Completed	Operations - EV Security Compliance
60	4/18/2025	Completed	Operations - EV Site Visits

60	4/18/2025	Completed	Operations - L&A of Scanners for EV
60	4/18/2025	Completed	Operations - Pack Grey Ballot Boxes
60	4/18/2025	Completed	Operations - Pack Keys and Seals
60	4/18/2025	Completed	Operations - Verify EVEO vendor registration before assignment
57	4/21/2025	Completed	Absentee - Create test case and results key for high speed L&A.
57	4/21/2025	Completed	Officer - Finalize content, handouts, Powerpoint for training classes
55	4/23/2025	Completed	Admin - BallotDNA set up
55	4/23/2025	Completed	Admin - Review compliance with EB Security Policy
55	4/23/2025	Completed	Officer - Mock EO training class
55	4/23/2025	Completed	Operations - Complete Satellite Early Voting Readiness Checklist (1 wk before EV starts)
55	4/23/2025	Completed	Operations - L & A of EPBs for EV
55	4/23/2025	Completed	Operations - Place Uline Order
54	4/24/2025	Completed	Operations - Provide staffing list to Director/Deputy Director
52	4/26/2025	Completed	Officer - Set up workshop space
50	4/28/2025	Completed	Admin - Contact Sheriff's Office to secure parking spots for EV.
50	4/28/2025	Completed	Admin - Have ballot printer and representative sign oaths
50	4/28/2025	Completed	Admin - Have EB appoint last officer group for election
50	4/28/2025	Completed	Admin - Test Email ballot set up
50	4/28/2025	Completed	Officer - Start EES Workshop
50	4/28/2025	Completed	Operations - Organize EV Binders
50	4/28/2025	Completed	Operations - Pack EV Precinct Signs
49	4/29/2025	Completed	Absentee - Mark test deck for high speed L&A.
49	4/29/2025	Completed	Absentee – Train/refresh temps on high-speed scanner prior to L&A
49	4/29/2025	Completed	Staffing - Add Chiefs to their precincts in Integra so they can see them in portal.
48	4/30/2025	Completed	Absentee - Mail ADA Ballot Envelopes to ADA E-Mail voters
48	4/30/2025	Completed	Absentee - Perform High Speed L&A
48	4/30/2025	Completed	Admin - Confirm initial absentee mailout
47	5/1/2025	Completed	Admin - Cure Log is ready
46	5/2/2025	Completed	Absentee - Initial reports to BallotTrax (Eligibility report)
46	5/2/2025	Completed	Absentee - Print and post initial Public Absentee List
46	5/2/2025	Completed	Absentee - Process absentee applications for first mailout (Cynthia, Colleen, temps)
46	5/2/2025	Completed	Absentee - Verify Preprocessing/CAP/CAP-PE EO survey for staffing team
46	5/2/2025	Completed	Operations - Delivery and Setup Main Office EV Site

46	5/2/2025	Completed	Operations - Manage EV Pollbook Builds and Deployment
45	5/3/2025	Completed	Absentee - AB Compliance Survey (45 day) state required
45	5/3/2025	Completed	Absentee - Finalize CAP EOs (Election Day)
45	5/3/2025	Completed	Absentee – Update all PP/CAP/CAP-PE envelopes, SORs, oaths, etc.
45	5/3/2025	Completed	Absentee – Update ballot curing letter and email templates
45	5/3/2025	Completed	Absentee – Update ballot curing logs (working and read-only)
45	5/3/2025	In Progress	Admin - Finalize any purchases needed for election, get quotes
45	5/3/2025	Completed	Comms - TWEET: Early Voting Begins
45	5/3/2025	Completed	Officer - Send 1st Officer Assignment List to EB & Party Chairs 6 Wks Out
45	5/3/2025	Completed	Officer - Send EO Assignment List to EB & Party Chairs
45	5/3/2025	Completed	Officer - Start EO Training
45	5/3/2025	Completed	Operations - Coordinate/Get Quote Paxton
45	5/3/2025	Completed	Operations - Recruitment of Special Assistants
45	5/3/2025	Completed	Operations - Schedule Training sites
			CURRENT DATE - 5/5/25
42	5/6/2025	Completed	Officer - Finalize EO's assignment and email to officers
41	5/7/2025	Not Completed	Absentee – Verify all equip. for PP/CAP/CAP-PE (laptops, hand scanners, mice, etc.)
40	5/8/2025	Not Completed	Admin - Notify Secretary if any issues timely processing voter registrations
40	5/8/2025	Completed	Operations - Send Facility Reminder
40	5/8/2025	In Progress	VR - Provisional Plan for EV
39	5/9/2025	Not Completed	Absentee – Print/save Cure Log and send copy to board and party chairs.
39	5/9/2025	In Progress	Absentee – Train/refresh temps entering applications in VERIS
39	5/9/2025	In Progress	Absentee – Train/refresh temps on logging Cures
36	5/12/2025	Not Completed	Absentee – Update all Hand Count tally sheets, SORs, etc.
36	5/12/2025	Not Completed	Absentee - Update all Preprocessing/CAP/CAP-PE training materials.
35	5/13/2025	Completed	Officer - Verify vendor registration of assigned officers
35	5/13/2025	Completed	Operations - Create truck routes for Paxton
35	5/13/2025	Completed	Operations - Facility Election Day Emergency Contact Sheet Completed
35	5/13/2025	Completed	Operations - Schedule CAP sites
34	5/14/2025	In Progress	Operations - Pack Green Accordians (Contingent upon authorization of formats by admin)
32	5/16/2024	Not Completed	Absentee – Print/save Cure Log and send copy to board and party chairs.
