



ELECTION ADMINISTRATION UPDATE

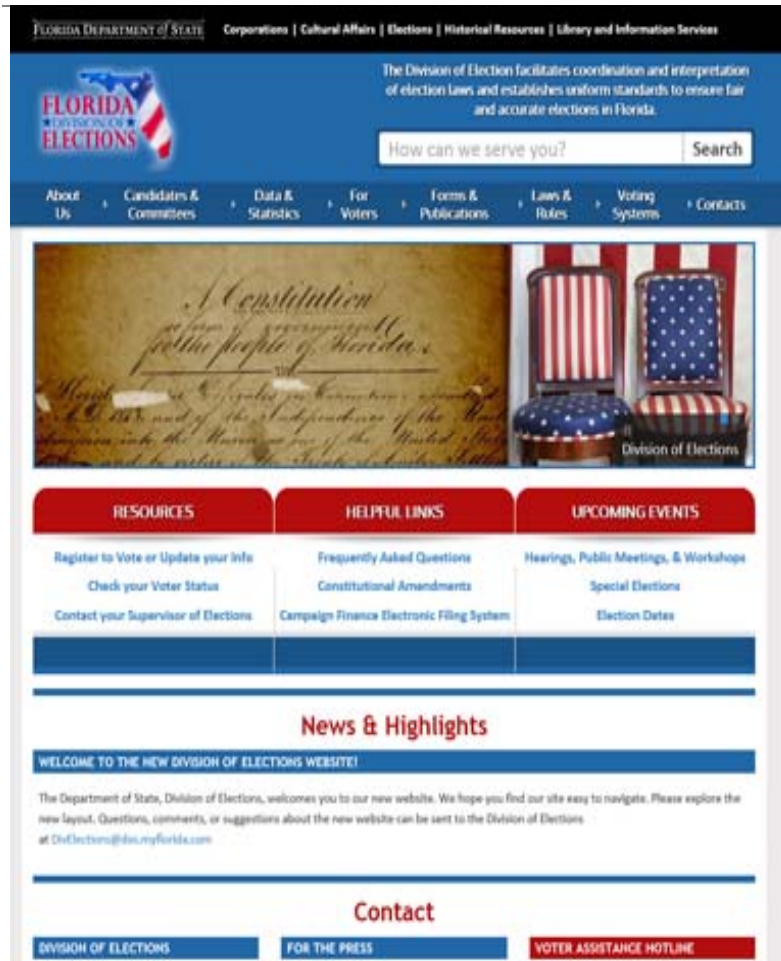
FSASE SUMMER CONFERENCE- JUNE 10, 2015

Maria Matthews, Director
Gary Holland, Assistant Director
Division of Elections
Secretary of State Ken Detzner

(Final version: last updated June 12, 2015)

Director's Office

New Website Launch



- Year + long process
- Thinkcreative- developed architecture for Department's whole website
- In-house team (IT/Division staff)- developed content and organization
- More user friendly/dynamic
- Launch - May 29, 2015
 - Feedback begets change
 - Review/update links to pages/documents
- Automatic redirect will end on October 1, 2015

Publications



**Recently
revised**

- Election Dates to Remember 2015-2017 (new excel format)
- Initiative Petition Guide
- Voter Registration Guide




In Progress

- Handbooks (campaign, qualifying)
- SOE guide to reports
- Others

Forms

- Exemption Form-revised to accommodate two new statutory protected categories of high risk professionals-
 - Servicemembers serving after 9/11
 - Impaired practitioner consultants
- Given Department form number –DOS -119
- Free to use as template for your own agency



FLORIDA DEPARTMENT OF STATE
PUBLIC RECORDS EXEMPTION REQUEST
(Form DOS-119; Rev. 06/2015)

Florida law allows certain persons to request that an agency not publicly disclose specific identification and/or location information contained in any of its agency records. Please refer to sections 119.071 (2)(j), (4)(d) and (5)(i), 265.605, and 267.17, Fla. Stat., or other applicable statute for scope of protection which may include home address, phone numbers, photos, name of spouse and/or children, and their place of employment, and/or school or daycare care facility, date of birth.

To request the exemption for records in our agency, please complete the form and return to: Secretary of State, c/o Public Records Custodian Director, R.A. Gray Building, 500 S. Bronough St., Tallahassee, FL 32399. For more information, contact 850-245-6536.

To request that the exemption extend to your spouse and/or children (not applicable for donor* or victim* of battery, abuse, harassment, or stalking) please submit a separate sheet with the name, date of birth, and relationship for purposes of identifying them in any public records within the custody of the agency. (If you have attached supplemental pages, check here ☐)

In order to process this request for any of your records that may be in the Division of Corporations, please complete the Addendum for Exemption of Public Disclosure. (Otherwise, check here for Not Applicable: ☐)

You will be contacted if the information you provide is insufficient to identify you distinctly from someone else similarly named in the records.

