

PERFORMANCE OVERSIGHT REPORT

Fiscal Year 2016-2017

February 17, 2017
District of Columbia
Board of Elections
441 4th Street, NW
Suite 250 North
Washington, DC 20001



DISTRICT OF COLUMBIA
BOARD OF ELECTIONS
WASHINGTON, D.C. 20001-2745




February 17, 2017

Councilmember Charles Allen
Chair, Committee on the Judiciary and Public Safety
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, N.W.
Washington, DC 20004

Dear Councilmember Allen,

Please find enclosed the responses to your questions for the upcoming Performance Oversight Hearing for the D.C. Board of Elections. Please contact me if you require additional information.

Sincerely,


Alice P. Miller
Executive director

Enclosures

**District of Columbia Board of Elections
FY 2016-17 Performance Oversight Responses**

General Questions

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled FTEs in each division or subdivision. Include the names and titles of all senior personnel and provide the date that the information was collected on the chart.

BOE RESPONSE: See Attachment (Q1 BOE Org Chart)

- a. Please provide an explanation of the roles and responsibilities for each division and subdivision.

BOE RESPONSE: See Attachment (Q1a BOE Division Roles & Responsibilities) for a list of all full-time employees (FTEs) and their duties. The number of vacant positions is also available in Attachment 1.a.

- b. Please provide a narrative explanation of any changes made during the previous year.

BOE RESPONSE: There were no major organizational changes in FY 16 due to the demands of the June Primary and the November Presidential General elections. However, the Board collaborated with and participated in DCHR's Classification and Compensation Reform project and reviewed several position descriptions (now called job specifications) to ensure that the reclassification or reallocation of the position was appropriate. As a result of this exercise, the Board reclassified four (4) positions in FY 16: two (2) Election Services Assistant positions filled on January 24, 2016 and April 18, 2016; and two (2) Election Registration Assistant positions filled on April 17, 2016. Also, the Board created one (1) position, Policy Advisor at the CS -14 grade level, which was filled in FY 16.

The Board also created two (2) new positions: Deputy Director and Assistant Registrar of Voters that were filled in FY 17.

The Executive Director will continue to evaluate the organizational chart; the needs of the agency based on FY 2016 and FY 2017 election experiences, and the budget constraints of the agency with the goal of substantially improving productivity, efficiency and quality toward customer satisfaction.

2. Please provide a current Schedule A for the agency that identifies all employees by title/position, current salaries, fringe benefits, and program. The Schedule A should also indicate if the positions are continuing/term/temporary/contract and whether they are vacant or frozen positions.

BOE RESPONSE: See Attachment (Q2 Schedule A)

- a. For each vacant position, please provide the status of the agency's efforts to fill the position, as well as the position number, title, program number, activity number, grade,

salary, and fringe associated with each position. Separate salary and fringe. Please also indicate whether the position must be filled to comply with federal or local law.

BOE RESPONSE: The Board currently has 39 full-time employees (“FTEs”). Our temporary work force expands to 30 or more employees referred to as “WAEs” – “When Actually Employed” during each scheduled and unscheduled election event. Some vacant position funding is used to hire WAE employees who work under temporary appointments on an intermittent basis.

There are currently six (6) permanent (regular) vacant positions, and their statuses are as indicated below:

<u>Position</u>	<u>Status</u>
Election Management Advisor	Vacant
Election Services Assistant	Position has been advertised; will interview qualified candidates soon.
Public Affairs Specialist (PIO)	A FTE is currently performing the functions of this position.
Public Affairs Specialist (Voter Education & Outreach Coordinator)	Currently interviewing candidates for this position.
Lead Support Services Specialist (Warehouse Supervisor)	A temporary employee is performing the functions of this position. Currently interviewing candidates to fill this position.
Program Specialist (Compliance)	Currently interviewing candidates for this position.

There are no positions that must be filled to comply with federal or local law.

- b. For each filled position, please provide the employee’s length of service with the agency.

BOE RESPONSE: See Attachment (Q2b BOE Employees Length of Service)

3. Please list all employees detailed to or from your agency, if any. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee’s projected date of return.

BOE RESPONSE: There are no employees detailed either to or from the Board.