32	5/16/2025	Not Completed	Absentee – Train/refresh temps on entering Cures into VERIS
32	5/16/2025	Completed	Officer - Set up space for CO training

30	5/18/2025	In Progress	Absentee - Assess if staffing meeting absentee needs from incoming numbers
30	5/18/2025	Not Completed	Absentee - Verify Pre-Processing/CAP/CAP-PE schedules.
30	5/18/2025	Not Completed	Absentee - Verify training class assignments for Preprocessing/CAP/CAP-PE officers
30	5/18/2025	Completed	Admin - Finalize supply drop off plan
30	5/18/2025	Not Completed	Officer - Assign Canvass EOs
30	5/18/2025	Not Completed	Officer - Assign CAP EOs
30	5/18/2025	Completed	Officer - Asssign Special Assistants
30	5/18/2025	Not Completed	Officer - Send Chiefs/Asst. Chiefs facility contact information
30	5/18/2025	Not Completed	Officer - Send new Chiefs/Asst. Chiefs/Officers Brief Sheet Resource
30	5/18/2025	Completed	Officer - Set up dummy precinct
30	5/18/2025	Not Completed	Officer - Share one month staffing list with Director/Deputy Director
30	5/18/2025	Completed	Officer - Start CO Training
30	5/18/2025	In Progress	Officer - Verify all precincts have all positions filled
30	5/18/2025	Not Completed	Operations - Certify number of Election Day ballots received, complete QC
30	5/18/2025	Completed	Operations - Coordinate with PWCS Office of Communication
30	5/18/2025	Not Completed	Operations - Pack Election Day Precinct Signs
30	5/18/2025	Completed	Operations - Pack Electrical Bags
30	5/18/2025	In Progress	Operations - Pack Outside Precinct Signs
30	5/18/2025	Completed	Operations - Pack Privacy Folders
30	5/18/2025	Completed	Operations - Schedule Canvass site
28	5/20/2025	In Progress	Admin - Finalize post-election Board schedule, post notice
28	5/20/2025	Not Completed	Admin - Send notice of Election Day scanner L&A for party, candidates
25	5/24/2023	Not Completed	Absentee – Print/save Cure Log and send copy to board and party chairs.
25	5/23/2025	In Progress	Admin - BallotDNA Email Reminders
25	5/23/2025	Not Completed	Officer - Contact EOs who miss training and reschedule training
24	5/24/2025	Not Completed	Certify all polling places/contests/candidates correct in VERIS/Enhanced Results
22	5/26/2025	Not Completed	Comms - TWEET: Last Day to Register/Update Registration (General & Primary)
21	5/27/2025	Not Completed	Absentee – Create ENR XLS for CAP-EV, CAP-AB, CAP-PE, and CAP-PE hand count.
21	5/27/2025	In Progress	Officer - Create EO waitlist for election
21	5/27/2025	Not Completed	Officer First Chief Check-In Call 1 of 2
21	5/27/2025	Not Completed	Operations - Make Labels and Election Day Envelopes
21	5/27/2025	Not Completed	Operations - Make sure emergency polling places are ready if needed
21	5/27/2025	Not Completed	Operations - Reserve Election Day Ipads, phones, etc, for EV/ED

20	5/28/2025	In Progress	Admin - Mail Ballot Reminder via BallotTrax
20	5/28/2025	Not Completed	Officer - Send CO bag pick-up and supply drop-off information
20	5/28/2025	Not Completed	Officer - Send provisional Brief Sheet to all officers
20	5/28/2025	Not Completed	Operations - ED DEMTECH Pollbook Inventory & Charging
19	5/29/2025	Not Completed	Admin - Rough draft of Election Day assignments
18	5/31/2022	Not Completed	Absentee – Print/save Cure Log and send copy to board and party chairs.
15	6/2/2025	Not Completed	Admin - (Primary Only) Send any voter notice of polling place changes
15	6/2/2025	Not Completed	Officer - Verify all precincts have all positions filled
14	6/3/2025	Not Completed	Absentee - Ensure all Preprocessing equipment is ready (pollbook, EPBs)
14	6/3/2025	Not Completed	Absentee - Ensure all Preprocessing materials ready (oaths, reconciliation sheets)
14	6/3/2025	Not Completed	Admin - Finalize canvass staffing
14	6/3/2025	Not Completed	Admin - GR signs all officer oaths for polling places
14	6/3/2025	Not Completed	Admin - Send party chairs final precinct staffing list
14	6/3/2025	Not Completed	Comms - Finalize list of top precincts for media members to visit.
14	6/3/2025	Not Completed	Officer - Begin tracking EO attendence in training
14	6/3/2025	Not Completed	Officer - Letter to Quantico Marine Base for access to the Town
14	6/3/2025	Not Completed	Officer - Remove all EOs that have not attended training
14	6/3/2025	Not Completed	Officer - Replace all EOs that have been removed due to not attending training
14	6/3/2025	Not Completed	Officer - Send EB & Party Chairs Final EO List
14	6/3/2025	Not Completed	Operations - Create File for Paper Pollbook and send to Printer
14	6/3/2025	Not Completed	Operations - Gathering Supplies for Chief Binder
14	6/3/2025	Not Completed	Operations - Program EPB Templates- ED
14	6/3/2025	Not Completed	Operations - Send ED Facility Final Reminders
14	6/3/2025	Not Completed	Operations - Test Door Bells/Phone Numbers
14	6/3/2025	Not Completed	Operations - Test TallyPoint
11	6/6/2025	Not Completed	Absentee – Create pollbook for Preprocessing
11	6/7/2021	Not Completed	Absentee – Print/save Cure Log and send copy to board and party chairs.
