

ELECTORAL BOARD MEETING

SEPTEMBER 10, 2025

PRINCE WILLIAM COUNTY

CALL TO ORDER / MOMENT / PLEDGE



APPROVAL OF MINUTES



APPROVAL OF MINUTES

- May 7, 2025 Meeting
- August 7, 2025 Meeting

BOARD MEMBER REPORTS



SPECIAL RECONITION



SPECIAL RECOGNITION

Cynthia Martinez
30 years of service to
Prince William County



GENERAL REGISTRAR'S REPORT



GR NOTES

- “Shorter Topics” – Podcast and YouTube Voter Guide
- Joint Subcommittee for Election Consolidation – represented VRAV





ELECTION PREP: 2025 GENERAL



ELECTION PREP



Overall Task Progress (as of 9/5)

- 112 tasks complete, 240 tasks to go
- 15 tasks behind, 11 tasks ahead
- Complete report for the Board
- ADA task completed today

ELECTION PREP



Communications

- Voter Guide to all 166,000+ residential addresses in PWC at start of October
- Social media to generate interest
- Work with local media to inform voters

ON THE BALLOT

All Ballots

- Governor
- Lieutenant Governor
- Attorney General

ON THE BALLOT

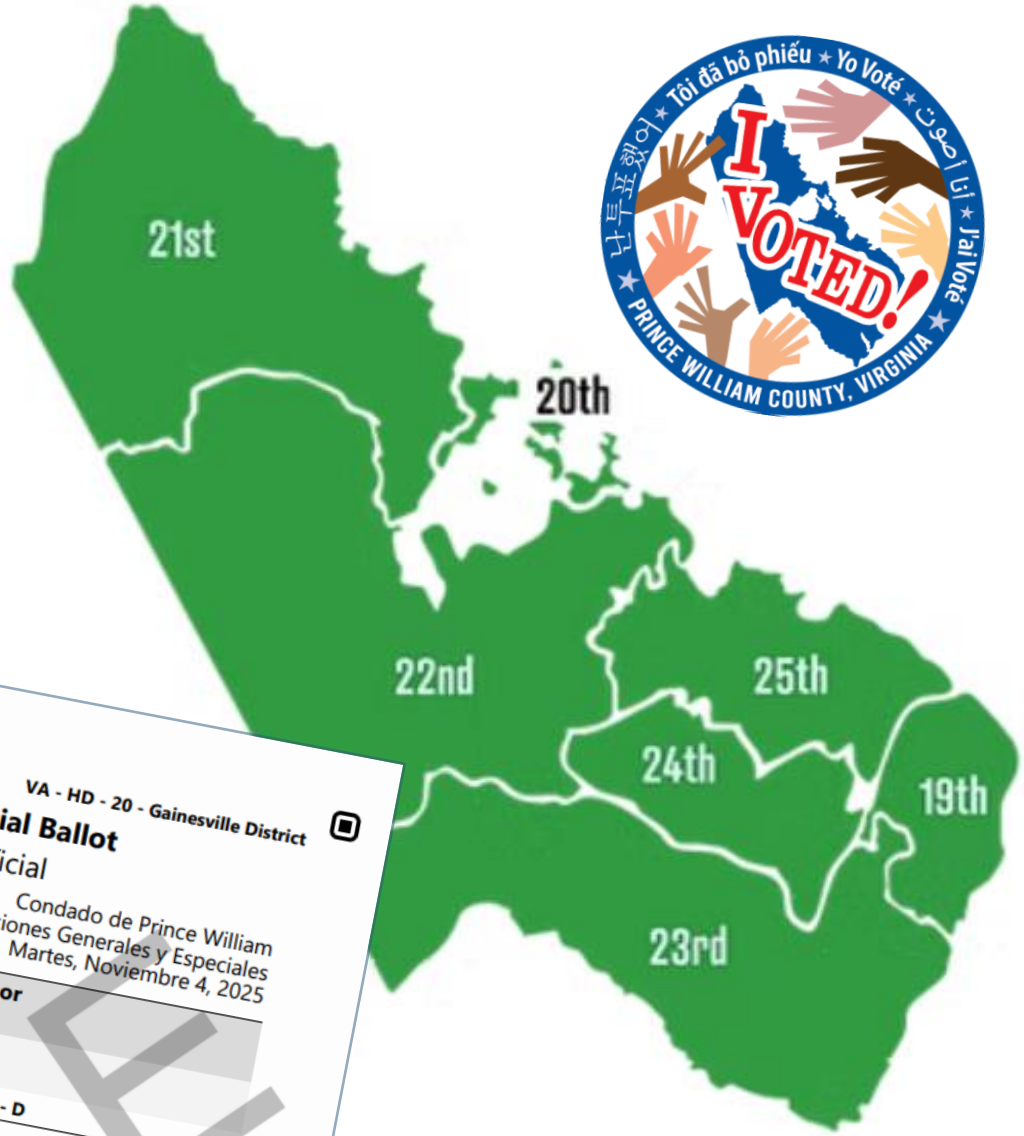


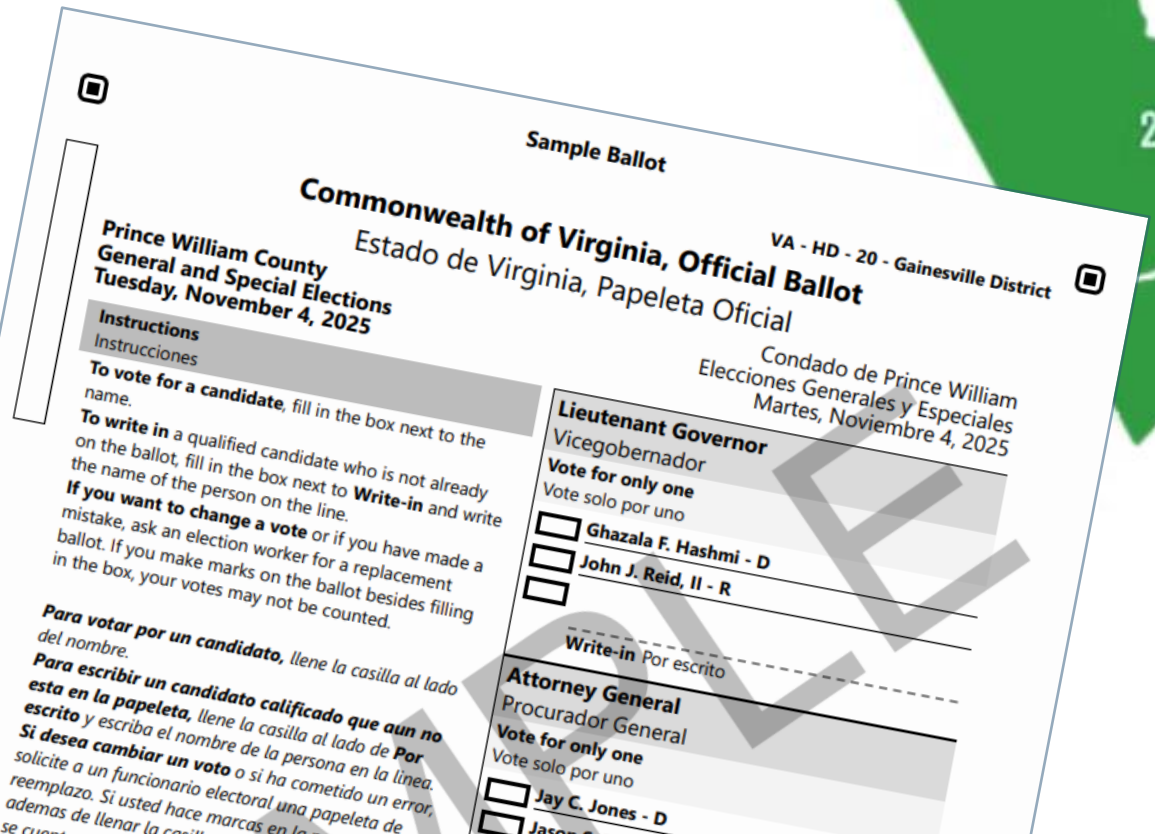
Depending on Location

- House of Delegates – By District
- *Special Elections*
  - Gainesville residents – Supervisor
  - Town of Occoquan residents – Council

SAMPLE BALLOTS

pwcvotes.org





Sample Ballot

Commonwealth of Virginia, Official Ballot

Estado de Virginia, Papeleta Oficial

VA - HD - 20 - Gainesville District

Prince William County
General and Special Elections
Tuesday, November 4, 2025

Condado de Prince William
Elecciones Generales y Especiales
Martes, Noviembre 4, 2025

Instructions
Instrucciones

To vote for a candidate, fill in the box next to the name.

