

ELECTORAL BOARD MEETING

OCTOBER 22, 2024

PRINCE WILLIAM COUNTY, VIRGINIA

CALL TO ORDER / PLEDGE



ORGANIZE BOARD



APPROVAL OF MINUTES



APPROVAL OF MINUTES

- Minutes for September 30 Meeting

BOARD MEMBER REPORTS



GENERAL REGISTRAR'S REPORT



ELECTION PROGRESS



Election Progress



Staff Task Completion

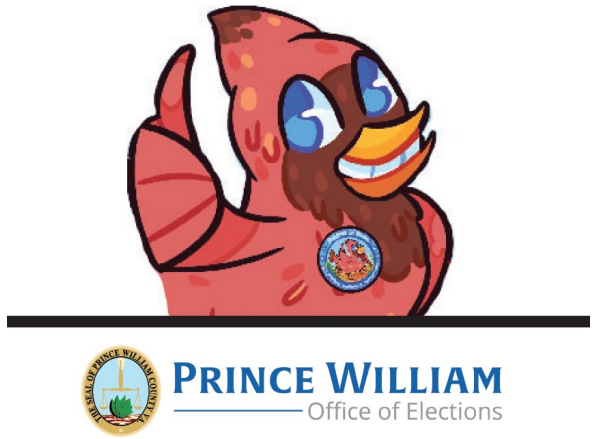
- 195/200 tasks due by 10/19 completed
- 97.5% timely rate
- 15 future tasks completed

Election Progress

Election is Running Smoothly

- **Early voting** - positive, smooth, and safe
- **Pre-processing** is caught up to mail received
- **Scanner L&A** complete, 10,000+ ballots tested
- **Testing of results reporting system** complete
- **Positive feedback on officers, stickers**
- **Minimal complaints** – 16 of 2,400+ calls

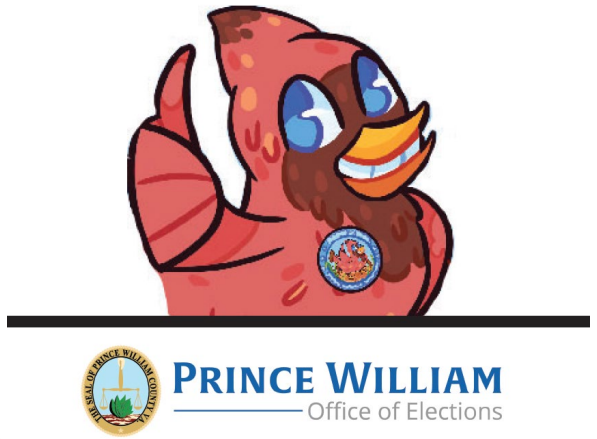
Election Progress



Early Voting

- Averaged 4,150+ voters/day last week
- Little/no wait with increased capacity
- On pace for approx. 100,000 early voters
- What does this tell us? Not much, turnout will not be known until after Election Day.

Election Progress

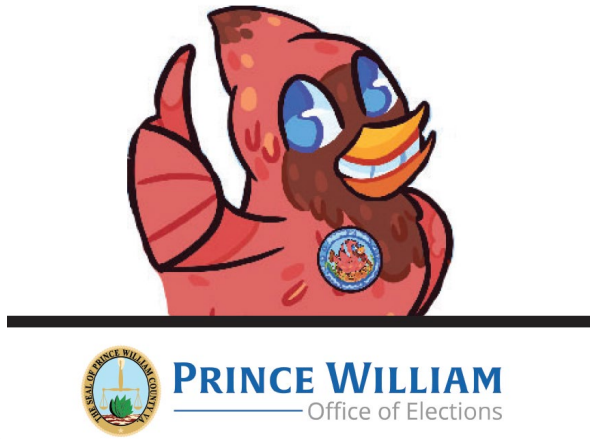


Early Voters in Similar-Sized Counties

Prince William	40,452
Chesterfield	27,813
Virginia Beach	26,700
Loudoun	26,190

(Data through 10/20/2024, Source: VPAP)

Election Progress

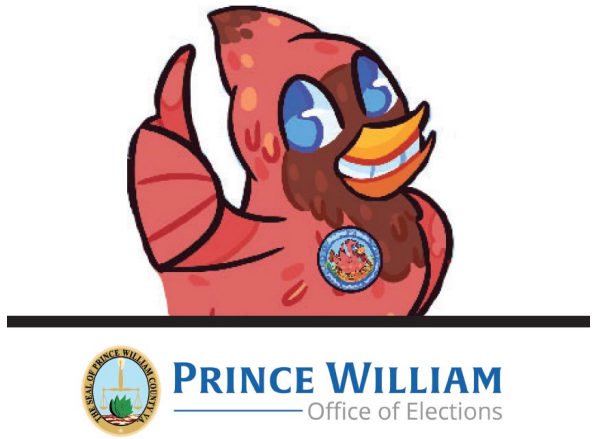


Non-Election Day Voting Comparison

	2020	2024
Early Voting	110K	*Est. 100-105K*
Mail Voting	60K	*Est. 25-30K**

**Reduced mail voting after the pandemic*

Election Progress



Early + Mail Voting Per Capita (Voters per 1,000)

2024 General Election

PWC	**173.8**
Northern Virginia	167.5
Virginia	172.1

(Data through 10/20/2024, Source: VPAP)