11	6/6/2025	Not Completed	Comms - TWEET: Deadline to Request a Mail Ballot
10	6/7/2025	Not Completed	Absentee - Set up Preprocessing room
10	6/7/2025	Not Completed	Absentee – Update Preprocessing pollbook
10	6/7/2025	Not Completed	Admin - Final test of results reporting system
10	6/7/2025	In Progress	Admin - Finalize Provisional Processing Plan
10	6/7/2025	Not Completed	Officer - Finalize staff for canvass, coordinate with GR

10 677/2025 Not Completed Operations - L & A for Scanners for Election Day	10	6/7/2025	Not Completed	Operations - Emergency Precinct Coordination & Deployment
9 6/8/2025 Not Completed Absentee - Complete all training for Preprocessing/CAP/CAP-PE officers 9 6/8/2025 Not Completed Operations - Pack #3 and #6 for Transport 8 6/8/2025 Not Completed Admin - Final draft of Election Day assignments to staff, Board 8 6/8/2025 Not Completed Officer - 2nd Chief check in phone call 2 of 2 8 6/8/2025 Not Completed Officer - Final verification all precincts filled, emergency fill ins 7 6/10/2025 Not Completed Absentee - Verify CAP-EV scanner delivery date 7 6/10/2025 Not Completed Absentee - Verify CAP-EV scanner delivery date 8 6/10/2025 Not Completed Admin - Finalize roles and layout for Chief HQ 9 6/10/2025 Not Completed Admin - Finalize roles and layout for Chief HQ 9 6/10/2025 Not Completed Admin - Finalize roles and layout for Chief HQ 9 6/10/2025 Not Completed Admin - Prepare Provisional Templates 9 6/10/2025 Not Completed Operations - Coordinate with Courthouse for Election Day Storage 9 6/10/2025 Not Completed Operations - Coordinate with Courthouse for Election Day Storage 9 6/10/2025 Not Completed Operations - Create What If's 9 6/10/2025 Not Completed Operations - Test ED EPBs 9 6/10/2025 Not Completed Admin - Pinalize provisional adjudiction session procedures 9 6/12/2025 Not Completed Admin - Pinalize provisional adjudiction session procedures 9 6/12/2025 Not Completed Admin - Finalize provisional adjudiction session procedures 9 6/12/2025 Not Completed Officer - End EO Training 9 6/12/2025 Not Completed Officer - Finalize provisional adjudiction session procedures 9 6/12/2025 Not Completed Officer - Inassign all EOs that cancel (noging from here) 9 6/12/2025 Not Completed Operations - Certify L&A for Scanner/Touch Writers to ELECT 9 6/12/2025 Not Completed Operations - Election Day Polibook Secure Login Codes 9 6/12/2025 Not Completed Operations - Election Day Polibook Secure Login Codes 9 6/12/2025 Not Completed Operations - Peack Specialist Bags 9 6/12/2025 Not Completed Operations - Peack Specialist Bags 9 6/12/2025 Not Completed Operations - Peack Specialist Ba	10	6/7/2025	Not Completed	Operations - L & A for Scanners for Election Day
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7 6/10/2025 Not Completed Operations - Coordinate with Courthouse for Election Day Storage 7 6/10/2025 Not Completed Operations - Create What Ifs 7 6/10/2025 Not Completed Operations - Test ED EPBs 7 6/10/2025 Not Completed Provisional - Prepare templates, envelopes and etc 6 6/11/2025 Not Completed Admin - Draft Friday night letter 5 6/12/2025 Not Completed Admin - Finalize provisional adjudiction session procedures 6 6/12/2025 Not Completed Admin - Supply staff with key contact information sheet 7 6/12/2025 Not Completed Officer - End EO Training Officer - End EO Training Officer - Finish training and workshops 8 6/12/2025 Not Completed Officer - Unassign all EOs that cancel (ongoing from here) 9 6/12/2025 Not Completed Operations - Certify L&A for Scanner/Touch Writers to ELECT 9 6/12/2025 Not Completed Operations - Election Day Pollbook Secure Login Codes 9 6/12/2025 Not Completed Operations - Finalize precinct returns spreadsheet (office & WH) 9 6/12/2025 Not Completed Operations - Pack Specialist Bags 9 6/12/2025 Not Completed Operations - Verify trucks with Paxton 9 6/12/2025 Not Completed Operations - Verify trucks with Paxton 9 6/12/2025 Not Completed Operations - Verify trucks with Paxton 9 6/12/2025 Not Completed Operations - Verify trucks with Paxton 9 6/12/2025 Not Completed Operations - Verify trucks with Paxton 9 6/12/2025 Not Completed Operations - Verify trucks with Paxton 9 6/12/2025 Not Completed Operations - Verify trucks with Paxton 9 6/12/2025 Not Completed Operations - Prep website for Election Day 9 6/13/2025 Not Completed Officer - Send final Friday night letter to EO team	7	6/10/2025	In Progress	Admin - Prepare Provisional Templates
7 6/10/2025 Not Completed Operations - Create What Ifs 7 6/10/2025 Not Completed Operations - Test ED EPBs 7 6/10/2025 Not Completed Provisional - Prepare templates, envelopes and etc 6 6/11/2025 Not Completed Admin - Draft Friday night letter 5 6/12/2025 Not Completed Admin - Finalize provisional adjudiction session procedures 6 6/12/2025 Not Completed Admin - Supply staff with key contact information sheet 7 6/12/2025 Not Completed Officer - End EO Training 8 6/12/2025 Not Completed Officer - Finish training and workshops 9 6/12/2025 Not Completed Officer - Unassign all EOs that cancel (ongoing from here) 9 6/12/2025 Not Completed Operations - Certify L&A for Scanner/Touch Writers to ELECT 9 6/12/2025 Not Completed Operations - Election Day Pollbook Secure Login Codes 9 6/12/2025 Not Completed Operations - Finalize precinct returns spreadsheet (office & WH) 9 6/12/2025 Not Completed Operations - Verify trucks with Paxton 9 6/12/2025 Not Completed Operations - Verify trucks with Paxton 9 6/12/2025 Not Completed Operations - Verify trucks with Paxton 9 6/12/2025 Not Completed Operations - Verify trucks with Paxton 9 6/12/2025 Not Completed Operations - Prep website for Election Day 9 6/13/2025 Not Completed Comms - Prep website for Election Day 9 6/13/2025 Not Completed Officer - Send final Friday night letter to EO team	7	6/10/2025	Not Completed	Comms - Notify EOs/staff of any observer/media groups