To write in a qualified candidate who is not already on the ballot, fill in the box next to **Write-in** and write the name of the person on the line.

If you want to change a vote or if you have made a mistake, ask an election worker for a replacement ballot. If you make marks on the ballot besides filling in the box, your votes may not be counted.

Para votar por un candidato, *llene la casilla al lado del nombre.*

Para escribir un candidato calificado que aun no esta en la papeleta, *llene la casilla al lado de* ***Por escrito*** *y escriba el nombre de la persona en la linea.*

Si desea cambiar un voto *o si ha cometido un error, solicite a un funcionario electoral una papeleta de reemplazo. Si usted hace marcas en la papeleta además de llenar la casilla,*

Lieutenant Governor
Vicegobernador
Vote for only one
Vote solo por uno
- **Ghazala F. Hashmi - D**
- **John J. Reid, II - R**
- **Write-in** Por escrito

Attorney General
Procurador General
Vote for only one
Vote solo por uno
- **Jay C. Jones - D**

SAMPLE

ELECTION PREP

Early Voting

- Parking will be reserved at Main Office for early voting to start on September 19
- Signs up at satellite locations to note the start date of October 19

ELECTION PREP

Mail Voting

- 25,331 ballots by mail (9/15)
- More than 1,000 email ballots (9/16)
- Mail packet – letter, envelope examples for Board

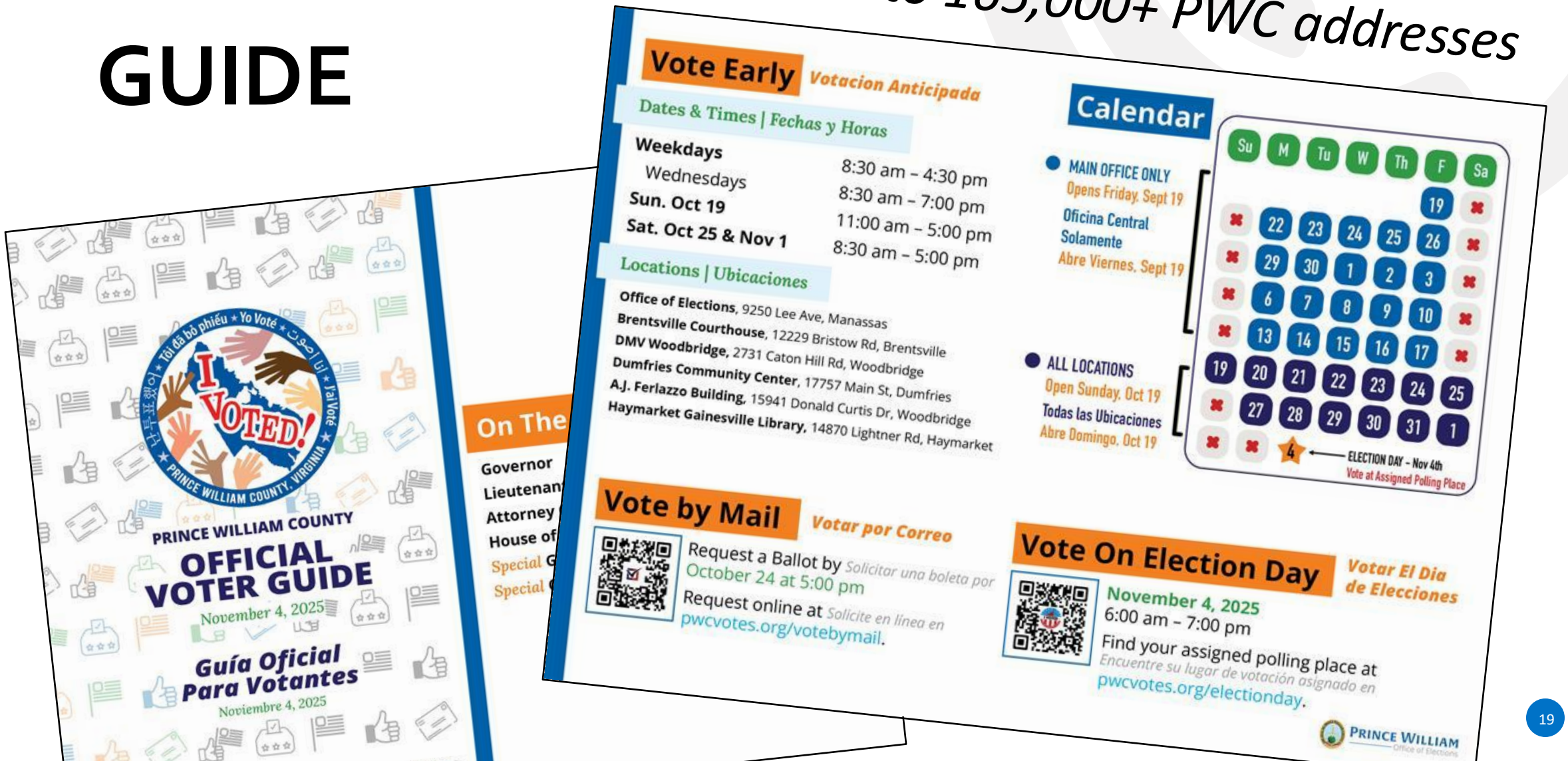
ELECTION PREP

Election Officers – Election Day

- 830 Officers in Total
  - 344 R, 338 D, 148 N/P (Back: 82R, 381D)
  - 1 D/1 R in all leadership positions
- Beyond staffing goal (728)
- Fully Code Compliant with 24.2-115
- Full report to Board/Chairs on 9/22

VOTER GUIDE

9”x6.5” postcard arriving in early October to 165,000+ PWC addresses



VOTER REG REPORT



Active vs. Inactive Voters (2025)

Categories	January	February	March	April	May	June	July	August
Active	310, 384	310,626	308,800	309,358	310,060	310,028	306,205	307,075
Inactive	14,848	14,711	16,794	16,616	16,479	16,371	21,223	20,831
TOTAL	**325,232**	**325,337**	**325,594**	**325,974**	**326,539**	**326,399**	**327,428**	**327,906**

Active Registered Voter – Current record, eligible to vote.

Inactive Registered Voter – No response to confirmation mailing, cancelled after two federal elections, limited voting rights.

Registration Updates (2025)

Categories	January	February	March	April	May	June	July	August
New Registrations	2,403	559	891	848	1,001	586	1,655	1,022
Transferred In	975	424	631	654	668	411	1,386	828
Transferred Out	710	528	669	720	796	874	1,062	931
Name/Add Update	2,895	1,372	1,897	2,041	1,959	1,025	3,598	2,054
TOTAL UPDATES	**6,983**	**2,883**	**4,088**	**4,263**	**4,424**	**2,896**	**7,701**	**4,835**

Registration Cancellations (2025)

Categories	January	February	March	April	May	June	July	August
Moved Out of State	231	93	265	73	81	63	683	146
Deceased	185	157	156	204	131	124	152	137
Felony	12	7	14	26	0	0	4	49
Cancellation of Inactive*	13,169	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL	**13,597**	**257**	**435**	**303**	**212**	**187**	**839**	**332**

**The cancellation of inactive voters is part of a list maintenance process mandated by NVRA. Under 52 USC §20507(d)(2)(A) and the Code of VA §24.2-428.2, ELECT is required to cancel inactive voters who have remained inactive for two federal general elections.*