Election Progress



PRINCE WILLIAM
Office of Elections

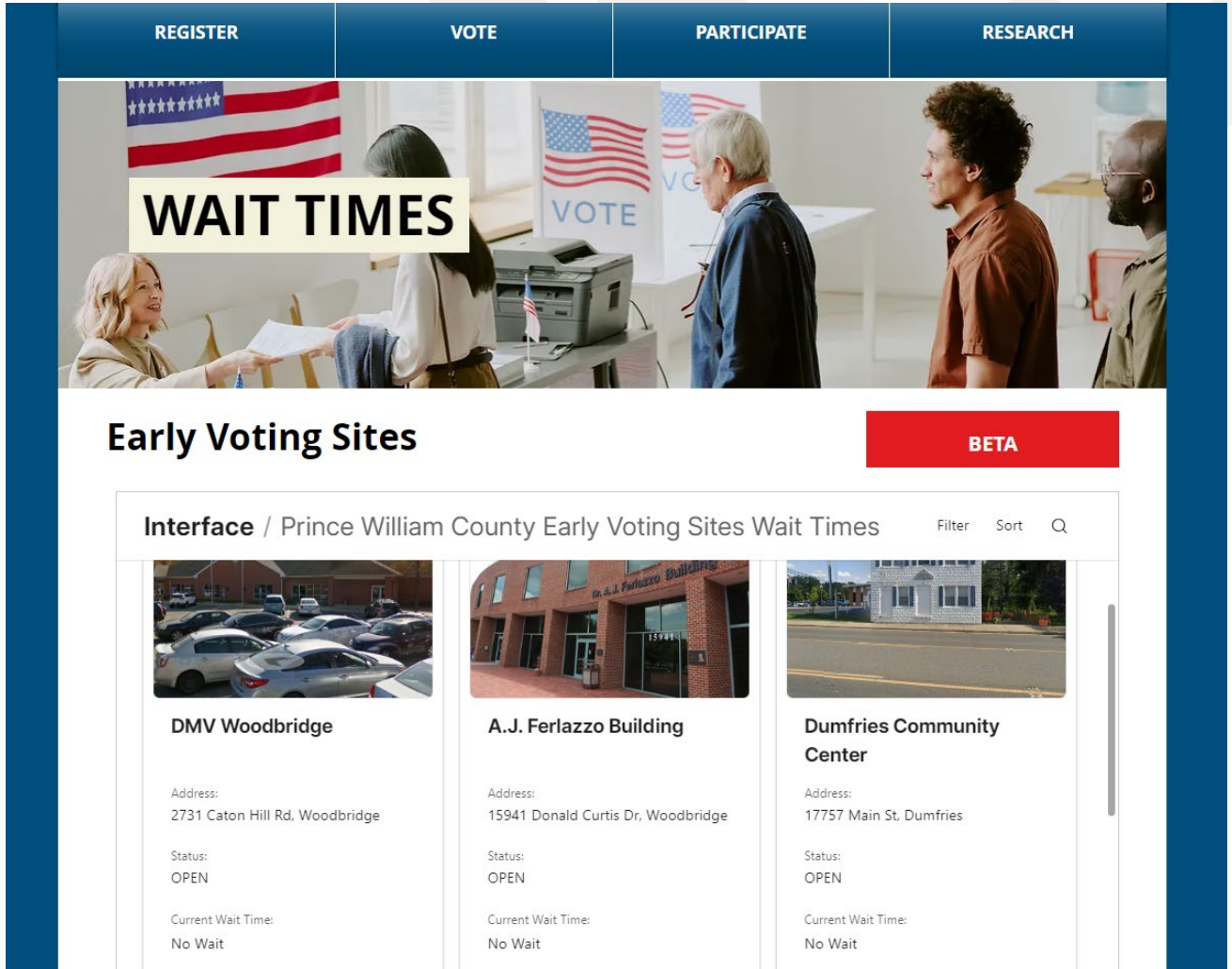
Early Voting

- Despite less mail voting after the pandemic, PWC's early voting expansion used data to time the sweet spot of voter interest.
- Using more early voting sites for longer and expanded weekend voting is keeping early voting ahead of expected pace.

Election Progress

Web Site – New Feature

Launching this week.



Election Progress



Mail Voting

- 16,201 ballots returned (*through 10/20*)
- Envelopes needing cure is at 1.95%
- 53% cured or being cured (voter sent form, voting in person, etc.)

Election Progress

Upcoming

- Busy final weeks of early voting
- Final preparations for Election Day
- Building final staffing schedule
- Handling issues as they arise
- Media roundtable with 8 election leaders

Election Progress

Emergency Prep for Election Day

- Work with county EOC, Police, Fire, etc.
- Backup plans for floods, power outages, etc.
- Temporary outside voting if needed
- Alternate schools not being used ready
- Security plan to monitor polling places

Election Progress



Final Election Day Officer Staffing

- Chief/Assistant Chief = 1 R, 1D in all pct.
- Officers by Party
  - 433 Democratic
  - 425 Republican
  - 233 No Party
- Compliant with all elements of 24.2-115

Election Progress

Partisan Comparison – Presidential Elections

	DEM	REP
2024	433 (50.5%)	425 (49.5%)
2020*	468 (62%)	291 (38%)
2016*	652 (60%)	434 (40%)



**No party approval/review*

Election Progress

Election/Board Timeline

- Sat, 11/2 – Early Voting ends
- Tue, 11/5 – Election Day
- Wed, 11/6 – Canvass (Results validation)
- Fri, 11/8 – Mail Ballot Receipt Deadline
- Wed, 11/13 – Provisional Ballot Review

Election Progress



Election/Board Timeline

- Friday, November 15th – PWC Certification
- Wednesday, November 20th – Risk-Limiting Audit

National Media Roundtable

Online Event for Reporters

- Election officials from key states
- 8 Election Directors from large counties in WI, GA, AZ, NC, VA, and more

ELECTION CONCERNS



How Organizations Work

Election Planning

- Identify problems through data/feedback
- Create plans to meet legal standards, maximize efficiency, and serve voters
- Execute plan and monitor progress
- (Feedback loop starts it all over again)

How Organizations Work

Election Management

- 40+ FTE and Temp Staff
- 1,000+ election officers
- 600+ pieces of election equipment
- 103 Polling Places, 6 Early Voting Sites
- 30,000+ mail ballots

PROBLEM SCALE

Fraud

Negligence

Extreme issues

Major issues

Significant issues

Minor/expected issues

Perfect Election

How Organizations Work

Problem Identification

- Not accomplished by rumors or speculation on social media, nor by political agendas
- Need evidence and verification
- Concerns need to be investigated and verified (Examples: Brentsville pollbooks, 2022 election Pct. 612 false claims)

How Organizations Work

Compliance

- Decision-making by the Board and GR
- Evidence and data-based approaches
- Following Virginia State Code
- Following state guidance from ELECT
- Following federal laws

How Organizations Work

Our Staff and Officers

- Years of dedication to ensuring elections are accurate and done correctly
- Experts in what they do and trained well
- Human beings and professionals who deserve respect for their hard work in challenging circumstances

SPECIFIC AREAS OF CONCERN



Concerns Addressed



Mail Ballot Intake

- Entire process is documented
- Any voter can track their own ballot
- Employees all take an Oath
- Board members have observed this process

Concerns Addressed



Mail Ballot Intake

- Improved cure process
- Added additional seals for secrecy
- Three steps of verification
- Physical security upgrades

Concerns Addressed



Mail Ballot Intake

- 3 years – no complaints of ballots being destroyed/lost
- Election security has to be balanced with election transparency

Concerns Addressed

“Non-citizen” Registrations/Voting

- Have cancelled voters per state guidance
- Have done extensive research for Board
- Media reporting on this topic has not been somewhat unclear

Concerns Addressed

“Non-citizen” Registrations Cancellations

2021 = 193 -Higher in federal years

2022 = 267 -Similar annual rates

2023 = 194 -Following ELECT guidance

2024 = 295

Concerns Addressed

“Non-citizen” Cancellation Process

- Election offices receive no documentation
- ELECT populates a hopper and our staff follows guidance to cancel the voter
- No evidence provided of voter checking form, not checking form, or clerical error

Concerns Addressed

Completion of this section is requested but not required to apply for a driver's license or ID Card. (Virginia Code §2.2-3806)

INFORMATION FOR THE DEPARTMENT OF ELECTIONS

Mail In / DMV Connect Only - Are you a citizen of the United States of America?

YES (INITIAL BOX) ☐ **NO** (INITIAL BOX) ☐

Mail In / DMV Connect Only - Do you want to register to vote or change your voter registration address?

YES (INITIAL BOX) ☐ **NO** (INITIAL BOX) ☐

INFORMATION FOR THE VIRGINIA TRANSPLANT COUNCIL

☐ Yes, I would like to become an organ, eye and tissue donor.

DMV

Virginia Department of Motor Vehicles
Post Office Box 27412
Richmond, Virginia 23269-0001
www.dmv.virginia.gov

DRIVER'S LICENSE AND IDENTIFICATION CARD APPLICATION

DL 1P (07/01/2024)

LOG #

Purpose: Use this form to apply for a driver's license, learner's permit, or identification card.

Instructions: Submit completed application to any DMV Customer Center. Complete front and back of this application.

APPLICATION TYPE

REAL ID: ID requirements for domestic air travel and access to secure federal facilities change May 7, 2025. A REAL ID meets these requirements.
Would you like to apply for a REAL ID license/identification card? *(Not applicable if applying for a Motorcycle Learner's Permit)*

☐ Yes - I would like to use my license/identification card as ID to board a domestic flight or enter a secure federal facility or military base on or after May 7, 2025. View the documents you'll need at dmvNOW.com/REALID or ask for a brochure.

☐ No - I acknowledge my license/identification card will display "Federal Limits Apply" and I will need another form of ID to board a domestic flight or enter a secure federal facility or military base on or after May 7, 2025.

