



ELECTORAL BOARD MEETING

OCTOBER 8, 2025

PRINCE WILLIAM COUNTY



CALL TO ORDER / MOMENT / PLEDGE



APPROVAL OF MINUTES





APPROVAL OF MINUTES

- September 10, 2025 Meeting

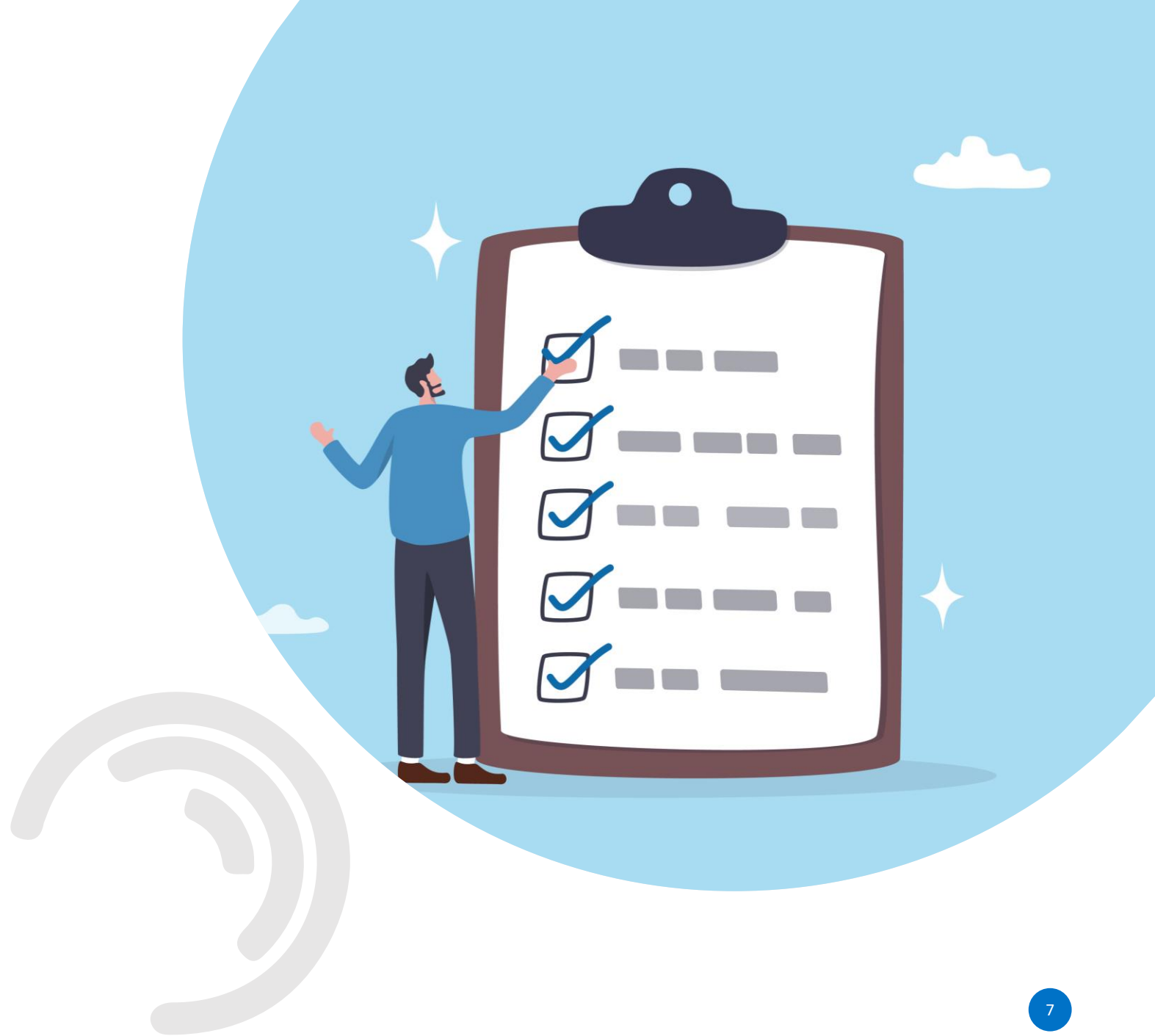
BOARD MEMBER REPORTS



GENERAL REGISTRAR'S REPORT



ELECTION PREP: 2025 GENERAL



ELECTION PREP



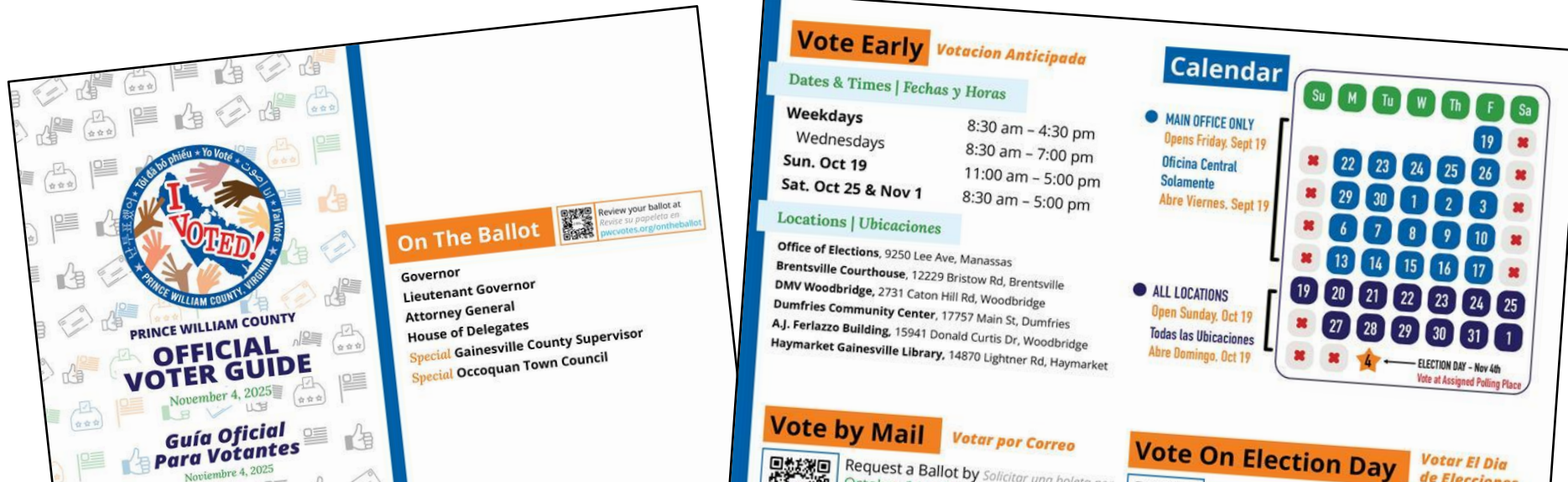
Overall Task Progress (as of 9/30)

- 182 tasks complete, 171 tasks to go
- 3 tasks behind, 11 tasks ahead
- Board has a complete list of task status provided before the Meeting

ELECTION PREP

Communications

Voter Guide postcard mailed out to 160,000+ households arrived on approximately Oct. 4



ELECTION PREP

Early Voting

- Improved safety in Main Office parking lot
- Expecting significant turnout over the final two weeks, vast majority of early voters
- High number of pollbooks to ensure little to no wait times at early voting sites



ELECTION PREP



Officer Staffing (sent 9/23 to Chairs)

- More than 800 officers assigned - exceeding staffing goals set by Board
- Breakdown: 338 R, 329 D, 142 N/P
- Code compliant in precinct leadership (1 R, 1D in all polling places)

ELECTION PREP



Turnout (through Friday, 10/3)

- 12,809 voters, up 18% from 2021
- 1.2% early voting turnout (expands 10/19)
- 2.7% mail voting turnout
 - Return rate = 32% of mail ballots sent

ELECTION PREP



Election Day Final Preparations

- Thur-Sat: Chief bag pickup
- Sunday: Prep pollbooks (after early voting)
- Monday: Cart Delivery (officer verification)
- Tuesday AM: Officers arrive at 5am

ELECTION PREP

Post-Election Schedule

- Electoral Board schedule (*review/finalize*)
- Canvass open to the public on November 5th
- Risk-Limiting Audit: 7% chance of PWC having a District selected (late November)



ELECTION SECURITY



ELECTION SECURITY



Voter Registration

- Voter database has limited access
- 100,000+ PWC updates/mailings each year
- Updates from state/federal databases
- Voting right limitations to certain statuses
- Board-requested research beyond state requirements

ELECTION SECURITY



Equipment Security

- Every piece of voting equipment is tested and verified before every election
- Equipment meets state/federal standards
- Office reviews and complies with 150+ state security standards every election
- Electoral Board reviews security annually

ELECTION SECURITY



In-Person Voting

- Process governed by bipartisan officers
- Identification required to vote in Virginia
- Pollbooks verify voters and their status
- Ballot scanners are offline
- Multiple backups for every ballot cast

ELECTION SECURITY

Mail Voting

Let's dive into it...