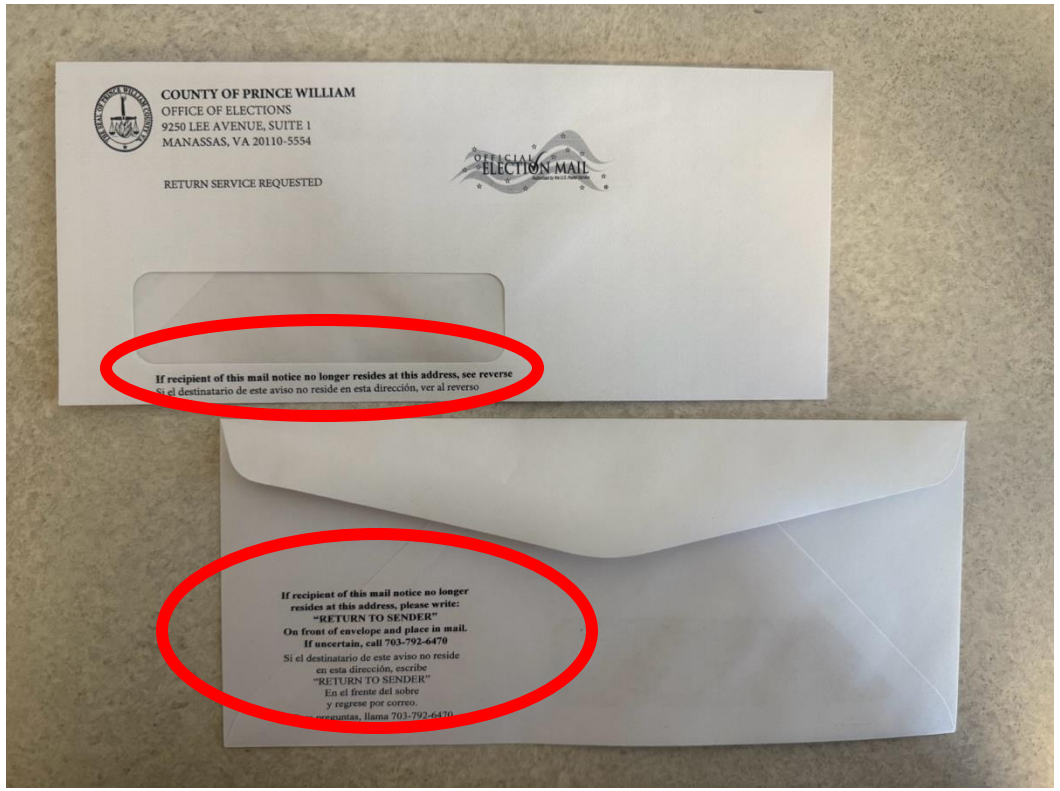
Confirmation Mailings (NCOA) by ELECT (2025)

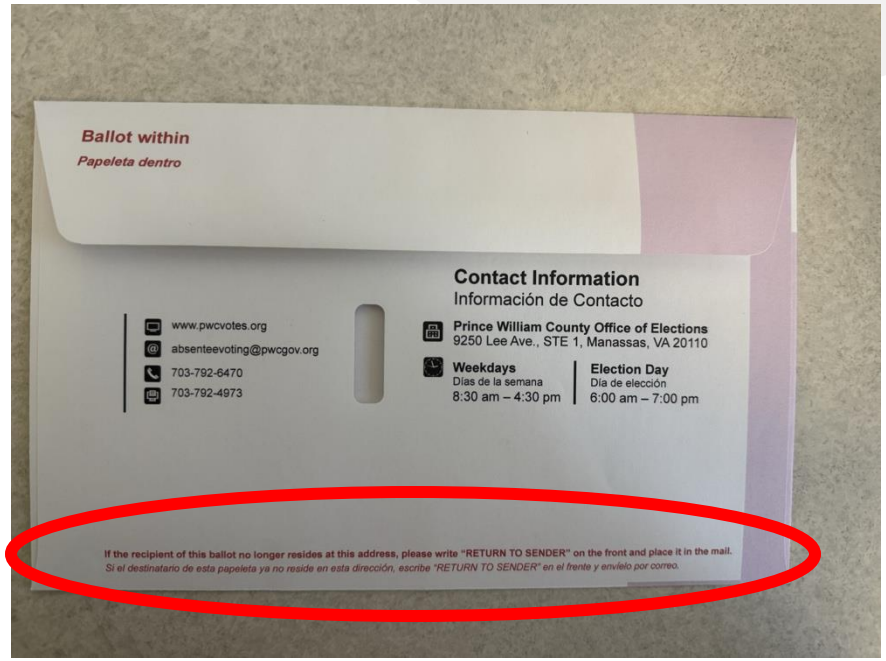
Confirmation Mailing Categories	February	July	Total
In-State	0	2,632	**2,632**
Out-of-State	1,851	4,700	**6,551**
TOTAL	**1,851**	**7,332**	**9,183**

NCOA (National Change of Address Program) - A secure dataset of permanent change-of-address (COA) records consisting of the names and addresses of individuals, families, and businesses who have filed a change-of-address with the USPS.

Voters who may have moved are identified and contacted through the federally mandated NCOA confirmation process mandated by both § 24.2-428 of the Code of Virginia and 52 USC § 20507 of the NVRA.

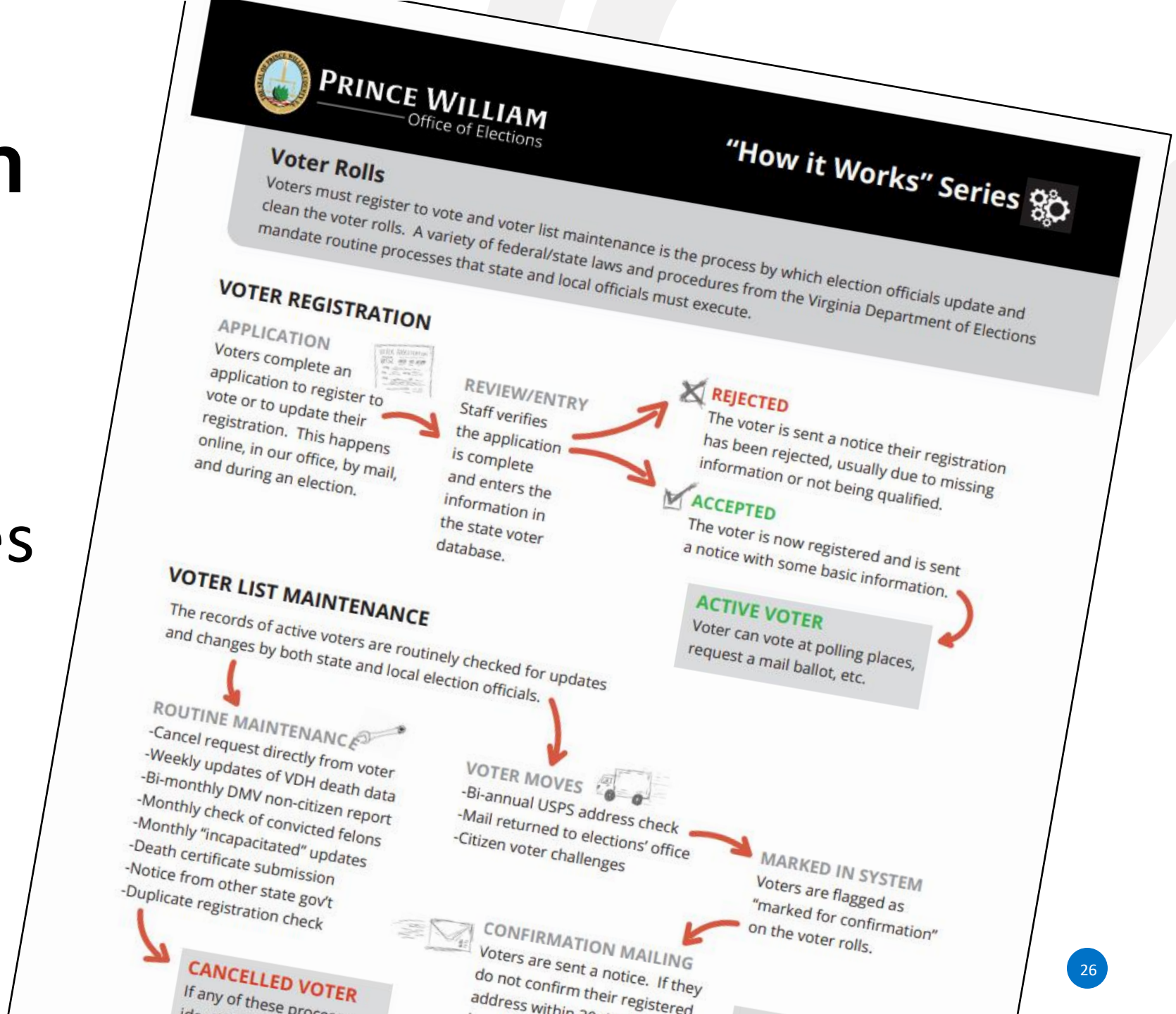
Envelope Messaging





Registration Education

- "How It Works" series
- Open House



NEW BUSINESS



APPOINTING ELECTION OFFICERS



APPOINTING OFFICERS

September 2025

- 26 new election officers
- 6 requests for party affiliation approved

MOTION: Appoint New Officers

ELECTION OFFICER INITIATIVES



ELECTION OFFICER INITIATIVES

Goal: Performance Plan

- Evaluate precinct performance to make sure leadership is meeting important standards
- 94% voter satisfaction rating (PWC survey)
- Maintain high standards

ELECTION OFFICER INITIATIVES

Goal: Officer Parity

- Continue to ensure we meet all standards in 24.2-115 in officers/leadership
- Leadership parity (Chief positions specifically)

ELECTION OFFICER LEADERSHIP POSITIONS

Category (N/P not included)	Democratic	Republican
2024 Presidential Voting	57.3%	39.4%
Current Chiefs	57.7% (60)	43.2% (44)
Current “Ready” Officers	62.4% (946)	37.6% (570)