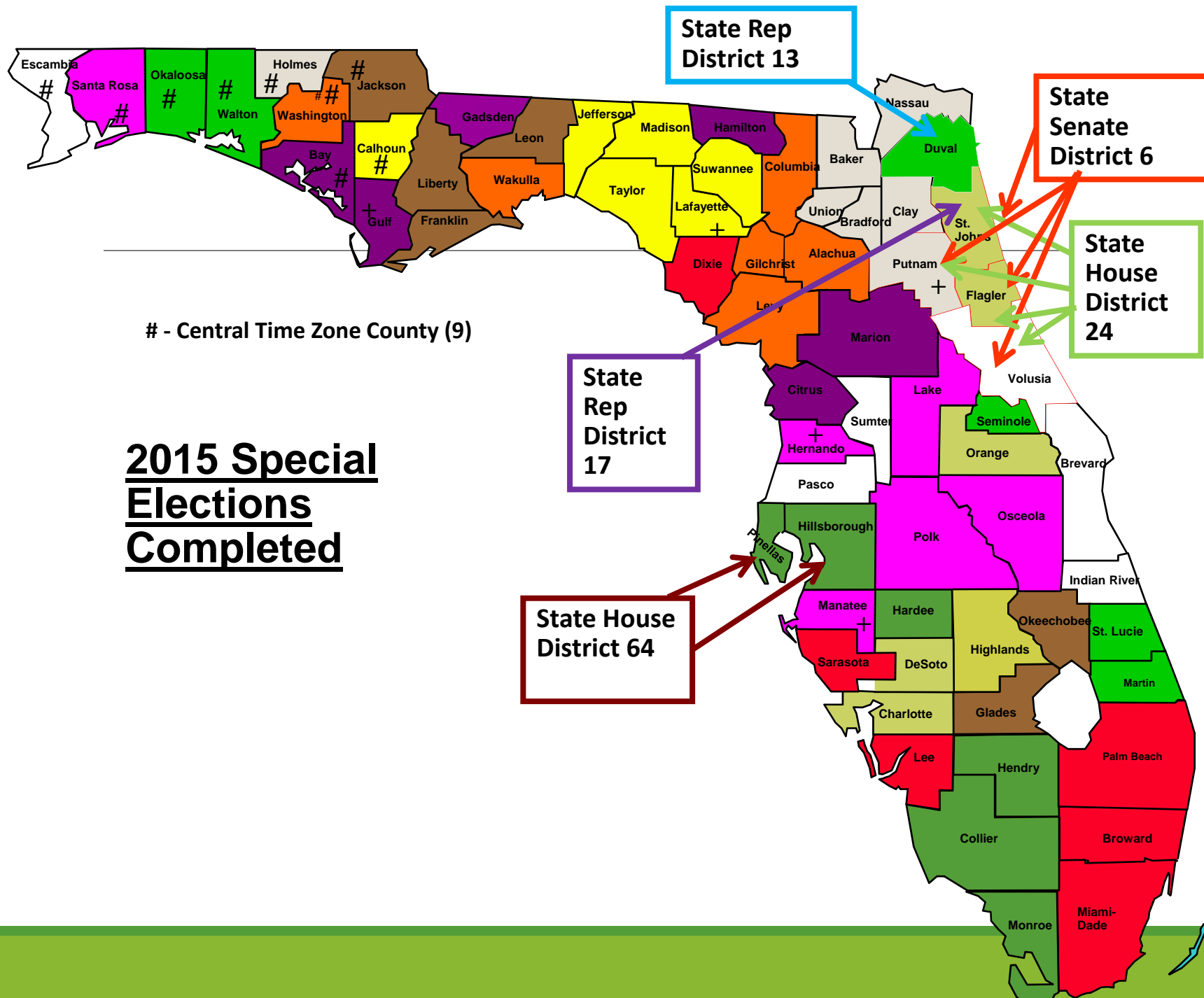
I hereby request the exemption (check applicable exemption category for which you and/or the person(s) named below are eligible):

<input type="checkbox"/> Code Enforcement Officer <input type="checkbox"/> County Tax Collector † <input type="checkbox"/> Dept. of Business and Professional Regulation-investigators and inspectors† <input type="checkbox"/> Dept. of Children and Family Services personnel whose duties involve investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities <input type="checkbox"/> Dept. of Health personnel whose duties support the investigations of child abuse or neglect, determination of benefits, or the investigation, inspection, or prosecution of health care practitioners <input type="checkbox"/> Dept. of Health personnel whose duties include, or result in, the determination or adjudication of eligibility for social security disability benefits, the investigation or prosecution of complaints filed against health care practitioners, or the inspection of health care practitioners or health care facilities licensed by the Department of Health † <input type="checkbox"/> Dept. of Revenue personnel or local government personnel whose duties relate to revenue collection and enforcement or child support enforcement <input type="checkbox"/> Donor or prospective donor,* Cultural Endowment Program Trust Fund, Citizen Support Organizations or National, Historic Landmarks (publicly owned houses) <input type="checkbox"/> Firefighter certified in compliance with a. 633.408, F.S. <input type="checkbox"/> Guardian ad litem† <input type="checkbox"/> Human resource, labor relations, or employee relations director, assistant director, manager or assistant manager of any local government agency or water management district (whose duties include hiring and firing employees, labor contract negotiation, administration, or other personnel-related duties) <input type="checkbox"/> Impaired practitioner consultants whose duties result in a determination of a person's skill and safety to practice a licensed profession †	<input type="checkbox"/> Judge - district court of appeal, circuit court and county court, or justice of the Florida Supreme Court. <input type="checkbox"/> Judicial or quasi-judicial officer (general and special magistrate, judge of compensation claims, administrative law judge of the Division of Administrative Hearings, and child support enforcement hearing officer) † <input type="checkbox"/> Juvenile probation officer, juvenile probation supervisor, detention superintendent, assistant detention superintendent, senior juvenile detention officer, juvenile detention officer supervisor, juvenile detention officer, house parent I and II, house parent supervisor, group treatment leader, group treatment leader supervisor, rehabilitation therapist, and social services counselor of the Dept. of Juvenile Justice <input type="checkbox"/> Law enforcement personnel including correctional officers and correctional probation officers <input type="checkbox"/> Prosecutor (state attorney, assistant state attorney, statewide prosecutor, assistant statewide prosecutor) <input type="checkbox"/> Public defenders and criminal conflict and civil regional counsel (includes assistant public defenders, assistant criminal conflict and assistant civil regional counsel) <input type="checkbox"/> Servicemembers who served in armed forces, reserve forces, and National Guard after 9/11/2001† <input type="checkbox"/> U.S. attorney or assistant attorney, U.S. appellate judge, U.S. district court judge and U.S. magistrate † <input type="checkbox"/> Victim* of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery or domestic violence [Attach official verification that crime occurred. 5-year exemption. Contact Attorney General's Office (850-414-3990) about eligibility for separate Address Confidentiality Program [See a. 741.465, Fla. Stat.] <input type="checkbox"/> Other (list applicable statute): _____
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Printed Name: _____ **Date of Birth:** _____ **Phone Number:** _____
Home Address: _____
Signature: _____ **Date:** _____

If employing agency makes request for the employee, add agency name, agency requester's name and title to the signature line.

†For specific category selected, person certifies, by signature herein, that he or she has made reasonable efforts to protect information from being publicly accessible.