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7 6/10/2025 Not Completed Provisional - Prepare templates, envelopes and etc 6 6/11/2025 Not Completed Admin - Draft Friday night letter 5 6/12/2025 Not Completed Admin - Finalize provisional adjudiction session procedures 6 6/12/2025 Not Completed Admin - Supply staff with key contact information sheet 7 6/12/2025 Not Completed Officer - End EO Training 8 6/12/2025 Not Completed Officer - Finish training and workshops 9 6/12/2025 Not Completed Officer - Unassign all EOs that cancel (ongoing from here) 9 6/12/2025 Not Completed Operations - Certify L&A for Scanner/Touch Writers to ELECT 9 6/12/2025 Not Completed Operations - Election Day Pollbook Secure Login Codes 9 6/12/2025 Not Completed Operations - Finalize precinct returns spreadsheet (office & WH) 9 6/12/2025 Not Completed Operations - Pack Specialist Bags 9 6/12/2025 Not Completed Operations - Verify trucks with Paxton 9 6/12/2025 Not Completed Absentee - Print/save Cure Log and send copy to board and party chairs. 9 6/13/2025 Not Completed Comms - Prep website for Election Day 9 6/13/2025 Not Completed Officer - Send final Friday night letter to EO team	7	6/10/2025	Not Completed	Operations - Create What Ifs
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5 6/12/2025 Not Completed Operations - Election Day Pollbook Secure Login Codes 5 6/12/2025 Not Completed Operations - Finalize precinct returns spreadsheet (office & WH) 5 6/12/2025 Not Completed Operations - Pack Specialist Bags 5 6/12/2025 Not Completed Operations - Verify trucks with Paxton 4 6/14/2020 Not Completed Absentee - Print/save Cure Log and send copy to board and party chairs. 4 6/13/2025 Not Completed Comms - Prep website for Election Day 6 6/13/2025 Not Completed Officer - Send final Friday night letter to EO team	5	6/12/2025	Not Completed	Officer - Unassign all EOs that cancel (ongoing from here)
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4 6/13/2025 Not Completed Comms - Prep website for Election Day 4 6/13/2025 Not Completed Officer - Send final Friday night letter to EO team	5	6/12/2025	Not Completed	Operations - Verify trucks with Paxton
4 6/13/2025 Not Completed Officer - Send final Friday night letter to EO team	4	6/14/2020	Not Completed	Absentee – Print/save Cure Log and send copy to board and party chairs.
	4	6/13/2025	Not Completed	Comms - Prep website for Election Day
4 6/13/2025 Not Completed Officer - Send Friday Letter	4	6/13/2025	Not Completed	Officer - Send final Friday night letter to EO team
	4	6/13/2025	Not Completed	Officer - Send Friday Letter

3 6/14/2025 Not Completed Comms - TWEET: Early Voting Ends	4	6/13/2025	Not Completed	Send Reminder Brief to all officers on Waitlist Roster
September Sept	3	6/14/2025	Not Completed	Chief Phone Call Final Check-Ins
3 6/14/2025 Not Completed Officer - Close mock precinct	3	6/14/2025	Not Completed	Comms - TWEET: Early Voting Ends
Section	3	6/14/2025	Not Completed	Officer - Certify training of officers with GR for ELECT
3 6/14/2025 Not Completed Officer - Sent Chiefs Cage Tracking Link Operations - CO Supply Pickup	3	6/14/2025	Not Completed	Officer - Close mock precinct
36/14/2025Not CompletedOperations - CO Supply Pickup26/15/2025Not CompletedAbsentee - Prepare/print AB list for precincts on Election Day.26/15/2025Not CompletedAdmin - Certify pollbook logic and accuracy26/15/2025Not CompletedAdmin - Finalize canvass procedures26/15/2025Not CompletedOperations - Breakdown EV sites and Return Equipment and Binders to Office26/15/2025Not CompletedOperations - Breakdown EV sites and Return Equipment and Binders to Office26/15/2025Not CompletedOperations - Breakdown EV sites and Return Equipment and Binders to Office16/15/2025Not CompletedOperations - Breakdown EV sites and Return Equipment and Binders to Office16/16/2025Not CompletedOperations - L&A EPB Certify to Elect16/16/2025Not CompletedAdmin - Confirm absentee list has been printed and delivered to WH.16/16/2025Not CompletedAdmin - GR must rule on emergency ballots16/16/2025Not CompletedOperations - Election Day Pollbook Deployment16/16/2025Not CompletedOperations - Finalize Setup for Chief HQ16/16/2025Not CompletedOperations - Finalize setup for Chief HQ16/16/2025Not CompletedOperations - Verify to GR that cages are confirmed delivered to sites06/17/2025Not CompletedAbsentee - Compile ENR for CAP-EV and CAP-AB, incl. hand count06/17/2025Not CompletedAbsentee - Prepare thumbd	3	6/14/2025	Not Completed	Officer - End CO Training
