

ELECTORAL BOARD MEETING

APRIL 29, 2024

PRINCE WILLIAM COUNTY, VIRGINIA

CALL TO ORDER / PLEDGE



APPROVAL OF MINUTES



APPROVAL OF MINUTES

- Minutes for February 6, 2024
- Minutes for Post-Presidential Primary Meeting, March 6-12, 2024

BOARD MEMBER REPORTS



GENERAL REGISTRAR'S REPORT



ELECTION PREP FOR JUNE 2024



Election Preparations

Key Tasks

- Board has completed prep (staffing plan, EV hours, ballots, etc.) in February
- Early voting staffing complete
- Ballots approved by the state
- Election Day staffing nearly finished (party parity in all leadership positions)

Election Preparations

Key Tasks

- Officer training follows March election
- Web site updated, sample ballots posted
- L&A completed at end of last week
- Mail voting prep nearly complete
- See provided task list updates

MILITARY & OVERSEAS VOTERS



Best Practices (EAC)

- ✓ Identify ballots being mailed to military members
- ✓ Understand restrictions to email attachments and links
- ✓ Use standardized addresses

Best Practices (EAC)

- ✓ Don’t wait until UOCAVA Saturday to mail ballots
- ✓ Use jargon-free language in communications
- ✓ Ensure military/overseas voters can view your website

BALLOT CURING REPORT



Ballot Curing

Mail ballot returned by a voter usually with a material omission such as missing the last name, a signature, or year of birth that invalidates the ballot if not fixed.

Virginia Administrative Code 1VAC20-70-20

Terms

- **Return Rate** – ballots sent back
- **Sent to Curing** – mail ballot identified as having an issue
- **Cure Rate** – ballots sent to curing that are fixed by the voter such that their ballot can count

Ballot Curing

Year	Month	Election	Ballots Sent	Return Rate	Sent to Curing	Cure Rate
2021	Jun	Primary	5,397	68%	0.8%	67.9%
2021	Nov	General	23,497	77%	2.5%	58.4%
2022	Jun	Primary	1,445	55%	2.5%	30.0%
2022	Nov	General	23,416	74%	3.2%	53.4%
2023	Feb	Special	2,841	48%	3.2%	39.5%
2023	Jun	Primary	15,357	52%	3.3%	49.6%
2023	Nov	General	24,636	68%	4.1%	61.6%
2024	Mar	Primary	17,497	56%	3.2%	60.1%
			AVERAGE	**62%**	**2.8%**	**52.6%**

Higher return % in general elections

Increase during first SSN/YOB usage

Use of new ELECT affidavit

Most Common Issues

- Missing or incorrect SSN
- Missing or incorrect year of birth
- No signature

Combined these account for roughly 70% of cure issues

Helpful Approaches

- Simple design
- Easy instructions with few words
- Helpful features like peel/stick seal
- Only one return envelope
- Dedicated follow up from staff

REQUIRED INFORMATION
INFORMACIÓN REQUERIDA

Use the box below to complete the Statement of Voter.
Use el cuadro a continuación para completar la Declaración del Votante.

First/Nombre | **Middle**/Segundo Nombre | **Last**/Apellido | **Suffix**/Sufijo

Address/Direccion

City/Ciudad | **Zip Code**/Codijo Postal

Birth Year/Año de nacimiento

Last 4 of SSN #/ Los ultimos 4 de SSN #

Signature of Voter/Firma | **Date**/Fecha

☐ **Check ONLY if no SSN Issued/**
Marque SOLAMENTE si no se emitió un SSN

Voter ID # ONLY if no SSN Issued/
ID de votante SOLAMENTE si no se emitió un SSN

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

Instrucciones
1. Vote su papeleta.
2. Inserte su papeleta en este sobre.
3. Complete y firma la Información Requerida.
4. Selle y devuelva su sobre.

a barra verde para sellar ----- **Press along the green bar to seal**

Future Steps

- Continued envelope design evaluation
- Persistent and uniform communications using automated tools
- Using data to track and create improvements
- Adding cure rate to agency performance measures

BUDGET PLANNING



FY24 STATUS

Current Budget

- On track at approximately 75% of spending
- Requested more than $600,000 from ELECT for March reimbursement

Budget Approved, FY25

Featured Initiatives

- Funding for IT Analyst ($114,631)
- Hiring two full-time staff this summer – voter registration associate and the new IT job

Budget Approved, FY25

Featured Initiatives

- $392,987 for the presidential election
- Will support additional election officers, more early voting locations, overtime, increased ballot printing, etc.
- Reduced from ask of $1 million in 2020

Budget Information

More information

- www.pwcva.gov/budget
- Full information on every department, a questions section you can search by topic, and more

NEW EARLY VOTING ORDINANCE



Early Voting Ordinance

Adoption Process

- Adoption slated for May 14th BOCS meeting
- AG's certificate of no objection after
- Implementation by for all future elections after the June primary
- Voter Guide will be sent in the fall to notify voters and draw attention to the changes

Early Voting Ordinance

Essential Elements

- All 5 satellites open every election
- Start time varies – 1 week for primary, 2 weeks for general, 3 weeks for Presidential
- Preserves Sunday voting
- Electoral Board sets uniform hours for all satellite offices

"I VOTED" STICKER CONTEST



"I Voted" Sticker Contest

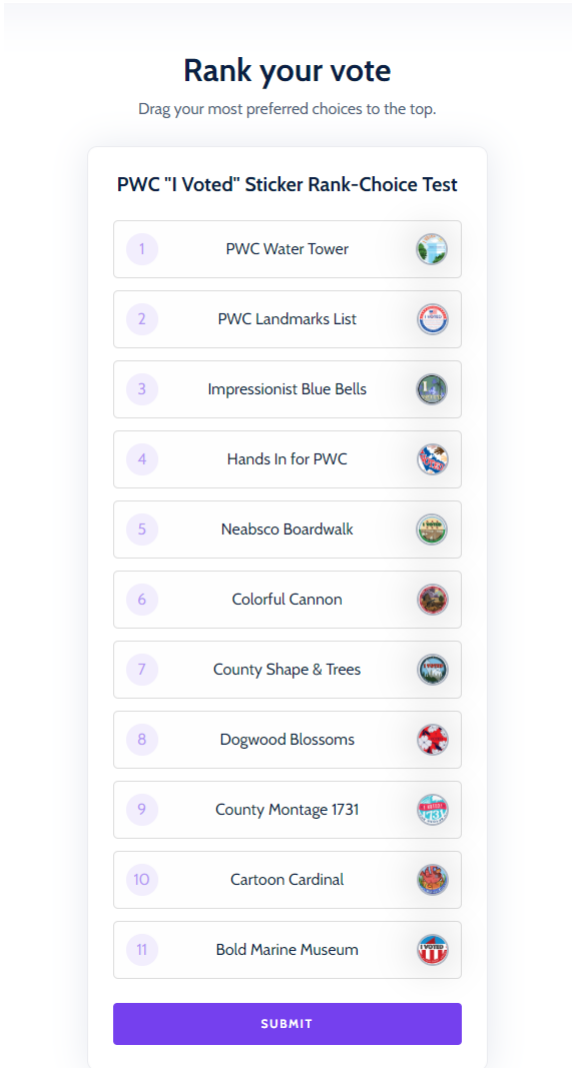
Very successful contest and amazing entries