4. Please provide the Committee with:

- a. A list of all employees who received or retained cell phones, personal digital assistants, or similar communications devices at agency expense in FY16 and FY17, to date;

BOE RESPONSE: (A) See the below listing:

NAME	MODEL/DEVICE	PHONE #
Berlinda Stanback	Iphone 6	(202) 441-1100
Mohammed Maeruf	Iphone 6 Plus	(202) 441-1101
Antoine Fagan	Iphone 6 Plus/Ipad	(202) 441-1103
Karen Dyson	Iphone 6	(202) 441-1104
Karen Brooks	Iphone 6	(202) 441-1105
Shirley Jackson	Iphone 6	(202) 441-1107
Robert Hunter	Iphone 6	(202) 441-1108
Alice Miller	Iphone 6 Plus	(202) 441-1110
Sylvia Goldsberry-Adams	Iphone 6Plus/Ipad Air	(202) 441-1117
Arlin Budoo	Iphone 5/Ipad	(202) 441-1118
Raymond Bryan	Iphone 6 Plus	(202) 441-1119
Duan Jones	Iphone 6	(202) 834-6334
Terrica Jennings	Iphone 6	(202) 253-1741
Terri Stroud	Iphone 6	(202) 631-5266
DeAnna Smith	Iphone 6	(202) 631-5267
Karla Garcia	Iphone 6	(202) 631-3159
Eric Olsen	Iphone 6	(202) 631-2683
Tamara Robinson	Iphone 6	(202) 631-2390
Chairman of BOE	Iphone 6	(202) 631-1821

*America's Choice National Shared Email/Data 400 Minute Plan / \$45.99 per month with each additional minute costing \$.25 (Government Shared Plan).

- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY16 and FY17, to date;

BOE RESPONSE: The Board currently has three leased vehicles: a 2013 Ford E-50 cargo van; a 2013 Dodge Caravan, and a 2006 Ford Express passenger van. The Board also owns a 2012 Mitsubishi box truck used for a variety of tasks, including delivery of election equipment and supplies, moving inventory between the Board's warehouse and outreach locations, polling places, and disposal of election materials. All vehicles are maintained at the warehouse and are utilized only by warehouse employees who must routinely travel to and from designated voter registration agencies and voter outreach activities. These vehicles are not assigned to any one employee.

- c. A list of employee bonuses or special award pay granted in FY16 and FY17, to date;

BOE RESPONSE: There were no bonuses granted by the Board of Elections in FY 16 or FY 17, to date.

- d. A list of travel expenses, arranged by employee for FY16 and FY17, to date, including the justification for travel;

BOE RESPONSE: See Attachments (Q4d FY16_17_ Employee Travel)

- e. A list of the total overtime and workers' compensation payments paid in FY16 and FY17, to date, including the number of employees who received overtime and workers' compensation payments.

BOE RESPONSE: See Attachments (Q4e FY16_17_ Overtime Earnings).

In FY 16, overtime payments totaled \$427,583.99 for WAEs and FTEs; FY 17 overtime payments totaled \$435,959.95 for WAEs and FTEs. There have been no workers compensation claims or payments made during these fiscal years.

5. Regarding the use of communication devices:

- a. What procedures are in place to track which individuals or units are assigned mobile devices (including, but not limited to smart phones, laptops, and tablet computers)? Please include how the usage of these devices is controlled.

BOE RESPONSE: All mobile devices are inventoried by the Board's telecommunication representative and the Board's CTO. The Board currently utilizes apple technology in locking, wiping, and locating, a device if lost or stolen. These devices are also tracked using Mobile Device Management (MDM) technology.

- b. How does your agency limit the costs associated with its mobile devices?

BOE RESPONSE: The Board operates all devices under a government shared plan for smart phones and tablets that includes built in cellular services and, because the minutes roll over, employees cannot exceed their allotted minutes.

In addition to the devices assigned to BOE staff, there are 175 cell phones that are distributed to Precinct Captains, Area Representatives, and Lead Technical Rovers during

Early Voting and on Election Day. These devices are activated 30 days prior to each election, and are immediately deactivated after the election to minimize costs.

- c. For FY16 and FY17, to date, what was the total cost including, but not limited to, equipment and service plans for mobile communications and devices?

BOE RESPONSE: (C) See chart below:

Telecommunication Services BOE/DLO)
FY 2016

\$10,240.00	MiFi devices
\$6,525.00	Warehouse Bandwidth Upgrade
\$21,375.00	DS 200 Modem Connection
\$3,600.00	DCNET Polling Place Survey
\$140.00	VPN Connection
\$16,000	VOIP Phones /Battery Backup
\$24,000	VOIP Phones
\$599.99	Apple iPhone 6Plus Cell phones
\$82,479.99	Total

FY 2017

\$210.00	VPN Connection
\$4,178.00	CradlePoint Connection
\$37.99	CradlePoint Connection
\$299.99	Apple 6Plus Cell phone
\$25.00	MiFi device
\$599.99	Apple iPhone 6Plus Cell phones
\$5,350.97	Total

AT&T Carrier Cell phone/MiFi monthly cost of \$11,671.51

Verizon Wireless Carrier Cell phone/ES&S DS 200Modem/Ipad & Tablet monthly cost of \$8,716.49

6. For FY16 and FY17, to date, please list all intra-District transfers to or from the agency.

BOE RESPONSE: See chart below:

Intra-District Transfers				
	Buyer	Seller	Amount of Transfer	Date of MOU
Fiscal Year 2016				
1	Board of Elections	Department of Health	\$5,000.00	12/30/2015
2	Board of Elections	Office of Contracting and Procurement	\$155,332.52	
3	Board of Elections	Office of Finance and Resource Management	\$1,058.36	
4	Board of Elections	Office of Disability Rights	\$1,380.00	
5	Board of Elections	Metropolitan Police Department	\$705.53	11/17/2015

6	Board of Elections	DC Public Library	\$17,837.14	5/9/2016
7	Board of Elections	DC Public Schools	\$38,707.04	5/16/2016
8	Board of Elections	Office of Chief Technology Officer	\$20,265.00	5/13/2016
9	Board of Elections	Department of Public Works	\$23,888.18	
Total			\$264,173.77	
Fiscal Year 2017 - To date				
1	Board of Elections	Office of Finance and Resource Management	\$4,558.00	
2	Board of Elections	Department of Public Works	\$36,876.74	10/31/2016
3	Board of Elections	DC Public Library	\$20,430.86	10/19/2016
4	Board of Elections	Office of Contracting and Procurement	\$80,000.00	
5	Board of Elections	Department of General Services	\$73,583.18	11/20/2016
6	Board of Elections	Department of Motor Vehicles	\$6,000.00	11/30/2016
7	Board of Elections	DC Public Schools	\$36,865.48	11/29/2016
Total			\$258,314.26	

7. For FY16 and FY17, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated by each source or program; (5) expenditures of funds, including the purpose of each expenditure; and (6) the current fund balance.

BOE RESPONSE: The Board did not maintain, use, or have available for use any special purpose revenue accounts during FY16 or FY 17 to date.

8. For FY16 and FY17, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

BOE RESPONSE: See Attachment (Q8 FY16_17_) The purchases indicated in the summary were made for office and precinct supplies; IT supplies and equipment; conferences/registration fees/training; election supplies; poll worker novelty items; computers; computer peripheral equipment/software; postage services; freight carriers/shipping charges; books, periodicals and newspapers; uniforms; hardware stores, printing services; repair shops and related services.

9. Please list all memoranda of understanding ("MOU") entered into by your agency during FY16 and FY17, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

BOE RESPONSE: See charts below:

FY 16

MOUs

Seller Agency	MOU Amount	Date of MOU	Purpose	Remark
OCTO	\$10,000.00	October 1, 2015 - September 30, 2016	Copy Center Services	Additional VPN related charge recorded - MOU date added
DCPS	\$38,707.04	FY 2016	60 DCPS facilities used as polling sites	See Answer to Question 6 - MOU date added
DCPL	\$17,837.14	June 3, 2016 - June 11, 2016	DCPL facilities used as polling sites; Security Services	See Answer to Question 6 - MOU date added
DGS	\$72,131.79	May 31, 2016 - June 15, 2016	Security Services	Advance Returned
DOH	\$5,000.00	October 1, 2015 - September 30, 2016	Vital Death Records Services	See Answer to Question 6 - MOU date added
MPD	\$65,000.00	FY 2016	Ballot Box Escort Detail	Advance Returned for \$64,294.47
DGS	\$1,162.15	June 8, 2016 – June 14, 2016	Rental & Install Ramps @ polling sites	Not in the system (No MOU in the folder)
WMATA	\$16,354.51	April 23-June 12, 2016	Opening of 4 th Street entrance of the Judiciary Square Metro rail station	Not in the system (No MOU in the folder)
DPW	\$11,344.60	June 1-30, 2016	32 Election night results drivers	additional charge of \$12,543 recorded - MOU date added

FY 17

MOUs

Seller Agency	MOU Amount	Date of MOU	Purpose	Remark
WMATA	\$8,418.38	October 22, 2016-October 30, 2016	Opening of 4 th Street entrance of the Judiciary Square Metro rail station	Not yet signed/not advanced
DCPS	\$36,865.48	Fiscal Year 2017	56 DCPS facilities used as polling sites' custodial & security services	See Answer to Question 6 - MOU date added
DCPL	\$20,430.86	October 27-November 9, 2016	DCPL facilities used as polling sites; Security Services	See Answer to Question 6 - MOU date added

DGS	\$73,583.18	October 22- November 9, 2016	Security Services	See Answer to Question 6 - MOU date added
DOH	\$5,000.00	FY 2017	Vital Death Records Services	Not yet collected - In- process
MPD	\$54,988.56	FY 2017	Ballot Box Escort Detail	Not yet signed/not advanced
DMV	\$6,000.00	FY 2017	Data sharing Exchange	See Answer to Question 6 - MOU date added
DPW	\$11,722.94	November 1- 30, 2016	Election night return drivers	See Answer to Question 6 - MOU date added
DC Parks & Rec	\$37,683.82	October 28- November 15, 2016	7 Rec Centers used as Early Voting	Not yet collected - In- progress

10. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY16 and FY17, to date.