ELECTION OFFICER RECRUITMENT CHALLENGES

Challenges – Republican Officers

Apply less frequently proportionately

	Applicants	Officer %	County %
Democratic	109	72%	57%
Republican	42	28%	39%

ELECTION OFFICER RECRUITMENT CHALLENGES

Challenges – Republican Officers

Drop off at a higher rate (since 2023)

2025
88 D
98 R

	Officers	Left/No Response	Reject %
Democratic	1441	470	33%
Republican	1036	451	44%
Non-Partisan*	1528	1078	71%

ELECTION OFFICER RECRUITMENT CHALLENGES

Challenges – Republican Officers

Rejected by the party at a very high rate

	R Officers	Objected	Reject %
New 2024	160	34	21%
Reappointment*	703	44	6%
New 2025	44	15	34%

ELECTION OFFICER INITIATIVES

Proposals

1. Staff inching Chief parity closer if possible
2. Party recruitment goal (150+ officers/year)
3. Establish Election Officer Working Group
4. Evaluate policy changes/implementation based on work group, progress

ELECTION OFFICER INITIATIVES

Recruitment Letter

- From GOP EB Members
- Encourage recruitment

ADA COMPLIANCE



ADA COMPLIANCE

Report Based on ADA Surveys

- Mostly compliant with a small number of temporary accommodations to be implemented

MOTION: Approve the report as completed (GR will submit notice to ELECT)

BUDGET INITIATIVES FY27



BUDGET UPDATE

FY25 Budget

- $230,000+ over budget (~5%), reviewed with OMB related to presidential election costs
- Asked for just under $400K ($1 mil in 2020)
- More than $1 mil under budget FY22-24

BUDGET UPDATE

FY26 Budget

- Awaiting state certification of new Hart Vault election equipment (passed EAC VVSG 2.0)
- Finalizing agreement (IT, procurement, etc.)
- Accept equipment in January 2026

BUDGET UPDATE

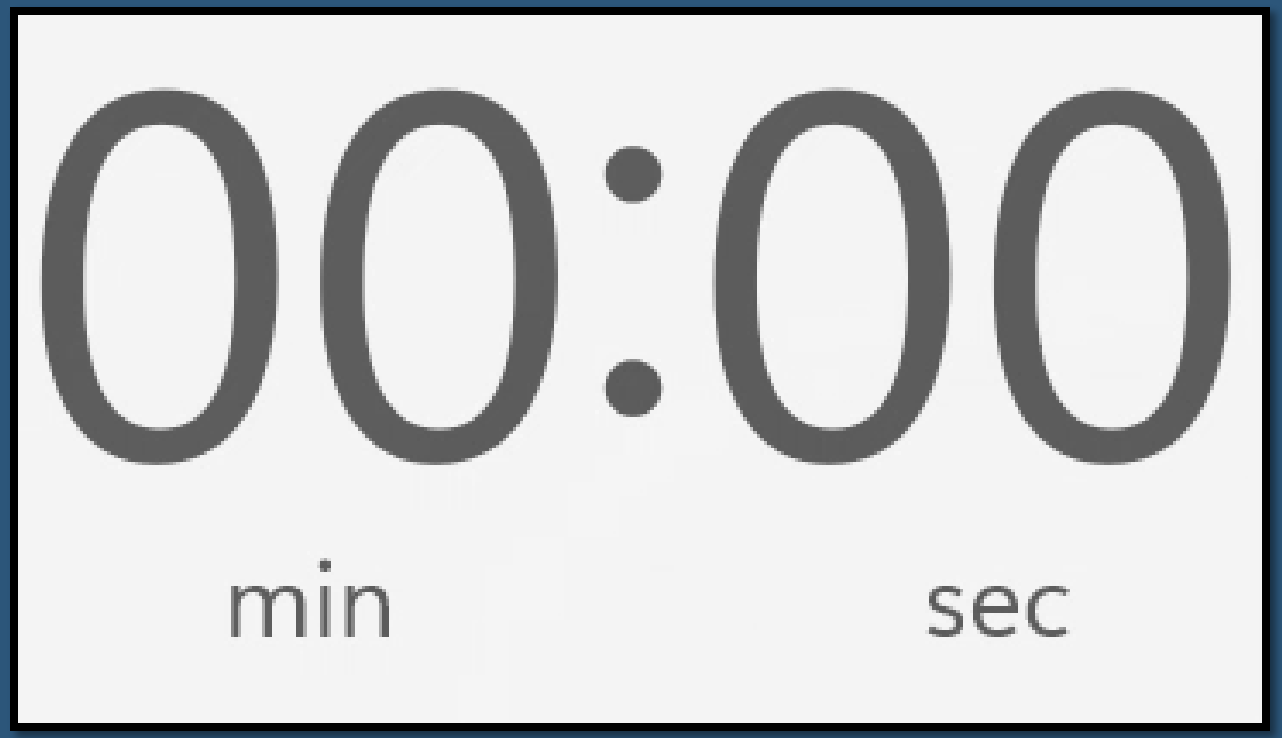
FY27 Initiatives

- Pollbook replacement
- Outreach efforts and new position
- Base budget support for temp positions, voter guide, rising costs, etc.

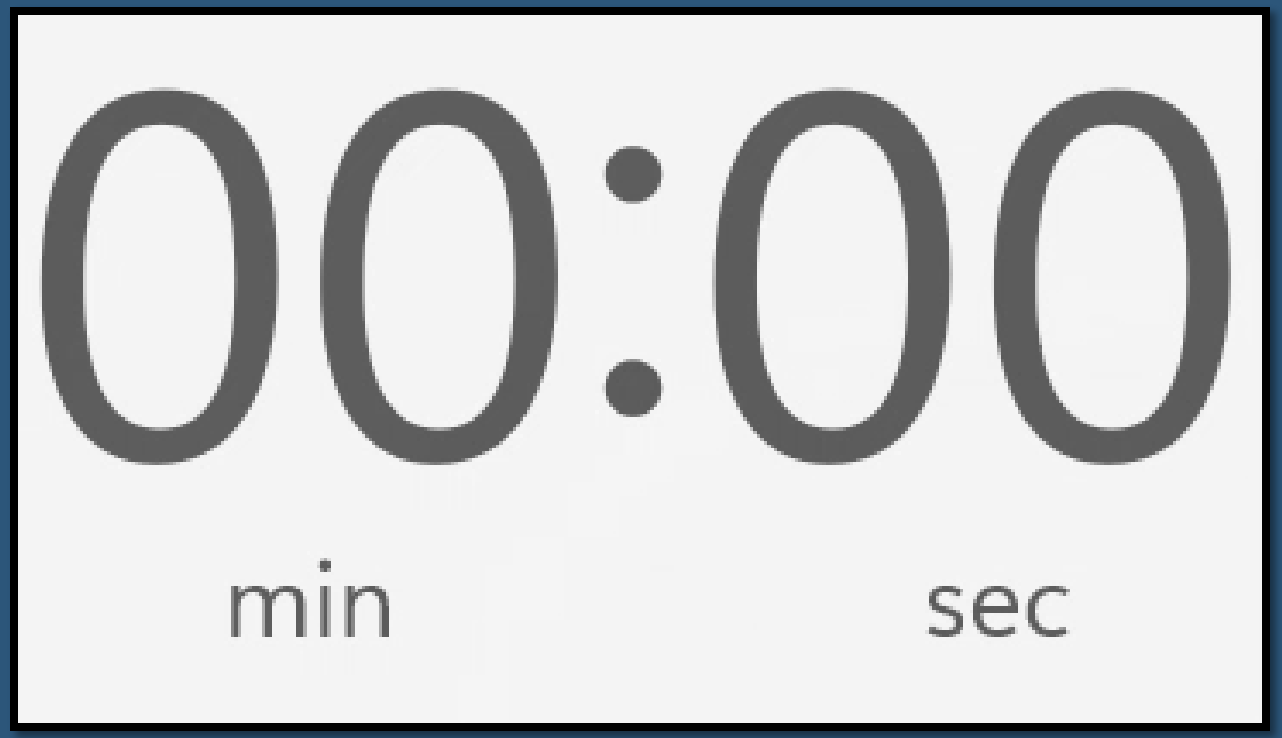
PUBLIC COMMENTS
3-MINUTE TIME LIMIT



PUBLIC COMMENTS (3 MINS)



PUBLIC COMMENTS (3 MINS)