MAIL VOTING PROCESS



MAIL VOTING

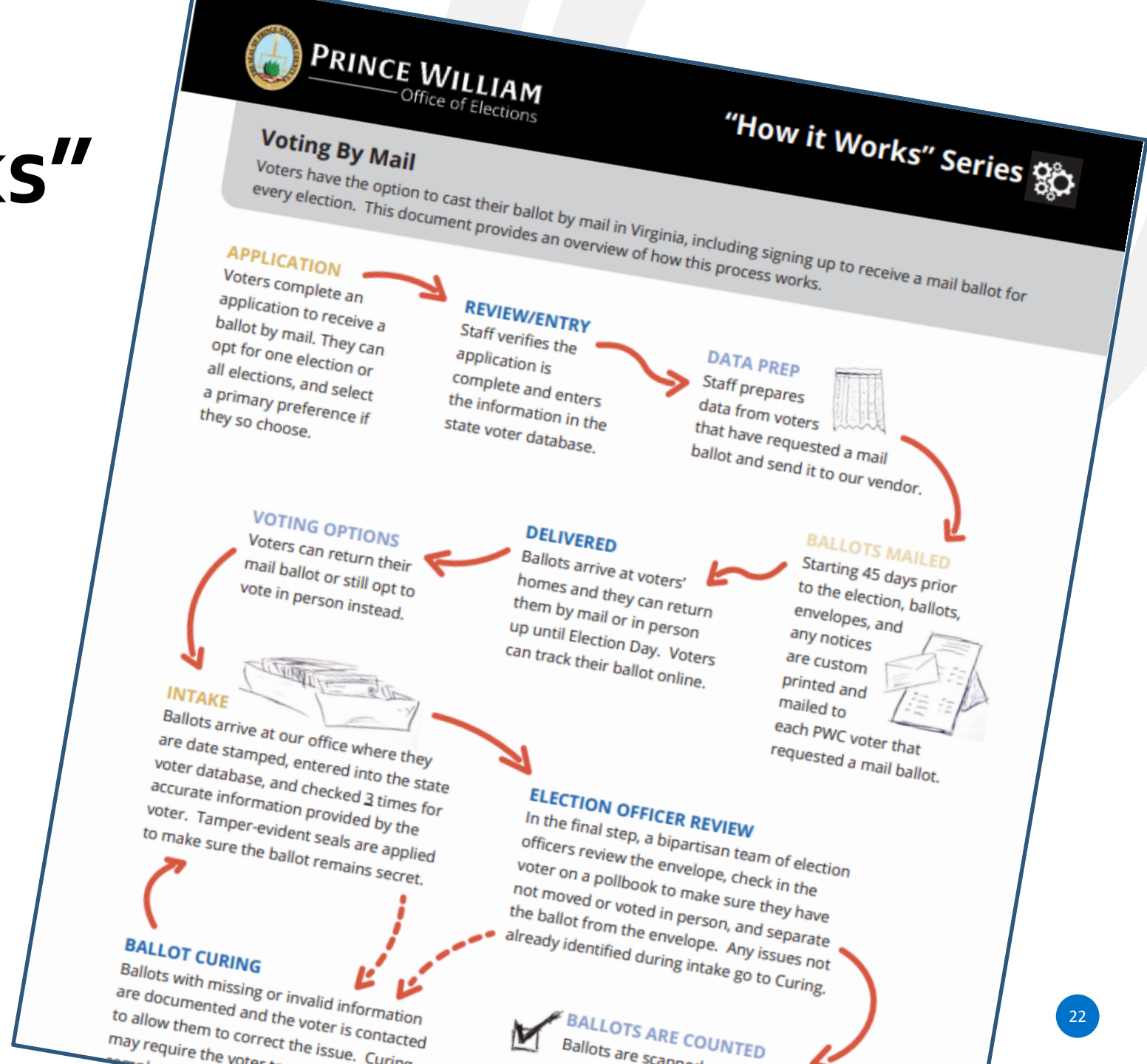


Security Features

- 1-to-1 Ballot Relationship
- Envelopes are Verified Four Times
- Voters can Track their Ballot
- Issue Resolution/Director Review

"How It Works" Series

- Explains the process from start to finish



MAIL VOTING



1-to-1 Ballot-Voter Relationship

- Ballots are only sent to qualified voters
- Voter envelopes identify the recipient at every stage of mail out and return
- Envelope secures voter secrecy
- Envelope allows staff/officers to identify individual along with P.I.I.

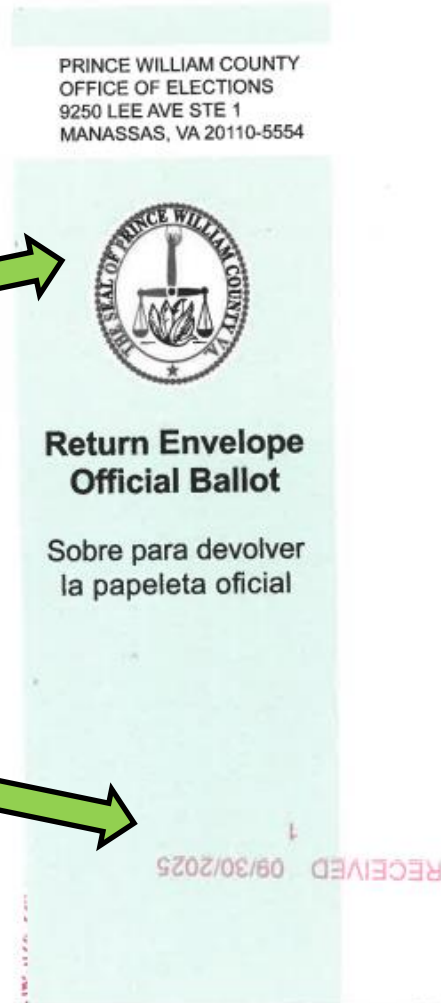
ENVELOPE SECURITY

Unique color
to identify
jurisdiction



Envelopes all
date stamped

- Custody records
- Data sets



BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 133 MANASSAS VA

POSTAGE WILL BE PAID BY ADDRESSEE

PRINCE WILLIAM COUNTY OFFICE OF ELECTIONS
9250 LEE AVE STE 1
MANASSAS, VA 20110-9816



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



Return Envelope (front)

ENVELOPE SECURITY



Flap secures voter info.

Personal
identifiers
prevent
fraud

Instructions

1. Vote your ballot.
2. Insert ballot into this envelope.
3. Complete Required Information box.
4. Seal and return your envelope.

Instrucciones

1. Vote su papeleta.
2. Inserte su papeleta en este sobre.
3. Complete el cuadro de información requerida.
4. Selle y devuelva su sobre.

Return
Envelope
(back)

Envelope
matched
to voter

Press along the green bar to seal ----- Presione a lo largo de la barra verde para sellar ----- Press along the green bar to seal

JANE T. VOTER
PCT# 703
123 MAIN ST
WOODBIDGE, VA 22193-0021



2025 GENERAL ELECTION



PWCE0625R004 - BRM Peel & Seal ES

Bar Code
verifies
and adds
efficiency

MAIL VOTING



Quadruple Verification

- Initial scan of completed information
- Staff double check all fields for completeness, accuracy, and matching
- Election officer teams do a final check before checking in the voter

VERIFICATION

Stamped after verification



Matched
against
database
and
envelope

STEPS COMPLETED:
CHECKED
VERIFIED
ENTERED

Instructions
1. Vote your ballot.
2. Insert ballot into this envelope.
3. Complete Required Information box.
4. Seal and return your envelope.

First/Nombre JANE T. VOTER
Middle/Segundo Nombre
Last/Apellido
Suffix/Sufijo

Address/Dirección 123 MAIN ST
City/Ciudad WOODBRIDGE, VA
Zip Code/Código Postal 22192

Year of Birth/Año de nacimiento 1983
Last 4 of SSN #/ Los últimos 4 de SSN # 7421

Signature/Voter/Firma [Signature]
Date/Fecha 9/28/25

Press along the green bar to seal ----- Presione a lo largo de la barra verde para sellar ----- Press along the green bar to seal

JANE T. VOTER
PCT# 703
123 MAIN ST
WOODBRIDGE, VA 22193-0021
PWCE0625R004 - BRM Peel & Seal ES

2025 GENERAL ELECTION

- ✓ Scanned
- ✓ Verified
- ✓ Verified
- ✓ Verified

MAIL VOTING



Voters Can Track their Own Ballot

- Any mail voter can sign up for free
- Email and/or text updates in real time
- Give the voter updates at every stage from mailing, arrival, return, and being counted

MAIL VOTING



Voters Can Track their Own Ballot

- 7,500+ mail voters in PWC track their ballot
- 4,000+ sign ups in the last year
- Added an easy way for voters to get text alerts

A close-up photograph of a ballot envelope. The envelope has a section for providing a phone number to receive text updates. The text is in English and Spanish. The English text says "Provide phone number to receive text updates on your ballot status:". The Spanish text says "Escribir teléfono para recibir actualizaciones de texto sobre estado de su papeleta". The "ballottrax" logo is visible. A handwritten phone number "703-555-5555" is entered in the "Cell Phone/Teléfono:" field. The envelope also has instructions to "REMOVE TO EXPOSE ADHESIVE" printed on it.