☐ Driver's License	☐ Motorcycle Learner's Permit (classification not applicable)	☐ Identification (ID) Card
☐ Learner's Permit and Driver's License	☐ Driver's License with School Bus Endorsement (to carry less than 16 passengers)	☐ Hearing Impaired ID Card
☐ Driver's License with Motorcycle (complete Motorcycle Classification section below)	☐ Driver's License Testing for Foreign Diplomats	☐ Emancipated Minor ID Card

Concerns Addressed

“Non-citizen” Review

- Reviewed a sample in May of 2024
- Every individual had a social security number and had verified citizenship
- No substantiated reason to refer
- No documentation to provide

Concerns Addressed

“Non-citizen” Review

- Voter list is owned by the state
- AG Miyares requires no permission from our staff or Board



Concerns Addressed

Ballot Scanners Are Accurate

- L&A testing before every election
  - 10,000+ ballots this election
- Audit will be done after this election
- Recounts have repeatedly held up in Virginia

Concerns Addressed

Recent Recounts/Audits

- ✓ **2023 Loudon Audit:** 2,500+ ballots, 5 vote difference due to incorrectly marked ballots
- ✓ **2023 PWC/Stafford Primary Recount:** 5,200+ ballots, identical results
- ✓ **2024 5th House District:** 60,000+ votes, recount changed lead from 374 to 370

Concerns Addressed

Hand Counting in PWC

- X Observer count during L&A
- X 2022 General: Pct 612 officers count off by 27 out of 531 ballots
- X Board recount of that same precinct took 3 times
- X Hand count during recount, 3 times

2024 General Election

Specific Concerns Evaluated

- Size/space at early voting locations
- One slow ballot scanner taken out of service
- “Hole” in mail voting envelopes
- Parking/traffic at Haymarket and DMV
- 2 pollbooks added had trouble syncing, removed
- Signs at Haymarket (outside 40’ line)

VOTER EDUCATION



Voter Education

Providing Answers & Information for the Public

- Explaining how processes work
- Improving transparency with innovation
- Providing topic primers for public, observers
- Reaching out to media outlets
- Answering voter questions (2,400+ calls)

Doc Series

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Office of Elections

Election Security Series

Voter Registration

Maintaining registration data is an important component of election security. The registration process ensures all eligible citizens can register to vote while the maintenance program provides safeguards and procedures for removing ineligible voters to maintain accuracy.

KEY
- Security Protocols
- Double-Checked
- Certification Required
- Observable Process
- Bipartisan Process

Access to the Voter Database is Limited

Access to the voter registration database is limited to specific employees given permission by the Virginia Department of Elections. All transactions are in a secure environment with 2-factor authentication.

Voter Maintenance is Constant

The Voter rolls are routinely checked against Post Office records, court data, Bureau of Vital Statistics, and DMV information. Voters receive routine mailings to verify changes. Roughly 100,000 transactions and mailings each
nd remove voters in compliance with state

Quick Stats

389 Average registration transactions completed each day our office is open.

40%

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Office of Elections

"How it Works" Series

Results Reporting

The tabulation and reporting of election results is a complex process with many elements and quality controls. Here is a guide to understanding that process and how election results become official.

ELECTION NIGHT REPORTING

Results reported on election night are not official and must be verified.

MAIL VOTING

All mail ballots returned are scanned in the weeks leading up to and including lection Day. A report is oduced tabulating these ults and is reported after olls close.

PRECINCT RESULTS

Precinct-level results are reported by the election officers. After they print result tapes from ballot scanners, they report the totals. These results are reviewed and uploaded or entered to the state website. Results from polling places arrive continuously for several hours after the polls close.

EARLY VOTING

At 7:00 pm on Election Day, the scanners from early voting are closed to produce results tapes. The digital drives from these scanners are uploaded to a tabulator that combines the results for reporting.

UNOFFICIAL RESULTS

All of these sources are reported on Election night as unofficial results. There are still steps to complete. The media often predicts winners, but some ballots and verification remain.

ATION PROCESS

tage, all results are reviewed to y before results are official.

VOTES STILL BEING COUNTED

MAIL BALLOTS

Media Coverage

GUEST COLUMN | ERIC OLSEN

Clarifying three misconceptions about voting

Early voting expanded to all six locations across Prince William County starting last Sunday, Oct. 13.

Among all counties in Virginia, Prince William has the most weekend voting options, and all satellite voting locations are open longer than any county in Virginia. Alternatively, you can apply for a mail ballot until Oct. 25 at 5 p.m.

If you miss these options, you can still cast your ballot on Election Day on Tuesday, Nov. 5, at your assigned polling place. Go to pwcvotes.org for locations, hours and more.

Beyond knowing how and where to vote, we have found that some voters have concerns rooted in speculation, conspiracies and misinformation. The election process is very secure with multiple redundancies and many security features. Here are some clarifications to questions we receive.

"How do I know the scanner is reading my ballot correctly?"

We tested more than 10,000 ballots this election. We ran test ballots through every scanner in use and verified that the scanned ballots matched the expected results. They matched 100% of the time, and the scanners are sealed after testing.

During the election, bipartisan election officers track check-in and vote totals. After the election, Virginia runs an audit of all 133 counties and cities to verify the results. Rigorous testing, state requirements and experienced professionals all make sure our ballot scanners work correctly.

"Do the voter rolls have lots of non-citizens? Are they voting?"

No. We complete more than 100,000 updates to the voter rolls and registration mailings each year. These updates are most commonly due to people moving.



ERIC OLSEN

We examined voters who were canceled because of their citizen status and found the number of voters canceled for this reason is typically only 10-15 voters per month out of 330,000 voters in the county.

The reason these voters' status was set to "non-citizen" is because they failed to check a box on a poorly designed DMV form, not because they were known illegal or residential aliens.

"Is voting by mail a secure process?"

Yes. Any ballot cast has a one-to-one relationship to a voter regardless of the voting method. If you vote by mail, your ballot is checked in just like when you go to an early voting site or an Election Day polling place. You can only receive a mail ballot if you request one, and it is only sent to your address.

Once a voter casts their ballot, they cannot vote again. The system is designed to prevent fraud and abuse. All mail voters in Prince William County can track their ballot online with BallotTrax, a free service that enables them to follow their ballot at every step.

I encourage you to vote with confidence knowing a team of three bipartisan Electoral Board members, more than 40 nonpartisan staff members and over 1,000 bipartisan election officers do the diligent work of executing a fair election with many voting options.

If you have questions or need help, please rely on official information at pwcvotes.org or call us at (703) 792-6470. Our team is dedicated to upholding the law and to helping you.

Eric Olsen is director of the Prince William County Office of Elections.

VOTING EARLY?

Prince William locations:

» Office of Elections, 9250 Lee Ave., Suite 1, Manassas, 20110
» A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Woodbridge, 22191
» Brentsville Courthouse, 12229 Bristow Road, Brentsville, 20136
» DMV Woodbridge, 2731 Caton Hill Road, Woodbridge, 22191
» Dumfries Community Center, 17757 Main St., Dumfries, 22026
» Haymarket Gainesville Library, 14870 Lightner Road, Haymarket, 20169

Hours:

» Weekdays: 8:30 a.m.-4:30 p.m. (open until 7 p.m. on Wednesdays)
» Saturdays: 8:30 a.m.-5 p.m.
» Sundays: 11 a.m-5 p.m. (Oct. 20 only)

Note: *Early voting ends Saturday, Nov. 2. Election Day is Tuesday, Nov. 5*

Civility

Thank you to Jacob Alderman and Sam Chisolm



To The Constituents of Prince William County,

Elections are a time for passionate debate and differing opinions, but in our exuberance, let's remember to keep our interactions respectful.

Vandalizing campaign signs, destroying personal property, and verbally attacking or threatening others who are on the other side of the aisle, only undermines the democratic process, disrespects our fellow citizens, and creates tensions that can have unintended outcomes.

Let's show our commitment to civility, to the democratic process, and to the freedom of choice, by engaging in constructive dialogue and respecting everyone's right to express their views. Together, we can foster a healthier political environment and ensure a safe space for all Prince William County, Virginia residents regardless of their political beliefs.

That said, we join as the Chairs of both of our respective parties to ask everyone to abide by this request as we move into the most consequential period of the campaign season.

Respectfully Submitted,

Chair Samuel Chisolm Jr.
Prince William County Democratic Committee

Chair Jacob Alderman
Prince William County Republican Committee

Civility

Voter Guide

Letter From the Director
Carta del Director

I wanted to relay a few key reminders for this fall.

First, make sure you use pwcvotes.org and this guide for official voting information. During elections, organizations may innocently or intentionally spread misinformation. Always check official sources for confirmation.

Second, let's treat each other with respect and civility. We should allow each other to vote in privacy, calm, and safety at the polling place. We should respect the election officers who volunteer to serve. They are members of both political parties and our community. They are trained to uphold the law, oversee a fair process, and provide excellent customer service. They deserve to feel safe in the important work they do. Our community and democracy depend on both accurate, fair elections and respect for one another.

Your Office of Elections and Electoral Board have taken many steps to expand voting opportunities, improve election security, ensure accuracy, and provide transparency for PWC elections. If you have concerns, we are here to listen. Please contact our office at 703-792-6470.