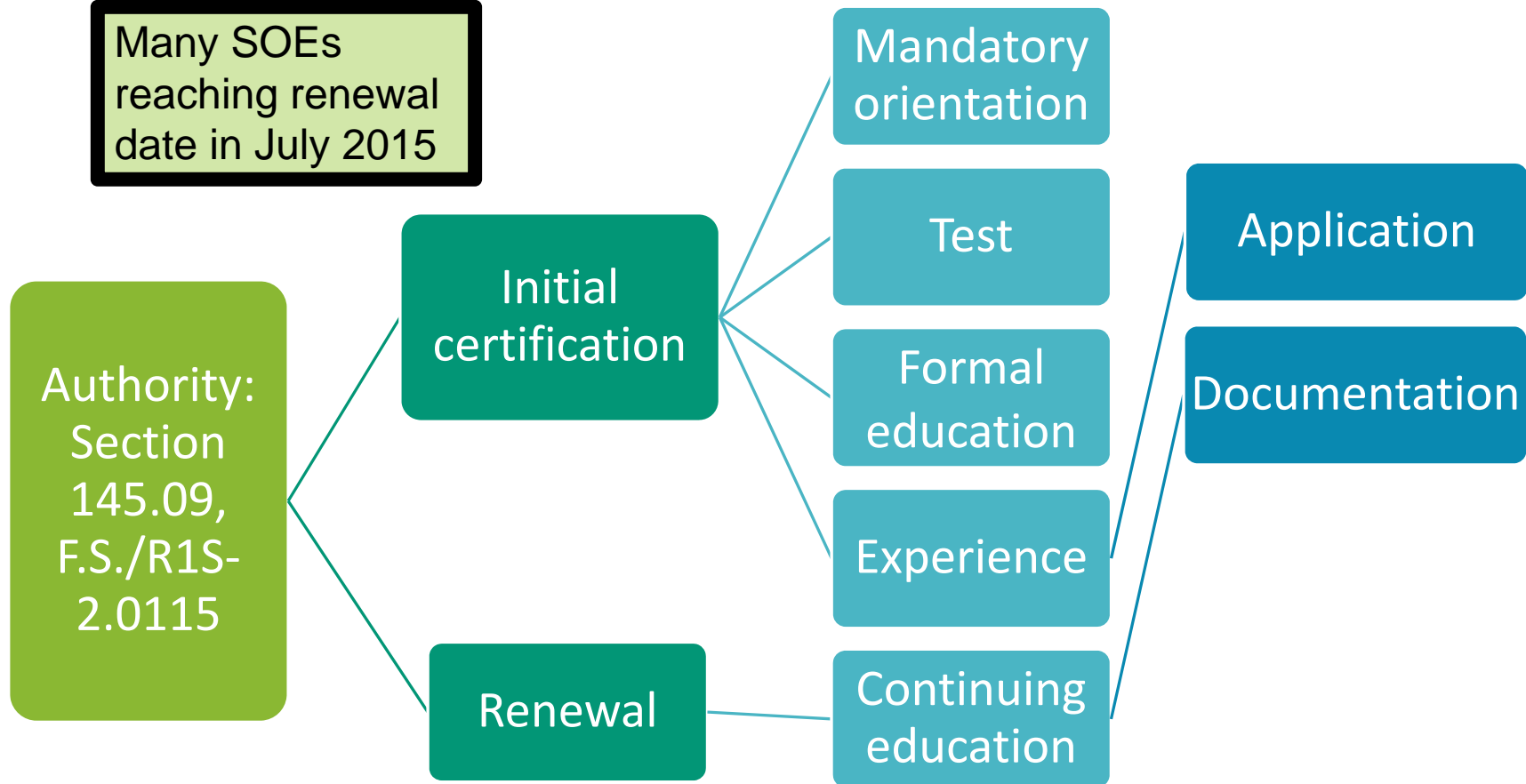
Special election reimbursements requests

(s. 100.102, F.S.)

- Authority under section 100.102, F.S., to recover verified actual expenses for special elections
- DE-0005 Reference Guide
- Outstanding yet-to-be paid requests
 - Flagler
 - Pinellas
 - Putnam
 - St. Johns
 - Volusia
- Total: \$1,052,761.58 requested/in budget for FY2015-2016

SOE Special Salary Qualification

Many SOEs
reaching renewal
date in July 2015



U.S. Election Assistance Commission

- Federal non-regulatory agency mandated by HAVA
- Recent commissioner appointments -3 of 4—Christy McCormick, Thomas Hicks, and Matt Masterton
- Reconstitution of EAC Standards Board (100⁺ board)
 - State/county representatives: Maria Matthews and Paul Lux
 - Duties:
 - Presents views on federal election administration
 - Formulates recommendations to the EAC
 - Receives updates on EAC activities such as Voluntary Voting Systems Guidelines
- EAC adopts recommendations for voting system standards from Technical Guidelines Development Committee(TGDC) and Voting System Standards Committee

U.S. Election Assistance Commission

- www.eac.gov
- Useful clearinghouse/resource for election officials
 - Quick start guides to help election officials effectively manage and administer elections—easy to read tips on topics like:
 - Managing change in election office
 - UOCAVA voters
 - Hiring effective poll workers
 - Online interactive map of voting systems in use in US
 - Repository for voting system RPFs and other state reports
- Administration of annual General Election EAC election Administration and Voting Survey
- Oversight of HAVA and its funds
- Accreditation of test labs for voting system certification

Workshops/Training

- FSASE Summer Conference (Osceola County)
- FCEP (July 2015; Orlando)
 - M Matthews → vote registration/maintenance of records
 - G Holland → election laws
- 2014 Voter Education Survey Webinar (1h credit), July/August 2015; Online presentation/webinar)
- FSASE Mid-Winter Conference, December 6-9(St. Johns County)
- FSASE Canvassing Board Workshop (January 14-15; Orange County)

2010 HHS Funds -Polling Place Accessibility

\$667,766.00

```
graph TD; A["$667,766.00"] --> B["Deadline to request reimbursement for original amount 7/31/15"]; B --> C["Deadline to state intent to ask reimbursement for remaining undistributed funds 7/31/15"]; C --> D["Deadline for paperwork submission 8/28/2015"]; D --> E["County Request Status: 14 - reimbursed, 51- no request, 2 - intend to request $; 6 - intend to request remaining undistributed $"];
```