2 6/15/2025 Not Completed Admin - Certify pollbook logic and accuracy 2 6/15/2025 Not Completed Admin - Certify pollbook logic and accuracy 2 6/15/2025 Not Completed Admin - Certify pollbook logic and accuracy 2 6/15/2025 Not Completed Operations - Breakdown EV sites and Return Equipment and Binders to Office 2 6/15/2025 Not Completed Operations - Breakdown EV sites and Return Equipment and Binders to Office 3 6/15/2025 Not Completed Operations - Breakdown EV sites and Return Equipment and Binders to Office 3 6/15/2025 Not Completed Operations - L&A EPB Certify to Elect 4 6/16/2025 Not Completed Absentee - Create pollbook for CAP 5 6/16/2025 Not Completed Admin - Confirm absentee list has been printed and delivered to WH. 6 6/16/2025 Not Completed Admin - GR must rule on emergency ballots 6 6/16/2025 Not Completed Operations - Election Day Pollbook Deployment 6 6/16/2025 Not Completed Operations - Final AB Numbers 6 6/16/2025 Not Completed Operations - Final AB Numbers 6 6/16/2025 Not Completed Operations - Final AB Numbers 6 6/16/2025 Not Completed Operations - Final AB Numbers 6 6/16/2025 Not Completed Operations - Final AB Numbers 6 6/16/2025 Not Completed Operations - Final AB Numbers 7 6/16/2025 Not Completed Operations - Verify to GR that cages are confirmed delivered to sites 7 6/17/2025 Not Completed Absentee - Compile ENR for CAP-EV and CAP-AB, incl. hand count 8 6/17/2025 Not Completed Absentee - Prepare thumbdrive with AB documents for courthouse 8 6/17/2025 Not Completed Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm 8 6/17/2025 Not Completed Comms - TWEET: ELECTION DAY Ends @ 7pm 9 6/17/2025 Not Completed Absentee - Deliver all absentee applications to Courthouse 9 6/17/2025 Not Completed Absentee - Deliver all absentee applications to Courthouse 9 6/18/2025 Not Completed Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally) 9 6/18/2025 Not Completed Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally) 1 6/18/2025 Not Complet	3	6/14/2025	Not Completed	Officer - Sent Chiefs Cage Tracking Link
2 6/15/2025 Not Completed Admin - Certify pollbook logic and accuracy 2 6/15/2025 Not Completed Admin - Finalize carvass procedures 2 6/15/2025 Not Completed Operations - Breakdown EV sites and Return Equipment and Binders to Office 2 6/15/2025 Not Completed Operations - Finalize Cages for Deployment 2 6/15/2025 Not Completed Operations - Breakdown EV sites and Return Equipment and Binders to Office 3 6/15/2025 Not Completed Operations - Finalize Cages for Deployment 4 6/16/2025 Not Completed Absentee - Create pollbook for CAP 5 6/16/2025 Not Completed Admin - Confirm absentee list has been printed and delivered to WH. 6 6/16/2025 Not Completed Admin - GR must rule on emergency ballots 6 6/16/2025 Not Completed Officer - Send Reminder to CANVASS officers/SAs 6 6/16/2025 Not Completed Operations - Election Day Pollbook Deployment 6 6/16/2025 Not Completed Operations - Finalize setup for Chief HQ 6 6/16/2025 Not Completed Operations - Finalize setup for Chief HQ 6 6/16/2025 Not Completed Operations - Verify to GR that cages are confirmed delivered to sites 6 6/17/2025 Not Completed Absentee - Compile ENR for CAP-EV and CAP-AB, incl. hand count 6 6/17/2025 Not Completed Absentee - Prepare thumbdrive with AB documents for courthouse 7 6/17/2025 Not Completed Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm 8 6/17/2025 Not Completed Comms - TWEET: ELECTION DAY Ends @ 7pm 9 6/17/2025 Not Completed Comms - TWEET: ELECTION DAY Starts @ 6am 9 6/17/2025 Not Completed Absentee - Deliver all absentee applications to Courthouse 1 6/18/2025 Not Completed Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally) 1 6/18/2025 Not Completed Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive 1 6/18/2025 Not Completed Comms - Convert Website to "Post Election" homepage	3	6/14/2025	Not Completed	Operations - CO Supply Pickup
2 6/15/2025 Not Completed Operations - Breakdown EV sites and Return Equipment and Binders to Office 2 6/15/2025 Not Completed Operations - Breakdown EV sites and Return Equipment and Binders to Office 2 6/15/2025 Not Completed Operations - Finalize Cages for Deployment 2 6/15/2025 Not Completed Operations - L&A EPB Certify to Elect 1 6/16/2025 Not Completed Admin - Confirm absentee list has been printed and delivered to WH. 1 6/16/2025 Not Completed Admin - GR must rule on emergency ballots 1 6/16/2025 Not Completed Officer - Send Reminder to CANVASS officers/SAS 1 6/16/2025 Not Completed Operations - Election Day Pollbook Deployment 2 6/16/2025 Not Completed Operations - Finalize Bunbers 3 6/16/2025 Not Completed Operations - Finalize setup for Chief HQ 4 6/16/2025 Not Completed Operations - Finalize setup for Chief HQ 5 6/16/2025 Not Completed Operations - Verify to GR that cages are confirmed delivered to sites 5 Not Completed Absentee - Complie ENR for CAP-EV and CAP-AB, incl. hand count 6 6/17/2025 Not Completed Absentee - Prepare thumbdrive with AB documents for courthouse 6 6/17/2025 Not Completed Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm 6 6/17/2025 Not Completed Comms - TWEET: ELECTION DAY Ends @ 7pm 7 6/18/2025 Not Completed Comms - TWEET: ELECTION DAY Starts @ 6am 8 6/18/2025 Not Completed Absentee - Deliver all absentee applications to Courthouse 9 6/18/2025 Not Completed Absentee - Deliver all absentee applications to Courthouse 9 6/18/2025 Not Completed Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive 9 6/18/2025 Not Completed Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive 9 6/18/2025 Not Completed Comms - Convert Website to "Post Election" homepage	2	6/15/2025	Not Completed	Absentee - Prepare/print AB list for precincts on Election Day.