We hope you have a wonderful time voting this fall and that you wear your new "I Voted" sticker with pride.

Eric Olsen, Director of Elections

FY26 BUDGET



FY26 BUDGET

Initiatives

- Equipment Replacement & Improvement Plan (ERIP)
- $2.4 million for new equipment
- Half a million dollars in discounts, services
- Paid over two fiscal years (FY26-FY27)

FY26 BUDGET PREP

Key System Features

- VVSG 2.0 security standards
- Half the weight of current equipment
- Better ADA functionality

Confirmation screen for voters to confirm their paper ballot selections

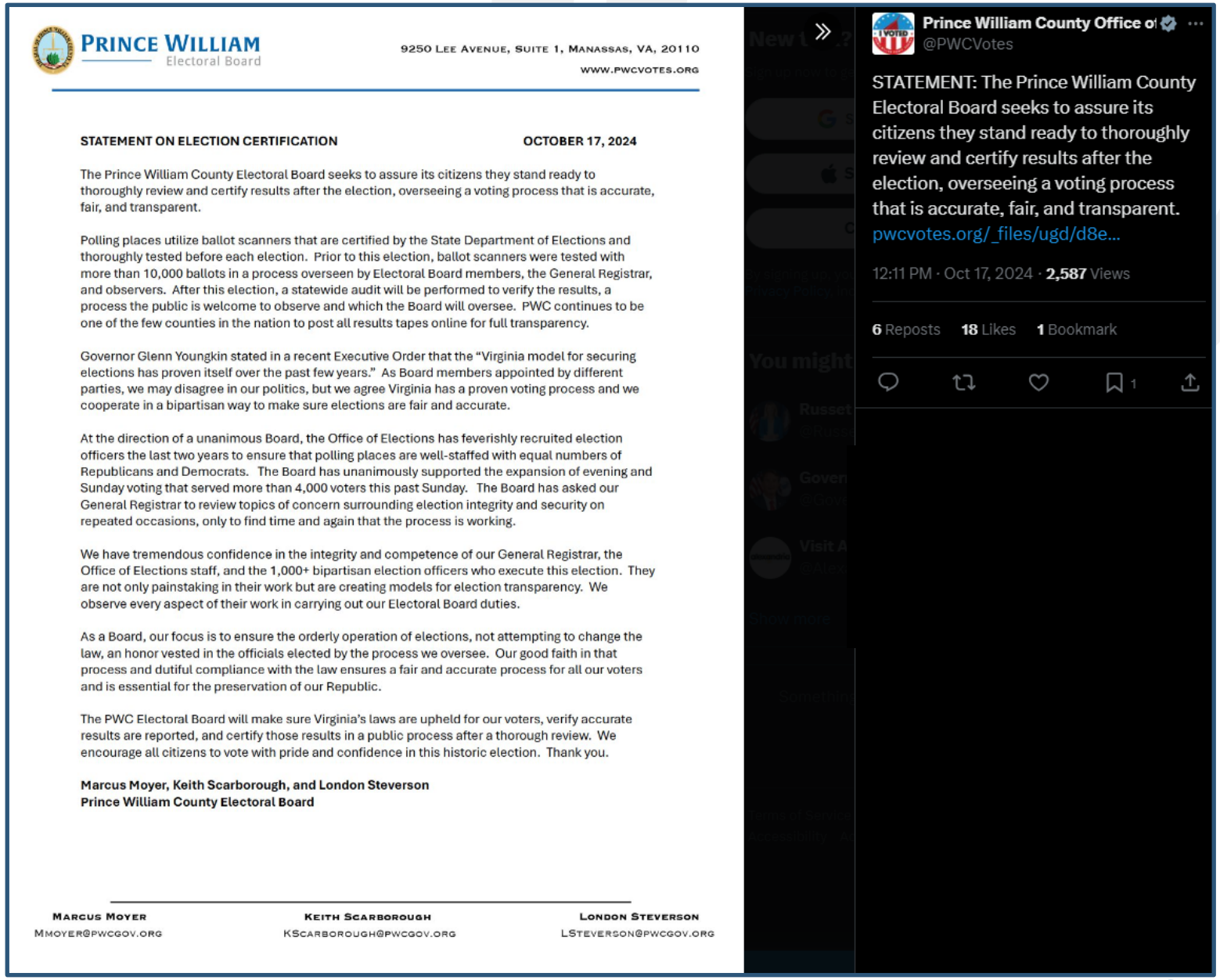
NEW BUSINESS



ELECTION CERTIFICATION



Public Statement



PRINCE WILLIAM
Electoral Board

9250 Lee Avenue, Suite 1, Manassas, VA, 20110
www.pwcvotes.org

STATEMENT ON ELECTION CERTIFICATION **OCTOBER 17, 2024**

The Prince William County Electoral Board seeks to assure its citizens they stand ready to thoroughly review and certify results after the election, overseeing a voting process that is accurate, fair, and transparent.

Polling places utilize ballot scanners that are certified by the State Department of Elections and thoroughly tested before each election. Prior to this election, ballot scanners were tested with more than 10,000 ballots in a process overseen by Electoral Board members, the General Registrar, and observers. After this election, a statewide audit will be performed to verify the results, a process the public is welcome to observe and which the Board will oversee. PWC continues to be one of the few counties in the nation to post all results tapes online for full transparency.

Governor Glenn Youngkin stated in a recent Executive Order that the "Virginia model for securing elections has proven itself over the past few years." As Board members appointed by different parties, we may disagree in our politics, but we agree Virginia has a proven voting process and we cooperate in a bipartisan way to make sure elections are fair and accurate.

At the direction of a unanimous Board, the Office of Elections has feverishly recruited election officers the last two years to ensure that polling places are well-staffed with equal numbers of Republicans and Democrats. The Board has unanimously supported the expansion of evening and Sunday voting that served more than 4,000 voters this past Sunday. The Board has asked our General Registrar to review topics of concern surrounding election integrity and security on repeated occasions, only to find time and again that the process is working.

We have tremendous confidence in the integrity and competence of our General Registrar, the Office of Elections staff, and the 1,000+ bipartisan election officers who execute this election. They are not only painstaking in their work but are creating models for election transparency. We observe every aspect of their work in carrying out our Electoral Board duties.

As a Board, our focus is to ensure the orderly operation of elections, not attempting to change the law, an honor vested in the officials elected by the process we oversee. Our good faith in that process and dutiful compliance with the law ensures a fair and accurate process for all our voters and is essential for the preservation of our Republic.

The PWC Electoral Board will make sure Virginia's laws are upheld for our voters, verify accurate results are reported, and certify those results in a public process after a thorough review. We encourage all citizens to vote with pride and confidence in this historic election. Thank you.

Marcus Moyer, Keith Scarborough, and London Steverson
Prince William County Electoral Board

Marcus Moyer
MMoyer@pwcgov.org

Keith Scarborough
KScarborough@pwcgov.org

London Steverson
LSteverson@pwcgov.org

Prince William County Office of
@PWCVotes

STATEMENT: The Prince William County Electoral Board seeks to assure its citizens they stand ready to thoroughly review and certify results after the election, overseeing a voting process that is accurate, fair, and transparent. pwcvotes.org/_files/ugd/d8e...

12:11 PM · Oct 17, 2024 · **2,587** Views

6 Reposts **18** Likes **1** Bookmark

PROVISIONAL BALLOT ADJUDICATION



PROVISIONALS

Point of Clarification

- How to handle situations where the officer has not checked the identification box?

Board Action

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election Officer Use

☐ #1 Same Day Registration (not on pollbook)

Time: _____ a.m. p.m. (circle one)

☐ Yes ☐ No Did voter show ID **or** complete ID Confirmation Statement?

Comments

Election Officer Signature X _____

Office/Electoral Board Use

Voter ID # _____

Adjudication ☐ **Count** ☐ **Do not count**

Voter Identification

1. If the voter returns with the proper identification, check this box and sign ☐ X _____
2. Attach a copy of the identification document.

ELECT-653-English-07/2024

PUBLIC COMMENTS
3-MINUTE TIME LIMIT



ADJOURNMENT



THANK YOU!