Deadline to request reimbursement for original amount 7/31/15

Deadline to state intent to ask reimbursement for remaining undistributed funds 7/31/15

Deadline for paperwork submission 8/28/2015

County Request Status: 14 - reimbursed, 51- no request, 2 - intend to request \$; 6 - intend to request remaining undistributed \$

2014-2015 HAVA FEA Funds

\$3,000,000

```
graph TD; A["$3,000,000"] --> B["Deadline to request distribution June 1, 2015"]; B --> C["County status request:  
55 –requested disbursement; 12 do not intend to request $"]; C --> D["Undisbursed funds as of 6/1 = $100,667.68"];
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Deadline to request distribution June 1, 2015

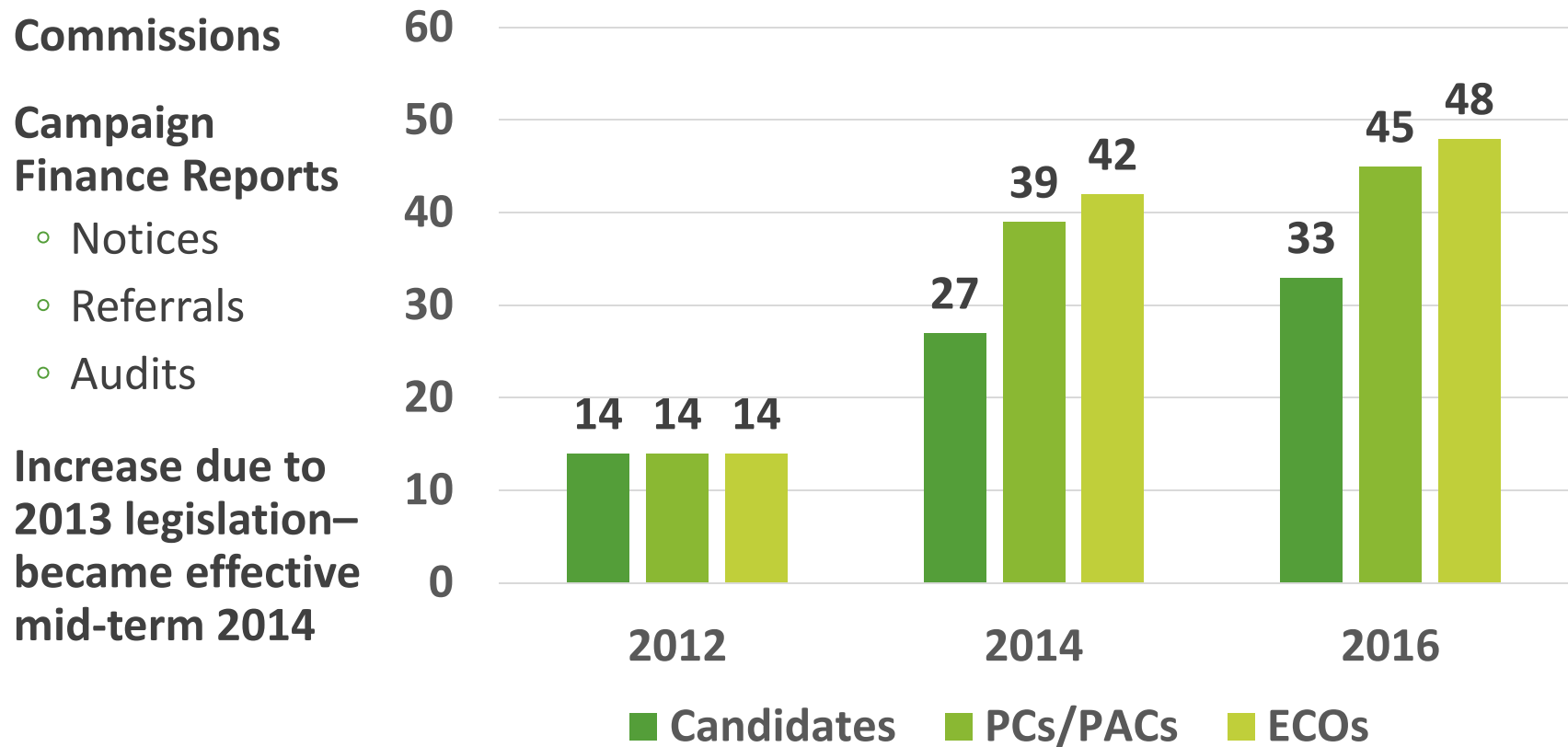
**County status request:
55 –requested disbursement; 12 do not intend to request \$**

Undisbursed funds as of 6/1 = \$100,667.68

Bureau of Election Records

Activities

Number of Reports Required per Election Cycle



Includes all candidates who file with Division of Elections except statewide candidates

Bureau of Voting System Certification

Rules

R1S-2.015 Minimum Security Procedures Rule

R1-2.032 Uniform Ballot Rules

R1S-2.053 XML Results Reporting

R1S-5.001 Voting Systems Standards Rewrite

(subject of different presentation)

Recent Certifications/Approvals

ES&S EVS, Release 4.5.0.0, Version 4 with Express Vote

- Various optimization and performance enhancements of previously certified systems
- Introduced the ExpressVote ballot marking device
- Certified May 1, 2015
- ExpressVote component-provisionally approved
 - For use in any election conducted through May 1, 2017,
 - To be used solely by persons with disabilities
- Anticipate vendor returning to address this
- Rulemaking still needed

Recent Certifications/Approvals

Dominion Voting System's 4.14.17, Version 3

- Included a modification to a previously certified voting system, *Democracy Suite Release 4.14.17, Version 2* (approved on April 9, 2014):
 - the firmware of the ImageCast Evolution (ICE) precinct tabulator added a “Dual Display” feature that allows for concurrent voting sessions for Americans with Disabilities (ADA) and non-ADA voters; and
 - the list of compatible modems added a new cellular modem for use with the ICE's results reporting
- Certified May 26, 2015

Pending Applications for Certifications/Approvals

Dominion Voting System –Sequoia

- Impacts only Palm Beach County
- Completed application submitted on 6/8/15
 - **New EDGE firmware** (v. 5.2.17)
 - Test plan finalized
 - Source code reviewed
 - Mass ballot count started 6/8/15
 - Public test on 6/10/15
 - **XML results utility** to the WinEDS 4.0.175 v as requested by Palm Beach County

Pending Applications for Certifications/Approvals

Dominion Voting Systems (DVS) –Democracy Suite

- DVS –Democracy Suite Release 4.14.37, version 1
- Application original submitted on 2/17/15 for Release 4.14.17 v 3 but placed on hold as requested by DVS
- Application process restarted with Release 4.14.37, v 1
- TDP package still incomplete
- Staff working on test plan until application completed

Pending Applications for Certifications/Approvals

ES&S –EVS, Version 4 (Revision 1)

- Provided an ECO for Verizon C2 to replace C1 modem for better handling instantaneous powering modem down
- Regression test completed without issue
- BVSC waiting for instructional language it has requested for clarification from ES&S on scripts and firewall
- Test report and recommendation for approval drafted – in the review pipeline while:
- ES&S to ship new application in yet unspecified date

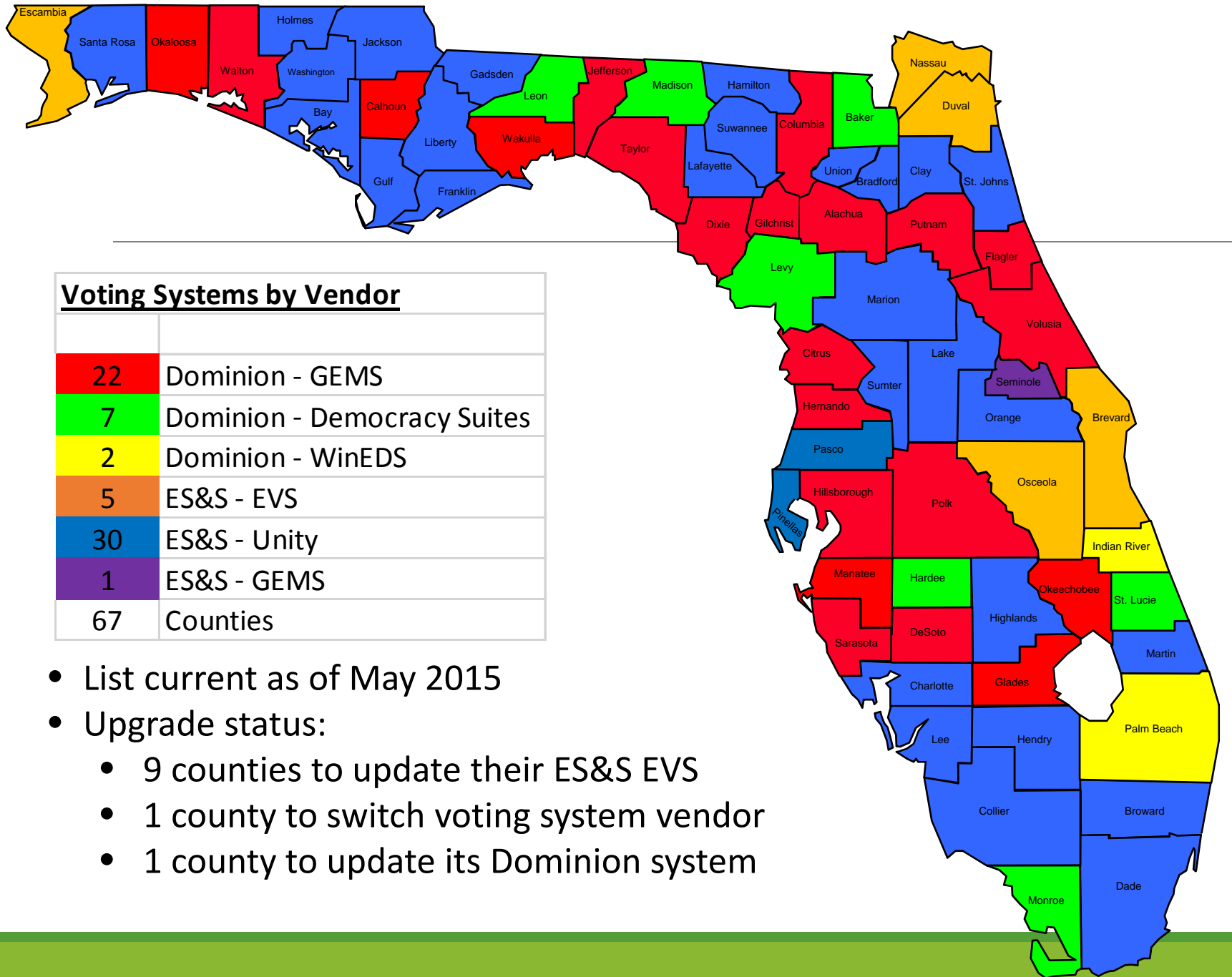
Pending Applications for Certifications/Approvals

Democracy Live –Live Ballot version 3.0

- BVSC has requested more information regarding pending application