CLOSED SESSION



ADJOURNMENT



Election Officer Appointments - PWC EB Meeting - 9/10/2025

First	Mid	Last	Party	Pct.
Eve		Brandon	D	407
Mario	G	Cantu	D	709
Mary Martha		Fortney	D	409
Denise	R	Hagerman	D	307
Vicki	G	Herrington	D	409
Steven	A	Hicks	D	604
Rachel		Le	D	607
THOMAS	P	LEWIS	D	413
Marian		Luu	D	611
Stephanie		Martinez	D	603
Owen	T	Meyer	D	513
Gabriella	N	Moghtadaie	D	511
Nazar	H	Mohammed Nazar SR	D	604
Yanira	D	Nino	D	315
Naomi		Pizarro	D	NA
Samantha		Pizzuto	D	602
Albert	J	Williams	D	615
Sheree	D	Peters	N	605
Aredious	L	Brown	N *	204
Alan	A	Kachik	N *	206
Cynthia	G	Bateman	R	102
Clare	M	Lopez	R	608
Charles	R	Markham	R	407
Calvin	F	Pilgrim	R	207
Robin	A	Thomas	R	110
Albert	S	Will	R	313

*Party request rejected

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

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

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task Descriptin	Importance
90	8/6/2025	Completed	Absentee - Work with Logistics team for Preprocessing/CAP/CAP-PE space and dates	Small Task
90	8/6/2025	Completed	Operations - Check TW Stands	Small Task
90	8/6/2025	Completed	Operations - Check Ballot Boxes to be used in Election	Small Task
90	8/6/2025	Completed	Officer - Develop content for training classes	Large Task
90	8/6/2025	In Progress	Operations - Pack Tape, Buttons, I Voted Stickers, etc.	Small Task
90	8/6/2025	Completed	Admin - Identify needs for Election Day temp assignments	Large Task
90	8/6/2025	Completed	Admin - Review and Approve Ballot Wrap	Small Task
90	8/6/2025	Completed	Comms (Primary Only) - Post notice of holding of Primary	Statutory
90	8/6/2025	Completed	Admin - Identify needs for Absentee temp assignments	Large Task
90	8/6/2025	Completed	Operations - Order BOD Paper	Small Task
90	8/6/2025	Completed	Officer - Hire and Train Temps	Large Task
88	8/8/2025	Completed	Absentee - Cancel Permanent AB Applications of Inactive Voters following the NCOA Process	Statutory
87	8/9/2025	Completed	Officer - Add Training Schedule to Database and Outlook	Small Task
85	8/11/2025	In Progress	Operations - Coordinate with PWCS Office of Facilities Management	Small Task
85	8/11/2025	Completed	Officer - Develop Training Plan/What Type of Classes and How Many	Large Task
85	8/11/2025	Completed	Officer - Place printing order EO Manual.	Small Task
85	8/11/2025	Completed	Officer - Create Plan/Schedule for all "MOVE-IN" dates for various training sites	Small Task
85	8/11/2025	Completed	Officer - Meet with AB Team and develop Pre/Post Processing Staffing/Training Plan	Large Task
85	8/11/2025	Completed	Absentee - Finalize CAP EOs (Election Day) for Staffing Team	Small Task
85	8/11/2025	Completed	Officer - Send EO manual to printer if needed for this election	Milestone
85	8/11/2025	Completed	Officer - Create Training Schedule	Small Task
82	8/14/2025	Completed	Officer - Trainer Bootcamp/Train the Trainers Begins	Small Task
82	8/14/2025	Completed	Officer - Mock EO training class	Large Task
82	8/14/2025	Completed	Admin - Qualify local candidates through VERIS	Statutory
80	8/16/2025	Completed	VR - Submit Temp Plan for VR Temps	Small Task
80	8/16/2025	Completed	Admin - Planning Binder-Phase 2 returned to K&H - approved or with changes noted.	Large Task
80	8/16/2025	Completed	Officer - Training - Release the Trainings in the database to the Officer Portal	Large Task
80	8/16/2025	Completed	Officer - Start EO assisgnment list	Large Task
80	8/16/2025	Completed	Operations - Contact Print shop for any Election needs	Small Task
80	8/16/2025	Completed	Admin - Have Board approve staffing plan	Statutory
80	8/16/2025	Completed	Officer - Send Availability Survey to ALL Officers	Large Task
80	8/16/2025	Completed	Admin - Have Board approve ballot order	Statutory

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task Descriptin	Importance
80	8/16/2025	Completed	Operations - Coordinate with PWCS Head of Construction	Small Task
80	8/16/2025	Completed	Absentee - Submit Temp Plan for Pre-processing/CAP/Post Election Temps	Small Task
80	8/16/2025	Completed	Absentee - Submit Temp Plan for Vote-by-Mail Temps	Small Task
78	8/18/2025	Completed	Officer - Make sure the Trainings are released to the Office Portal	Small Task
75	8/21/2025	Completed	Operations - EV DEMTECH Pollbook Inventory & Charging	Small Task
75	8/21/2025	Completed	Admin - Complete confirmation of all temp staff hires by dept	Milestone
75	8/21/2025	Completed	Admin - Postage Deposit of Permit Funding Confirmation to K&H	Small Task
75	8/21/2025	In Progress	Operations - Recruitment of new Early Voting EO's	Small Task
70	8/26/2025	Completed	Absentee - Create test deck plan and key for High Speed L&A testing and submit for approval.	Small Task
70	8/26/2025	Completed	Admin - Insert Order Qty & Final Approved Art	Large Task
70	8/26/2025	Completed	Officer - Start EO Training	Milestone
70	8/26/2025	Completed	Absentee - Generate ongoing absentee ballots	Small Task
70	8/26/2025	Completed	Admin - Initial Insert Art Files to K&H	Small Task
70	8/26/2025	Completed	Officer - Finalize Training Class Schedule Based on Assignments	Small Task
70	8/26/2025	Completed	Admin - Wrap Final Approved Art and Variables Table (if appl) to K&H	Large Task
70	8/26/2025	In Progress	Admin - (General Only) Have Board complete ADA certification by Sept 1	Statutory
68	8/28/2025	In Progress	Absentee - Verify Preprocessing/CAP-PE EO survey for staffing team	Small Task
67	8/29/2025	In Progress	Officer - Finalize content, handouts, Powerpoint for training classes	Milestone
67	8/29/2025	Completed	Operations - Create and Proof Ballots, Verify layout compliant	Statutory
65	8/31/2025	Completed	Operations - Order Ballots	Large Task
65	8/31/2025	Completed	Admin - Marked Test PDFs & Order Qty to K&H	Small Task
65	8/31/2025	Completed	Comms - Put the required code note & watermark on the sample ballots	Small Task
65	8/31/2025	Completed	Admin - Confirm Observer's availability for ballot printing.	Small Task
65	8/31/2025	Completed	Operations - Program EPB Templates for EV/ED	Large Task
65	8/31/2025	Completed	Absentee - Review/Update UOCAVA and ADA letters for the BallotDNA.	Small Task
65	8/31/2025	Completed	Admin - Review Ballot Face and category proofs.	Small Task
65	8/31/2025	In Progress	Training - Add updated PowerPoint Slides on Election Officer webpage	Small Task
65	8/31/2025	Completed	Admin - Ballot Faces to K&H	Large Task
65	8/31/2025	Completed	Admin - Postage Deposit or Permit Funding Confirmation Received for Ballot by Mail (K&H)	Large Task
65	8/31/2025	Completed	Admin - Ballot Order to K&H (Non-mail Ballots & Blank Base)	Small Task
62	9/3/2025	Completed	Absentee -Submit Main mail extract to K&H.	Milestone
60	9/5/2025	Completed	Admin- Check budget status for adequate funds to run election	Statutory