MAIL VOTING



Issue Resolution/Curing/Director Review

- Curing process communicates with voters who have made a mistake or have some kind of ballot issue
- Parties are sent the log each week
- Director has to review certain situations

MAIL VOTING



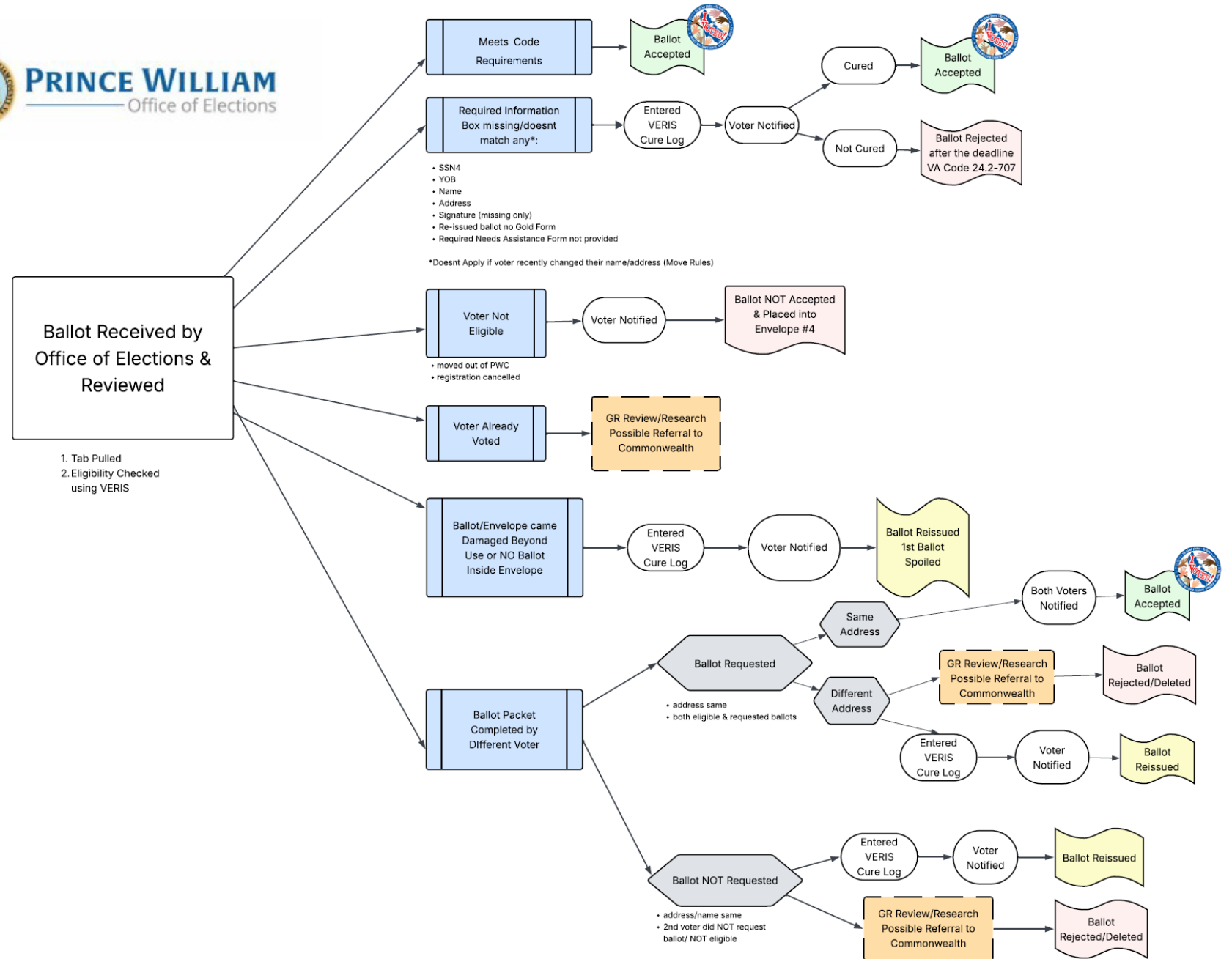
Mail Ballot Categories

- No Issue: ~96%
- Standard Cure (missing data): ~3-4%
- Nonstandard Issue: Less than 1%