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2 6/15/2025 Not Completed Absentee - Create pollbook for CAP 1 6/16/2025 Not Completed Admin - Confirm absentee list has been printed and delivered to WH. 1 6/16/2025 Not Completed Admin - GR must rule on emergency ballots 1 6/16/2025 Not Completed Officer - Send Reminder to CANVASS officers/SAS 1 6/16/2025 Not Completed Operations - Election Day Pollbook Deployment 1 6/16/2025 Not Completed Operations - Final AB Numbers 1 6/16/2025 Not Completed Operations - Final AB Numbers 1 6/16/2025 Not Completed Operations - Final AB Numbers 1 6/16/2025 Not Completed Operations - Verify to GR that cages are confirmed delivered to sites 0 6/17/2025 Not Completed Absentee - Compile ENR for CAP-EV and CAP-AB, incl. hand count 0 6/17/2025 Not Completed Absentee - Prepare thumbdrive with AB documents for courthouse 0 6/17/2025 Not Completed Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm 0 6/17/2025 Not Completed Comms - TWEET: ELECTION DAY Ends @ 7pm 0 6/17/2025 Not Completed Comms - TWEET: ELECTION DAY Starts @ 6am 0 6/17/2025 Not Completed Officer - Address all EO issues on election day -1 6/18/2025 Not Completed Absentee - Deliver all absentee applications to Courthouse -1 6/18/2025 Not Completed Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally) -1 6/18/2025 Not Completed Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive -1 6/18/2025 Not Completed Comms - Convert Website to "Post Election" homepage	2	6/15/2025	Not Completed	Operations - Breakdown EV sites and Return Equipment and Binders to Office
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1 6/16/2025 Not Completed Operations - Election Day Pollbook Deployment 1 6/16/2025 Not Completed Operations - Final AB Numbers 1 6/16/2025 Not Completed Operations - Final AB Numbers 1 6/16/2025 Not Completed Operations - Final Execution Day Pollbook Deployment 1 6/16/2025 Not Completed Operations - Final Execution Day Pollbook Deployment 1 6/16/2025 Not Completed Operations - Final Execution Day Pollbook Deployment 2 6/16/2025 Not Completed Operations - Final Execution Day Pollbook Deployment 3 6/16/2025 Not Completed Operations - Final Execution Day Exe	1	6/16/2025	Not Completed	Admin - Confirm absentee list has been printed and delivered to WH.