Clear Ballot- Clear Audit

- Application submitted on June 8, 2015
- Request for approval for upgrade to interim approved ClearAudit 1.0.6 (for use until January 1, 2016)



Voting Systems by Vendor

22	Dominion - GEMS
7	Dominion - Democracy Suites
2	Dominion - WinEDS
5	ES&S - EVS
30	ES&S - Unity
1	ES&S - GEMS
67	Counties

- List current as of May 2015
- Upgrade status:
 - 9 counties to update their ES&S EVS
 - 1 county to switch voting system vendor
 - 1 county to update its Dominion system

Voting System Acquisition Reports

Process for assigning system number:

1. BVSC assigns release number to a voting system based on the system's election management system identification (e.g. GEMS release 1.21.6.)

- A change in release is considered a new system (version 1)
- A modification is referred as to version 2, 3, etc.

2. Revision number (optional) -refers to a change that DOES NOT change the election management system or the tabulator.

Voting System Acquisition Reports (cont'd)

DOS Approval

- Application submitted
- System tested
- Recommend approval
- Certificate issued

Vendor sends install disk to BVSC

Executables,
Firmware
microchip
Flash drives
User manual
Sworn
certificate

BVSC verifies install pkg

- Match items to testing based on algorithm-cryptographic hash
- To ensure integrity, authenticity
- To detect corruption

BVSC sends install pkg to county

- Install pkg
- Vendor's sworn certificate
- Acquisition forms to be completed by county after acceptance testing

Voting System Acquisition Reports (cont'd)

County acceptance test

- Refer to: R1S-2.004
- Test, test
 - EMS
 - Tabulators
 - Modem Transmission if applicable

County sends acquisition forms to BVSC

1. BVSC 1: (101.5607(1)(a), F.S.)
2. BVSC 2: Details elements of acquired system system)

BVSC posts on website

- Also maintains list of systems in case any technical assistance required or errors noted on system

Minimum Security Procedures

- BVSC conducts odd-numbered year review
 - SOEs confirm latest version on file
 - Process will take through end of summer to accommodate counties acquiring new systems or upgrades who wait to modify minimum security procedures.
 - Identify clearly those parts of procedures that are exempt from public disclosure when you file with Division
 - As of 6/4, BVSC has reviewed procedures for 40 counties
 - Rule workshop on June 15, 2015 on Rule 1S-2.015, F.A.C. (Statutory cross-reference: s. 101.015, F.S.)

Bureau of Voter Registration Services

Bureau of Voter Registration Services

Address and eligibility records maintenance

Voter records-ongoing quality control and audits

FVRS hardware refresh/rewrite

Online voter registration application system

Address List Maintenance

- Section 98.065, F.S.
- Bi-ennial Program -Odd-numbered years (minimum)
- Use one or more of the following procedures:
 - USPS address change information
 - Mail out to all registered voters in the county (nonforwardable return-if-undeliverable mail) and/or
 - Mail out to all registered voters who have not voted in the last 2 years and who did not make a written request that their registration records be updated during that time (use returned nonforwardable return-if-undeliverable address confirmation requests)
- 90-day window before PPP to complete is December 16

- **Bi-annual 6-month certification of activities reports** (due June 30 and January 31 every year- documents SOEs maintenance record activities relating to address changes, updates and requests for confirmations, and eligibility)
- **NEXT DUE DATE:** July 31, 2015

FLORIDA DEPARTMENT OF STATE/DIVISION OF ELECTIONS

Certification of Eligibility Records Maintenance

This form is to be used to certify that the Supervisor of Elections conducted activities as required under section 98.075, F.S. to identify and remove ineligible voters from the voter registration rolls.