- More than 570 entries
- More than 3 in 4 entries from PWC students
- 11 nominees selected by Board/staff, including 5 from high school students

"I Voted" Sticker Contest

Upcoming Deadlines

- April 30 – Revision deadline for nominees
- Early May – Finalists announced
- May 6 – 10 – Voting by election officers
- July Board Meeting – Awards for winners, announcements



Sticker Contest Voting

- Rank-choice voting by officers
- Choices ranked from #1 to #11
- Winner will be our “I Voted” sticker
- Options for multiple stickers

VOTER REG REPORT



NEW BUSINESS



APPOINT ELECTION OFFICERS



NEW OFFICERS

- 86 election officers in total
- 38 Democrats, 27 Nonpartisan, and 21 Republican officers
- Plan to complete a recruitment campaign this summer
- Targeted recruitment by party/location

EARLY VOTING SIGNS



EARLY VOTING SIGNS

- County will suspend current ban on signs during early voting to allow signs during early voting in June and November
- Formulating a new sign policy for 2025
- Count wants Electoral Board input

ELECTORAL BOARD INPUT

> *Option 1*: Defined area at each location
> *Option 2*: Rules with sign size limits and total number restrictions
> *Option 3:?*

Most significant challenge is enforcement

BALLOT ORDER UPDATES FOR JUNE



BALLOT ORDER

Reduce order slightly from March

- Totals adjusted showing March voting
- Still should provide far more than enough Election Day ballots
- Reduces ballot total from more than 300,000 to just over 200,000 ballots
- Saves more than $40,000 in funds

UPCOMING MEETINGS



SCHEDULE

- May Board Meeting?
- June Post-Election Schedule
- July Board Meeting Date

PUBLIC COMMENTS
3-MINUTE TIME LIMIT



CLOSED SESSION



THANK YOU!

Meeting is going to closed session.

pwcvotes.org

ADJOURNMENT



PWC Electoral Board - Election Officer Appointments - April 29, 2024 (For term ending Dec. 31, 2024)

First	Mid	Last	Party	Action	Pct. #
NEW DEMOCRATIC OFFICERS					
Elizabeth	R	Alhussameah	D	No objection	309
William	D	Allen	D	No objection	411
Tiffany	J	Arevalo	D	No objection	212
Joseph	E	Beck	D	No objection	411
James	D	Broiles	D	No objection	402
Kenneth		Buck SR	D	No objection	210
Emliy	N	Carter	D	No objection	712
Jeu'-Wan	W	Chatman	D	No objection	611
Eugene		Collins	D	No objection	709
Fantta	N	Curry	D	No objection	708
Larry	H	Daniels	D	No objection	710
Antionette	N	Duncombe	D	No objection	314
Scott	S	Finney	D	No objection	511
Alistair	D	Funge	D	No objection	214
Misha	M	Griffith	D	No objection	408
Curtis	L	Howard	D	No objection	205
Charissa	R	Howard	D	No objection	710
Aleai	L	Mays	D	No objection	709
Lauren	S	McLean	D	No objection	410
Thomas	R	Meier	D	No objection	210
Janet	E	Miller	D	No objection	711
Karen	V	Moorman-Wildman	D	No objection	403
Jennifer	J	Oh	D	No objection	NA
Heidi		Ortiz	D	No objection	308
Glory-Prince	A	Otabil	D	No objection	611
Maurice	B	Pettiford	D	No objection	609
Dan	M	Pittman	D	No objection	502
Elizabeth	F	Price	D	No objection	708
Kenneth	B	Probe	D	No objection	312
Shirley	L	Probe	D	No objection	312
Jacqueline	Y	Sanders	D	No objection	611
Kimberly		Shropshire	D	No objection	302
Arthur	A	Sobers	D	No objection	509
Claudia	G	Tapia	D	No objection	404
Nicole	G	Tarver	D	No objection	301
Steven	T	Van Benthuysen	D	No objection	604
Robert	D	Williams	D	No objection	512
Lisa	M	Williams	D	No objection	512
NEW NON-PARTISAN OFFICERS					
Esther	K	Asare	N		302
Virginia	S	Blair	N		511
Derrick	W	Brisseau	N		703
Gerardo	A	Clemente	N		510
Jessica	L	Conway	N		608
Angelinne	M	Curi Cabrera	N		NA

PWC Electoral Board - Election Officer Appointments - April 29, 2024 (For term ending Dec. 31, 2024)

First	Mid	Last	Party	Action	Pct. #
Paul	V	Gentry	N		406
Jason	S	Hasselius	N		507
Burhanuddin		Kamal	N		710
Steven		Markowski	N		505
Hilifi	M	Martinez	N		302
Denisse	M	Millard	N		513
Joshua	C	Miller	N		603
Jabril	H	Omar	N		314
Shaun	P	O'Neal	N		409
Douglas	A	Palmer, SR	N		403
Khanh	T	Phan	N		515
Nicole	R	Pierce	N		407
La'Donia	F	Prioleau	N		110
Omar	M	Raja	N		313
Brandon		Rojas	N		201
Seena		Sanil	N		605
Lilian	M	Sorto	N		605
Derek	J	Varsalona	N		403
Janet	P	Woodall	N		608
Jacob	T	Youny	N		710
Zenaida	G	Zoleta	N		508
NEW REPUBLICAN OFFICERS					
Naresh	K	Ahlowalia	R	No objection	407
Jonathan	R	Antel	R	No objection	502
Penelope	J	Brower	R	No objection	401
Russell	L	Dodd	R	No objection	401
Barbara	A	Dodge	R	No objection	206
Barbara	L	Finney	R	No objection	511
Jeremy	W	Frantz	R	No objection	508
Michael	E	Geary	R	No objection	513
Jessica	E	Gilson	R	No objection	305
Kevin		Hillegas	R	No objection	307
Susan		Holland	R	No objection	203
Yolanda	M	Marquez	R	No objection	610
Janet	A	Molan	R	No objection	402
Robert	A	Molan	R	No objection	402
Stuart	C	Morgan	R	No objection	710
Dorthy	E	Radlicz	R	No objection	114
Catherine	G	Sanders	R	No objection	515
Randolph	L	Smith	R	No objection	112
Thomas	P	Tonnesen	R	No objection	601
John	P	Verbanick	R	No objection	305
Richard	T	Willis	R	No objection	407