BOE RESPONSE: The BOE works and collaborates with state and local elections offices through its participation in national organizations such as the Election Center and the National Association of State Election Directors (NASED). BOE also interacts with the Election Assistance Commission (EAC) through its membership on the Standards Board, the Council of State Governments (COG), the Federal Voting Assistance Program (FVAP), the Department of Justice Voting Rights Division, and the National Association of County Clerks (NACO). The Board engages with state election officials in other states to determine best practices, and reviews election-related research and studies from other sources including the General Accounting Office (GAO), Pew Charitable Trusts, and the Brennan Center for Justice, to name a few.

The Board is also a member of the Electronic Registration Information Center (ERIC), an interstate voter information exchange program in which participating jurisdictions upload anonymized voter registration, voter history, and Department of Motor Vehicles (DMV) data into a single database. Data-matching software compares the data, and facilitates the issuance of list maintenance reports back to the member jurisdictions, allowing them to identify and take the appropriate action with respect to duplicate voter registrations, voters who are deceased, and voters who have moved within or outside of their jurisdictions. ERIC also allows the Board to identify individuals within the District of Columbia who are eligible to vote but are unregistered to vote.

The Board has a good working relationship with the DMV and Department of Corrections. Each agency performs its individual mandates and both share a common component in voter registration. More effort is being made by both agencies to coordinate voter registration services.

Further, the Board partnered with the Federal Voting Assistance Program, a division in the Department of Defense, to implement an online voter registration and absentee ballot request system for military and overseas citizens.

The Board spends considerable time and resources to ensure accessibility at all of its polling locations. The Board has collaborated with the Mayor's Office of Disability Rights, DGS, University Legal Services (ULS), and other disability rights organizations to assist in surveying and addressing the accessibility concerns in the polling sites.

Additionally, the Board continues to collaborate with its neighboring states Virginia and Maryland to improve the quality of data in our voter registration database as well as from other sources such as the Pew Center on the States to develop a common platform for sharing data between states.

Also, the Board continues to receive monthly vital records updates from the Department of Health for the purposes of cancelling the registrations of deceased individuals.

11. Please list all currently open capital projects, including an update on all capital projects under the agency's purview in FY16 and FY17, to date, and the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:

- a. An update on all capital projects begun, in progress, or concluded in FY15, FY16, and FY17, to date, including the amount budgeted, actual dollars spent, and any remaining balances.
- b. An update on all capital projects planned for FY17, FY18, FY19, FY20, FY21, and FY22.
- c. Do the capital projects begun, in progress, or concluded in FY15, FY16, or FY17, to date, have an impact on the operating budget of the agency? If so, please provide an accounting of such impact.

BOE RESPONSE: Currently, the Board is in preliminary discussions with DGS to co-locate our offices with the Office of Campaign Finance by the end of the year.

12. Please provide a list of all budget enhancement requests (including, but not limited to, capital improvement needs) for FY16 and FY17, to date. For each, include a description of the need and the amount of funding requested.

BOE RESPONSE: See Attachment (Q12 FY 16_17_ Budget Enhancement Requests

13. Please list, in chronological order, every reprogramming in FY16 and FY17, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY16 and FY17. For each reprogramming, list the date, amount, rationale, and reprogramming number.

BOE RESPONSE: See chart below:

Question 13					
Reprogramming					
	Transferor	Transferee	Amount of Reprogramming	Date	Purpose
Fiscal Year 2016					
1	DL0	DL0	\$390,000.00	9/14/2016	To cover increased costs from the 2016 June Primary election as well as the 2016 November Election.
Total			\$390,000.00		
Fiscal Year 2017 - Todate					
None					
Total			\$0.00		

14. Please list each grant or sub-grant received by your agency in FY16 and FY17, to date. List the date, amount, and purpose of the grant or sub-grant received.

BOE RESPONSE: See Attachment (Q14 FY 16_17_ Grants & Sub grants)

15. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?

BOE RESPONSE: None.

16. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District of Columbia to significant financial liability and/or will result in a change in agency practices, and the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.

BOE RESPONSE: Currently, there are no pending lawsuits that name the agency as a party.

17. Please provide the total number of administrative complaints or grievances that the agency received in FY16 and FY17, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.

BOE RESPONSE: The Board heard sixty-three (63) administrative complaints, grievances, or appeals in FY16 and FY17 to date.

A total of thirty-six (36) challenges to ballot access nominating petitions during the general election cycle were resolved pursuant to D.C. Code § 1-1001.08(o)(1). Twenty-one (21) of the ballot access challenges were resolved through pre-hearing conference mediation resulting in the withdrawal of either the complainant or the candidate pursuant to 3 DCMR § 415 (Pre-Hearing Conferences). One challenge was dismissed for failure to challenge the requisite signatures to bring the candidate below the statutory threshold for ballot access. The remaining fourteen (14) challenges were resolved by Board hearing and subsequent order either granting or denying ballot access; none of the remaining fourteen cases were appealed to the District of Columbia Court of Appeals for a final determination.