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task Descriptin	Importance
60	9/5/2025	Completed	Admin - (General Only) Have Board approve Training Plan.	Statutory
60	9/5/2025	Completed	Operations - Pack Grey Ballot Boxes	Small Task
60	9/5/2025	Completed	Admin - Issue refunds to primary candidates not qualified or unopposed	Statutory
60	9/5/2025	Completed	Admin - Update primers for visitors to public events	Small Task
60	9/5/2025	Completed	Operations - EV Site Visits	Small Task
60	9/5/2025	Not Completed	Operations - Verify EVEO vendor registration before assignment	Small Task
60	9/5/2025	Completed	Admin - Ballot Order including Test Desks	Large Task
60	9/5/2025	Completed	Admin - Set EV site information and hours with Board (or BOCS)	Small Task
60	9/5/2025	Not Completed	VR - Submit front office coverage for extended hours and weekends.	Small Task
60	9/5/2025	Not Completed	Absentee - Organize and get Ballot Room ready (labels, set up and etc.)	Small Task
60	9/5/2025	In Progress	Operations - Complete EV staff assignments	Small Task
60	9/5/2025	In Progress	Absentee - Test election in DemTech BallotDNA for UOCAVA and ADA email ballots	Milestone
60	9/5/2025	Completed	Admin - Approval of K&H Insertion Guide.	Small Task
60	9/5/2025	In Progress	Admin - Verify E-mail Ballot List	Large Task
60	9/5/2025	Completed	Admin - Hire temporary staff, all HR paperwork complete	Large Task
60	9/5/2025	Not Completed	Operations - Pack Keys and Seals	Small Task
60	9/5/2025	Completed	Admin - Ballot Reports to K&H	Small Task
60	9/5/2025	Completed	Operations - L&A of Scanners for EV	Statutory
60	9/5/2025	Completed	Operations - EV Security Compliance	Milestone
60	9/5/2025	Completed	Admin - Review Policies/Procedures for Observers, Public meetings	Small Task
60	9/5/2025	Not Completed	Admin - Confirm office doors open during weekend voting, ED and Canvass	Small Task
60	9/5/2025	Completed	ITR - Set up temp desks (update software, download drivers for equipment, and etc.)	Small Task
LIST RUN DATE - 9/5/2025				
59	9/6/2025	Not Completed	Admin - Notify fire dept personnel of parking change.	Small Task
57	9/8/2025	In Progress	Absentee - Prepare "Catch up" Extract & Yank Form for K&H	Small Task
57	9/8/2025	In Progress	Absentee - Set up temp stations (organize, label, etc)	Small Task
55	9/10/2025	In Progress	Operations - L & A of EPBs for EV	Statutory
55	9/10/2025	In Progress	Admin - Review compliance with EB Security Policy	Statutory
55	9/10/2025	Completed	Operations - Complete Satellite Early Voting Readiness Checklist (1 wk before EV starts)	Small Task
55	9/10/2025	In Progress	Admin - BallotDNA set up	Milestone
55	9/10/2025	Completed	Operations - Place Uline Order	Small Task
55	9/10/2025	Not Completed	Absentee – Train/refresh temps on high-speed scanner prior to L&A	Small Task

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task Descriptin	Importance
54	9/11/2025	Not Completed	Operations - Provide staffing list to Director/Deputy Director	Small Task
53	9/12/2025	Not Completed	Absentee - Mark test deck for high speed L&A.	Large Task
52	9/13/2025	Not Completed	Officer - Create plan for "Equipment Workshops" space and staffing	Small Task
52	9/13/2025	Not Completed	Admin - Update EV satellite Start Date banners for a week before the EV starts	Small Task
52	9/13/2025	Not Completed	Admin - Check stock of office early voting signs for a week before EV starts.	Small Task
50	9/15/2025	Not Completed	Officer - Start Equipment Workshops	Small Task
50	9/15/2025	Not Completed	Admin - Initial reports to BallotTrax (Master file and Eligibility)	Large Task
50	9/15/2025	Not Completed	Absentee - Perform High Speed L&A	Statutory
50	9/15/2025	In Progress	Absentee - Mail ADA Ballot Envelopes to ADA E-Mail voters	Small Task
50	9/15/2025	Not Completed	Admin - Test Email ballot set up	Small Task
50	9/15/2025	Not Completed	Admin - Have ballot printer and representative sign oaths	Statutory
50	9/15/2025	Not Completed	Operations - Pack EV Precinct Signs	Small Task
50	9/15/2025	Not Completed	Admin - Have EB appoint last officer group for election	Statutory
50	9/15/2025	Not Completed	Admin - Contact Sheriff's Office to secure parking spots for EV.	Small Task
50	9/15/2025	Not Completed	Operations - Organize EV Binders	Small Task
49	9/16/2025	Completed	Staffing - Add Chiefs to their precincts in Integra so they can see them in portal.	Small Task
48	9/17/2025	Not Completed	Admin - Confirm initial absentee mailout	Statutory
47	9/18/2025	In Progress	Admin - Cure Log is ready	Small Task
47	9/18/2025	Not Completed	Set up EV Satellite Start Date banners for a day before EV starts.	Small Task
47	9/18/2025	Not Completed	Admin - Set up Office Voter Parking/Curbside Signs for first two rows in lot.	Small Task
46	9/19/2025	Not Completed	Absentee - Complete AB Compliance Survey	Statutory
46	9/19/2025	Not Completed	Absentee - Prepare Public Absentee List and make available for public inspection	Small Task
46	9/19/2025	Not Completed	Operations - Delivery and Setup Main Office EV Site	Small Task
46	9/19/2025	Not Completed	Operations - Manage EV Pollbook Builds and Deployment	Large Task
45	9/20/2025	Not Completed	Admin - Review Legal Referral process	Small Task
45	9/20/2025	Not Completed	Officer - Send EO Assignment List to EB & Party Chairs	Large Task
45	9/20/2025	Not Completed	Officer - Send 1st Officer Assignment List to EB & Party Chairs 6 Wks Out	Large Task
45	9/20/2025	Not Completed	Comms - TWEET: Early Voting Begins	Small Task
45	9/20/2025	Not Completed	Absentee – Update ballot curing letter and email templates	Small Task
45	9/20/2025	Not Completed	Admin - Finalize any purchases needed for election, get quotes	Small Task
45	9/20/2025	In Progress	Absentee – Update all PP/CAP/CAP-PE envelopes, SORs, oaths, etc.	Large Task
45	9/20/2025	Not Completed	Absentee – Update ballot curing logs (working and read-only)	Small Task

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task Descriptin	Importance
45	9/20/2025	Not Completed	Operations - Coordinate/Get Quote Paxton	Small Task
45	9/20/2025	Completed	Operations - Schedule Training sites	Small Task
45	9/20/2025	Not Completed	Operations - Recruitment of Special Assistants	Small Task
42	9/23/2025	Not Completed	Admin - Send party chairs draft precinct staffing list	Small Task
42	9/23/2025	In Progress	Officer - Finalize EO's assignment and email to officers	Large Task
40	9/25/2025	Not Completed	VR Team - Notify Secretary if any issues timely processing voter registrations	Statutory
40	9/25/2025	Completed	Absentee - Verify Preprocessing/CAP-PE schedules.	Small Task
40	9/25/2025	Not Completed	Operations - Send Facility Reminder	Small Task
40	9/25/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
40	9/25/2025	Not Completed	VR Team- Provisional Plan for EV and ED	Large Task
39	9/26/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
36	9/29/2025	Not Completed	test	test
35	9/30/2025	Not Completed	Absentee – Train/refresh temps on logging Undeliverable ballots	Medium Task
35	9/30/2025	Completed	Officer - Verify vendor registration of assigned officers	Small Task
35	9/30/2025	Not Completed	Operations - Schedule CAP sites	Small Task
35	9/30/2025	Not Completed	Operations - Create truck routes for Paxton	Small Task
35	9/30/2025	Not Completed	Operations - Facility Election Day Emergency Contact Sheet Completed	Large Task
34	10/1/2025	Completed	Operations - Pack Green Accordians (Contingent upon authorization of formats by admin)	Small Task
34	10/1/2025	Not Completed	Absentee – Verify all equip. for PP/CAP/CAP-PE (laptops, hand scanners, mice, etc.)	Small Task
32	10/3/2025	Not Completed	Absentee – Train/refresh temps on logging Cures	Medium Task
32	10/3/2025	Not Completed	Absentee - Update all Preprocessing/CAP/CAP-PE training materials.	Large Task
32	10/3/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
32	10/3/2025	Not Completed	Absentee – Train/refresh temps entering applications in VERIS	Medium Task
32	10/3/2025	Not Completed	Absentee – Train/refresh temps on entering Cures.	Medium Task
30	10/5/2025	Not Completed	Operations - Pack Election Day Precinct Signs	Statutory
30	10/5/2025	Not Completed	Officer - Send Chiefs/Asst. Chiefs facility contact information	Small Task
30	10/5/2025	Completed	Operations - Pack Electrical Bags	Small Task
30	10/5/2025	Not Completed	Officer - Verify all precincts have all positions filled	Small Task
30	10/5/2025	Not Completed	Operations - Coordinate with PWCS Office of Communication	Small Task
30	10/5/2025	Not Completed	Officer - Send new Chiefs/Asst. Chiefs/Officers Brief Sheet Resource	Small Task
30	10/5/2025	Completed	Operations - Pack Privacy Folders	Small Task
30	10/5/2025	Not Completed	Operations - Certify number of Election Day ballots received, complete QC	Statutory