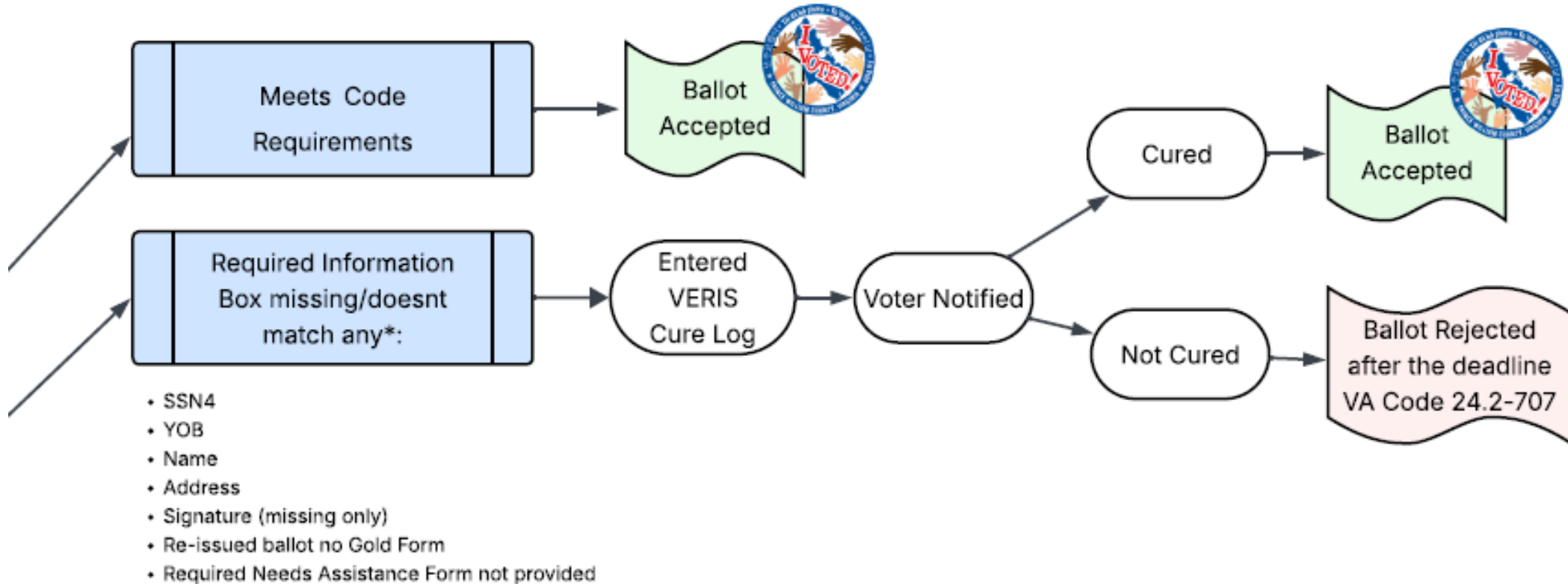
MAIL VOTING



PRINCE WILLIAM
Office of Elections

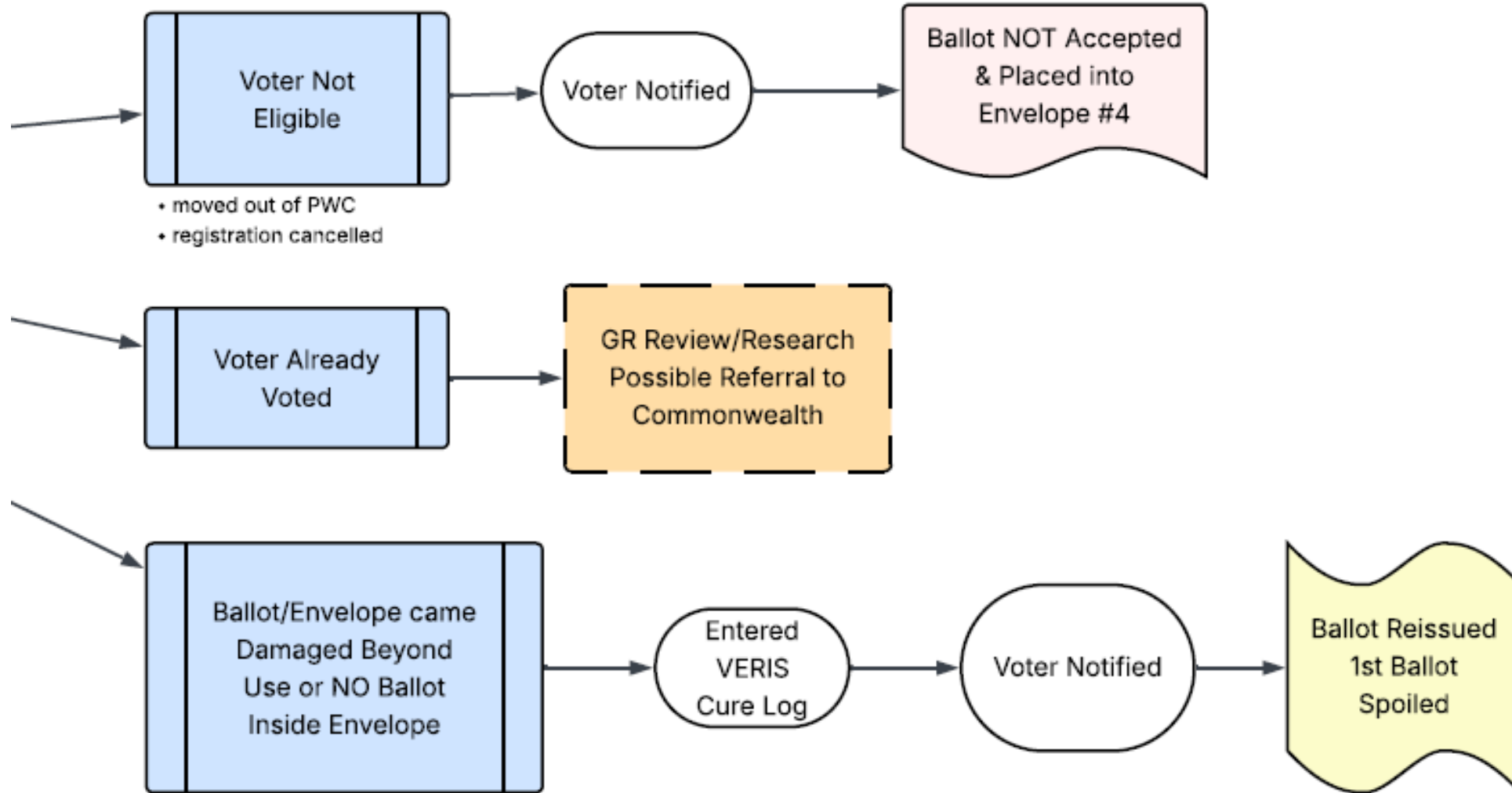


ISSUE RESOLUTION

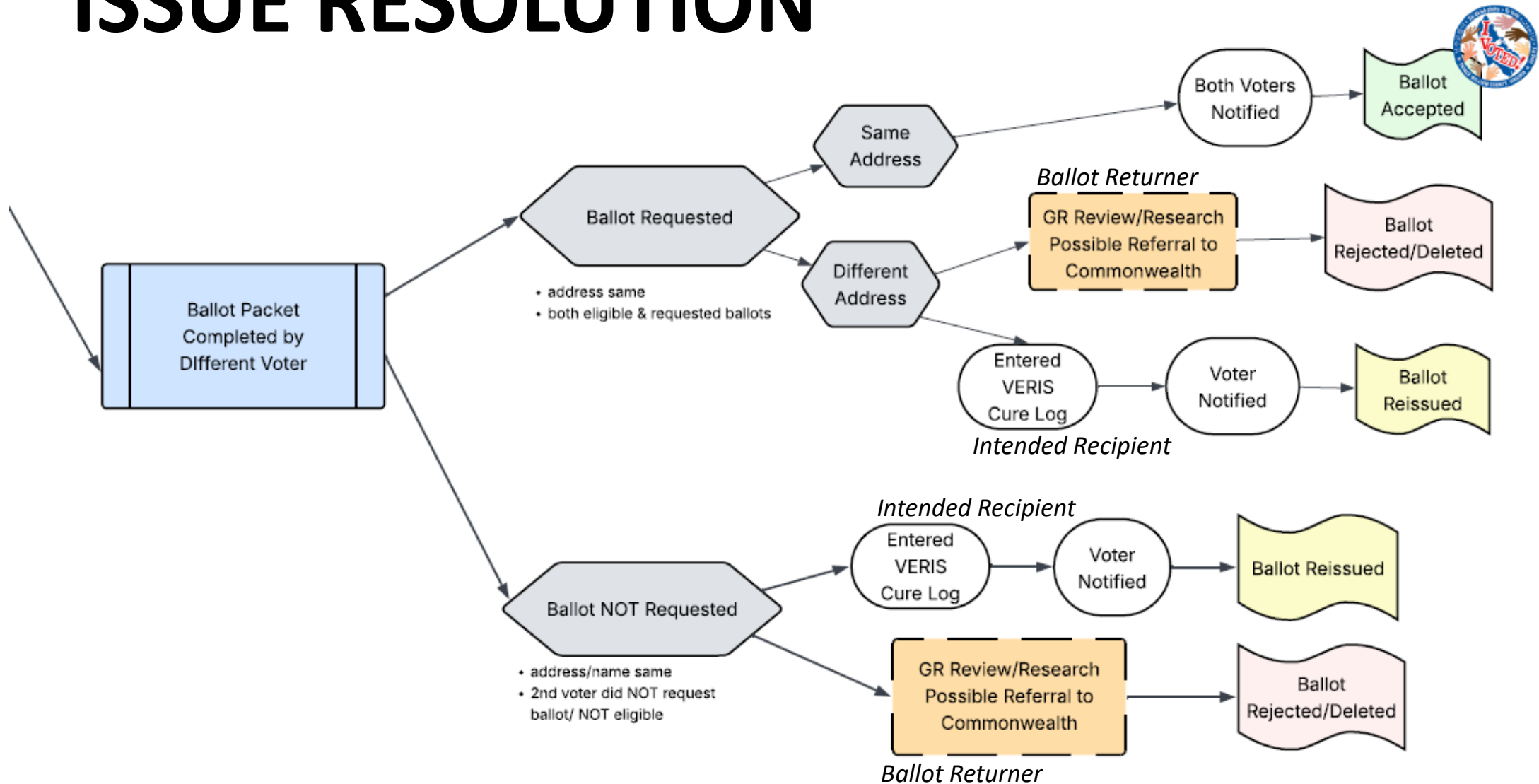


*Doesn't Apply if voter recently changed their name/address (Move Rules)

ISSUE RESOLUTION



ISSUE RESOLUTION



BUDGET INITIATIVES FY27





BUDGET INITIATIVES

Fiscal Year 2027

1. New pollbooks - ~\$700,000 (*one-time cost**)
2. Baseline Support - ~\$240,000 (ongoing)
3. Outreach Position - ~\$90,000 (ongoing)



VALUABLE INVESTMENT

Investment in our agency is a good value

1. Tiny investment for a big impact
2. Positive ratings from PWC voters – voting, most improved activity from 2021 to 2024
3. Demonstrated good use of funds and received awards from past requests



CAREFUL WITH PUBLIC FUNDS

Good stewards of public funds

1. Under budget by \$500,000+ over 4 FYs
2. Efficient staffing with minimal overtime use
3. Expanded funds have been for compliance and additional voter services
4. No planned initiatives for FY28



MODEL AGENCY

Positions PWC Elections as the Best

1. Only EAC VVSG 2.0 compliant scanners
2. Only pollbook certified by the EAC
3. Equipment will speed up check in process and allow voters to verify selections
4. Establishing best practices in Virginia

NEW BUSINESS



APPOINTING ELECTION OFFICERS



APPOINTING OFFICERS



October 2025 (Update after party review)

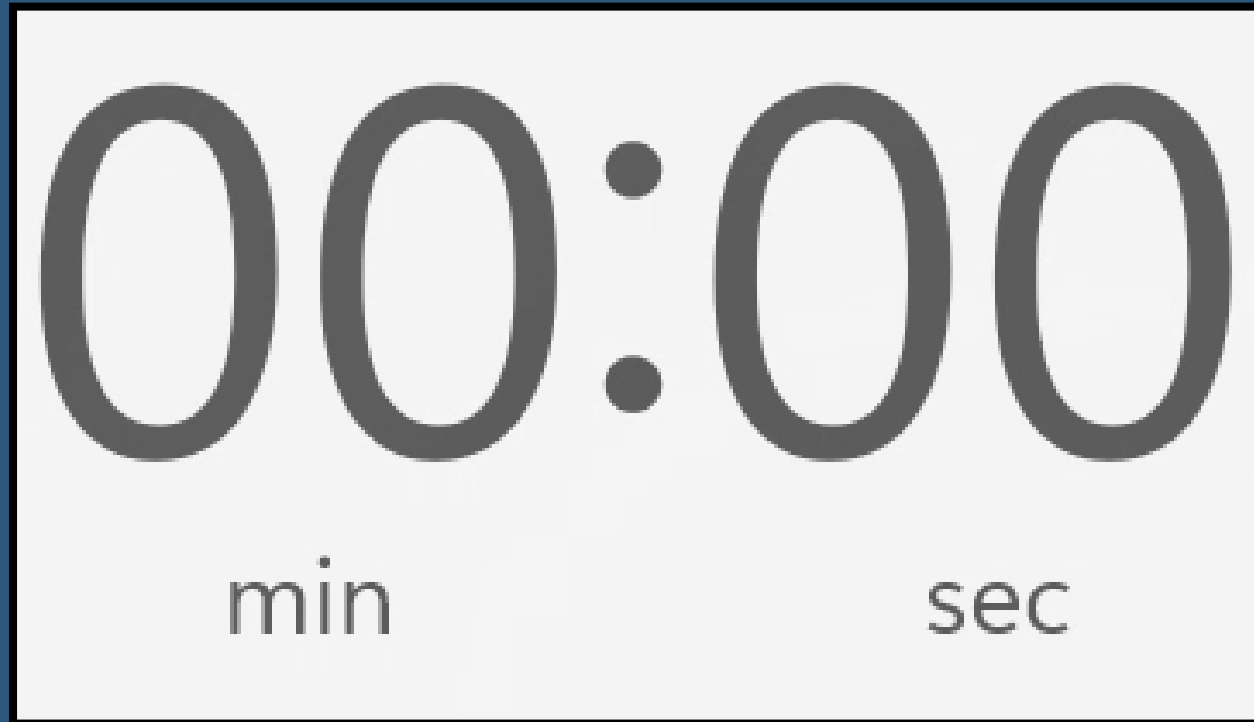
- 40 new election officers (15 D, 20 R, 5 NP)
- 1 requests for party affiliation change

MOTION: Appoint New Officers

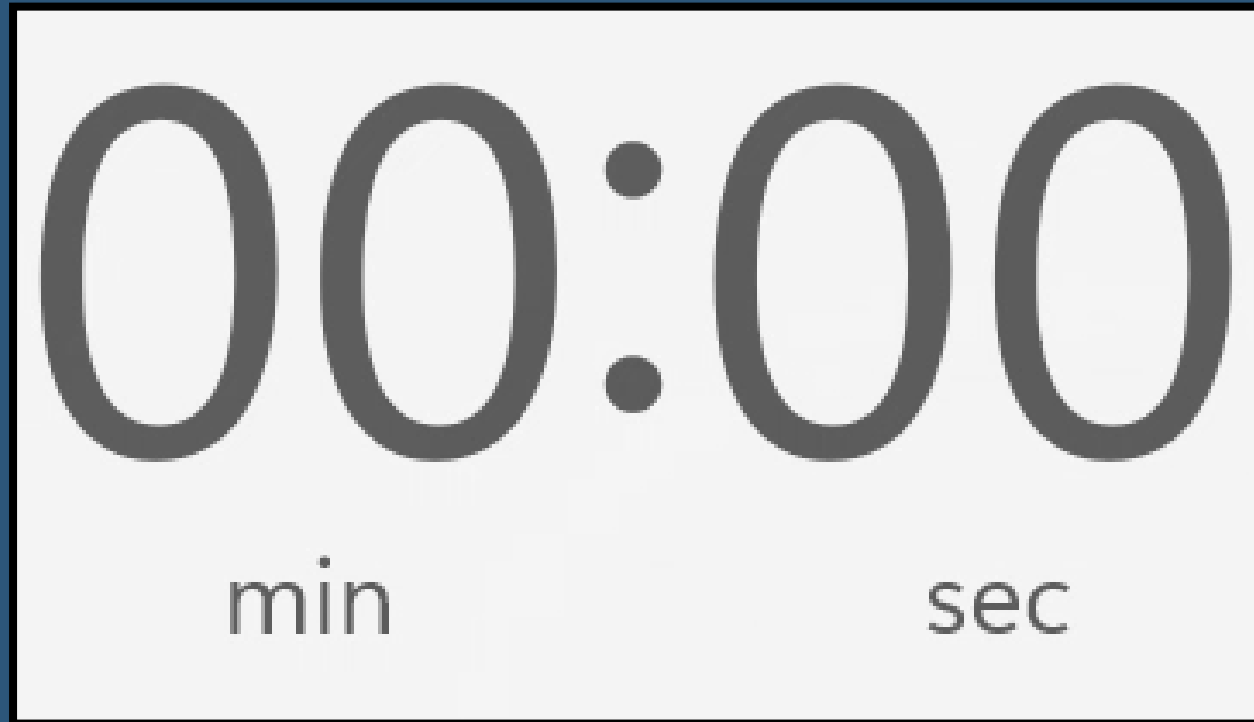
PUBLIC COMMENTS 3-MINUTE TIME LIMIT



PUBLIC COMMENTS (3 MINS)