Meeting is going to closed session.



PWC Office of Elections, 2024 General Election Task Progress, 10/19/2024

E- Date	Due Date	Status	Task Dept - Description	Type of Task
150	6/8/2024	Completed	Officer - Reserve training sites/rooms	Small Task
150	6/8/2024	Completed	Operations - (Primary Only) Create and Send Facilities Letter for Year	Small Task
140	6/18/2024	Completed	Admin - Planning Binder-Phase 1 returned to K&H - approved or with changes noted	Small Task
140	6/18/2024	Completed	Officer - Contact community groups for recruitment speaking engagements	Large Task
140	6/18/2024	Completed	Officer - Create assignment letter in EO Program	Small Task
140	6/18/2024	Completed	Officer - Develop a recruitment plan this election	Large Task
140	6/18/2024	Completed	Officer - Draft of EO Manual	Large Task
140	6/18/2024	Completed	Officer - Meet with Chief Deputy and GR to discuss possible recruitment mailings	Large Task
140	6/18/2024	Completed	Officer - Update officer training and staffing email templates	Small Task
125	7/3/2024	Completed	Operations - Reserve Buckhall and OMCH (and/or any other necessary facilities)	Small Task
120	7/8/2024	Completed	Absentee - Inventory election mailing supplies	Small Task
120	7/8/2024	Completed	Absentee - Review K&H envelopes, inserts, etc.	Large Task
120	7/8/2024	Completed	Admin - Ballot Plan and Material Requirements, K&H	Large Task
120	7/8/2024	Completed	Admin - Build a list of critical req/PO/invoices during election	Large Task
120	7/8/2024	Completed	Admin - Initial Envelope Art Files to K&H	Small Task
120	7/8/2024	Completed	Admin - Publish ad for temp hires	Small Task
120	7/8/2024	Completed	Admin - Review and approve AB envelopes, inserts, ballot wraps	Large Task
120	7/8/2024	Completed	Admin - Work with BOCS for any ordinance needed for election	Large Task
120	7/8/2024	Completed	Officer - Contact EOs that have not accepted Appointment Letter	Large Task
120	7/8/2024	Completed	Operations - Pack Clear Plastic Pouches	Small Task
115	7/13/2024	Completed	Admin - Review any Voter Assistance Forms for compliance	Statutory
115	7/13/2024	Completed	Officer - Finalize content or updates to EO Manual	Milestone
110	7/18/2024	Completed	Officer - Examine feedback from previous election and determine key training needs	Large Task
110	7/18/2024	Completed	Operations - Get Vests Cleaned	Small Task
110	7/18/2024	Completed	Operations - Throw away unusable ballot boxes	Small Task
100	7/28/2024	Completed	Admin - Envelope Order Qty & Final Approved Art	Small Task
100	7/28/2024	Completed	Admin - Finalize official voter projections for election, distribute to staff	Milestone
100	7/28/2024	Completed	Admin - I voted sticker Order Qty & Final Approved Art	Small Task
100	7/28/2024	Completed	Admin - Set staff, equipment, and ballot allocations by precinct	Large Task
100	7/28/2024	Completed	Officer - Decide training format	Large Task

PWC Office of Elections, 2024 General Election Task Progress, 10/19/2024

E- Date	Due Date	Status	Task Dept - Description	Type of Task
95	8/2/2024	Completed	Admin - Finalize/prepare staffing plan for Board	Large Task
90	8/7/2024	Completed	Absentee - Work with Logistics team for Preprocessing/CAP/CAP-PE space and dates	Small Task
90	8/7/2024	Completed	Admin - Identify any purchases needed for coming election	Large Task
90	8/7/2024	Completed	Admin - Identify needs for Absentee temp assignments	Large Task
90	8/7/2024	Completed	Admin - Identify needs for Election Day temp assignments	Large Task
90	8/7/2024	Completed	Comms - Switch main page to voter guide with key dates	Large Task
90	8/7/2024	Completed	Comms (Primary Only) - Post notice of holding of Primary	Statutory
90	8/7/2024	Completed	Officer - Develop content for training classes	Large Task
90	8/7/2024	Completed	Officer - Develop training schedule	Small Task
90	8/7/2024	Completed	Officer - Hire and Train Temps	Large Task
90	8/7/2024	Completed	Operations - (Annual) Publish ADA surveys for all voting sites, notify GR	Milestone
90	8/7/2024	Completed	Operations - Check Ballot Boxes to be used in Election	Small Task
90	8/7/2024	Completed	Operations - Check TW Stands	Small Task
90	8/7/2024	Completed	Operations - Order BOD Paper	Small Task
90	8/7/2024	Completed	Operations - Pack Tape, Buttons, I Voted Stickers, etc.	Small Task
85	8/12/2024	Completed	Officer - Place printing order EO Manual.	Small Task
85	8/12/2024	Completed	Operations - Coordinate with PWCS Office of Facilities Management	Small Task
82	8/15/2024	Completed	Admin - Qualify local candidates through VERIS	Statutory
80	8/17/2024	Completed	Admin - Have Board approve ballot order	Statutory
80	8/17/2024	Completed	Admin - Have Board approve staffing plan	Statutory
80	8/17/2024	Completed	Admin - Initial Wrap Art Files to K&H	Small Task
80	8/17/2024	Completed	Admin - Planning Binder-Phase 2 returned to K&H - approved or with changes noted.	Large Task
80	8/17/2024	Completed	Officer - Produce training calandar, share with staffing team for addition to EO database	Small Task
80	8/17/2024	Completed	Officer - Send Availability Survey to ALL Officers	Large Task
80	8/17/2024	Completed	Officer - Start EO assisgnment list	Large Task
80	8/17/2024	Completed	Operations - Contact Print shop for any Election needs	Small Task
80	8/17/2024	Completed	Operations - Coordinate with PWCS Head of Construction	Small Task
75	8/22/2024	Completed	Admin - Complete confirmation of all temp staff hires by dept	Milestone
75	8/22/2024	Completed	Admin - Postage Deposit of Permit Funding Confirmation to K&H	Small Task
75	8/22/2024	Completed	Officer - Train temp staff to assist with election	Small Task

PWC Office of Elections, 2024 General Election Task Progress, 10/19/2024

E- Date	Due Date	Status	Task Dept - Description	Type of Task
75	8/22/2024	Completed	Operations - EV DEMTECH Pollbook Inventory & Charging	Small Task
75	8/22/2024	Completed	Operations - Recruitment of new Early Voting EO's	Small Task
70	8/27/2024	Completed	Absentee - Cancel Permanent AB Applications of Inactive Voters following the NCOA Process.	Statutory
70	8/27/2024	Completed	Admin - (General Only) Have Board complete ADA certification by Sept 1 (Oct 16 in 2023)	Statutory
70	8/27/2024	Completed	Admin - Initial Insert Art Files to K&H	Small Task
70	8/27/2024	Completed	Admin - Insert Order Qty & Final Approved Art	Large Task
70	8/27/2024	Completed	Admin - Wrap Final Approved Art and Variables Table (if appl) to K&H	Large Task
70	8/27/2024	Completed	Officer - Begin EO Assignments Including Special Requests	Large Task
70	8/27/2024	Completed	Officer - Finalize training classes	Small Task
70	8/27/2024	Completed	Officer - Send EO manual to printer if needed for this election	Milestone
67	8/30/2024	Completed	Operations - Create and Proof Ballots, Verify layout compliant	Statutory
65	9/1/2024	Completed	Admin - Ballot Faces to K&H	Large Task
65	9/1/2024	Completed	Admin - Ballot Order to K&H (Non-mail Ballots & Blank Base)	Small Task
65	9/1/2024	Completed	Admin - Confirm Observer's availability for ballot printing.	Small Task
65	9/1/2024	Completed	Admin - Marked Test PDFs & Order Qty to K&H	Small Task
65	9/1/2024	Completed	Admin - Postage Deposit or Permit Funding Confirmation Received for Ballot by Mail (K&H)	Large Task
65	9/1/2024	Completed	Admin - Review Ballot Face and category proofs.	Small Task
65	9/1/2024	Completed	Comms - Put the required code note & watermark on the sample ballots	Small Task
65	9/1/2024	Completed	Operations - Order Ballots	Large Task
65	9/1/2024	Completed	Operations - Program EPB Templates for EV/ED	Large Task
62	9/4/2024	Completed	Officer - Set up space for EO training	Small Task
60	9/6/2024	Completed	Absentee - Test election in DemTech BallotDNA for UOCAVA email ballots	Milestone
60	9/6/2024	Completed	Absentee -First extract to K&H	Milestone
60	9/6/2024	Completed	Admin - (General Only) Have Board approve Training Plan.	Statutory
60	9/6/2024	Completed	Admin - Approval of K&H Insertion Guide.	Small Task
60	9/6/2024	Completed	Admin - Ballot Order including Test Desks	Large Task
60	9/6/2024	Completed	Admin - Ballot Reports to K&H	Small Task
60	9/6/2024	Completed	Admin - Confirm office doors open during weekend voting, ED and Canvass	Small Task
60	9/6/2024	Completed	Admin - Hire temporary staff, all HR paperwork complete	Large Task
60	9/6/2024	Completed	Admin - Issue refunds to primary candidates not qualified or unopposed	Statutory