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task Descriptin	Importance
30	10/5/2025	Not Completed	Officer - Share one month staffing list with Director/Deputy Director	Small Task
30	10/5/2025	Not Completed	Officer - Asssign Special Assistants	Small Task
30	10/5/2025	Completed	Operations - Pack Outside Precinct Signs	Small Task
30	10/5/2025	Not Completed	Officer - Assign CAP EOs	Small Task
30	10/5/2025	Not Completed	Admin - Finalize supply drop off plan	Large Task
30	10/5/2025	Not Completed	Operations - Schedule Canvass site	Small Task
30	10/5/2025	Not Completed	Officer - Assign Canvass EOs	Small Task
29	10/6/2025	Not Completed	Absentee - Verify training class assignments for Preprocessing/CAP/CAP-PE officers	Large Task
28	10/7/2025	Not Completed	Admin - Send notice of Election Day scanner L&A for party, candidates	Statutory
28	10/7/2025	Not Completed	Admin - Finalize post-election Board schedule, post notice	Small Task
25	10/10/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
25	10/10/2025	Not Completed	Officer - Contact EOs who miss training and reschedule training	Small Task
25	10/10/2025	Not Completed	Admin - BallotDNA Email Reminders if needed	Small Task
24	10/11/2025	Not Completed	Certify all polling places/contests/candidates correct in VERIS/Enhanced Results	Statutory
22	10/13/2025	Not Completed	Comms - TWEET: Last Day to Register/Update Registration (General & Primary)	Small Task
22	10/13/2025	Not Completed	Absentee - Set up CAP precinct for Preprocessing	Large Task
21	10/14/2025	Not Completed	Admin - Outline needs for Chief HQ - staff, phones, etc.	Small Task
21	10/14/2025	Not Completed	Operations - Make Labels and Election Day Envelopes	Small Task
21	10/14/2025	Not Completed	Operations - Reserve Election Day Ipads, phones, etc, for EV/ED	Large Task
21	10/14/2025	Not Completed	Officer - Create EO waitlist for election	Small Task
21	10/14/2025	Not Completed	Officer First Chief Check-In Call 1 of 2	Small Task
21	10/14/2025	Not Completed	Operations - Make sure emergency polling places are ready if needed	Statutory
20	10/15/2025	Not Completed	Absentee - Ensure all Preprocessing materials ready (oaths, reconciliation sheets)	Small Task
20	10/15/2025	Not Completed	Admin - Mail Ballot Reminder via BallotTrax	Small Task
20	10/15/2025	Not Completed	Officer - Send CO bag pick-up and supply drop-off information	Small Task
20	10/15/2025	Not Completed	Absentee - Complete all training for Preprocessing/CAP/CAP-PE officers	Milestone
20	10/15/2025	Not Completed	Absentee – Create pollbook for Preprocessing	Milestone
20	10/15/2025	In Progress	Operations - ED DEMTECH Pollbook Inventory & Charging	Small Task
20	10/15/2025	Not Completed	Officer - Send provisional Brief Sheet to all officers	Small Task
20	10/15/2025	Not Completed	VR Team - Prepare provisional templates, envelopes and review letter templates.	Small Task
20	10/15/2025	Not Completed	Absentee - Ensure all Preprocessing equipment is ready (pollbook, EPBs)	Small Task
19	10/16/2025	Not Completed	Admin - Rough draft of Election Day assignments	Large Task

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task Descriptin	Importance
18	10/17/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
15	10/20/2025	Not Completed	Admin - (Primary Only) Send any voter notice of polling place changes	Statutory
15	10/20/2025	Not Completed	Officer - Verify all precincts have all positions filled	Small Task
15	10/20/2025	Not Completed	Absentee – Update Preprocessing pollbook	Large Task
14	10/21/2025	Not Completed	Admin - Finalize canvass staffing	Small Task
14	10/21/2025	Not Completed	Operations - Send ED Facility Final Reminders	Small Task
14	10/21/2025	Not Completed	Officer - Send EB & Party Chairs Final EO List	Large Task
14	10/21/2025	Not Completed	Comms - Finalize list of top precincts for media members to visit.	Small Task
14	10/21/2025	Not Completed	Operations - Test TallyPoint	Small Task
14	10/21/2025	Not Completed	Operations - Program EPB Templates- ED	Large Task
14	10/21/2025	Not Completed	Operations - Test Door Bells/Phone Numbers	Small Task
14	10/21/2025	Not Completed	Officer - Replace all EOs that have been removed due to not attending training	Large Task
14	10/21/2025	Not Completed	Admin - GR signs all officer oaths for polling places	Statutory
14	10/21/2025	Not Completed	Officer - Letter to Quantico Marine Base for access to the Town	Small Task
14	10/21/2025	Not Completed	Admin - Send party chairs final precinct staffing list	Statutory
14	10/21/2025	Not Completed	Officer - Remove all EOs that have not attended training	Small Task
14	10/21/2025	Not Completed	Operations - Create File for Paper Pollbook and send to Printer	Small Task
14	10/21/2025	Not Completed	Operations - Gathering Supplies for Chief Binder	Small Task
14	10/21/2025	Not Completed	Officer - Begin tracking EO attendence in training	Small Task
11	10/24/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
11	10/24/2025	Not Completed	Absentee – Update all Hand Count tally sheets, SORs, etc.	Large Task
11	10/24/2025	Not Completed	Comms - TWEET: Deadline to Request a Mail Ballot	Small Task
10	10/25/2025	Not Completed	Admin - Final test of results reporting system	Small Task
10	10/25/2025	Not Completed	Operations - L & A for Scanners for Election Day	Statutory
10	10/25/2025	Not Completed	Admin - Finalize Provisional Processing Plan	Milestone
10	10/25/2025	Not Completed	Operations - Pack CO Bags	Small Task
10	10/25/2025	Not Completed	Operations - Emergency Precinct Coordination & Deployment	Large Task
10	10/25/2025	Not Completed	Officer - Finalize staff for canvass, coordinate with GR	Large Task
9	10/26/2025	Not Completed	Operations - Pack #3 and #6 for Transport	Large Task
8	10/27/2025	Not Completed	Officer - Final verification all precincts filled, emergency fill ins	Large Task
8	10/27/2025	Not Completed	Absentee – Create ENR XLS for CAP-EV, CAP-AB, CAP-PE, and CAP-PE hand count.	Large Task
8	10/27/2025	Not Completed	Officer - 2nd Chief check in phone call 2 of 2	Large Task

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task Descriptin	Importance
8	10/27/2025	Not Completed	Admin - Final draft of Election Day assignments to staff, Board	Small Task
7	10/28/2025	Not Completed	Operations - Create What Ifs	Small Task
7	10/28/2025	Not Completed	Absentee - Ensure all CAP materials ready (oaths, envelopes, SORs)	Small Task
7	10/28/2025	Not Completed	Absentee – Verify CAP-EV scanner delivery date	Small Task
7	10/28/2025	Not Completed	Operations - Coordinate with Courthouse for Election Day Storage	Small Task
7	10/28/2025	Not Completed	Admin - Finalize roles and layout for Chief HQ	Large Task
7	10/28/2025	Not Completed	Operations - Test ED EPBs	Large Task
7	10/28/2025	Not Completed	Admin - Minimize any unregistered EOs in Mobius	Large Task
7	10/28/2025	Not Completed	Supply Return Cmte. - Inventory supplies needed for election night supply return ops (Main O	Small Task
7	10/28/2025	Not Completed	Supply Return Cmte. - Inventory supplies needed for election night supply return ops (Wareh	Small Task
7	10/28/2025	Not Completed	Comms - Notify EOs/staff of any observer/media groups	Large Task
7	10/28/2025	Not Completed	Admin - Prepare Provisional Templates	Small Task
6	10/29/2025	Not Completed	Admin - Draft Friday night letter	Large Task
5	10/30/2025	Not Completed	Operations - Pack Specialist Bags	Small Task
5	10/30/2025	Not Completed	Absentee - Schedule temps feedback/eval sessions	Small Task
5	10/30/2025	Not Completed	Admin - Finalize provisional adjudiction session procedures	Large Task
5	10/30/2025	Not Completed	Operations - Certify L&A for Scanner/Touch Writers to ELECT	Statutory
5	10/30/2025	Not Completed	Operations - Finalize precinct returns spreadsheet (office & WH)	Small Task
5	10/30/2025	Not Completed	Officer - Unassign all EOs that cancel (ongoing from here)	Small Task
5	10/30/2025	Not Completed	Operations - Election Day Pollbook Secure Login Codes	Small Task
5	10/30/2025	Not Completed	Operations - Verify trucks with Paxton	Small Task
5	10/30/2025	Not Completed	Admin - Supply staff with key contact information sheet	Large Task
5	10/30/2025	Not Completed	Officer - Finish training and workshops	Milestone
4	10/31/2025	Not Completed	Officer - Send final Friday night letter to EO team	Small Task
4	10/31/2025	Not Completed	Comms - Prep website for Election Day	Milestone
4	10/31/2025	Not Completed	Send Reminder Brief to all officers on Waitlist Roster	Small Task
4	10/31/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
4	10/31/2025	Not Completed	Officer - Send Friday Letter	Small Task
3	11/1/2025	Not Completed	Officer - Close mock precinct used for emergency trainings	Small Task
3	11/1/2025	Not Completed	Comms - TWEET: Early Voting Ends	Small Task
3	11/1/2025	Not Completed	Chief Phone Call Final Check-Ins	Large Task
3	11/1/2025	Not Completed	Operations - CO Supply Pickup	Small Task