1 6/16/2025 Not Completed Operations - Election Day Pollbook Deployment 1 6/16/2025 Not Completed Operations - Final AB Numbers 1 6/16/2025 Not Completed Operations - Final AB Numbers 1 6/16/2025 Not Completed Operations - Verify to GR that cages are confirmed delivered to sites 0 6/17/2025 Not Completed Absentee - Compile ENR for CAP-EV and CAP-AB, incl. hand count 0 6/17/2025 Not Completed Absentee - Prepare thumbdrive with AB documents for courthouse 0 6/17/2025 Not Completed Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm 0 6/17/2025 Not Completed Comms - TWEET: ELECTION DAY Ends @ 7pm 0 6/17/2025 Not Completed Comms - TWEET: ELECTION DAY Starts @ 6am 0 6/17/2025 Not Completed Officer - Address all EO issues on election day -1 6/18/2025 Not Completed Absentee - Deliver all absentee applications to Courthouse -1 6/18/2025 Not Completed Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally) -1 6/18/2025 Not Completed Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive -1 6/18/2025 Not Completed Comms - Convert Website to "Post Election" homepage	1	6/16/2025	Not Completed	Admin - GR must rule on emergency ballots
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1 6/16/2025 Not Completed Operations - Verify to GR that cages are confirmed delivered to sites 0 6/17/2025 Not Completed Absentee - Compile ENR for CAP-EV and CAP-AB, incl. hand count 0 6/17/2025 Not Completed Absentee - Prepare thumbdrive with AB documents for courthouse 0 6/17/2025 Not Completed Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm 0 6/17/2025 Not Completed Comms - TWEET: ELECTION DAY Ends @ 7pm 0 6/17/2025 Not Completed Comms - TWEET: ELECTION DAY Starts @ 6am 0 6/17/2025 Not Completed Officer - Address all EO issues on election day -1 6/18/2025 Not Completed Absentee - Deliver all absentee applications to Courthouse -1 6/18/2025 Not Completed Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally) -1 6/18/2025 Not Completed Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive -1 6/18/2025 Not Completed Comms - Convert Website to "Post Election" homepage	1	6/16/2025	Not Completed	Operations - Final AB Numbers
0 6/17/2025 Not Completed Absentee - Compile ENR for CAP-EV and CAP-AB, incl. hand count 0 6/17/2025 Not Completed Absentee - Prepare thumbdrive with AB documents for courthouse 0 6/17/2025 Not Completed Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm 0 6/17/2025 Not Completed Comms - TWEET: ELECTION DAY Ends @ 7pm 0 6/17/2025 Not Completed Comms - TWEET: ELECTION DAY Starts @ 6am 0 6/17/2025 Not Completed Officer - Address all EO issues on election day -1 6/18/2025 Not Completed Absentee - Deliver all absentee applications to Courthouse -1 6/18/2025 Not Completed Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally) -1 6/18/2025 Not Completed Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive -1 6/18/2025 Not Completed Comms - Convert Website to "Post Election" homepage	1	6/16/2025	Not Completed	Operations - Finalize setup for Chief HQ
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06/17/2025Not CompletedComms - TWEET: ELECTION DAY Ends @ 7pm06/17/2025Not CompletedComms - TWEET: ELECTION DAY Starts @ 6am06/17/2025Not CompletedOfficer - Address all EO issues on election day-16/18/2025Not CompletedAbsentee - Deliver all absentee applications to Courthouse-16/18/2025Not CompletedAbsentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally)-16/18/2025Not CompletedAbsentee - Process precinct drop box ballots & scan chain of custodies to shared Drive-16/18/2025Not CompletedComms - Convert Website to "Post Election" homepage	0	6/17/2025	Not Completed	Absentee - Prepare thumbdrive with AB documents for courthouse
06/17/2025Not CompletedComms - TWEET: ELECTION DAY Starts @ 6am06/17/2025Not CompletedOfficer - Address all EO issues on election day-16/18/2025Not CompletedAbsentee - Deliver all absentee applications to Courthouse-16/18/2025Not CompletedAbsentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally)-16/18/2025Not CompletedAbsentee - Process precinct drop box ballots & scan chain of custodies to shared Drive-16/18/2025Not CompletedComms - Convert Website to "Post Election" homepage	0	6/17/2025	Not Completed	Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm
06/17/2025Not CompletedOfficer - Address all EO issues on election day-16/18/2025Not CompletedAbsentee - Deliver all absentee applications to Courthouse-16/18/2025Not CompletedAbsentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally)-16/18/2025Not CompletedAbsentee - Process precinct drop box ballots & scan chain of custodies to shared Drive-16/18/2025Not CompletedComms - Convert Website to "Post Election" homepage	0	6/17/2025	Not Completed	Comms - TWEET: ELECTION DAY Ends @ 7pm
-1 6/18/2025 Not Completed Absentee - Deliver all absentee applications to Courthouse -1 6/18/2025 Not Completed Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally) -1 6/18/2025 Not Completed Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive -1 6/18/2025 Not Completed Comms - Convert Website to "Post Election" homepage	0	6/17/2025	Not Completed	Comms - TWEET: ELECTION DAY Starts @ 6am
-1 6/18/2025 Not Completed Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally) -1 6/18/2025 Not Completed Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive -1 6/18/2025 Not Completed Comms - Convert Website to "Post Election" homepage	0	6/17/2025	Not Completed	Officer - Address all EO issues on election day
-1 6/18/2025 Not Completed Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive -1 6/18/2025 Not Completed Comms - Convert Website to "Post Election" homepage	-1	6/18/2025	Not Completed	Absentee - Deliver all absentee applications to Courthouse
-1 6/18/2025 Not Completed Comms - Convert Website to "Post Election" homepage	-1	6/18/2025	Not Completed	Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally)
	-1	6/18/2025	Not Completed	Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive
-1 6/18/2025 Not Completed Officer - Delete Manage Locations Precincts CO Assigned			Not Completed	Comms - Convert Website to "Post Election" homepage
	-1	6/18/2025	Not Completed	Officer - Delete Manage Locations Precincts CO Assigned

-1	6/18/2025	Not Completed	Operations - Deliver #3 and #6, election materials to Courthouse
-2	6/19/2025	Not Completed	Absentee – Create pollbook for CAP-PE
-2	6/19/2025	Not Completed	Officer - CANVASS
-2	6/19/2025	Not Completed	Officer - Prepare payroll document for Fiscal Specialist using Comp Sheets
-2	6/19/2025	Not Completed	Officer - Validate Officers have completed training
-2	6/19/2025	Not Completed	Operations - Copy and backup all ballot images from Election day
-2	6/19/2025	Not Completed	Operations - Copy and backup all Voter Credit from Election day, assist w/ VERIS entry
-2	6/19/2025	Not Completed	Operations - Search key equipment for missing docs, ballots, envelopes, etc.
-3	6/20/2025	Not Completed	Absentee - Compile ENR for CAP-PE, incl. hand count ballots and rejected ballots.