PUBLIC COMMENTS (3 MINS)



ADJOURNMENT



TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS - 9/30/2025

E- Date	Due Date	Status	Task Descriptin	Importance
150	6/7/2025	Completed	Operations - (Primary Only) Create and Send Facilities Letter for Year	Small Task
150	6/7/2025	Completed	Officer - Reserve training sites/rooms	Small Task
140	6/17/2025	Completed	Officer - Draft of EO Manual	Large Task
140	6/17/2025	Completed	Officer - Develop a recruitment plan this election	Large Task
140	6/17/2025	Completed	Officer - Create assignment letter in EO Program	Small Task
140	6/17/2025	Completed	Officer - Update officer training and staffing email templates	Small Task
140	6/17/2025	Completed	Admin - Planning Binder-Phase 1 returned to K&H - approved or with changes noted	Small Task
125	7/2/2025	Completed	Operations - Reserve Buckhall and OMCH (and/or any other necessary facilities)	Small Task
120	7/7/2025	Completed	Admin - Review and approve AB envelopes.	Large Task
120	7/7/2025	Completed	Admin - Complete Ballot Plan and Material Requirements, K&H	Large Task
120	7/7/2025	Completed	Admin - Review and approve ballot inserts	Small Task
120	7/7/2025	Completed	Officer - Contact EOs that have not accepted Appointment Letter	Large Task
120	7/7/2025	Completed	Admin - Work with BOCS for any ordinance needed for election	Large Task
120	7/7/2025	Completed	Absentee - Inventory election mailing supplies/submit request for additional needs.	Small Task
120	7/7/2025	Completed	Admin - Build a list of critical req/PO/invoices during election	Large Task
120	7/7/2025	Completed	Admin - Publish ad for temp hires	Small Task
120	7/7/2025	Completed	Operations - Pack Clear Plastic Pouches	Small Task
120	7/7/2025	Completed	Absentee - Review K&H envelopes, inserts, etc.	Large Task
120	7/7/2025	Completed	Admin - Initial Envelope Art Files to K&H	Small Task
115	7/12/2025	Completed	Officer - Finalize content or updates to EO Manual	Milestone
115	7/12/2025	Completed	Admin - Review any Voter Assistance Forms for compliance	Statutory
110	7/17/2025	In Progress	Operations - Get Vests Cleaned	Small Task
110	7/17/2025	Completed	Operations - Throw away unusable ballot boxes	Small Task
110	7/17/2025	Completed	Officer - Examine feedback from previous election and determine key training needs	Large Task
100	7/27/2025	Completed	Admin - Set staff, equipment, and ballot allocations by precinct	Large Task
100	7/27/2025	Completed	Admin - Envelope Order Qty & Final Approved Art	Small Task
100	7/27/2025	Completed	Admin - Finalize official voter projections for election, distribute to staff	Milestone
100	7/27/2025	Completed	Admin - I voted sticker Order Qty & Final Approved Art	Small Task
95	8/1/2025	Completed	Admin - Finalize/prepare staffing plan for Board	Large Task
90	8/6/2025	Completed	Comms - Switch main page to voter guide with key dates	Large Task

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS - 9/30/2025

90	8/6/2025	Completed	Comms (Primary Only) - Post notice of holding of Primary	Statutory
90	8/6/2025	Completed	Operations - Order BOD Paper	Small Task
90	8/6/2025	Completed	Officer - Hire and Train Temps	Large Task
90	8/6/2025	Completed	Admin - Review and Approve Ballot Wrap	Small Task
90	8/6/2025	Completed	Operations - (Annual) Publish ADA surveys for all voting sites, notify GR	Milestone
90	8/6/2025	Completed	Admin - Identify any purchases needed for coming election	Large Task
90	8/6/2025	Completed	Absentee - Work with Ops/Facilities for Preprocessing/CAP/CAP-PE space and dates	Small Task
90	8/6/2025	Completed	Operations - Check TW Stands	Small Task
90	8/6/2025	Completed	Officer - Develop content for training classes	Large Task
90	8/6/2025	Completed	Operations - Pack Tape, Buttons, I Voted Stickers, etc.	Small Task
90	8/6/2025	Completed	Operations - Check Ballot Boxes to be used in Election	Small Task
90	8/6/2025	Completed	Admin - Identify needs for Election Day temp assignments	Large Task
90	8/6/2025	Completed	Admin - Identify needs for Absentee temp assignments	Large Task
88	8/8/2025	Completed	Absentee - Cancel Permanent AB Applications of Inactive Voters following the NCOA Process.	Statutory
87	8/9/2025	Completed	Officer - Add Training Schedule to Database and Outlook	Small Task
85	8/11/2025	Completed	Officer - Develop Training Plan/What Type of Classes and How Many	Large Task
85	8/11/2025	Completed	Officer - Send EO manual to printer if needed for this election	Milestone
85	8/11/2025	Completed	Officer - Place printing order EO Manual.	Small Task
85	8/11/2025	Completed	Officer - Create Training Schedule	Small Task
85	8/11/2025	Completed	Officer - Meet with AB Team and develop Pre/Post Processing Staffing/Training Plan	Large Task
85	8/11/2025	Completed	Officer - Create Plan/Schedule for all "MOVE-IN" dates for various training sites	Small Task
85	8/11/2025	Completed	Absentee - Finalize CAP EOs (Election Day) for Staffing Team	Small Task
85	8/11/2025	Completed	Operations - Coordinate with PWCS Office of Facilities Management	Small Task
82	8/14/2025	Completed	Admin - Qualify local candidates through VERIS	Statutory
82	8/14/2025	Completed	Officer - Trainer Bootcamp/Train the Trainers Begins	Small Task
82	8/14/2025	Completed	Officer - Mock EO training class	Large Task
80	8/16/2025	Completed	Operations - Coordinate with PWCS Head of Construction	Small Task
80	8/16/2025	Completed	Absentee - Submit Temp Plan for Pre-processing/CAP/Post Election Temps	Small Task
80	8/16/2025	Completed	Officer - Start EO assisgnment list	Large Task
80	8/16/2025	Completed	Operations - Contact Print shop for any Election needs	Small Task
80	8/16/2025	Completed	Admin - Have Board approve staffing plan	Statutory

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS - 9/30/2025

80	8/16/2025	Completed	Officer - Send Availability Survey to ALL Officers	Large Task
80	8/16/2025	Completed	Admin - Have Board approve ballot order	Statutory
80	8/16/2025	Completed	Absentee - Submit Temp Plan for Vote-by-Mail Temps	Small Task
80	8/16/2025	Completed	Officer - Training - Release the Trainings in the database to the Officer Portal	Large Task
80	8/16/2025	Completed	VR - Submit Temp Plan for VR Temps	Small Task
80	8/16/2025	In Progress	Absentee – Inventory & test all equip for PP/CAP/CAP-PE and submit requests as needed	Small Task
80	8/16/2025	Completed	Admin - Planning Binder-Phase 2 returned to K&H - approved or with changes noted.	Large Task
78	8/18/2025	Completed	Officer - Make sure the Trainings are released to the Office Portal	Small Task
75	8/21/2025	Completed	Operations - Recruitment of new Early Voting EO's	Small Task
75	8/21/2025	Completed	Operations - EV DEMTECH Pollbook Inventory & Charging	Small Task
75	8/21/2025	Completed	Admin - Complete confirmation of all temp staff hires by dept	Milestone
75	8/21/2025	Completed	Admin - Postage Deposit of Permit Funding Confirmation to K&H	Small Task
70	8/26/2025	Completed	Absentee - Generate ongoing absentee ballots	Small Task
70	8/26/2025	Completed	Officer - Finalize Training Class Schedule Based on Assignments	Small Task
70	8/26/2025	Completed	Admin - Insert Order Qty & Final Approved Art	Large Task
70	8/26/2025	Completed	Admin - Wrap Final Approved Art and Variables Table (if appl) to K&H	Large Task
70	8/26/2025	Completed	Officer - Start EO Training	Milestone
70	8/26/2025	Completed	Admin - (General Only) Have Board complete ADA certification by Sept 1 (Oct 16 in 2023)	Statutory
70	8/26/2025	Completed	Admin - Initial Insert Art Files to K&H	Small Task
70	8/26/2025	Completed	Absentee - Create test deck plan and key for High Speed L&A testing and submit for approval.	Small Task
68	8/28/2025	Completed	Absentee - Review Preprocessing/CAP-PE EO work dates w/staffing team & send survey	Small Task
67	8/29/2025	Completed	Operations - Create and Proof Ballots, Verify layout compliant	Statutory
67	8/29/2025	Completed	Officer - Finalize content, handouts, Powerpoint for training classes	Milestone
65	8/31/2025	Completed	Admin - Ballot Order to K&H (Non-mail Ballots & Blank Base)	Small Task
65	8/31/2025	Completed	Admin - Ballot Faces to K&H	Large Task
65	8/31/2025	Completed	Training - Add updated PowerPoint Slides on Election Officer webpage	Small Task
65	8/31/2025	Completed	Absentee - Review/Update UOCAVA and ADA letters for the BallotDNA.	Small Task
65	8/31/2025	Completed	Comms - Put the required code note & watermark on the sample ballots	Small Task
65	8/31/2025	Completed	Admin - Marked Test PDFs & Order Qty to K&H	Small Task
65	8/31/2025	Completed	Operations - Order Ballots	Large Task
65	8/31/2025	Completed	Admin - Postage Deposit or Permit Funding Confirmation Received for Ballot by Mail (K&H)	Large Task