I, _____ Supervisor of Elections or designee, for _____ County, certify the following for the period January 1, _____ to June 30, _____ OR July 1, _____ to December 31, _____

A. Activity: NOTICE OF POTENTIAL INELIGIBILITY (provide total number for each category)

Notices mailed (s. 98.075(7)(a)(I), F.S.)	
Notices published (A notice is published ONLY if the mailed notice came back undeliverable which includes undelivered, refused, or otherwise marked as undeliverable). For notices including voters, provide the number as if a vote is not a voter (s. 98.075(7)(a)(2), F.S.)	

B. Activity: RESPONSES TO NOTICES (MAILED OR PUBLISHED)

Voters who responded to mailed notices	
Voters who responded to published notices	
Number of hearings conducted (this should be the same as the number of voters who responded to either a mailed or published notice and requested a hearing (such hearing can only be requested by and held for persons who deny ineligibility))	

C. Activity: NUMBER OF VOTERS REMOVED BASED ON REASONS FOR REMOVAL

Convicted felon with no civil rights restoration claimancy	
Minutely incapacitated without voting rights restored (Refers to voters whom the court has declared to be mentally incapacitated AND states they are not eligible to vote)	
Deceased (Refers to deceased voters removed with or without notice based on death data match identified by the state, receipt of in-state death certificate or information received from other source)	
Not of legal age to register	
Not a U.S. citizen	
Listed a residence that is not his or her legal residence (Refers to voters who listed someone other than their legal residence or who listed a residence that is not a valid legal residence)	
Listed a residence that is not his or her legal residence (Refers to voters who listed someone other than their legal residence or who listed a residence that is not a valid legal residence)	
Fictitious person (includes registered voters with false names and/or date of birth or who use someone else's residence, name or date of birth to register)	

Date
Supervisor of Elections or designee (signature)

Please submit by deadline (July 31 for Jan-Jun) or by January 31 for Jul-Dec) to: Chief, Bureau of Voter Registration Services, Fla. Dept. of State, Division of Elections, R.A. Gray Building, 900 S. Bronough Street, Tallahassee, Florida 32399, 850/245-6290 (phone) 850/245-6291 (fax)

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OS DER 118 (Rev 07/02) (REVISED 2-04), F.A.C.

FLORIDA DEPARTMENT OF STATE/DIVISION OF ELECTIONS

Certification of Address List Maintenance Activities

This form is to be used to certify that a Supervisor of Elections has conducted activities required under section 98.061, F.S. 204, to maintain current and accurate resident addresses for registered voters.

I, _____ Supervisor of Elections or designee, for _____ County, certify that the following address list maintenance program activities (check all that apply) were performed during the period January 1, _____ to June 30, _____ or July 1, _____ to December 31, _____

Change of address information from U.S. Postal Service/HCOA

Direct address confirmation request (nonforfeitable) mailing to registered voters in county

or requested an update to their records within the last 2 years

COMBINATION REQUESTS (ACR) (provide total number)

Information requests sent	
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USE NOTICES (ACN) (provide total number)

Notices sent	
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NON-FINAL NOTICES (ACFN) (provide total number in each category)

Final notices sent	
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STATUS (s. 98.061(4)(c), F.S.) (provide total number in each category)