PWC Office of Elections, 2024 General Election Task Progress, 10/19/2024

E- Date	Due Date	Status	Task Dept - Description	Type of Task
60	9/6/2024	Completed	Admin - Outline needs for Chief HQ - staff, phones, etc.	Small Task
60	9/6/2024	Completed	Admin - Review Policies/Procedures for Observers, Public meetings	Small Task
60	9/6/2024	Completed	Admin - Set EV site information and hours with Board (or BOCS)	Small Task
60	9/6/2024	Completed	Admin - Update primers for visitors to public events	Small Task
60	9/6/2024	Completed	Admin - Verify E-mail Ballot List	Large Task
60	9/6/2024	Completed	Admin- Check budget status for adequate funds to run election	Statutory
60	9/6/2024	Completed	Operations - Complete EV staff assignments	Small Task
60	9/6/2024	Completed	Operations - EV Security Compliance	Milestone
60	9/6/2024	Completed	Operations - EV Site Visits	Small Task
60	9/6/2024	Completed	Operations - L&A of Scanners for EV	Statutory
60	9/6/2024	Completed	Operations - Pack Grey Ballot Boxes	Small Task
60	9/6/2024	Completed	Operations - Pack Keys and Seals	Small Task
60	9/6/2024	Completed	Operations - Verify EVEO vendor registration before assignment	Small Task
59	9/7/2024	Completed	Absentee - Generating ongoing absentee ballots	Small Task
57	9/9/2024	Completed	Absentee - Create test case and results key for high speed L&A.	Large Task
57	9/9/2024	Completed	Officer - Finalize content, handouts, Powerpoint for training classes	Milestone
55	9/11/2024	Completed	Absentee - Mark test deck for high speed L&A.	Large Task
55	9/11/2024	Completed	Absentee – Update ballot curing logs (working and read-only)	Small Task
55	9/11/2024	Completed	Admin - BallotDNA set up	Milestone
55	9/11/2024	Completed	Admin - Review compliance with EB Security Policy	Statutory
55	9/11/2024	Completed	Officer - Mock EO training class	Large Task
55	9/11/2024	Completed	Operations - Complete Satellite Early Voting Readiness Checklist (1 wk before EV starts)	Small Task
55	9/11/2024	Completed	Operations - L & A of EPBs for EV	Statutory
55	9/11/2024	Completed	Operations - Place Uline Order	Small Task
54	9/12/2024	Completed	Operations - Provide staffing list to Director/Deputy Director	Small Task
53	9/13/2024	Completed	Absentee - Create and send Preprocessing/CAP/CAP-PE EO survey	Small Task
53	9/13/2024	Completed	Absentee - Perform High Speed L&A	Statutory
53	9/13/2024	Completed	Absentee – Train/refresh temps on high-speed scanner prior to L&A	Small Task
52	9/14/2024	Completed	Officer - Set up workshop space	Small Task
50	9/16/2024	Completed	Admin - Contact Sheriff's Office to secure parking spots for EV.	Small Task

PWC Office of Elections, 2024 General Election Task Progress, 10/19/2024

E- Date	Due Date	Status	Task Dept - Description	Type of Task
50	9/16/2024	Completed	Admin - Have ballot printer and representative sign oaths	Statutory
50	9/16/2024	Completed	Admin - Have EB appoint last officer group for election	Statutory
50	9/16/2024	Completed	Admin - Test Email ballot set up	Small Task
50	9/16/2024	Completed	Officer - Send new Chiefs/Asst. Chiefs/Officers Brief Sheet Resource	Small Task
50	9/16/2024	Completed	Officer - Start EES Workshop	Small Task
50	9/16/2024	Completed	Operations - Organize EV Binders	Small Task
50	9/16/2024	Completed	Operations - Pack EV Precinct Signs	Small Task
49	9/17/2024	Completed	Absentee – Ensure adequate equipment for Preprocessing/CAP/CAP-PE	Small Task
49	9/17/2024	Completed	Absentee – Update ballot curing letter and email templates	Small Task
49	9/17/2024	Completed	Staffing - Add Chiefs to their precincts in Integra so they can see them in portal.	Small Task
48	9/18/2024	Completed	Admin - Confirm initial absentee mailout	Statutory
47	9/19/2024	Completed	Admin - Cure Log is ready	Small Task
46	9/20/2024	Completed	Absentee - Initial reports to BallotTrax (Eligibility report)	Large Task
46	9/20/2024	Completed	Absentee - Print and post initial Public Absentee List	Small Task
46	9/20/2024	Completed	Absentee - Process absentee applications for first mailout (Cynthia, Colleen, temps)	Statutory
46	9/20/2024	Completed	Operations - Delivery and Setup Main Office EV Site	Small Task
46	9/20/2024	Completed	Operations - Manage EV Pollbook Builds and Deployment	Large Task
45	9/21/2024	Completed	Absentee - AB Compliance Survey (45 day) state required	Statutory
45	9/21/2024	Completed	Absentee - Determine CAP EOs	Small Task
45	9/21/2024	Completed	Absentee - Mail Print Disable Envelopes.	Small Task
45	9/21/2024	Completed	Absentee – Update all Preprocessing/CAP/CAP-PE envelopes, scan SORs, receipts, oaths, etc.	Large Task
45	9/21/2024	Completed	Admin - Finalize any purchases needed for election, get quotes	Small Task
45	9/21/2024	Completed	Comms - TWEET: Early Voting Begins	Small Task
45	9/21/2024	Completed	Officer - Send 1st Officer Assignment List to EB & Party Chairs 6 Wks Out	Large Task
45	9/21/2024	Completed	Officer - Start EO Training	Milestone
45	9/21/2024	Completed	Operations - Coordinate/Get Quote Paxton	Small Task
45	9/21/2024	Completed	Operations - Recruitment of Special Assistants	Small Task
45	9/21/2024	Completed	Operations - Schedule Training sites	Small Task
42	9/24/2024	Completed	Admin - Send party chairs draft precinct staffing list	Small Task
42	9/24/2024	Completed	Officer - Finalize EO's assignment and email to officers	Large Task