The Board also resolved a challenge to the Presidential democratic primary candidacy of Sen. Bernie Sanders. Mr. Robert Brannum challenged the presidential preference filing of Mr. Sanders as being filed late by the D.C. Democratic State Committee. The Council passed emergency legislation to address the delinquency and Mr. Brannum did not object to the Board acting in accordance with the emergency legislation.

Mr. Absalom Jordan submitted a request that the Board hold in abeyance consideration of the council advisory referendum dealing with statehood, and that it adopt a rule that would bring it in compliance with the Administrative Procedures Act. The Board's rules don't provide for an opportunity for petitioners or for anybody to petition the Board to propose a rule, to amend a rule, or to repair the rule, and Mr. Jordan requested the rules to be amended to reflect such an option pursuant to the APA. Moreover, the Board's rule says that you must have a public meeting within 20 days of receiving an advisory referendum and the Board was not in compliance with the 20-day requirement in the instant case. The Board is currently making efforts to amend its rules to include a citizen capacity to recommend rules. The advisory referendum at issue was accepted by the Board and won voter approval.

The remaining twenty-five (25) matters were appeals from fines issued by the Office of Campaign Finance, and they were resolved pursuant to D.C. Code § 1-1163.35(a)(4). One of the respondents has died since issuance of the order enforcing the fine was sent by certified mail. The remaining twenty-four (24) matters are pending service of process by certified and/or registered mail.

18. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY16 and FY17, to date.

BOE RESPONSE: The Office of the District of Columbia Auditor (ODCA) conducted an evaluation of BOE's maintenance of the District's voter registration file and the voter registration practices of the BOE and the District's eight designated voter registration agencies (VRAs). On June 17, 2016, ODCA published a letter report containing its findings and recommendations. The BOE submitted a written response to the letter report on July 22, 2016, and a Recommendation follow-up table on October 24, 2016.

The ODCA order may be found here:

http://www.dcauditor.org/sites/default/files/The%20District%20of%20Columbia%20Voter%20File%20Compliance%20with%20Law%20and%20Best%20Practices_0.pdf

19. Please describe any anticipated spending pressures for the remainder of FY17. Include a description of the pressure, the estimated amount, and any proposed solutions.

BOE RESPONSE: As of this submission, the Board has a projected budget deficit in excess of \$100,000.00 due to the costs associated with the November 2016 Presidential General election. The Board plans to de-obligate funds that have not been expended or move funds within the agency's budget to cure any possible deficit.

20. Please provide a copy of the agency's FY16 performance plan. Please explain which performance plan objectives were completed in FY16 and whether they were completed on time and within budget. If they were not, please provide an explanation.

BOE RESPONSE: To the best of my knowledge, the Board did not submit a performance plan to the Office of the City Administrator in FY 16.

21. Please provide a copy of your agency's FY17 performance plan as submitted to the Office of the City Administrator.

BOE RESPONSE: See Attachment (Q21 FY 17 Performance Plan)

22. Please provide the number of FOIA requests for FY16 and FY17, to date, submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time; the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

BOE RESPONSE: (C) See chart below:

	FY16	FY17 (To Date)
Number of FOIA Requests Received	13	4
Number of FOIA Requests pending on Start of Fiscal Year	1	3
Number of FOIA Requests pending on End of Fiscal Year or Currently	3	0
FOIA Requests Fully Granted	9	3
FOIA Requests Partially Granted	0	2*
FOIA Requests Denied In Whole	0	0
Number of Requests Withdrawn	0	0
Number of Requests Referred to Other Public Bodies	0	1
Other Disposition	4	1**

Number of FOIA Requests Processed within 15 Days	8	2
Number of FOIA Requests Processed between 16 – 25 Days	0	1
Number of FOIA Requests Processed in 26 Days or More	3	4
Average Response Time	7	166
Number of Staff Hours Devoted to Processing FOIA Requests	15	7.75
Total dollar amount expended by public body for processing FOIA requests	\$429	\$426.94
Total amount of fees collected by public body	\$0	\$0

*The portions not granted were because no BOE records were responsive to the request.

** There were no BOE records responsive to the FOIA request.

There are no FTE BOE employees exclusively dedicated to fulfilling FOIA requests. BOE processes records requests through one (1) FOIA Officer who is assisted by the BOE employees who are responsible for the creation or maintenance of the record being requested. To date, seven different BOE employees have contributed time to fulfill FOIA requests in FY17.

23. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY16 and FY17, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee.

BOE RESPONSE: See Attachments (Q23 FY 16_17_ Reports)

24. Please separately list each employee whose salary was \$100,000 or more in FY16 and FY17, to date. Provide the name, position number, position title, program number, activity number, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

BOE RESPONSE: See Attachments (Q24 FY 16_17_ Employees Over \$100k)

25. Please list in descending order the top 25 overtime earners in your agency in FY16 and FY17, to date, if applicable. For each, state the employee's name, position number, position title, program number, activity number, salary, fringe, and the aggregate amount of overtime pay earned.