On inactive status who included only those voters for whom an address was available or who did not respond to the notice within 30 days	
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REMOVED VOTERS (s. 98.061(4)(c), F.S.)

Removed from the statewide voter registration system	
Removed from the inactive list and who for the general election cycle or an absentee ballot, not updated their registration record	

Date

activities for no later than January 31 (for July through December) or January 31 (for January through June) to: Chief, Bureau of Voter Registration Services, Fla. Dept. of State, Division of Elections, R.A. Gray Building, 900 S. Bronough Street, Tallahassee, Florida 32399, 850/245-6290 (phone) 850/245-6291 (fax)

OS DER 118 (Rev 07/02) (REVISED 2-04), F.A.C.

Quality Control/Record Auditing

Quarterly Reports

- Inactive voters for longer than 2 general election cycles
- Incomplete voter status for 2 + years
- Voters with an age 115 + for potential date of birth input error or deceased status
- Voters with future registration dates and registration dates before 01/01/1900
- SSN data input error (e.g., SSN appears as 082-02-0000 or a five digit SSN 08202)
- Voter information records with the word “NONE” in first, last or both name fields
- Voters who had protected records to ascertain if protected flag was erroneously removed

Quality Control/Auditing- Eligibility Records

- **BVRS aged felon and deceased reports (monthly)**
 - FDLE felon match files –more than 120 days old in which has taken no action
 - DOH/BVS and SSA deceased matched files –more than 7 days old in which county has take no action
 - Work the files and contact BVRS if county did not get notice of file.

Quality Control/Record Auditing

- BVRS staff re-review previously invalidated ineligibility files
- Auditing records for potential administrative data input errors [ongoing and/or future audits]
 - Records with incomplete driver's licenses
 - Records with a date of birth less than registration date
 - Records where age in driver license/state ID number is different than voter's date of birth

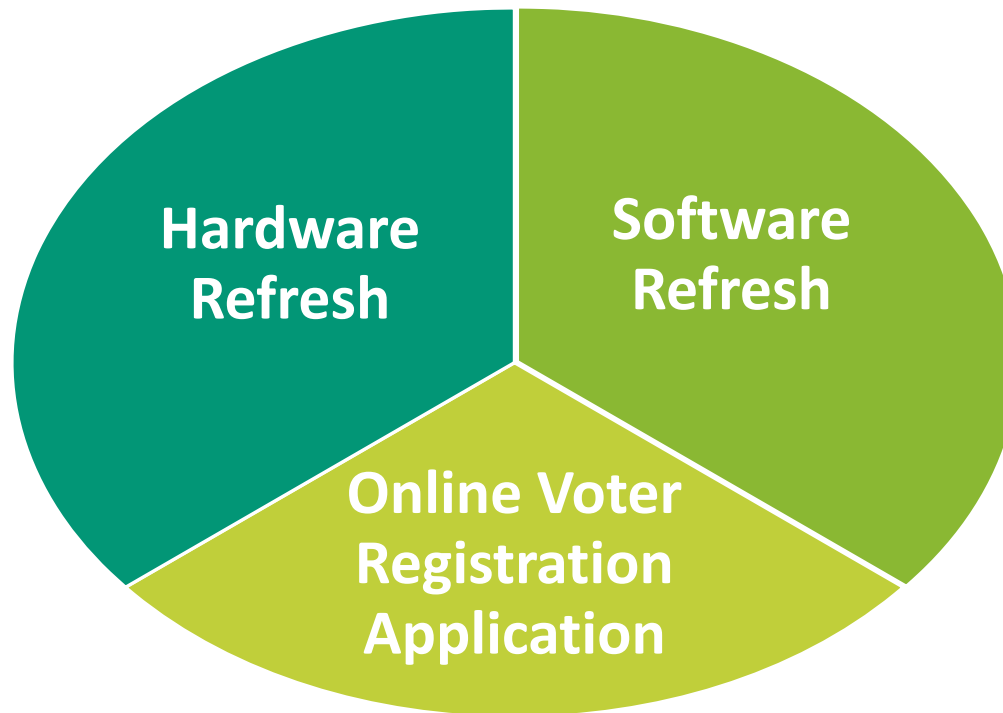
Quality Control/Record Auditing (cont'd)

Type	Criteria
FN-DB-SSN+	First name, DoB, SSN4 + (Last Name partial; Same Address or same DL number)
FN-DB-SSN	First name, DoB, SSN4
DL-LN-FN-DB	DL number + Last name , First name and DOB
DL-FN-DB+	DL number, First name, DoB + (Last Name partial or Same Address)
DL-FN-DB	DL number, First name, DoB
DL-FN+	DL number, First name + (Last Name partial or Same Address)
DL-FN	DL number, First name
MBDLERROR=	DL number + Last name , First name and DOB – matches exist for both voter ID's
MXDLERROR=	DL number + Last name , First name and DOB – match exists for Voter ID 1
MZDLERROR=	DL number + Last name , First name and DOB – match exists for Voter ID 2
DLERROR+	DL number – match on partial name or same address
DLERROR-	DL number – Birth Year does NOT match so the DL number should not be the same
DLERROR	DL number

Auditing-Eligibility Records

- **Move-in and move-outs of potential felons that BVSC has sent county:**
 - If potential ineligible file originated from BVRS, contact BVRS so match can be re-evaluated for continuing validity. If still valid, BVRS will be re-assigned to the new county of residence. Do not transfer file yourself.
 - If you created the potential ineligible file, then you **MUST** notify the new county and coordinate transfer of file. Do not involve BVRS.

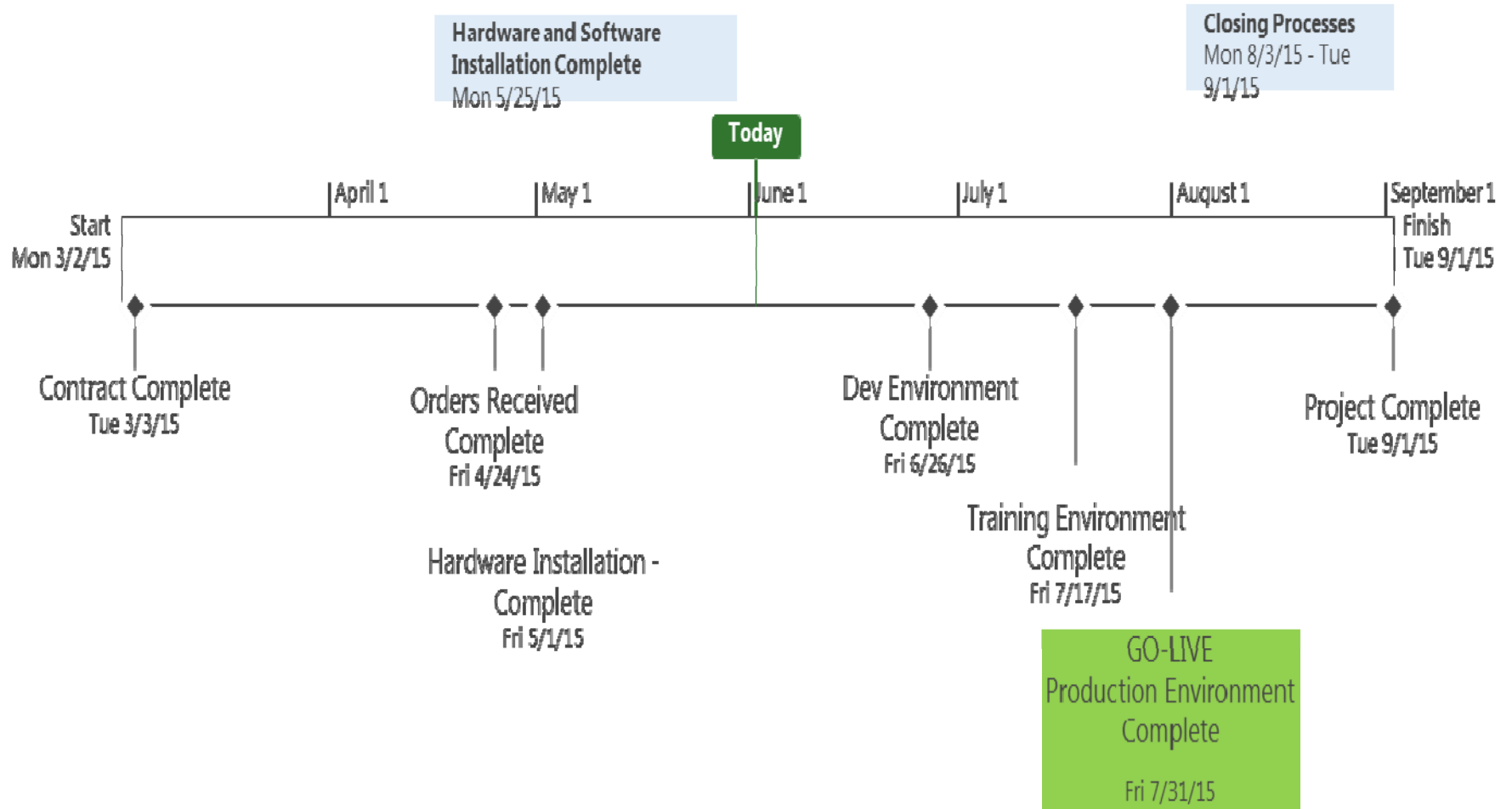
FVRS Modernization Project



Hardware Refresh –March-July 2015

- Internal and 2015 Oracle SME review of current database environment
- Project Manager and business analyst/staff augmentation
- State of the art equipment/network security (including F5 and Palo Alto firewalls, F5-5250, DMZ)