PWC Office of Elections, 2024 General Election Task Progress, 10/19/2024

E- Date	Due Date	Status	Task Dept - Description	Type of Task
40	9/26/2024	Completed	Admin - Notify Secretary if any issues timely processing voter registrations	Statutory
40	9/26/2024	Completed	Operations - Send Facility Reminder	Small Task
39	9/27/2024	Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
36	9/30/2024	Completed	Absentee – Update all Hand Count tally sheets, SORs, etc.	Large Task
36	9/30/2024	Completed	Absentee - Update all Preprocessing/CAP/CAP-PE training materials.	Large Task
35	10/1/2024	Completed	Officer - Verify vendor registration of assigned officers	Small Task
35	10/1/2024	Completed	Operations - Create truck routes for Paxton	Small Task
35	10/1/2024	Completed	Operations - Facility Election Day Emergency Contact Sheet Completed	Large Task
35	10/1/2024	Completed	Operations - Schedule CAP sites	Small Task
34	10/2/2024	Completed	Operations - Pack Green Accordians (Contingent upon authorization of formats by admin)	Small Task
32	10/4/2024	Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
32	10/4/2024	Completed	Officer - Set up space for CO training	Small Task
30	10/6/2024	Completed	Absentee - Assess if staffing meeting absentee needs from incoming numbers	Large task
30	10/6/2024	Completed	Absentee - Create Pre-Processing/CAP/CAP-PE schedules.	Small Task
30	10/6/2024	Completed	Absentee - Finalize training class assignments for Preprocessing/CAP/CAP-PE officers	Large Task
30	10/6/2024	Completed	Admin - Finalize supply drop off plan	Large Task
30	10/6/2024	Completed	Officer - Assign Canvass EOs	Small Task
30	10/6/2024	Completed	Officer - Assign CAP EOs	Small Task
30	10/6/2024	Completed	Officer - Asssign Special Assistants	Small Task
30	10/6/2024	Completed	Officer - Send Chiefs/Asst. Chiefs facility contact information	Small Task
30	10/6/2024	Completed	Officer - Set up dummy precinct	Small Task
30	10/6/2024	Completed	Officer - Share one month staffing list with Director/Deputy Director	Small Task
30	10/6/2024	Completed	Officer - Start CO Training	Small Task
30	10/6/2024	Completed	Officer - Verify all precincts have all positions filled	Small Task
30	10/6/2024	Completed	Operations - Certify number of Election Day ballots received, complete QC	Statutory
30	10/6/2024	Completed	Operations - Coordinate with PWCS Office of Communication	Small Task
30	10/6/2024	Completed	Operations - Pack Election Day Precinct Signs	Statutory
30	10/6/2024	Completed	Operations - Pack Electrical Bags	Small Task
30	10/6/2024	Completed	Operations - Pack Outside Precinct Signs	Small Task
30	10/6/2024	Completed	Operations - Pack Privacy Folders	Small Task

PWC Office of Elections, 2024 General Election Task Progress, 10/19/2024

E- Date	Due Date	Status	Task Dept - Description	Type of Task
30	10/6/2024	Completed	Operations - Schedule Canvass site	Small Task
28	10/8/2024	Completed	Admin - Finalize post-election Board schedule, post notice	Small Task
28	10/8/2024	Completed	Admin - Send notice of Election Day scanner L&A for party, candidates	Statutory
25	10/11/2024	Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
25	10/11/2024	Completed	Admin - BallotDNA Email Reminders	Small Task
25	10/11/2024	Completed	Officer - Contact EOs who miss training and reschedule training	Small Task
24	10/12/2024	Completed	Certify all polling places/contests/candidates correct in VERIS/Enhanced Results	Statutory
22	10/14/2024	Completed	Comms - TWEET: Last Day to Register/Update Registration (General & Primary)	Small Task
21	10/15/2024	In Progress	Absentee – Create ENR XLS for CAP	Large Task
21	10/15/2024	In Progress	Officer - Create EO waitlist for election	Small Task
21	10/15/2024	In Progress	Officer - Send Chiefs all facility special requests/issues/updates	Small Task
21	10/15/2024	Not Completed	Officer First Chief Check-In Call 1 of 2	Small Task
21	10/15/2024	Completed	Operations - Make Labels and Election Day Envelopes	Small Task
21	10/15/2024	Completed	Operations - Make sure emergency polling places are ready if needed	Statutory
21	10/15/2024	Completed	Operations - Reserve Election Day Ipads, phones, etc, for EV/ED	Large Task
20	10/16/2024	Completed	Officer - Send CO bag pick-up and supply drop-off information	Small Task
20	10/16/2024	Completed	Officer - Send provisional Brief Sheet to all officers	Small Task
20	10/16/2024	Completed	Operations - ED DEMTECH Pollbook Inventory & Charging	Small Task
19	10/17/2024	In Progress	Admin - Rough draft of Election Day assignments	Large Task
18	10/18/2024	Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
		CURRENT DATE		
15	10/21/2024	Completed	Absentee – Create pollbook for Preprocessing	Milestone
15	10/21/2024	Completed	Absentee - Train all Preprocessing/CAP/CAP-PE officers	Milestone
15	10/21/2024	Completed	Officer - Verify all precincts have all positions filled	Small Task
14	10/22/2024	Completed	Absentee - Ensure all Preprocessing equipment is ready (pollbook, EPBs)	Small Task
14	10/22/2024	Completed	Absentee - Ensure all Preprocessing materials ready (oaths, reconciliation sheets)	Small Task
14	10/22/2024	Completed	Admin - Finalize canvass staffing	Small Task
14	10/22/2024	Completed	Admin - GR signs all officer oaths for polling places	Statutory
14	10/22/2024	Not Completed	Admin - Send party chairs final precinct staffing list	Statutory
14	10/22/2024	Completed	Comms - Finalize list of top precincts for media members to visit.	Small Task

PWC Office of Elections, 2024 General Election Task Progress, 10/19/2024

E- Date	Due Date	Status	Task Dept - Description	Type of Task
14	10/22/2024	Not Completed	Officer - Begin tracking EO attendence in training	Small Task
14	10/22/2024	Not Completed	Officer - Letter to Quantico Marine Base for access to the Town	Small Task
14	10/22/2024	Completed	Officer - Remove all EOs that have not attended training	Small Task
14	10/22/2024	Completed	Officer - Replace all EOs that have been removed due to not attending training	Large Task
14	10/22/2024	Not Completed	Operations - Create File for Paper Pollbook and send to Printer	Small Task
14	10/22/2024	In Progress	Operations - Gathering Supplies for Chief Binder	Small Task
14	10/22/2024	In Progress	Operations - Program EPB Templates- ED	Large Task
14	10/22/2024	Not Completed	Operations - Send ED Facility Final Reminders	Small Task
14	10/22/2024	In Progress	Operations - Test Door Bells/Phone Numbers	Small Task
14	10/22/2024	In Progress	Operations - Test TallyPoint	Small Task
11	10/25/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
11	10/25/2024	Not Completed	Comms - TWEET: Deadline to Request a Mail Ballot	Small Task
10	10/26/2024	Completed	Absentee - Set up Preprocessing room	Small Task
10	10/26/2024	Completed	Absentee – Update Preprocessing pollbook	Large Task
10	10/26/2024	Not Completed	Admin - Final test of results reporting system	Small Task
10	10/26/2024	Not Completed	Admin - Finalize Provisional Processing Plan	Milestone
10	10/26/2024	Completed	Officer - Finalize staff for canvass, coordinate with GR	Large Task
10	10/26/2024	Not Completed	Operations - Emergency Precinct Coordination & Deployment	Large Task
10	10/26/2024	Completed	Operations - L & A for Scanners for Election Day	Statutory
10	10/26/2024	Not Completed	Operations - Pack CO Bags	Small Task
9	10/27/2024	Completed	Operations - Pack #3 and #6 for Transport	Large Task
8	10/28/2024	Not Completed	Admin - Final draft of Election Day assignments to staff, Board	Small Task
8	10/28/2024	Not Completed	Officer - 2nd Chief check in phone call 2 of 2	Large Task
8	10/28/2024	Not Completed	Officer - Final verification all precincts filled, emergency fill ins	Large Task
8	10/28/2024	Not Completed	Officer - Send EB & Party Chairs Final EO List	Large Task
7	10/29/2024	In Progress	Absentee - Ensure all CAP materials ready (oaths, envelopes, SORs, tally)	Small Task
7	10/29/2024	Not Completed	Absentee – Verify CAP-EV scanner delivery date	Small Task
7	10/29/2024	In Progress	Admin - Finalize roles and layout for Chief HQ	Large Task
7	10/29/2024	Not Completed	Admin - Minimize any unregistered EOs in Mobius	Large Task
7	10/29/2024	In Progress	Admin - Prepare Provisional Templates	Small Task