BOE RESPONSE: See Attachments (Q25 FY 16_17_ Top Overtime Earners)

26. For FY16 and FY17, to date, please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

BOE RESPONSE: During fiscal years 2016 and 2017 (to date), there were no employees that received bonuses or special award pay.

27. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement.

BOE RESPONSE: There are no collective bargaining units at the Board.

28. If there are any boards, commissions, or task forces associated with your agency, please provide a chart listing the names, confirmation dates, terms, and wards of residence of each member. Include any vacancies. Please also attach agendas and minutes of each meeting in FY16 or FY17, to date, if minutes were prepared. Please inform the Committee if the board, commission, or task force did not convene during any month.

BOE RESPONSE: See chart below:

Board Member	Confirmation Date	Term Expiration	Ward of Residence
Michael Bennett	4/5/2016	7/7/2018	4
Dionna Lewis	1/5/2016	7/7/2019	7
Michael Gill	4/5/2016	7/7/2017	4

See Attachments (Q28 FY 16_17_ Agendas & Minutes)

29. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with these requirements, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).

BOE RESPONSE: See listing below:

Election Administration and Voting Survey (EAVS)

- Submitted to the Election Assistance Commission (EAC).
- Report due by February 1 of each odd-numbered year.
- Report is required under federal law (42 U.S.C. §§1973ff-1(c)) and District law (DC Official Code § 1-1001.05 (j)).
- Currently in compliance. The Board fulfills its reporting requirements under the above-referenced statutory provisions by completing EAVS and submitting it to the EAC. The Board submitted its initial set of EAVS data to the EAC on January 31, 2017.

After Action Report

- Posted on Board's website.
- Report due within 90 days following a general election.
- Report is required under District law; DC Official Code § 1-1001.05 (k).

- Currently in compliance; the report, due on February 6, 2017, was posted on the Board's website on February 9, 2017. (The attachments to the report are too voluminous to be included here, but can be found on the Board's website at: https://www.dcboee.org/pdf_files/FOIA.pdf.)

New Employee Salary and Residence Reports

- Submitted to the Mayor and Council.
- Report due annually, typically submitted in the Performance Oversight Hearing Responses.
- Report is required under District law. DC Official Code § 1-1001.05 (e)(1)(C) ("The Board shall submit to the Mayor and Council annual reports detailing the names of all new employees, their pay schedules, titles, and place of residence.").
- Currently in compliance.

Manual Audit Report

- Posted on Board's website.
- Report due before certification of election results.
- Report is required under District law. DC Official Code § 1-1001.09a (j) ("The Board shall publish on its website and make available for public inspection a report of results of the manual audit before certification of the official election results.").
- Currently in compliance; last report posted on November 16, 2016.

Voter Registration Activity Report

- Published in the DC Register.
- Report is due monthly, on the 3rd Friday of each month.
- Report is required under District law. DC Official Code § 1-1001.05 (a)(7) (The Board shall "[p]ublish in the District of Columbia Register on the 3rd Friday of every month, the total number of qualified electors registered to vote in the District as of the last day of the month preceding publication. Such notice shall be broken down by ward and political party affiliation, where applicable, and shall list the total number of new registrants, party changes, cancellations, changes of names, and/or addresses processed under each category.").
- Currently in compliance; last report published January 20, 2017.

Freedom of Information Act Report

- Submitted to the Executive Office of the Mayor, Office of the Secretary.
- Report is due after the close of each fiscal year.
- Report is required under District law. DC Official Code § 2-538 (a).

- Currently in compliance; last report filed on November 30, 2016.

Annual Agency Accountability Report

- Submitted to the Office of the City Administrator (OCA).
- Report is due before January 15 of each year.
- Report is required under District law (DC Official Code § 1-614.13).
- Currently in compliance; the Board submitted its FY 2016 Performance Accountability Report to OCA in October 2016.

30. Please list each contract, procurement, lease, and grant awarded, entered into, extended and option years exercised, by your agency during FY16 and FY17, to date. For each contract, please provide the following information, where applicable:

- a. The name of the contracting party;
- b. The nature of the contract, including the end product or service;
- c. The dollar amount of the contract, including budgeted amount and actually spent;
- d. The term of the contract;
- e. Whether the contract was competitively bid;
- f. The name of the agency's contract monitor and the results of any monitoring activity;
and
- g. Funding source.

BOE RESPONSE: See Attachments (Q30 FY 16_17_ Contracts). The list of each contract, procurement, lease, and grant awarded or entered into, extended and option years exercised, by the DC Board of Elections FY16 and FY17, to date, is attached, with the requested information for each.

31. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, as well as the number of agency employees that were trained.