Revised Election Day Ballot Order, 2024 June Primary Election
PWC Office of Elections/Electoral Board

Pct #	Total Reg. Voters	REP Ballots to Order (June)	REP March 2024	%	DEM Ballots to Order (June)	DEM March 2024	%
101	3,084	**1,450**	544	38%	**850**	60	7%
102	2,798	**950**	373	39%	**750**	91	12%
103	3,932	**1,150**	424	37%	**950**	126	13%
104	4,096	**1,450**	563	39%	**1,050**	99	9%
105	3,324	**950**	316	33%	**850**	73	9%
106	1,415	**450**	44	10%	**450**	20	4%
107	3,838	**1,150**	402	35%	**1,250**	173	14%
108	3,743	**1,150**	316	27%	**950**	118	12%
109	3,848	**1,150**	312	27%	**1,050**	151	14%
110	4,117	**1,250**	340	27%	**1,050**	111	11%
111	4,409	**1,350**	395	29%	**1,050**	108	10%
112	4,606	**1,350**	445	33%	**1,150**	115	10%
113	3,275	**1,050**	408	39%	**850**	108	13%
114	4,105	**1,250**	422	34%	**1,050**	139	13%
201	3,319	**950**	226	24%	**850**	125	15%
202	2,544	**750**	76	10%	**750**	49	7%
203	4,193	**1,250**	410	33%	**1,150**	152	13%
204	2,679	**750**	154	21%	**750**	46	6%
205	2,508	**950**	337	35%	**750**	73	10%
206	3,494	**1,250**	476	38%	**850**	110	13%
207	3,019	**950**	297	31%	**1,050**	151	14%
208	1,960	**750**	251	33%	**550**	52	9%
209	2,470	**1,050**	409	39%	**650**	42	6%
210	3,533	**1,250**	475	38%	**1,050**	150	14%
211	2,148	**650**	153	24%	**650**	69	11%
212	3,312	**950**	182	19%	**850**	46	5%
213	2,714	**850**	124	15%	**750**	30	4%
214	3,346	**1,250**	456	36%	**850**	123	14%
215	3,021	**850**	173	20%	**1,250**	176	14%
301	3,244	**650**	98	15%	**1,150**	118	10%
302	3,465	**650**	96	15%	**1,250**	108	9%
303	2,481	**450**	70	16%	**950**	61	6%
304	1,377	**250**	35	14%	**650**	14	2%
305	3,263	**950**	359	38%	**1,150**	146	13%
306	3,099	**850**	304	36%	**1,150**	144	13%
307	2,740	**950**	358	38%	**1,050**	149	14%
308	1,952	**650**	248	38%	**750**	86	11%
309	2,461	**950**	336	35%	**1,050**	151	14%
310	3,056	**650**	170	26%	**1,150**	131	11%
311	3,053	**650**	156	24%	**1,150**	161	14%
312	3,707	**750**	227	30%	**1,350**	188	14%

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Pct #	Total Reg. Voters	REP Ballots to Order (June)	REP March 2024	%	DEM Ballots to Order (June)	DEM March 2024	%
313	3,427	**650**	231	36%	**1,250**	167	13%
314	2,613	**650**	218	34%	**950**	135	14%
315	3,477	**650**	81	12%	**1,250**	119	10%
316	3,020	**550**	195	35%	**1,250**	170	14%
401	3,374	**1,250**	491	39%	**850**	74	9%
402	4,307	**1,550**	606	39%	**1,050**	109	10%
403	3,466	**1,050**	358	34%	**850**	109	13%
404	2,250	**650**	66	10%	**650**	27	4%
405	3,070	**950**	154	16%	**850**	87	10%
406	3,632	**1,150**	443	39%	**950**	102	11%
407	4,241	**1,750**	662	38%	**1,650**	229	14%
408	2,179	**650**	190	29%	**650**	81	12%
409	4,800	**1,450**	383	26%	**1,150**	122	11%
410	4,482	**1,350**	480	36%	**1,050**	114	11%
411	3,646	**1,050**	108	10%	**950**	85	9%
412	2,427	**950**	356	37%	**650**	40	6%
413	3,713	**1,150**	413	36%	**950**	80	8%
414	2,646	**750**	112	15%	**750**	67	9%
501	3,933	**750**	285	38%	**1,450**	197	14%
502	3,532	**750**	213	28%	**1,250**	132	11%
503	2,200	**450**	131	29%	**850**	79	9%
504	2,361	**550**	217	39%	**950**	121	13%
505	3,613	**950**	348	37%	**1,250**	162	13%
506	2,909	**550**	197	36%	**1,050**	80	8%
507	3,854	**750**	269	36%	**1,350**	168	12%
508	3,331	**1,050**	383	36%	**1,150**	125	11%
509	3,660	**1,250**	463	37%	**1,250**	146	12%
510	965	**250**	34	14%	**450**	35	8%
511	3,888	**1,050**	382	36%	**1,350**	164	12%
512	2,617	**550**	70	13%	**950**	104	11%
513	3,938	**1,050**	414	39%	**1,350**	151	11%
514	3,650	**950**	362	38%	**1,250**	157	13%
515	2,737	**1,050**	386	37%	**1,050**	95	9%
516	1,472	**250**	75	30%	**650**	69	11%
601	3,323	**650**	97	15%	**1,150**	89	8%
602	3,824	**750**	192	26%	**1,350**	154	11%
603	3,313	**650**	138	21%	**1,150**	121	11%
604	2,812	**550**	93	17%	**1,050**	88	8%
605	2,144	**450**	107	24%	**850**	57	7%
606	3,099	**650**	158	24%	**1,150**	85	7%
607	2,398	**450**	114	25%	**950**	63	7%

Revised Election Day Ballot Order, 2024 June Primary Election
PWC Office of Elections/Electoral Board