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS - 9/30/2025

65	8/31/2025	Completed	Admin - Review Ballot Face and category proofs.	Small Task
65	8/31/2025	Completed	Admin - Confirm Observer's availability for ballot printing.	Small Task
65	8/31/2025	Completed	Operations - Program EPB Templates for EV/ED	Large Task
62	9/3/2025	Completed	Absentee - Submit Main mail extract to K&H.	Milestone
60	9/5/2025	Completed	Admin - Confirm office doors open during weekend voting, ED and Canvass	Small Task
60	9/5/2025	Completed	Absentee - Test election in DemTech BallotDNA for UOCAVA and ADA email ballots	Milestone
60	9/5/2025	Completed	Admin - Verify E-mail Ballot List	Large Task
60	9/5/2025	Completed	ITR - Set up temp desks (update software, download drivers for equipment, and etc.)	Small Task
60	9/5/2025	Completed	Absentee - Organize and get Ballot Room ready (labels, set up and etc.)	Small Task
60	9/5/2025	Completed	Operations - Pack Keys and Seals	Small Task
60	9/5/2025	Completed	Admin - Ballot Reports to K&H	Small Task
60	9/5/2025	Completed	Operations - L&A of Scanners for EV	Statutory
60	9/5/2025	Completed	Admin - Set EV site information and hours with Board (or BOCS)	Small Task
60	9/5/2025	Completed	Operations - EV Security Compliance	Milestone
60	9/5/2025	Completed	Admin - Review Policies/Procedures for Observers, Public meetings	Small Task
60	9/5/2025	Completed	Admin- Check budget status for adequate funds to run election	Statutory
60	9/5/2025	Completed	Admin - (General Only) Have Board approve Training Plan.	Statutory
60	9/5/2025	Completed	Operations - Pack Grey Ballot Boxes	Small Task
60	9/5/2025	Completed	Admin - Issue refunds to primary candidates not qualified or unopposed	Statutory
60	9/5/2025	Completed	Admin - Update primers for visitors to public events	Small Task
60	9/5/2025	Completed	Operations - EV Site Visits	Small Task
60	9/5/2025	Completed	Absentee – Set up temp workstations	Small task
60	9/5/2025	Completed	Admin - Ballot Order including Test Desks	Large Task
60	9/5/2025	Completed	VR - Submit front office coverage for extended hours and weekends.	Small Task
60	9/5/2025	Completed	Operations - Complete EV staff assignments	Small Task
60	9/5/2025	Completed	Admin - Approval of K&H Insertion Guide.	Small Task
60	9/5/2025	Completed	Admin - Hire temporary staff, all HR paperwork complete	Large Task
59	9/6/2025	Completed	Admin - Notify fire dept personnel of parking change.	Small Task
57	9/8/2025	Completed	Absentee - Set up temp stations (organize, label, etc)	Small Task
57	9/8/2025	Completed	Absentee - Prepare "Catch up" Extract & Yank Form for K&H	Small Task
55	9/10/2025	Completed	Operations - Complete Satellite Early Voting Readiness Checklist (1 wk before EV starts)	Small Task

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS - 9/30/2025

55	9/10/2025	Completed	Absentee – Train/refresh temps on high-speed scanner prior to L&A	Small Task
55	9/10/2025	Completed	Admin - Review compliance with EB Security Policy	Statutory
55	9/10/2025	Completed	Admin - BallotDNA set up	Milestone
55	9/10/2025	Completed	Operations - Place Uline Order	Small Task
55	9/10/2025	Completed	Operations - L & A of EPBs for EV	Statutory
54	9/11/2025	Completed	Operations - Provide staffing list to Director/Deputy Director	Small Task
54	9/11/2025	Completed	Absentee - Mark test deck for high speed L&A.	Large Task
52	9/13/2025	Completed	Admin - Update EV satellite Start Date banners for a week before the EV starts	Small Task
52	9/13/2025	Completed	Admin - Check stock of office early voting signs for a week before EV starts.	Small Task
52	9/13/2025	Completed	Officer - Create plan for "Equipment Workshops" space and staffing	Small Task
50	9/15/2025	Completed	Operations - Organize EV Binders	Small Task
50	9/15/2025	Completed	Admin - Have ballot printer and representative sign oaths	Statutory
50	9/15/2025	Completed	Admin - Initial reports to BallotTrax (Master file and Eligibility)	Large Task
50	9/15/2025	Completed	Absentee - Complete High Speed L&A	Statutory
50	9/15/2025	Completed	Absentee - Review and update language in Cure notification letters	Small task
50	9/15/2025	Completed	Absentee - Mail ADA Ballot Envelopes to ADA E-Mail voters	Small Task
50	9/15/2025	Completed	Admin - Contact Sheriff's Office to secure parking spots for EV.	Small Task
50	9/15/2025	Completed	Admin - Test Email ballot set up	Small Task
50	9/15/2025	In Progress	Operations - Pack EV Precinct Signs	Small Task
50	9/15/2025	Completed	Admin - Have EB appoint last officer group for election	Statutory
50	9/15/2025	Completed	Officer - Start Equipment Workshops	Small Task
49	9/16/2025	Completed	Staffing - Add Chiefs to their precincts in Integra so they can see them in portal.	Small Task
48	9/17/2025	Completed	Admin - Confirm initial absentee mailout	Statutory
47	9/18/2025	Completed	Admin - Set up Office Voter Parking/Curbside Signs for first two rows in lot.	Small Task
47	9/18/2025	Completed	Set up EV Satellite Start Date banners for a day before EV starts.	Small Task
47	9/18/2025	Completed	Admin - Cure Log is ready	Small Task
46	9/19/2025	Completed	Absentee - Complete AB Compliance Survey	Statutory
46	9/19/2025	Completed	Operations - Delivery and Setup Main Office EV Site	Small Task
46	9/19/2025	Completed	Operations - Manage EV Pollbook Builds and Deployment	Large Task
46	9/19/2025	Completed	Absentee - Prepare Public Absentee List and make available for public inspection	Small Task
45	9/20/2025	Completed	Admin - Review Legal Referral process	Small Task

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS - 9/30/2025

45	9/20/2025	Completed	Absentee – Update ballot curing letter and email templates	Small Task
45	9/20/2025	Completed	Absentee – Update all PP/CAP/CAP-PE envelopes, SORs, oaths, etc.	Large Task
45	9/20/2025	Completed	Operations - Coordinate/Get Quote Paxton	Small Task
45	9/20/2025	Completed	Operations - Recruitment of Special Assistants	Small Task
45	9/20/2025	Completed	Operations - Schedule Training sites	Small Task
45	9/20/2025	Completed	Absentee – Update ballot curing logs (working and read-only)	Small Task
45	9/20/2025	Completed	Admin - Finalize any purchases needed for election, get quotes	Small Task
45	9/20/2025	Completed	Officer - Send EO Assignment List to EB & Party Chairs	Large Task
45	9/20/2025	Completed	Officer - Send 1st Officer Assignment List to EB & Party Chairs 6 Wks Out	Large Task
45	9/20/2025	Completed	Comms - TWEET: Early Voting Begins	Small Task
42	9/23/2025	Completed	Admin - Send party chairs draft precinct staffing list	Small Task
42	9/23/2025	Completed	Officer - Finalize EO's assignment and email to officers	Large Task
40	9/25/2025	Completed	VR Team- Provisional Plan for EV and ED	Large Task
40	9/25/2025	Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
40	9/25/2025	Completed	VR Team - Notify Secretary if any issues timely processing voter registrations	Statutory
40	9/25/2025	Completed	Operations - Send Facility Reminder	Small Task
40	9/25/2025	Completed	Absentee - Assign and review Preprocessing/CAP-PE EO schedules.	Small Task
39	9/26/2025	Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
CURRENT DATE - 9/30/2025				
35	9/30/2025	Completed	Officer - Verify vendor registration of assigned officers	Small Task
35	9/30/2025	In Progress	Operations - Create truck routes for Paxton	Small Task
35	9/30/2025	Completed	Absentee – Train/refresh temps on logging Undeliverable ballots	Medium Task
35	9/30/2025	Completed	Operations - Schedule CAP sites	Small Task
35	9/30/2025	In Progress	Operations - Facility Election Day Emergency Contact Sheet Completed	Large Task
34	10/1/2025	Completed	Operations - Pack Green Accordians (Contingent upon authorization of formats by admin)	Small Task
32	10/3/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
32	10/3/2025	Not Completed	Absentee – Train/refresh temps on entering Cures in VERIS.	Medium Task
32	10/3/2025	In Progress	Absentee – Train/refresh temps entering applications in VERIS	Medium Task
32	10/3/2025	Not Completed	Absentee – Review/ update Preprocessing/CAP/CAP-PE training materials and submit for approv	Large Task
32	10/3/2025	Completed	Absentee – Train/refresh temps on logging Cures	Medium Task
30	10/5/2025	Completed	Operations - Schedule Canvass site	Small Task