BOE RESPONSE: Several members of the Board staff have completed, or are in the process of completing, the coursework necessary to receive the Certified Elections/Registration Administrator (CERA) designation, the highest elections professional achievement. The CERA designation, which is offered through The Election Center's Professional Education Program, is achieved through a multi-year course of study which entails completion of twelve core courses taught by the Master's in Public Administration faculty of Auburn University. The coursework includes topics such as ethics, voter registration, elections law, planning, communications, and voter participation, among others. The intent of the program is to professionalize the management of voter registration and elections administration in promoting and preserving public trust in the democratic process.

Additionally, the Board encourages and provides staff with opportunities to participate in DCHR's Center for Workforce Development program which provides training opportunities and skill

development programs to increase an individual staff member's skills, software education and general customer service awareness.

32. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

BOE RESPONSE: The Board conducts annual performance evaluations of all its employees in accordance with the District of Columbia Personnel Manual. The evaluation of the performance of line employees is conducted by the Division Managers for the employees who are assigned to their respective divisions. The Director evaluates the performance of the Board's Managers. The Board's managers, as well as supervisors serving within a division, are responsible for the evaluation of the employees who serve under their direct supervision. All employees are evaluated following the close of the performance plan period, which begins on October 1st and ends on September 30th of each year. The performance evaluation process includes a review of each employee's job description, performance of each employee, and a series of evaluations to ensure the employee is meeting or exceeding employment expectations. There is always an end of the year conversation with each employee regarding performance.

New measurements and expectations are being discussed by senior management to ensure the workforce continues to meet its expectations and to expand the growth and opportunities of each employee. With the increase in network performance and system development, we will be able to evaluate productivity in a much more detailed manner.

Agency Operations

1. Please describe any initiatives that the agency implemented in FY16 or FY17, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

BOE RESPONSE: The Board implemented, Easy Vote, a new election worker database system to track poll worker recruitment, manage the scheduling of training classes and worker assignments, and to automate some aspects of the training and staffing of more than 2,000 workers for each election. Features such as a Web portal for workers and text messaging reminders improved communications with workers. Difficulties in the functioning of the database (*for e.g.*, program crashes) presented some issues. Ultimately, advancing the database capacity of the Board and interaction through the Web should lead to efficiency gains, improved service, and set the groundwork for online training and review options in the future.

The Board published a new Polling Place Operations Manual during the 2016 election cycle to assist with training. The manual incorporated all aspects of election operations that a worker needed to be familiar with to effectively assist voters at the polling place. It was a huge success with workers who loved the improved graphics, training tips, and checklists found in the manual. They reported finding it easy-to-use and a big improvement over previous training materials. The Board also received praise from other election officials in the field.

The Board's commitment to ensuring the accessibility of the electoral process for all District of Columbia residents was reflected in the hiring of an Americans with Disabilities Act (ADA) Coordinator. It was further demonstrated through the implementation of the roving ADA Compliance Assistant Program, a new initiative that was implemented during the 2016 election cycle to ensure operational accessibility at polling places. (See BOE response to Agency Operations Question #11 for a discussion of the ADA Compliance Assistant Program.) In addition, the Board's voter access outreach efforts increased significantly. In conjunction with the Board's Voter Education and Outreach Division (VEO Division), the ADA Coordinator visited nursing homes, disability rights groups, and schools to inform senior citizens and people with disabilities about available accessible voting technology and accommodations available to voters on Election Day. The Board also hosted two voter access events in 2016. These events allowed Board staff to interact and exchange thoughts and ideas about voter access with members of the disability rights community, and to educate that community about the Board's voter access programs.

Another new initiative in 2016 was the Ward Outreach Coordinator Program (WOC Program). The WOC Program was established to assist the VEO Division with conducting voter registration drives, recruiting election workers, and educating District of Columbia residents about all aspects of the voting process. (See BOE response to Agency Operations Question #3 for a discussion of the WOC Program.)

2. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY17.

BOE RESPONSE: The Board's high level priority continues to be the successful administration of elections, by efforts tied to voter registration, qualification of candidates and measures, and efficient operation of polling places through identification of appropriate locations for precincts, training of poll workers, and ample up-to-date technology for Election Day activities. To achieve that end, the Board will:

- Continue to intensify our efforts to maintain an accurate and up-to-date voter registry;
- Procurement and implementation of a new Voter Registration/Election Management System;
- Ensure that the Board's voter registration and election administration programs are fully accessible to voters and potential voters with disabilities;
- Leverage technology to improve all aspects of voter registration and election administration;
- Develop engaging and targeted voter education and outreach materials that will educate all voters not only about the Board's programs and processes, but also about their roles and

responsibilities in the electoral process, and how they can contribute to the successful administration of elections.

3. Please list each new program implemented by the agency during FY16 and FY17, to date. For each initiative please provide:

- a. A description of the initiative;
- b. The funding required to implement to the initiative; and
- c. Any documented results of the initiative.