Pct #	Total Reg. Voters	REP Ballots to Order (June)	REP March 2024	%	DEM Ballots to Order (June)	DEM March 2024	%
608	3,960	**750**	236	31%	**1,350**	172	13%
609	2,332	**450**	141	31%	**850**	83	10%
610	3,538	**750**	158	21%	**1,250**	125	10%
611	3,636	**750**	179	24%	**1,250**	121	10%
612	2,070	**450**	146	32%	**850**	35	4%
613	837	**250**	40	16%	**450**	39	9%
614	3,324	**650**	163	25%	**1,150**	132	11%
615	394	**250**	6	2%	**450**	16	4%
616	1,054	**250**	16	6%	**450**	28	6%
701	3,916	**850**	304	36%	**1,350**	159	12%
702	3,782	**750**	111	15%	**1,350**	147	11%
703	2,859	**550**	55	10%	**1,050**	69	7%
704	3,636	**750**	85	11%	**1,250**	117	9%
705	2,463	**450**	130	29%	**950**	41	4%
706	3,939	**750**	179	24%	**1,350**	124	9%
707	3,100	**650**	137	21%	**1,150**	65	6%
708	3,806	**750**	97	13%	**1,350**	148	11%
709	2,988	**550**	77	14%	**1,050**	117	11%
710	3,687	**750**	61	8%	**1,250**	147	12%
711	3,596	**750**	138	18%	**1,250**	103	8%
712	3,204	**750**	286	38%	**1,150**	150	13%
Total	**321,212**	**86,350**	**25,380**		**104,350**	**11,040**	

Provisionals*	# of Ballots
Prov CD07-D	3,100
Prov CD10-D	2,200
Prov CD07-R	3,100
Prov CD10-R	2,200
Total	**10,600**

Total Ballots	
Republican	86,350
Democratic	104,350
Provisional	10,600
Total	**201,300**

*Allows for 50 provisional ballots for each party at each precinct.

PWC Office of Elections - Task Progress - June 18, 2024 Primary Elections

E- Date	Due Date	Status	Task (Dept - Description	Type
150	1/20/2024	Completed	Officer - Reserve training sites/rooms	Small Task
140	1/30/2024	Completed	Admin - Planning Binder-Phase 1 returned to K&H - approved or with changes noted	Small Task
140	1/30/2024	Completed	Officer - Meet with Chief Deputy and GR to discuss possible recruitment mailings	Large Task
140	1/30/2024	Completed	Officer - Contact community groups for recruitment speaking engagements	Large Task
140	1/30/2024	Completed	Officer - Update officer training and staffing email templates	Small Task
140	1/30/2024	Completed	Officer - Develop a recruitment plan this election	Large Task
140	1/30/2024	Completed	Officer - Create assignment letter in EO Program	Small Task
140	1/30/2024	Completed	Officer - Draft of EO Manual	Large Task
125	2/14/2024	Completed	Operations - Reserve Buckhall and OMCH (and/or any other necessary facilities)	Small Task
120	2/19/2024	In Progress	Admin - Build a list of critical req/PO/invoices during election	Large Task
120	2/19/2024	Completed	Officer - Contact EOs that have not accepted Appointment Letter	Large Task
120	2/19/2024	Completed	Admin - Review and approve AB envelopes, inserts, ballot wraps	Large Task
120	2/19/2024	Completed	Admin - Work with BOCS for any ordinance needed for election	Large Task
120	2/19/2024	Completed	Admin - Ballot Plan and Material Requirements, K&H	Large Task
120	2/19/2024	Completed	Absentee - Review K&H envelopes, inserts, etc.	Large Task
120	2/19/2024	Completed	Absentee - Generating ongoing absentee ballots	Small Task
120	2/19/2024	Completed	Absentee - Inventory election mailing supplies	Small Task
120	2/19/2024	Completed	Admin - Initial Envelope Art Files to K&H	Small Task
120	2/19/2024	Completed	Operations - Pack Clear Plastic Pouches	Small Task
120	2/19/2024	Completed	Admin - Publish ad for temp hires	Small Task
120	2/19/2024	Completed	Officer - Hire and Train Temps	Large Task
115	2/24/2024	Completed	Admin - Review any Voter Assistance Forms for compliance	Statutory
115	2/24/2024	In Progress	Officer - Finalize content or updates to EO Manual	Milestone
110	2/29/2024	Completed	Officer - Examine feedback from previous election and determine key training needs	Large Task
110	2/29/2024	Completed	Operations - Throw away unusable ballot boxes	Small Task
110	2/29/2024	Completed	Operations - Get Vests Cleaned	Small Task

100	3/10/2024	Completed	Admin - Finalize official voter projections for election, distribute to staff	Milestone
100	3/10/2024	Completed	Admin - Set staff, equipment, and ballot allocations by precinct	Large Task
100	3/10/2024	Completed	Admin - I voted sticker Order Qty & Final Approved Art	Small Task
100	3/10/2024	Completed	Admin - Envelope Order Qty & Final Approved Art	Small Task
100	3/10/2024	Completed	Officer - Decide training format	Large Task
95	3/15/2024	Completed	Admin - Finalize/prepare staffing plan for Board	Large Task
90	3/20/2024	Completed	Absentee - Work with Logistics team for Preprocessing/CAP/CAP-PE space and dates	Small Task
90	3/20/2024	Completed	Operations - (General Only) Publish ADA surveys for all voting sites, notify GR	Milestone
90	3/20/2024	In Progress	Admin - Identify any purchases needed for coming election	Large Task
90	3/20/2024	Completed	Admin - Identify needs for Election Day temp assignments	Large Task
90	3/20/2024	Completed	Comms (Primary Only) - Post notice of holding of Primary	Statutory
90	3/20/2024	Completed	Operations - Pack Tape, Buttons, I Voted Stickers, etc.	Small Task
90	3/20/2024	Completed	Comms - Switch main page to voter guide with key dates	Large Task
90	3/20/2024	Completed	Operations - Check Ballot Boxes to be used in Election	Small Task
90	3/20/2024	Completed	Admin - Identify needs for Absentee temp assignments	Large Task
90	3/20/2024	In Progress	Officer - Develop content for training classes	Large Task
90	3/20/2024	Completed	Officer - Develop training schedule	Small Task
90	3/20/2024	Completed	Operations - Check TW Stands	Small Task
90	3/20/2024	In Progress	Operations - Order BOD Paper	Small Task
85	3/25/2024	In Progress	Operations - Coordinate with PWCS Office of Facilities Management	Small Task
85	3/25/2024	Completed	Officer - Place printing order EO Manual.	Small Task
82	3/28/2024	Completed	Admin - Qualify local candidates through VERIS	Statutory
80	3/30/2024	Completed	Officer - Produce training calandar, share with staffing team for addition to EO database	Small Task
80	3/30/2024	Completed	Admin - Planning Binder-Phase 2 returned to K&H - approved or with changes noted.	Large Task
80	3/30/2024	Completed	Operations - Contact Print shop for any Election needs	Small Task
80	3/30/2024	Completed	Operations - Coordinate with PWCS Head of Construction	Small Task
80	3/30/2024	Completed	Admin - Have Board approve staffing plan	Statutory