PWC Office of Elections, 2024 General Election Task Progress, 10/19/2024

E- Date	Due Date	Status	Task Dept - Description	Type of Task
7	10/29/2024	Not Completed	Comms - Notify EOs/staff of any observer/media groups	Large Task
7	10/29/2024	Not Completed	Operations - Coordinate with Courthouse for Election Day Storage	Small Task
7	10/29/2024	In Progress	Operations - Create What Ifs	Small Task
7	10/29/2024	Not Completed	Operations - Test ED EPBs	Large Task
7	10/29/2024	Not Completed	Provisional - Prepare templates, envelopes and etc	Small Task
6	10/30/2024	Not Completed	Admin - Draft Friday night letter	Large Task
5	10/31/2024	Not Completed	Admin - Finalize provisional adjudiction session procedures	Large Task
5	10/31/2024	Not Completed	Admin - Supply staff with key contact information sheet	Large Task
5	10/31/2024	Not Completed	Officer - End EO Training	Large Task
5	10/31/2024	Not Completed	Officer - Finish training and workshops	Milestone
5	10/31/2024	Not Completed	Officer - Unassign all EOs that cancel (ongoing from here)	Small Task
5	10/31/2024	Not Completed	Operations - Certify L&A for Scanner/Touch Writers to ELECT	Statutory
5	10/31/2024	Not Completed	Operations - Election Day Pollbook Secure Login Codes	Small Task
5	10/31/2024	Not Completed	Operations - Finalize precinct returns spreadsheet (office & WH)	Small Task
5	10/31/2024	Not Completed	Operations - Pack Specialist Bags	Small Task
5	10/31/2024	Not Completed	Operations - Verify trucks with Paxton	Small Task
4	11/1/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
4	11/1/2024	Not Completed	Comms - Prep website for Election Day	Milestone
4	11/1/2024	Not Completed	Officer - Send final Friday night letter to EO team	Small Task
4	11/1/2024	Not Completed	Officer - Send Friday Letter	Small Task
4	11/1/2024	Not Completed	Send Reminder Brief to all officers on Waitlist Roster	Small Task
3	11/2/2024	Not Completed	Chief Phone Call Final Check-Ins	Large Task
3	11/2/2024	Not Completed	Comms - TWEET: Early Voting Ends	Small Task
3	11/2/2024	Not Completed	Officer - Certify training of officers with GR for ELECT	Statutory
3	11/2/2024	Not Completed	Officer - Close mock precinct	Small Task
3	11/2/2024	Not Completed	Officer - End CO Training	Small Task
3	11/2/2024	Not Completed	Officer - Sent Chiefs Cage Tracking Link	Small Task
3	11/2/2024	Not Completed	Operations - CO Supply Pickup	Small Task
2	11/3/2024	Not Completed	Absentee - Prepare/print AB list for precincts on Election Day.	Large Task
2	11/3/2024	Not Completed	Admin - Certify pollbook logic and accuracy	Statutory

PWC Office of Elections, 2024 General Election Task Progress, 10/19/2024

E- Date	Due Date	Status	Task Dept - Description	Type of Task
2	11/3/2024	Not Completed	Admin - Finalize canvass procedures	Large Task
2	11/3/2024	Not Completed	Operations - Breakdown EV sites and Return Equipment and Binders to Office	Large Task
2	11/3/2024	Not Completed	Operations - Finalize Cages for Deployment	Statutory
2	11/3/2024	Not Completed	Operations - L&A EPB Certify to Elect	Statutory
1	11/4/2024	Not Completed	Absentee – Create pollbook for CAP	Milestone
1	11/4/2024	Not Completed	Admin - Confirm absentee list has been printed and delivered to WH.	Statutory
1	11/4/2024	Not Completed	Admin - GR must rule on emergency ballots	Statutory
1	11/4/2024	Not Completed	Officer - Send Reminder to CANVASS officers/SAs	Small Task
1	11/4/2024	Not Completed	Operations - Election Day Pollbook Deployment	Small Task
1	11/4/2024	Not Completed	Operations - Final AB Numbers	Small Task
1	11/4/2024	Not Completed	Operations - Finalize setup for Chief HQ	Large Task
1	11/4/2024	Not Completed	Operations - Verify to GR that cages are confirmed delivered to sites	Statutory
0	11/5/2024	Not Completed	Absentee - Compile ENR for CAP-EV and CAP-AB, incl. hand count	Large Task
0	11/5/2024	Not Completed	Absentee - Prepare thumbdrive with AB documents for courthouse	Small Task
0	11/5/2024	Not Completed	Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm	Small Task
0	11/5/2024	Not Completed	Comms - TWEET: ELECTION DAY Ends @ 7pm	Small Task
0	11/5/2024	Not Completed	Comms - TWEET: ELECTION DAY Starts @ 6am	Small Task
0	11/5/2024	Not Completed	Officer - Address all EO issues on election day	Large Task
-1	11/6/2024	Not Completed	Absentee – Create pollbook for CAP-PE	Milestone
-1	11/6/2024	Not Completed	Absentee - Deliver all absentee applications to Courthouse	Statutory
-1	11/6/2024	In Progress	Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally)	Small Task
-1	11/6/2024	Not Completed	Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive	Small Task
-1	11/6/2024	Not Completed	Comms - Convert Website to "Post Election" homepage	Small Task
-1	11/6/2024	Not Completed	Officer -Delete Manage Locations Precincts CO Assigned	Small Task
-1	11/6/2024	Not Completed	Operations - Deliver #3 and #6, election materials to Courthouse	Statutory
-2	11/7/2024	Not Completed	Absentee – Update CAP-PE pollbook.	Small Task
-2	11/7/2024	Not Completed	Officer - CANVASS	Large Task
-2	11/7/2024	Not Completed	Officer - Prepare payroll document for Fiscal Specialist using Comp Sheets	Large Task
-2	11/7/2024	Not Completed	Officer - Validate Officers have completed training	Milestone
-2	11/7/2024	Not Completed	Operations - Copy and backup all ballot images from Election day	Small Task

PWC Office of Elections, 2024 General Election Task Progress, 10/19/2024

E- Date	Due Date	Status	Task Dept - Description	Type of Task
-2	11/7/2024	Not Completed	Operations - Copy and backup all Voter Credit from Election day, assist w/ VERIS entry	Small Task
-2	11/7/2024	Not Completed	Operations - Search key equipment for missing docs, ballots, envelopes, etc.	Large Task
-3	11/8/2024	Not Completed	Absentee - Compile ENR for CAP-PE, incl. hand count ballots and rejected ballots.	Large Task
-3	11/8/2024	Not Completed	Absentee - Finalize thumbdrive with final absentee list (pollbook) for courthouse	Small Task
-3	11/8/2024	Not Completed	Absentee - Provisional credit	Small Task
-3	11/8/2024	Not Completed	Absentee - Provisional research/meeting/letters	Small Task
-3	11/8/2024	Not Completed	Absentee - Pull all No-ID ballots for Provisional	Small Task
-3	11/8/2024	Not Completed	Admin - Inform Circuit Court of any materials not returned	Statutory
-4	11/9/2024	Not Completed	Officer - Scan election Comp Forms	Small Task
-6	11/11/2024	Not Completed	Admin - Provisonal Credit Entered	Small Task
-7	11/12/2024	Not Completed	Absentee - Prepare Rejection Log for GR and Courthouse	Large Task
-7	11/12/2024	Not Completed	Absentee - Reject AB Ballots in VERIS	Large Task
-7	11/12/2024	Not Completed	Admin - Certify election, send abstracts/checklist to state	Statutory
-7	11/12/2024	Not Completed	Admin - Complete provisional ballot adjudication	Statutory
-7	11/12/2024	Not Completed	Comms - TWEET: Election Has been Certified	Small Task
-8	11/13/2024	Not Completed	Comms - Post all Election Day results tapes for public	Mile
-10	11/15/2024	Not Completed	Admin - Organize retention of SOR copies, GR records	Statutory
-10	11/15/2024	Not Completed	Admin - Print winner certificates for Secretary	Statutory
-10	11/15/2024	Not Completed	Comms - Convert website back to default home page	Small Task
-14	11/19/2024	Not Completed	Absentee - Prepare and print AB rejection letters and mail to affected voters.	Large Task
-14	11/19/2024	Not Completed	Comms - Digitize SORs for retention/requests	Large Task
-14	11/19/2024	Not Completed	Operations - Inventory all voting equipment, notify GR of any damage/missing	Statutory