

Augusta County Electoral Board Meeting
Augusta County Government Center
Registrar's Office Board Room
August 24, 2018

The meeting was called to order at 9:03 a.m. Present are Ruth Talmage, chair; Cliff Garstang, vice chair; Tom Long, secretary; Connie Messick, general registrar and Robin Moyer, chief assistant registrar.

Cliff moved to approved to approve the minutes of the July 18 meeting. Ruth seconded and the motion was approved unanimously.

Connie reported that security was a major point of emphasis at the VRAV conference. Since the conference she and Robin have been evaluating both office and online security procedures. Connie presented a list of everyone who has access to the office. Other than the office staff and Electoral Board members, nearly all are maintenance, fire and rescue, and Sheriff's Department personnel. There is a need to clarify who has access to the room where voting equipment is stored. Jackie Zetwick (County IT Department) is working with Connie about best practices for computer and internet security and will join our meeting later.

Risk Limiting Audit was also a topic at VRAV. An audit process was piloted in Fairfax recently. It is expected that each locality will have a post election audit every five years. All precincts will not be audited and will be selected at random. Audit will include SOR, ballots, ballot reconciliation, and other documentation. More information is forthcoming from ELECT concerning specific procedures and practices.

At 9:22 a.m. Jackie Zetwick joined the meeting to introduce the board to Augusta County internet security protocols. They utilize a firewalls, a barracuda filter, email filters. The security protocols are audited yearly by independent security consulting firm. The county uses tracking software, frequent and regular password changes, and antivirus software to enhance security. The IT Department performs weekly updates of operating systems and software. Board members questioned if we can we limit access to the storage room after machines are sealed prior to an election? The answer is that may not be practical as first responders need access in the event of an emergency. After discussion the board decided to purchase locks for cages in which voting equipment is stored. This have the added benefit of enhancing security during equipment distribution the day prior to the election. ECC, the Sheriff's Department and Fire and Rescue will have access to the storage room in event of an emergency. The board discussed having a dedicated computer for uploading results and a written policy will be developed for office staff to put that practice in place before November 2018. Jackie left the meeting at 9:39 a.m.

Officer of Election training was another priority topic at VRAV. The board discussed training for officers with an emphasis that all officers closely follow policies and procedures and that training must be comprehensive on those policies and procedures. On Election Day any officer who is uncertain about how to handle a situation should call the office. An officer who fails to follow approved procedures cannot be backed by the board.

Connie reported that some localities utilize a post-election followup meeting with chiefs to discuss ways to improve procedures at the precincts. The board briefly discussed this process and may explore it in the future.

Connie reported that many localities do specialized training in which an officer gets detailed training on one position in the polling place and then can do cross training of other offices as needed. Particular emphasis is on detailed training for completing forms and for electronic poll books. All officers would receive general training. The board decided that two officers in each precinct will receive in-depth training on the new Poll Pads. Connie reported that she and Robin joined the training at Waynesboro and that the Poll Pads are very user friendly.

Poll pads will be shipped on September 10. ESO will be here on September 26 for acceptance testing, programming, and training of Electoral Board and office staff. The training will not be appropriate for officers of election.

The board discussed Tom's resignation because of an anticipated move into the City of Staunton. Judge Ricketts has appointed Marcy Reedy to fill the remainder of the term. Marcy has worked as an officer of election at Lyndhurst. Tom will contact her concerning the oath of office and to answer any questions. Board members and office staff expressed their appreciation for his service to Augusta County.

Upcoming Dates:

September 18 at 9:00 a.m.– CAP L&A

September 26 – Poll Pad acceptance testing and training

October 8 at 9:00 a.m. – L&A testing assisted by three officers of election at \$11 hour

October 22 at 6:00 p.m. – Officer Training

October 23 at 10:00 a.m. – Officer Training

October 29 at 6:00 p.m. – Officer Training

October 30 at 10:00 a.m. – Officer Training

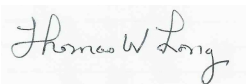
Note: rooms are reserved all day on the training dates so times can be adjusted if desired. Poll Pad training for two officers per precinct will be paired with each training session.

Connie requested that names of officers should be turned in to the office by September 21 so that letters can be prepared. Board members should consult with chiefs about officers to get the Poll Pad training and report that information to the office so that information can be in the letters to those officers. Please send names to Robin by email.

Next meeting of the Augusta County Electoral Board will be at the call of the chair.

The meeting adjourned at 11:15 a.m.

Respectfully submitted,



Tom Long, secretary