80	3/30/2024	In Progress	Admin - Have Board approve ballot order	Statutory
80	3/30/2024	Completed	Admin - Initial Wrap Art Files to K&H	Small Task
80	3/30/2024	Completed	Officer - Start EO assisgnment list	Large Task
75	4/4/2024	In Progress	Operations - Reserve Election Day Ipads, phones, etc, for EV/ED	Large Task
75	4/4/2024	Completed	Admin - Postage Deposit of Permit Funding Confirmation to K&H	Small Task
75	4/4/2024	In Progress	Admin - Complete confirmation of all temp staff hires by dept	Milestone
75	4/4/2024	Completed	Operations - EV DEMTECH Pollbook Inventory & Charging	Small Task
75	4/4/2024	In Progress	Officer - Train temp staff to assist with election	Small Task
75	4/4/2024	Completed	Operations - Recruitment of new Early Voting EO's	Small Task
70	4/9/2024	Not Completed	Absentee - Cancel Permanent AB Applications of Inactive Voters following NCOA	Statutory
70	4/9/2024	Completed	Admin - (General Only) Have Board complete ADA certification by Sept 1 (Oct 16 in 2023)	Statutory
70	4/9/2024	Completed	Admin - Wrap Final Approved Art and Variables Table (if appl) to K&H	Large Task
70	4/9/2024	Completed	Officer - Send EO manual to printer if needed for this election	Milestone
70	4/9/2024	Completed	Admin - Insert Order Qty & Final Approved Art	Large Task
70	4/9/2024	Completed	Admin - Initial Insert Art Files to K&H	Small Task
70	4/9/2024	In Progress	Officer - Finalize training classes	Small Task
67	4/12/2024	Completed	Operations - Create and Proof Ballots, Verify layout compliant	Statutory
65	4/14/2024	Completed	Admin - Postage Deposit or Permit Funding Confirmation Received for Ballot by Mail (K&H)	Large Task
65	4/14/2024	Completed	Comms - Put the required code note & watermark on the sample ballots	Small Task
65	4/14/2024	Completed	Admin - Ballot Order to K&H (Non-mail Ballots & Blank Base)	Small Task
65	4/14/2024	Completed	Admin - Review Ballot Face and category proofs.	Small Task
65	4/14/2024	Completed	Operations - Program EPB Templates for EV/ED	Large Task
65	4/14/2024	Completed	Admin - Marked Test PDFs & Order Qty to K&H	Small Task
65	4/14/2024	Completed	Admin - Ballot Faces to K&H	Large Task
65	4/14/2024	In Progress	Operations - Order Ballots	Large Task
62	4/17/2024	In Progress	Officer - Set up space for EO training	Small Task
60	4/19/2024	In Progress	Admin - Confirm office doors open during weekend voting, ED and Canvass	Small Task

60	4/19/2024	Completed	Admin - Issue refunds to primary candidates not qualified or unopposed	Statutory
60	4/19/2024	In Progress	Absentee - Test election for UOCAVA email ballots	Milestone
60	4/19/2024	Completed	Admin - Review Policies/Procedures for Observers, Public meetings	Small Task
60	4/19/2024	Not Completed	Operations - Send Out Facilities Emergency Contact List to CO's	Small Task
60	4/19/2024	In Progress	Operations - Verify EVEO vendor registration before assignment	Small Task
60	4/19/2024	Completed	Admin - Set EV site information and hours with Board (or BOCS)	Small Task
60	4/19/2024	Completed	Admin- Check budget status for adequate funds to run election	Statutory
60	4/19/2024	Completed	Admin - (General Only) Have Board approve Training Plan.	Statutory
60	4/19/2024	In Progress	Admin - Outline needs for Chief HQ - staff, phones, etc.	Small Task
60	4/19/2024	In Progress	Officer - Finalize EO's assignment and email to officers	Large Task
60	4/19/2024	In Progress	Admin - Hire temporary staff, all HR paperwork complete	Large Task
60	4/19/2024	Completed	Admin - Update primers for visitors to public events	Small Task
60	4/19/2024	Completed	Operations - Complete EV staff assignments	Small Task
60	4/19/2024	In Progress	Admin - Ballot Order including Test Desks	Large Task
60	4/19/2024	Completed	Officer - Create EO waitlist for election	Small Task
60	4/19/2024	Completed	Admin - Approval of K&H Insertion Guide.	Small Task
60	4/19/2024	Completed	Operations - Pack Grey Ballot Boxes	Small Task
60	4/19/2024	In Progress	Operations - EV Security Compliance	Milestone
60	4/19/2024	Completed	Operations - L&A of Scanners for EV	Statutory
60	4/19/2024	Completed	Admin - Verify E-mail Ballot List	Large Task
60	4/19/2024	Completed	Operations - Pack Keys and Seals	Small Task
60	4/19/2024	Completed	Absentee -First extract to K&H	Milestone
60	4/19/2024	Completed	Admin - Ballot Reports to K&H	Small Task
60	4/19/2024	Completed	Operations - EV Site Visits	Small Task
57	4/22/2024	In Progress	Officer - Finalize content, handouts, Powerpoint for training classes	Milestone
55	4/24/2024	Completed	Operations - Complete Satellite Early Voting Readiness Checklist (1 wk before EV starts)	Small Task
55	4/24/2024	Completed	Absentee - Create and send Preprocessing, CAP, CAP-PE EO survey	Small Task