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS - 9/30/2025

30	10/5/2025	Not Completed	Officer - Share one month staffing list with Director/Deputy Director	Small Task
30	10/5/2025	Not Completed	Officer - Verify all precincts have all positions filled	Small Task
30	10/5/2025	Not Completed	Operations - Verify EVEO vendor registration before assignment	Small Task
30	10/5/2025	Not Completed	Officer - Send new Chiefs/Asst. Chiefs/Officers Brief Sheet Resource	Small Task
30	10/5/2025	Not Completed	Officer - Assign Special Assistants	Small Task
30	10/5/2025	In Progress	Operations - Certify number of Election Day ballots received, complete QC	Statutory
30	10/5/2025	Completed	Operations - Pack Privacy Folders	Small Task
30	10/5/2025	Not Completed	Officer - Assign Canvass EOs	Small Task
30	10/5/2025	Not Completed	Officer - Send Chiefs/Asst. Chiefs facility contact information	Small Task
30	10/5/2025	Completed	Operations - Pack Outside Precinct Signs	Small Task
30	10/5/2025	Not Completed	Officer - Assign CAP EOs	Small Task
30	10/5/2025	Completed	Admin - Finalize supply drop off plan	Large Task
30	10/5/2025	Not Completed	Operations - Pack Election Day Precinct Signs	Statutory
30	10/5/2025	Completed	Operations - Pack Electrical Bags	Small Task
30	10/5/2025	Completed	Operations - Coordinate with PWCS Office of Communication	Small Task
29	10/6/2025	Not Completed	Absentee - Confirm training class assignments for Preprocessing/CAP/CAP-PE officers	Large Task
28	10/7/2025	In Progress	Admin - Finalize post-election Board schedule, post notice	Small Task
28	10/7/2025	Completed	Admin - Send notice of Election Day scanner L&A for party, candidates	Statutory
25	10/10/2025	In Progress	Admin - BallotDNA Email Reminders if needed	Small Task
25	10/10/2025	Not Completed	Officer - Contact EOs who miss training and reschedule training	Small Task
25	10/10/2025	Not Completed	Absentee - Follow-up on Cure Log and send copy to party chairs.	Weekly Task
24	10/11/2025	In Progress	Certify all polling places/contests/candidates correct in VERIS/Enhanced Results	Statutory
22	10/13/2025	Not Completed	Absentee - Set up CAP precinct for Preprocessing	Large Task
22	10/13/2025	Not Completed	Comms - TWEET: Last Day to Register/Update Registration (General & Primary)	Small Task
21	10/14/2025	Not Completed	Operations - Make Labels and Election Day Envelopes	Small Task
21	10/14/2025	Not Completed	Officer - Create EO waitlist for election	Small Task
21	10/14/2025	Not Completed	Officer First Chief Check-In Call 1 of 2	Small Task
21	10/14/2025	Not Completed	Admin - Outline needs for Chief HQ - staff, phones, etc.	Small Task
21	10/14/2025	Not Completed	Operations - Make sure emergency polling places are ready if needed	Statutory
21	10/14/2025	Not Completed	Operations - Reserve Election Day Ipads, phones, etc, for EV/ED	Large Task
20	10/15/2025	Not Completed	Absentee - Create and test pollbook template for Preprocessing	Milestone

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS - 9/30/2025

20	10/15/2025	Not Completed	Officer - Send provisional Brief Sheet to all officers	Small Task
20	10/15/2025	In Progress	Operations - ED DEMTECH Pollbook Inventory & Charging	Small Task
20	10/15/2025	Not Completed	Officer - Send CO bag pick-up and supply drop-off information	Small Task
20	10/15/2025	In Progress	Admin - Mail Ballot Reminder via BallotTrax	Small Task
20	10/15/2025	Not Completed	Absentee - Ensure all Preprocessing materials ready (oaths, recon sheets, binders)	Small Task
20	10/15/2025	Not Completed	Absentee - Complete all training for Preprocessing/CAP/CAP-PE officers	Milestone
20	10/15/2025	Not Completed	VR Team - Prepare provisional templates, envelopes and review letter templates.	Small Task
20	10/15/2025	Not Completed	Absentee - Ensure all Preprocessing equipment is ready (pollbook, EPBs)	Small Task
19	10/16/2025	Not Completed	Admin - Rough draft of Election Day assignments	Large Task
18	10/17/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
15	10/20/2025	Not Completed	Admin - (Primary Only) Send any voter notice of polling place changes	Statutory
15	10/20/2025	Not Completed	Officer - Verify all precincts have all positions filled	Small Task
14	10/21/2025	Not Completed	Admin - GR signs all officer oaths for polling places	Statutory
14	10/21/2025	Not Completed	Admin - Send party chairs final precinct staffing list	Statutory
14	10/21/2025	Not Completed	Officer - Remove all EOs that have not attended training	Small Task
14	10/21/2025	Not Completed	Operations - Create File for Paper Pollbook and send to Printer	Small Task
14	10/21/2025	Not Completed	Admin - Finalize canvass staffing	Small Task
14	10/21/2025	Not Completed	Operations - Gathering Supplies for Chief Binder	Small Task
14	10/21/2025	Not Completed	Officer - Begin tracking EO attendance in training	Small Task
14	10/21/2025	Not Completed	Operations - Test Door Bells/Phone Numbers	Small Task
14	10/21/2025	Not Completed	Operations - Program EPB Templates- ED	Large Task
14	10/21/2025	Not Completed	Operations - Test TallyPoint	Small Task
14	10/21/2025	Not Completed	Comms - Finalize list of top precincts for media members to visit.	Small Task
14	10/21/2025	Not Completed	Officer - Send EB & Party Chairs Final EO List	Large Task
14	10/21/2025	Not Completed	Operations - Send ED Facility Final Reminders	Small Task
14	10/21/2025	Not Completed	Officer - Replace all EOs that have been removed due to not attending training	Large Task
14	10/21/2025	Not Completed	Officer - Letter to Quantico Marine Base for access to the Town	Small Task
11	10/24/2025	Not Completed	Comms - TWEET: Deadline to Request a Mail Ballot	Small Task
11	10/24/2025	Completed	Absentee – Update all Hand Count tally sheets, SORs, etc.	Large Task
11	10/24/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
10	10/25/2025	Not Completed	Admin - Final test of results reporting system	Small Task

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS - 9/30/2025

10	10/25/2025	Not Completed	Officer - Finalize staff for canvass, coordinate with GR	Large Task
10	10/25/2025	Not Completed	Operations - L & A for Scanners for Election Day	Statutory
10	10/25/2025	In Progress	Admin - Finalize Provisional Processing Plan	Milestone
10	10/25/2025	Not Completed	Operations - Pack CO Bags	Small Task
10	10/25/2025	Not Completed	Operations - Emergency Precinct Coordination & Deployment	Large Task
9	10/26/2025	Not Completed	Operations - Pack #3 and #6 for Transport	Large Task
8	10/27/2025	In Progress	Absentee – Create ENR XLS for CAP-EV, CAP-AB, CAP-PE, and CAP-PE hand count.	Large Task
8	10/27/2025	Not Completed	Admin - Final draft of Election Day assignments to staff, Board	Small Task
8	10/27/2025	Not Completed	Officer - 2nd Chief check in phone call 2 of 2	Large Task
8	10/27/2025	Not Completed	Officer - Final verification all precincts filled, emergency fill ins	Large Task
7	10/28/2025	Not Completed	Admin - Finalize roles and layout for Chief HQ	Large Task
7	10/28/2025	Not Completed	Admin - Minimize any unregistered EOs in Mobius	Large Task
7	10/28/2025	Not Completed	Absentee - Ensure all CAP materials ready (oaths, envelopes, SORs)	Small Task
7	10/28/2025	Not Completed	Operations - Create What Ifs	Small Task
7	10/28/2025	Not Completed	Supply Return Cmte. - Inventory supplies needed for election night supply return ops (Main Office)	Small Task
7	10/28/2025	In Progress	Admin - Prepare Provisional Templates	Small Task
7	10/28/2025	Not Completed	Comms - Notify EOs/staff of any observer/media groups	Large Task
7	10/28/2025	Not Completed	Supply Return Cmte. - Inventory supplies needed for election night supply return ops (Warehouse)	Small Task
7	10/28/2025	Not Completed	Absentee – Verify CAP-EV scanner delivery date	Small Task
7	10/28/2025	Not Completed	Operations - Coordinate with Courthouse for Election Day Storage	Small Task
7	10/28/2025	Not Completed	Operations - Test ED EPBs	Large Task
6	10/29/2025	Not Completed	Admin - Draft Friday night letter	Large Task
5	10/30/2025	Not Completed	Absentee - Schedule temps feedback/eval sessions	Small Task
5	10/30/2025	Not Completed	Admin - Finalize provisional adjudication session procedures	Large Task
5	10/30/2025	Not Completed	Officer - Finish training and workshops	Milestone
5	10/30/2025	Not Completed	Admin - Supply staff with key contact information sheet	Large Task
5	10/30/2025	Not Completed	Operations - Verify trucks with Paxton	Small Task
5	10/30/2025	Not Completed	Operations - Election Day Pollbook Secure Login Codes	Small Task
5	10/30/2025	Not Completed	Officer - Unassign all EOs that cancel (ongoing from here)	Small Task
5	10/30/2025	Not Completed	Operations - Finalize precinct returns spreadsheet (office & WH)	Small Task
5	10/30/2025	Not Completed	Operations - Certify L&A for Scanner/Touch Writers to ELECT	Statutory