- Two identical sites (primary and failover; multiple servers with clusters; Oracle data guard)
- Over 86 terabytes of storage at each site
- Configurable for scalability and future growth
- Robustness/enhancement to support FVRS through 2016
- **Status:**
 - Completed hardware install
 - Currently configuring 5 environments: pilot, development, test, training, production
 - Over 45% complete towards meeting July 31, 2015 deadline

Hardware Rewrite



Software Rewrite –April 2015-October 2017

- In progress: discovery(document gathering/research) to baseline FVRS future needs
- Conduct stakeholder/interested party meetings including:
 - Supervisors of Elections (including FSASE has already established specific OVR Implementation Oversight Committee' and county IT staff)
 - External vendor support
 - DHSMV and tax collectors
 - Law enforcement agencies (FDLE, FDOC, US Atty Offices)
 - Florida Department of Corrections
 - Clerks of Court
- Conduct “ethical hacking” and “penetration testing” before new rewritten system launches
- **Status:**
 - Project Management Professional on board
 - Early stage of discovery

Online Voter Registration Application System

- Project will be “baked” into FVRS software/program rewrite
- Legislative appropriation: \$1.8 million
- Requirements:
 - Online voter registration application system -with DLs or state ID #s that that can be DHSMV verified
 - Prefillable/downloadable option for others
 - Legislative report due January 1, 2016 on plan, progress and any legislative substantive or budgetary needs
 - Pre-launch risk assessment and every 2 years thereafter
 - Secure access/secure verification against DHSMV records
 - Immediate electronic confirmation of application receipt
 - Accessibility compliance
 - Launch by October 1, 2017

Aspects to consider for FVRS rewrite

- Secure access/secure defense to external or mal intent
- Cybersecurity (including risk assessments)
- System robustness and reliability
- Redundancy/backup/ failover
- Procedural uniformity
- Data standardization
- Documentation (procedures, program codes, functions – preferably following ISO standards)
- Intra- and interoperability (Internal, external, transactional)
- Synchronization
- Quality control requirements
- System health checks
- Automated/manual processes (refinements/revisions/new)
- Timing of scheduled external interface data and file exchange and transfers

Aspects to consider for Rewrite

(cont'd)

- Data matching criteria (review/refine)
- System ability to generate reports
- Audit reporting capability
- Searchability
- Data accessibility (public access and to respond to public record)
- Address/informational exemption – process, uniformity, redaction
- Storage capacity (images/files)
- Scanning (capability, minimum requirements)
- Signature images (quality/quantity, scanning, storage,)
- Accessibility and minority language availability for OVR user
- System's future growth (functionality/load capacity)
- Paper reduction
- Opportunity for increased efficiencies and speed in process
- Rulemaking (revisions/new)
- Records retention schedule (existing and new items)

What's Ahead for Us, For You

- FVRS OVR FVRS OVR FVRS OVR FVRS OVR FVRS OVR FVRS OVR FVRS
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- Continuous internal office review of procedures, forms,
publications—substantive and administrative
- Ongoing review of public records -management, retention, storage
and disposition
- Establishing blueprint for election administration for 2016 election
cycle including but not limited to:
 - Statewide travel to counties before 2016 PPP and before 2016 PE
 - Monthly teleconference calls
 - Conduct of elections – Municipal/Localelections, Presidential
Preference Primary Elections, Primary and General Elections, Special
Elections