55	4/24/2024	Not Completed	Absentee – Update ballot curing logs (working and read-only)	Small Task
55	4/24/2024	Not Completed	Absentee – Update ballot curing letter and email templates	Small Task
55	4/24/2024	Completed	Operations - L & A of EPBs for EV, CAP, and Spares	Statutory
55	4/24/2024	In Progress	Admin - Review compliance with EB Security Policy	Statutory
55	4/24/2024	In Progress	Officer - Mock EO training class	Large Task
55	4/24/2024	Not Completed	Operations - Place Uline Order	Small Task
55	4/24/2024	In Progress	Admin - BallotDNA set up	Milestone
54	4/25/2024	Completed	Operations - Provide staffing list to Director/Deputy Director	Small Task
53	4/26/2024	Completed	Absentee - Schedule High Speed L&A	Statutory
53	4/26/2024	Completed	Operations - EV Binders	Small Task
52	4/27/2024	In Progress	Operations - Make Labels and Election Day Envelopes	Small Task
52	4/27/2024	In Progress	Officer - Set up workshop space	Small Task
			CURRENT DATE - APRIL 28, 2024	
50	4/29/2024	In Progress	Officer - Send new Chiefs/Asst. Chiefs/Officers Brief Sheet Resourse	Small Task
50	4/29/2024	Completed	Admin - Contact Sheriff's Office to secure parking spots for EV.	Small Task
50	4/29/2024	Completed	Admin - Have ballot printer and representative sign oaths	Statutory
50	4/29/2024	In Progress	Admin - Have EB appoint last officer group for election	Statutory
50	4/29/2024	Not Completed	Absentee - Print and post initial Public Absentee List	Small Task
50	4/29/2024	Not Completed	Officer - Begin tracking EO attendence in training	Small Task
50	4/29/2024	Not Completed	Operations - Get Revised Security Plan from EB	Large Task
50	4/29/2024	Not Completed	Operations - Develop SA training program	Small Task
50	4/29/2024	In Progress	Operations - Pack EV Precinct Signs	Small Task
50	4/29/2024	In Progress	Admin - Test Email ballot set up	Small Task
50	4/29/2024	Completed	Operations - Organize EV Binders	Small Task
50	4/29/2024	Not Completed	Officer - Start EES Workshop	Small Task
49	4/30/2024	Not Completed	Absentee – Ensure adequate equipment for Preprocessing/CAP	Small Task
49	4/30/2024	Completed	Staffing - Add Chiefs to their precincts in Integra so they can see them in portal.	Small Task

48	5/1/2024	In Progress	Admin - Confirm initial absentee mailout	Statutory
47	5/2/2024	Not Completed	Operations - Facility Letter Due	Small Task
47	5/2/2024	Completed	Admin - Cure Log is ready	Small Task
46	5/3/2024	Not Completed	Absentee - Process absentee applications for first mailout (Cynthia, Colleen, temps)	Statutory
46	5/3/2024	Not Completed	Absentee - Initial reports to BallotTrax (Eligibility report)	Large Task
46	5/3/2024	Not Completed	Operations - Manage EV Pollbook Builds and Deployment	Large Task
46	5/3/2024	Not Completed	Operations - Delivery and Setup EV sites	Small Task
45	5/4/2024	In Progress	Absentee – Update all Pre/CAP envelopes, hand counts, SORs, oaths, etc	Large Task
45	5/4/2024	Not Completed	Admin - Finalize any purchases needed for election, get quotes	Small Task
45	5/4/2024	Not Completed	Absentee - AB Compliance Survey (45 day) state required	Statutory
45	5/4/2024	Not Completed	Operations - Recruitment of Special Assistants	Small Task
45	5/4/2024	Not Completed	Operations - Coordinate/Get Quote Paxton	Small Task
45	5/4/2024	Not Completed	Absentee - Mail Print Disable Envelopes.	Small Task
45	5/4/2024	Completed	Absentee - Determine potential CAP EOs	Small Task
45	5/4/2024	Not Completed	Operations - Schedule Training sites	Small Task
45	5/4/2024	Not Completed	Comms - TWEET: Early Voting Begins	Small Task
45	5/4/2024	Not Completed	Officer - Start EO Training	Milestone
42	5/7/2024	Not Completed	Certify all polling places/contests/candidates correct in VERIS/Enhanced Results	Statutory
42	5/7/2024	Not Completed	Admin - Send party chairs draft precinct staffing list	Small Task
40	5/9/2024	Not Completed	Admin - Notify Secretary if any issues timely processing voter registrations	Statutory
40	5/9/2024	Not Completed	Officer - Contact EOs who miss training and reschedule training	Small Task
40	5/9/2024	In Progress	Officer - Unassign all EOs that cancel (ongoing from here)	Small Task
40	5/9/2024	Not Completed	Operations - Send Facility Reminder	Small Task
39	5/10/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
35	5/14/2024	Not Completed	Officer - Verify vendor registration of assigned officers	Small Task
35	5/14/2024	Not Completed	Operations - Create truck routes for Paxton	Small Task
35	5/14/2024	Not Completed	Operations - Program EPB Templates- ED	Large Task

35	5/14/2024	Not Completed	Operations - Schedule CAP sites	Small Task
35	5/14/2024	Not Completed	Operations - Test Door Bells	Small Task
34	5/15/2024	Completed	Operations - Pack Green Accordians (Contingent upon authorization of formats by admin)	Small Task
32	5/17/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
32	5/17/2024	Not Completed	Officer - Set up space for CO training	Small Task
30	5/19/2024	Not Completed	Operations - Verify Special Assisant vendor registration before assignment.	Small Task
30	5/19/2024	Not Completed	Absentee - Assess if staffing meeting absentee needs from incoming numbers	Large task
30	5/19/2024	Not Completed	Operations - Certify number of Election Day ballots received, complete QC	Statutory
30	5/19/2024	Not Completed	Officer - Share one month staffing list with Director/Deputy Director	Small Task
30	5/19/2024	Not Completed	Officer - Send Chiefs/Asst. Chiefs facility contact information	Small Task
30	5/19/2024	Not Completed	Operations - Coordinate with PWCS Office of Communication	Small Task
30	5/19/2024	Not Completed	Officer - Verify all precincts have all positions filled	Small Task
30	5/19/2024	Not Completed	Absentee - Create Pre-Processing/CAP/CAP-PE schedules.	Small Task
30	5/19/2024	In Progress	Operations - Pack Election Day Precinct Signs	Statutory
30	5/19/2024	Not Completed	Admin - Finalize supply drop off plan	Large Task
30	5/19/2024	Not Completed	Officer - Asssign Special Assistants	Small Task
30	5/19/2024	Not Completed	Operations - Schedule Canvass site	Small Task
30	5/19/2024	Completed	Operations - Pack Privacy Folders	Small Task
30	5/19/2024	Completed	Operations - Pack Electrical Bags	Small Task
30	5/19/2024	Completed	Operations - Pack Precinct Signs	Small Task
30	5/19/2024	Not Completed	Officer - Set up dummy precinct	Small Task
30	5/19/2024	Not Completed	Officer - Assign Canvass EOs	Small Task
30	5/19/2024	Not Completed	Officer - Start CO Training	Small Task
30	5/19/2024	Not Completed	Officer - Assign CAP EOs	Small Task
28	5/21/2024	Not Completed	Admin - Finalize post-election Board schedule, post notice	Small Task
25	5/24/2024	Not Completed	Operations - Facility Election Day Emergency Contact Sheet Completed	Large Task
22	5/27/2024	Not Completed	Comms - TWEET: Last Day to Register/Update Registration (General & Primary)	Small Task