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task Descriptin	Importance
3	11/1/2025	Not Completed	Officer - Sent Chiefs Cage Tracking Link	Small Task
2	11/2/2025	Not Completed	Admin - Finalize canvass procedures	Large Task
2	11/2/2025	Not Completed	Operations - Breakdown EV sites and Return Equipment and Binders to Office	Large Task
2	11/2/2025	Not Completed	Operations - Finalize Cages for Deployment	Statutory
2	11/2/2025	Not Completed	Admin - Certify pollbook logic and accuracy	Statutory
2	11/2/2025	Not Completed	Operations - L&A EPB Certify to Elect	Statutory
1	11/3/2025	Not Completed	Absentee - Prepare supplies for Emergency voting	Small Task
1	11/3/2025	Not Completed	Operations - Final AB Numbers	Small Task
1	11/3/2025	Not Completed	Operations - Election Day Pollbook Deployment	Small Task
1	11/3/2025	Not Completed	Admin - GR must rule on emergency ballots	Statutory
1	11/3/2025	Not Completed	Officer - Send Reminder to CANVASS officers/SAs	Small Task
1	11/3/2025	Not Completed	Absentee – Create pollbook for CAP	Milestone
1	11/3/2025	Not Completed	Operations - Verify to GR that cages are confirmed delivered to sites	Statutory
1	11/3/2025	Not Completed	Admin - Confirm absentee list has been printed and delivered to WH.	Statutory
1	11/3/2025	Not Completed	Operations - Finalize setup for Chief HQ	Large Task
0	11/4/2025	Not Completed	Officer - Certify training of officers with GR for ELECT-Complete Certification and submit	Statutory
0	11/4/2025	Not Completed	Comms - TWEET: ELECTION DAY Ends @ 7pm	Small Task
0	11/4/2025	Not Completed	Officer - Validate Officers have completed training	Milestone
0	11/4/2025	Not Completed	Absentee - Prepare thumbdrive with AB documents for courthouse	Small Task
0	11/4/2025	Not Completed	Absentee - Break down CAP precinct and set up OMCH for Canvass.	Large Task
0	11/4/2025	Not Completed	Absentee - Contact precincts to give them list of emergency voters if any.	Small Task
0	11/4/2025	Not Completed	Absentee - Tabulate results for CAP-EV and CAP-AB, and compile ENR data.	Milestone
0	11/4/2025	Not Completed	Officer - Address all EO issues on election day	Large Task
0	11/4/2025	Not Completed	Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm	Small Task
0	11/4/2025	Not Completed	Comms - TWEET: ELECTION DAY Starts @ 6am	Small Task
-1	11/5/2025	Not Completed	Comms - Convert Website to "Post Election" homepage	Small Task
-1	11/5/2025	Not Completed	Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally)	Small Task
-1	11/5/2025	Not Completed	Officer -Delete Manage Locations Precincts CO Assigned	Small Task
-1	11/5/2025	Not Completed	Absentee - Deliver all absentee applications to Courthouse	Statutory
-1	11/5/2025	Not Completed	Operations - Deliver #3 and #6, election materials to Courthouse	Statutory
-1	11/5/2025	Not Completed	Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive	Small Task
-2	11/6/2025	Not Completed	Absentee – Create pollbook for CAP-PE	Milestone

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task Descriptin	Importance
-2	11/6/2025	Not Completed	Absentee - Set up CAP-PE precinct	Large Task
-2	11/6/2025	Not Completed	Officer - CANVASS	Large Task
-2	11/6/2025	Not Completed	Officer - Prepare payroll document for Fiscal Specialist using Comp Sheets	Large Task
-2	11/6/2025	Not Completed	Operations - Copy and backup all ballot images from Election day	Small Task
-2	11/6/2025	Not Completed	Operations - Search key equipment for missing docs, ballots, envelopes, etc.	Large Task
-2	11/6/2025	Not Completed	Operations - Copy and backup all Voter Credit from Election day, assist w/ VERIS entry	Small Task
-3	11/7/2025	Not Completed	Admin - Change to be rejected mail ballots in VERIS to Needs Cure to receive voting credit	Small Task
-3	11/7/2025	Not Completed	VR Team - Confirm provisional credit entered in VERIS.	Small Task
-3	11/7/2025	Completed	Absentee - Pull all No-ID ballots for Provisional (Fed elections only)	Small Task
-3	11/7/2025	Not Completed	Admin - Prepare ID Required Mail Ballots for Provisional Meeting	Small Task
-3	11/7/2025	Not Completed	Admin - Inform Circuit Court of any materials not returned	Statutory
-3	11/7/2025	Not Completed	Absentee – Update CAP-PE pollbook.	Small Task
-3	11/7/2025	Not Completed	VR Team - Provisional research/meeting/letters	Small Task
-3	11/7/2025	Not Completed	Absentee - Tabulate results and compile ENR for CAP-PE, incl. hand count ballots and rejecte	Large Task
-4	11/8/2025	Not Completed	Officer - Scan election Comp Forms	Small Task
-6	11/10/2025	Not Completed	Absentee - set up scanning equipment for Provisional meeting	Large Task
-6	11/10/2025	Not Completed	Absentee - Break down CAP-PE precinct	Large Task
-6	11/10/2025	Not Completed	Absentee - Reject AB Ballots in VERIS	Large Task
-6	11/10/2025	Not Completed	Admin - Provisonal Credit Entered	Small Task
-7	11/11/2025	Not Completed	Absentee - Finalize thumbdrive with final absentee list (pollbook) for courthouse	Small Task
-7	11/11/2025	Not Completed	Admin - Certify election, send abstracts/checklist to state	Statutory
-7	11/11/2025	Not Completed	Admin - Complete provisional ballot adjudication	Statutory
-7	11/11/2025	Not Completed	Comms - TWEET: Election Has been Certified	Small Task
-8	11/12/2025	Not Completed	Comms - Post all Election Day results tapes for public	Mile
-8	11/12/2025	Not Completed	Absentee - scan provisional ballots approved by Electoral Board and tabulate unofficial result	Large Task
-9	11/13/2025	Not Completed	Absentee - Print AB rej letters, copy rej AB envelopes, and mail to affected voters.	Milestone
-9	11/13/2025	Not Completed	Absentee - Prepare Rejection Log for GR and Courthouse	Large Task
-10	11/14/2025	Not Completed	Admin - Organize retention of SOR copies, GR records	Statutory
-10	11/14/2025	Not Completed	Admin - Print winner certificates for Secretary	Statutory
-10	11/14/2025	Not Completed	Comms - Convert website back to default home page	Small Task
-12	11/16/2025	Not Completed	Operations - Get Revised Security Plan from EB	Large Task
-14	11/18/2025	Not Completed	Comms - Digitize SORs for retention/requests	Large Task

TASK PROGRESS - 2025 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task Descriptin	Importance
-14	11/18/2025	Not Completed	Operations - Inventory all voting equipment, notify GR of any damage/missing	Statutory

ADA Compliance Confirmation

At a public meeting of the Electoral Board of __Prince William County_____ (County/City) on

_____September 10, 2025____ (date), the following was confirmed by a majority vote of all

members of the Electoral Board present, with the vote being recorded in the minutes of the meeting:

1. All polling places in the locality stated above have been assessed for accessibility using an Americans with Disabilities Act (ADA) checklist provided either by the Virginia Department of Elections (ELECT) or by the U.S. Department of Justice (DOJ).

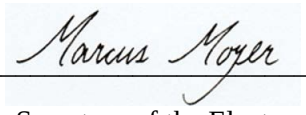
2. The ADA checklist for each polling place has been filed and will be maintained within the records of the local electoral board in accordance with the Virginia Freedom of Information Act (§2.2-3700 et. seq.).

3. Pursuant to §24.2-310(C), all polling places in the locality stated above are currently compliant with the requirements of the ADA (§42 USC 12132), the Voting Accessibility for the Elderly and Handicapped Act (§52 USC 20102), and the Virginia with Disabilities Act (§51.5-1 et seq.).

This confirmation is attested by:

_____Marcus Moyer_____

Secretary of the Electoral Board (printed)



Secretary of the Electoral Board (signature)

Upon the signing of this confirmation, the original confirmation is to be kept within the records of the local electoral board, and a copy of this confirmation is to be sent to ELECT to be kept in its records.