-3	6/20/2025	Not Completed	Absentee - Finalize thumbdrive with final absentee list (pollbook) for courthouse
-3	6/22/2019	Not Completed	Absentee – Print/save Cure Log and send copy to board and party chairs.
-3	6/20/2025	Not Completed	Absentee - Provisional credit
-3	6/20/2025	Completed	Absentee - Pull all No-ID ballots for Provisional (fed elections only)
-3	6/20/2025	Not Completed	Absentee – Update CAP-PE pollbook.
-3	6/20/2025	Not Completed	Admin - Change to be rejected mail ballots in VERIS to Needs Cure to receive voting credit
-3	6/20/2025	Not Completed	Admin - Inform Circuit Court of any materials not returned
-3	6/20/2025	Not Completed	Admin - Prepare ID Required Mail Ballots for Provisional Meeting
-3	6/20/2025	Not Completed	VR - Provisional research/meeting/letters
-4	6/21/2025	Not Completed	Officer - Scan election Comp Forms
-6	6/23/2025	Not Completed	Admin - Provisonal Credit Entered
-7	6/24/2025	Not Completed	Absentee - Prepare Rejection Log for GR and Courthouse
-7	6/24/2025	Not Completed	Absentee - Reject AB Ballots in VERIS
-7	6/24/2025	Not Completed	Admin - Certify election, send abstracts/checklist to state
-7	6/24/2025	Not Completed	Admin - Complete provisional ballot adjudication
-7	6/24/2025	Not Completed	Comms - TWEET: Election Has been Certified
-8	6/25/2025	Not Completed	Comms - Post all Election Day results tapes for public
-10	6/29/2018	Not Completed	Absentee – Print/save Cure Log and send copy to board and party chairs.
-10	6/27/2025	Not Completed	Admin - Organize retention of SOR copies, GR records
-10	6/27/2025	Not Completed	Admin - Print winner certificates for Secretary
-10	6/27/2025	Not Completed	Comms - Convert website back to default home page
-12	6/29/2025	Not Completed	Operations - Get Revised Security Plan from EB
-14	7/1/2025	Not Completed	Absentee - Print AB rej letters, copy rej AB envelopes, and mail to affected voters.
-14	7/1/2025	Not Completed	Comms - Digitize SORs for retention/requests

-14	7/1/2025	Not Completed	Operations - Inventory all voting equipment, notify GR of any damage/missing
	,, 1, 2020	riot comptotoa	operations inventory at voting equipment, notify of any admissioning

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DOT #	2025 Primary Election Day	2025 Primary Election Day Rep	2021 Dem Primary All
PCT#	Dem Ballot Orde		Voters
101	500	No primary	84
102	600	No primary	258
103	600	No primary	120
104	600	No primary	122
105	600	No primary	178
106	400	300	106
107	700	No primary	278
108	700	No primary	213
109	700	No primary	216
110	600	700	124
111	700	No primary	80
112	700	700	197
113	600	No primary	
114	700	No primary	103
201	600	No primary	235
202	500	400	167
203	700	No primary	185
204	500	No primary	118
205	500	No primary	210
206	600	No primary	98
207	600	No primary	377
208	600	No primary	148
209	500	No primary	101
210	600	No primary	181
211	400	No primary	147
212	600	No primary	129
213	500	No primary	170
214	600	No primary	77
215	600	No primary	295
301	700	No primary	133
302	800	No primary	158
303	600	No primary	118
304	300	No primary	25
305	600	No primary	209
306	700	No primary	310
307	500	No primary	209
308	400	No primary	128
309	500	No primary	230
	500	- p	200

PCT#	2025 Primary Election Day Dem Ballot Orde	2025 Primary Election Day Rep er Ballot Order	2021 Dem Primary All Voters
310	600	No primary	229
311	600	No primary	619
312	700	No primary	231
313	700	No primary	200
314	500	No primary	231
315	800	No primary	133
316	800	No primary	
401	500	600	113
402	500	800	128
403	600	500	138
404	500	400	125
405	600	400	153
406	600	600	127
407	1100	1100	318
408	400	No primary	98
409	800	700	126
410	600	700	154
411	700	500	166
412	400	500	62
413	600	600	146
414	500	400	
501	700	No primary	231
502	700	No primary	129
503	500	No primary	174
504	500	No primary	202
505	700	No primary	248
506	600	No primary	251
507	800	No primary	181
508	500	No primary	163
509	700	No primary	244
510	400	No primary	117
511	700	No primary	311
512	600	No primary	272
513	600	No primary	190
514	700	No primary	269
515	500	No primary	
516	400	No primary	
601	700	No primary	147

POT #	2025 Primary Election Day	2025 Primary Election Day Rep	2021 Dem Primary All
PCT#	Dem Ballot Order		Voters
602	800	No primary	385
603	700	No primary	149
604	600	No primary	181
605	500	No primary	156
606	600	No primary	135
607	500	No primary	213
608	800	No primary	233
609	500	No primary	327
610	800	No primary	223
611	700	No primary	193
612	400	No primary	
613	300	No primary	
614	700	No primary	
615	200	No primary	
616	400	No primary	
701	700	No primary	270
702	800	No primary	226
703	600	No primary	<i>7</i> 9
704	800	No primary	199
705	500	No primary	101
706	700	No primary	233
707	600	No primary	105
708	800	No primary	324
709	700	No primary	296
710	800	No primary	223
711	700	No primary	<i>17</i> 5
712	700	No primary	349
TOTAL	62,500	9,900	17,638