21	5/28/2024	In Progress	Absentee – Create ENR XLS for CAP	Large Task
21	5/28/2024	Not Completed	Absentee - Ensure all Preprocessing materials ready (oaths, reconciliation sheets)	Small Task
21	5/28/2024	Not Completed	Absentee - Ensure all Preprocessing equipment is ready (pollbook, EPBs)	Small Task
21	5/28/2024	Not Completed	Admin - Send notice of Election Day scanner L&A for party, candidates	Statutory
21	5/28/2024	Not Completed	Operations - Make sure emergency polling places are ready if needed	Statutory
21	5/28/2024	Not Completed	Admin - Rough draft of Election Day assignments	Large Task
21	5/28/2024	Not Completed	Absentee – Create pollbook for Preprocessing	Milestone
20	5/29/2024	Not Completed	Officer - Send CO bag pick-up and supply drop-off information	Small Task
20	5/29/2024	Not Completed	Officer - Send provisional Brief Sheet to all officers	Small Task
20	5/29/2024	Not Completed	Operations - ED DEMTECH Pollbook Inventory & Charging	Small Task
18	5/31/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
15	6/3/2024	Not Completed	Admin - (Primary Only) Send any voter notice of polling place changes	Statutory
15	6/3/2024	Not Completed	Officer - Verify all precincts have all positions filled	Small Task
14	6/4/2024	Not Completed	Officer - Replace all EOs that have been removed due to not attending training	Large Task
14	6/4/2024	Not Completed	Comms - Finalize list of top precincts for media members to visit.	Small Task
14	6/4/2024	Not Completed	Officer - Letter to Quantico Marine Base for access to the Town	Small Task
14	6/4/2024	Not Completed	Operations - Create File for Paper Pollbook and send to Printer	Small Task
14	6/4/2024	Not Completed	Officer - Remove all EOs that have not attended training	Small Task
14	6/4/2024	Not Completed	Admin - Send party chairs final precinct staffing list	Statutory
14	6/4/2024	Not Completed	Admin - GR signs all officer oaths for polling places	Statutory
14	6/4/2024	Not Completed	Operations - Gathering Supplies for Chief Binder	Small Task
14	6/4/2024	Not Completed	Operations - Send ED Facility Final Reminders	Small Task
14	6/4/2024	Not Completed	Absentee – Train temps on high-speed scanner	Small Task
14	6/4/2024	Not Completed	Admin - Finalize canvass staffing	Small Task
14	6/4/2024	Not Completed	Operations - Test TallyPoint	Small Task
11	6/7/2024	Not Completed	Absentee - Process absentee applications for final mailout	Milestone
11	6/7/2024	Not Completed	Comms - TWEET: Deadline to Request a Mail Ballot	Small Task

10	6/8/2024	Not Completed	Operations - Emergency Precinct Coordination & Deployment	Large Task
10	6/8/2024	Not Completed	Officer - Finalize staff for canvass, coordinate with GR	Large Task
10	6/8/2024	Not Completed	Operations - L & A for Scanners for Election Day	Statutory
10	6/8/2024	In Progress	Admin - Finalize Provisional Processing Plan	Milestone
10	6/8/2024	Not Completed	Absentee – Update Preprocessing pollbook	Large Task
10	6/8/2024	Not Completed	Absentee - Set up Preprocessing room	Small Task
10	6/8/2024	Not Completed	Operations - Pack CO Bags	Small Task
9	6/9/2024	Not Completed	Operations - Pack #3 and #6 for Transport	Large Task
8	6/10/2024	Not Completed	Officer - Final verification all precincts filled, emergency fill ins	Large Task
8	6/10/2024	Not Completed	Admin - Final draft of Election Day assignments to staff, Board	Small Task
7	6/11/2024	Not Completed	Absentee - Managing mail - incoming applications & returning ballots	Large Task
7	6/11/2024	Not Completed	Absentee - Ensure all CAP/CAP-PE materials ready (oaths, envelopes, SORs, tally)	Small Task
7	6/11/2024	Not Completed	Operations - Coordinate with Courthouse for Election Day Storage	Small Task
7	6/11/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
7	6/11/2024	Not Completed	Absentee - Process absentee denials and contact voters	Large Task
7	6/11/2024	Not Completed	Comms - Notify EOs/staff of any observer/media groups	Large Task
7	6/11/2024	Not Completed	Provisional - Prepare templates, envelopes and etc	Small Task
7	6/11/2024	Not Completed	Admin - Minimize any unregistered EOs in Mobius	Large Task
7	6/11/2024	Not Completed	Admin - Finalize roles and layout for Chief HQ	Large Task
7	6/11/2024	Not Completed	Admin - Final test of results reporting system	Small Task
7	6/11/2024	Not Completed	Absentee – Verify CAP-EV scanner delivery date	Small Task
7	6/11/2024	In Progress	Admin - Prepare Provisional Templates	Small Task
7	6/11/2024	Not Completed	Admin - Draft Friday night letter	Large Task
7	6/11/2024	Not Completed	Operations - Create What Ifs	Small Task
7	6/11/2024	Not Completed	Operations - Test ED EPBs	Large Task
5	6/13/2024	Not Completed	Operations - Finalize precinct returns spreadsheet (office & WH)	Small Task
5	6/13/2024	Not Completed	Admin - Finalize provisional adjudiction session procedures	Large Task