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS - 9/30/2025

5	10/30/2025	Not Completed	Operations - Pack Specialist Bags	Small Task
4	10/31/2025	Not Completed	Officer - Send Friday Letter	Small Task
4	10/31/2025	Not Completed	Comms - Prep website for Election Day	Milestone
4	10/31/2025	Not Completed	Officer - Send final Friday night letter to EO team	Small Task
4	10/31/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
4	10/31/2025	Not Completed	Send Reminder Brief to all officers on Waitlist Roster	Small Task
3	11/1/2025	Not Completed	Operations - CO Supply Pickup	Small Task
3	11/1/2025	Not Completed	Officer - Close mock precinct used for emergency trainings	Small Task
3	11/1/2025	Not Completed	Chief Phone Call Final Check-Ins	Large Task
3	11/1/2025	Not Completed	Officer - Sent Chiefs Cage Tracking Link	Small Task
3	11/1/2025	Not Completed	Comms - TWEET: Early Voting Ends	Small Task
2	11/2/2025	Not Completed	Operations - Finalize Cages for Deployment	Statutory
2	11/2/2025	Not Completed	Operations - Breakdown EV sites and Return Equipment and Binders to Office	Large Task
2	11/2/2025	Not Completed	Admin - Finalize canvass procedures	Large Task
2	11/2/2025	Not Completed	Operations - L&A EPB Certify to Elect	Statutory
2	11/2/2025	Not Completed	Admin - Certify pollbook logic and accuracy	Statutory
1	11/3/2025	Not Completed	Admin - Confirm absentee list has been printed and delivered to WH.	Statutory
1	11/3/2025	Not Completed	Operations - Finalize setup for Chief HQ	Large Task
1	11/3/2025	Not Completed	Absentee - Prepare supplies for Emergency voting	Small Task
1	11/3/2025	Not Completed	Operations - Final AB Numbers	Small Task
1	11/3/2025	Not Completed	Operations - Election Day Pollbook Deployment	Small Task
1	11/3/2025	Not Completed	Admin - GR must rule on emergency ballots	Statutory
1	11/3/2025	Not Completed	Officer - Send Reminder to CANVASS officers/SAs	Small Task
1	11/3/2025	Not Completed	Absentee – Create and test pollbook template for CAP	Milestone
1	11/3/2025	Not Completed	Operations - Verify to GR that cages are confirmed delivered to sites	Statutory
0	11/4/2025	Not Completed	Absentee - Tabulate results for CAP-EV and CAP-AB, and compile ENR data.	Milestone
0	11/4/2025	Not Completed	Comms - TWEET: ELECTION DAY Ends @ 7pm	Small Task
0	11/4/2025	Not Completed	Officer - Certify training of officers with GR for ELECT-Complete Certification and submit	Statutory
0	11/4/2025	Not Completed	Comms - TWEET: ELECTION DAY Starts @ 6am	Small Task
0	11/4/2025	Not Completed	Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm	Small Task
0	11/4/2025	Not Completed	Officer - Validate Officers have completed training	Milestone

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS - 9/30/2025

0	11/4/2025	Not Completed	Absentee - Prepare thumbdrive with AB documents for courthouse	Small Task
0	11/4/2025	Not Completed	Absentee - Break down CAP precinct and set up OMCH for Canvass.	Large Task
0	11/4/2025	Not Completed	Absentee - Contact precincts to give them list of emergency voters if any.	Small Task
0	11/4/2025	Not Completed	Officer - Address all EO issues on election day	Large Task
-1	11/5/2025	Not Completed	Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive	Small Task
-1	11/5/2025	Not Completed	Comms - Convert Website to "Post Election" homepage	Small Task
-1	11/5/2025	Not Completed	Operations - Deliver #3 and #6, election materials to Courthouse	Statutory
-1	11/5/2025	Not Completed	Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally)	Small Task
-1	11/5/2025	Not Completed	Officer -Delete Manage Locations Precincts CO Assigned	Small Task
-1	11/5/2025	Not Completed	Absentee - Deliver all absentee applications to Courthouse	Statutory
-2	11/6/2025	Not Completed	Operations - Search key equipment for missing docs, ballots, envelopes, etc.	Large Task
-2	11/6/2025	Not Completed	Absentee – Create and test pollbook template for CAP-PE	Milestone
-2	11/6/2025	Not Completed	Operations - Copy and backup all Voter Credit from Election day, assist w/ VERIS entry	Small Task
-2	11/6/2025	Not Completed	Absentee - Set up CAP-PE precinct	Large Task
-2	11/6/2025	Not Completed	Operations - Copy and backup all ballot images from Election day	Small Task
-2	11/6/2025	Not Completed	Officer - Prepare payroll document for Fiscal Specialist using Comp Sheets	Large Task
-2	11/6/2025	Not Completed	Officer - CANVASS	Large Task
-3	11/7/2025	Completed	Absentee - Pull all No-ID ballots for Provisional (Fed elections only)	Small Task
-3	11/7/2025	Not Completed	Admin - Inform Circuit Court of any materials not returned	Statutory
-3	11/7/2025	Not Completed	Admin - Prepare ID Required Mail Ballots for Provisional Meeting	Small Task
-3	11/7/2025	Not Completed	Admin - Change to be rejected mail ballots in VERIS to Needs Cure to receive voting credit	Small Task
-3	11/7/2025	Not Completed	VR Team - Provisional research/meeting/letters	Small Task
-3	11/7/2025	Not Completed	Absentee - Tabulate results and compile ENR for CAP-PE, incl. hand count ballots and rejected b	Large Task
-3	11/7/2025	Not Completed	VR Team - Confirm provisional credit entered in VERIS.	Small Task
-3	11/7/2025	Not Completed	Absentee – Update CAP-PE pollbook.	Small Task
-4	11/8/2025	Not Completed	Officer - Scan election Comp Forms	Small Task
-5	11/9/2025	Not Completed	Absentee - Set up feedback/evaluation sessions with temps	Small task
-6	11/10/2025	Not Completed	Absentee - set up scanning equipment for Provisional meeting	Large Task
-6	11/10/2025	Not Completed	Absentee - Reject AB Ballots in VERIS	Large Task
-6	11/10/2025	Not Completed	Absentee - Break down CAP-PE precinct	Large Task
-6	11/10/2025	Not Completed	Admin - Provisional Credit Entered	Small Task

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS - 9/30/2025

-7	11/11/2025	Not Completed	Absentee - Finalize thumbdrive with final absentee list (pollbook) for courthouse	Small Task
-7	11/11/2025	Not Completed	Admin - Complete provisional ballot adjudication	Statutory
-7	11/11/2025	Not Completed	Comms - TWEET: Election Has been Certified	Small Task
-7	11/11/2025	Not Completed	Admin - Certify election, send abstracts/checklist to state	Statutory
-8	11/12/2025	Not Completed	Comms - Post all Election Day results tapes for public	Mile
-8	11/12/2025	Not Completed	Absentee - scan provisional ballots approved by Electoral Board and tabulate unofficial results	Large Task
-9	11/13/2025	Not Completed	Absentee - Print AB rej letters, copy rej AB envelopes, and mail to affected voters.	Milestone
-9	11/13/2025	Not Completed	Absentee - Prepare Rejection Log for GR and Courthouse	Large Task
-10	11/14/2025	Not Completed	Admin - Print winner certificates for Secretary	Statutory
-10	11/14/2025	Not Completed	Admin - Organize retention of SOR copies, GR records	Statutory
-10	11/14/2025	Not Completed	Comms - Convert website back to default home page	Small Task
-12	11/16/2025	Not Completed	Operations - Get Revised Security Plan from EB	Large Task
-14	11/18/2025	Not Completed	Operations - Inventory all voting equipment, notify GR of any damage/missing	Statutory
-14	11/18/2025	Not Completed	Comms - Digitize SORs for retention/requests	Large Task

Election Officer Appointments - PWC EB Meeting - 10/8/2025

First	Mid	Last	Party	Pct.
Fadi	A	Agobian	D	506
Genevieve	M	Bader	D	112
Julie	K	Batchos	D	410
Dangela		Campbell	D	710
Karen	W	Cathey	D	701
James	H	Glatz	D	305
Rhonda	M	King	D	303
Marianne	S	Luamba	D	114
Kent	G	Mendoza	D	414
Rowena	D	Mohammed	D	407
Sherri	D	Morgan	D	311
Karl	D	Mueller	D	712
Jessica	M	Stefon	D	509
Maria Mylah	A	Suegay	D	409
Mohammadhossein		Yarmohammadian	D	211
Lesly	E	Aviles-Rivas	N	603
Colleen	G	Freeman	N	405
Joshua	B	Garner	N	712
Subrahmanya	P	Kodamanchili	N	402
Peter	G	Moody	N	604
Jamie	M	Boyd	R	410
Gale	P	Bradley	R	706
John	J	Cornnell Jr	R	114
Kathleen	E	Droppa	R	101
Sheleen	E	Dumas	R	205
Brian	W	Evans	R	612
Laura	L	Evans	R	504
Kristen	P	Everson	R	316
William	D	French	R	501
Gregory		Girard	R	104
Joshua	J	King	R	609
Jacqueline	M	Lund	R	413
Dennis	G	Lydick	R	209
Mary	N	McCloy	R	515
Richard	I	Ottinger	R	110
Mark	W	Pearce	R	511
Erika	L	Riddick	R	205
Cynthia	A	Romeo	R	407
Eugene	J	Stefanucci	R	508
Jon	P	Williams	R	611

No rejections received from party chairs.

OFFICERS CHANGING FROM NON-PARTISAN OFFICERS

First	Mid	Last	Party	Pct.
Alan		Kachik	R	206