5	6/13/2024	Not Completed	Operations - Certify L&A for Scanner/Touch Writers to ELECT	Statutory
5	6/13/2024	Not Completed	Admin - Supply staff with key contact information sheet	Large Task
5	6/13/2024	Not Completed	Operations - Election Day Pollbook Secure Login Codes	Small Task
5	6/13/2024	Not Completed	Officer - Finish training and workshops	Milestone
5	6/13/2024	Not Completed	Operations - Verify trucks with Paxton	Small Task
5	6/13/2024	Not Completed	Operations - Pack Specialist Bags	Small Task
5	6/13/2024	Not Completed	Officer - Send CO/AO final roster	Small Task
5	6/13/2024	Not Completed	Officer - End EO Training	Large Task
4	6/14/2024	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
4	6/14/2024	Not Completed	Send Reminder Brief to all officers on Waitlist Roster	Small Task
4	6/14/2024	Not Completed	Officer - Send final Friday night letter to EO team	Small Task
4	6/14/2024	Not Completed	Send Reminder Brief to Waitlist Officers	Small Task
4	6/14/2024	Not Completed	Comms - Prep website for Election Day	Milestone
4	6/14/2024	Not Completed	Officer - Send Friday Letter	Small Task
3	6/15/2024	Not Completed	Operations - Breakdown EV sites and Return Equipment and Binders to Office	Large Task
3	6/15/2024	Not Completed	Officer - Certify training of officers with GR for ELECT	Statutory
3	6/15/2024	Not Completed	Officer - Sent Chiefs Cage Tracking Link	Small Task
3	6/15/2024	Not Completed	Comms - TWEET: Early Voting Ends	Small Task
3	6/15/2024	Not Completed	Chief Phone Call Final Check-Ins	Large Task
3	6/15/2024	Not Completed	Operations - CO Supply Pickup	Small Task
3	6/15/2024	Not Completed	Officer - Close mock precinct	Small Task
3	6/15/2024	Not Completed	Officer - End CO Training	Small Task
2	6/16/2024	Not Completed	Absentee - Prepare/print AB list for precincts on Election Day.	Large Task
2	6/16/2024	Not Completed	Admin - Certify pollbook logic and accuracy	Statutory
2	6/16/2024	Not Completed	Operations - Finalize Cages for Deployment	Statutory
2	6/16/2024	Not Completed	Operations - L&A EPB Certify to Elect	Statutory
2	6/16/2024	Not Completed	Officer - Chief check in phone call	Large Task

2	6/16/2024	Not Completed	Admin - Finalize canvass procedures	Large Task
2	6/16/2024	Not Completed	Operations - Train SA	Large Task
1	6/17/2024	Not Completed	Operations - Verify to GR that cages are confirmed delivered to sites	Statutory
1	6/17/2024	Not Completed	Admin - Confirm absentee list has been printed and delivered to WH.	Statutory
1	6/17/2024	Not Completed	Officer - Send Reminder to CANVASS officers/SAs	Small Task
1	6/17/2024	Not Completed	Operations - Election Day Pollbook Deployment	Small Task
1	6/17/2024	Not Completed	Admin - GR must rule on emergency ballots	Statutory
1	6/17/2024	Not Completed	Operations - Finalize setup for Chief HQ	Large Task
1	6/17/2024	Not Completed	Absentee – Create pollbook for CAP	Milestone
1	6/17/2024	Not Completed	Operations - Final AB Numbers	Small Task
1	6/17/2024	Not Completed	Operations - Cage Drop Off	Statutory
0	6/18/2024	Not Completed	Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm	Small Task
0	6/18/2024	Not Completed	Absentee - Prepare thumbdrive with AB documents for courthouse	Small Task
0	6/18/2024	Not Completed	Absentee - Compile ENR for CAP-EV and CAP-AB, incl. hand count	Large Task
0	6/18/2024	Not Completed	Absentee - Preliminary provisional ballot research	Small Task
0	6/18/2024	Not Completed	Admin - Provisional Ballot Assesment and Research	Large Task
0	6/18/2024	Not Completed	Officer - Address all EO issues on election day	Large Task
0	6/18/2024	Not Completed	Operations - Assist Day Equipment Supply	Large Task
0	6/18/2024	Not Completed	Comms - TWEET: ELECTION DAY Starts @ 6am	Small Task
0	6/18/2024	Not Completed	Comms - TWEET: ELECTION DAY Ends @ 7pm	Small Task
-1	6/19/2024	Not Completed	Operations - Deliver #3 and #6, election materials to Courthouse	Statutory
-1	6/19/2024	Not Completed	Absentee - Deliver all absentee applications to Courthouse	Statutory
-1	6/19/2024	Not Completed	Admin - Inform Circuit Court of any materials not returned	Statutory
-1	6/19/2024	Not Completed	Absentee - Precinct drop box ballots & chain of custodies	Small Task
-1	6/19/2024	Not Completed	Officer -Delete Manage Locations Precincts CO Assigned	Small Task
-1	6/19/2024	Not Completed	Comms - Convert Website to "Post Election" homepage	Small Task
-1	6/19/2024	Not Completed	Absentee – Create pollbook for CAP-PE	Milestone

-2	6/20/2024	Not Completed	Operations - Copy and backup all Voter Credit from Election day, assist w/ VERIS entry	Small Task
-2	6/20/2024	Not Completed	Operations - Search key equipment for missing docs, ballots, envelopes, etc.	Large Task
-2	6/20/2024	Not Completed	Officer - Prepare payroll document for Fiscal Specialist using Comp Sheets	Large Task
-2	6/20/2024	Not Completed	Operations - Copy and backup all ballot images from Election day	Small Task
-2	6/20/2024	Not Completed	Officer - Validate Officers have completed training	Milestone
-2	6/20/2024	Not Completed	Absentee – Update CAP-PE pollbook.	Small Task
-2	6/20/2024	Not Completed	Officer - CANVASS	Large Task
-3	6/21/2024	Not Completed	Absentee - Finalize thumbdrive with final absentee list (pollbook) for courthouse	Small Task
-3	6/21/2024	Not Completed	Absentee - Compile ENR for CAP-PE, incl. hand count ballots and rejected ballots.	Large Task
-3	6/21/2024	Not Completed	Absentee - Provisional research/meeting/letters	Small Task
-3	6/21/2024	Not Completed	Absentee - Provide direct staff support CAP-PE	Small Task
-3	6/21/2024	Not Completed	Absentee - Provisional credit	Small Task
-4	6/22/2024	Not Completed	Officer - Scan election Comp Forms	Small Task
-6	6/24/2024	Not Completed	Admin - Provisonal Credit Entered	Small Task
-7	6/25/2024	Not Completed	Admin - Certify election, send abstracts/checklist to state	Statutory
-7	6/25/2024	Not Completed	Admin - Complete provisional ballot adjudication	Statutory
-7	6/25/2024	Not Completed	Comms - TWEET: Election Has been Certified	Small Task
-7	6/25/2024	Not Completed	Absentee - Reject AB Ballots in VERIS	Large Task
-8	6/26/2024	Not Completed	Comms - Post all Election Day results tapes for public	Mile
-10	6/28/2024	Not Completed	Admin - Organize retention of SOR copies, GR records	Statutory
-10	6/28/2024	Not Completed	Comms - Convert website back to default home page	Small Task
-10	6/28/2024	Not Completed	Admin - Print winner certificates for Secretary	Statutory
-14	7/2/2024	Not Completed	Operations - Inventory all voting equipment, notify GR of any damage/missing	Statutory
-14	7/2/2024	Not Completed	Comms - Digitize SORs for retention/requests	Large Task