BOE RESPONSE: Prior to the June 14, 2016 Primary Election, the Board implemented the Ward Outreach Coordinator Program (WOC Program). The WOC Program was established to assist the Voter Outreach Division with conducting voter registration drives, recruiting election workers, and educating District of Columbia residents about all aspects of the voting process, including the new voting equipment and the Primary Date Alteration Act of 2014 (the PDAA).

Thirty two (32) Ward Outreach Coordinators worked the June Primary and twenty five Ward Outreach Coordinators worked in support of the General Election; each was assigned to conduct voter registration and education and outreach activities in a particular ward. Between the Primary Election and the General Election, Ward Outreach Coordinators conducted or participated in a total of 159 outreach activities for the Election. They registered voters, distributed informational brochures, and/or demonstrated the new voting equipment at Advisory Neighborhood Commission meetings, civic association meetings, naturalization ceremonies, and community fairs. They administered absentee balloting at nursing homes/senior living facilities, and at the District of Columbia correctional facilities. They provided voter registration applications and information to students at District of Columbia Public Schools (DCPS), District of Columbia Public Charter High Schools (DCPCHS), and 10 private schools.

As a result of the Ward Outreach Coordinators' efforts in connection with the General Election:

- 673 students in the District of Columbia were registered to vote;
- 261 students submitted applications to serve as Student Election Workers, and 130 students served in that capacity on Election Day;
- 539 new citizens registered to vote at naturalization ceremonies;
- 1487 residents at nursing homes/senior living facilities voted absentee at their respective facilities; and
- 141 individuals incarcerated for misdemeanors voted absentee at their respective facilities.

The Ward Outreach Coordinators were employed during the 2016 election cycle at a rate of \$20 per hour. The total cost was \$109,800.00 for the period September 5, 2016 through December 10, 2016.

See the Board's response to Agency Operations Question #11.

The cost was approximately \$10,500.00 for the ADA Coordinators who served during the November General election cycle.

4. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY16 and FY17, to date.

Generally, many of the agency operations are defined through statutory mandates. The ability of the agency to successfully meet the mandated deadlines provides a guide for measuring the success of the operations. Further, success is measured by the actual results as it relates to outcomes. An example would be the actual number of poll workers recruited and trained for the General Election. For the November Election, the Board's goal was to recruit and train 1,995 poll workers. The actual number recruited, trained and deployed was 2,163 which exceeded the goal by 9% and therefore resulted in a success rate of 100% as it relates to poll worker recruitment.

5. Please list the task forces and organizations of which the agency is a member.

BOE RESPONSE: Staff of the agency belongs to The Election Center, and The National Association of State Election Directors.

6. Please explain the impact on your agency of any legislation passed at the federal level during FY16 and FY17, to date, which significantly affected agency operations. If regulations are the shared responsibility of multiple agencies, please note.

BOE RESPONSE: There has not been any legislation passed at the federal level during FY16 and FY17 to date which has significantly affected agency operations.

7. Please describe any steps the agency took in FY16 and FY17, to date, to improve the transparency of agency operations.

BOE RESPONSE: The Board holds public meetings every month. At these meetings, the Board's Executive Director and General Counsel, along with the Director of the Office of Campaign Finance, present reports on agency activities and operations. The Board posts the notice for these meetings on its website no later than 48 hours in advance, a meeting agenda no later than 24 hours in advance, and meeting transcripts and minutes as soon after the meeting as possible.

The Board's website offers a great deal of information on the Board's operations. Postings include election calendars, monthly voter registration statistics, candidate filings, administrative orders (organized by both date and subject), budget information, performance oversight reports, election after-action reports, and audit-related reports. The Board makes extensive use of its Twitter and Face Book accounts to keep the public apprised of its activities and respond to specific voter inquiries. The Board also responds to inquiries through the "Ask the Director" module of its website.

During the 2016 election cycle, the Board provided for interested parties, including the media, poll watchers, election observers, and members of the general public, to observe election administration activities such as logic and accuracy testing, voting on Election Day and during early voting, the uploading of election results, recounts, and post-election audits. The Board also hosted events to inform elected officials and members of the media of the Board's new voting technology and the status of its election preparations.

The Board has an active Voter Education and Outreach Division (VEO Division). In advance of the 2016 election cycle, the VEO Division launched the Ward Outreach Coordinator program to ensure that essential information regarding both 2016 elections was disseminated throughout the city. The Board also published and mailed Voter's Guides and postcards regarding the elections to each District of Columbia household, and placed informational advertisements on buses and in Metro stations. Prior to the June 14, 2016 Primary Election, the Board mailed to each registered voter affiliated with a major party a voter-specific informational mailer that included the voter's precinct, party, polling place, and a copy of the voter's official ballot. The mailer also contained a voter-specific bar code that election workers could scan to check the voter in at the polling location.

In conjunction with the VEO Division, the Board's Americans with Disabilities Act (ADA) Compliance Division hosted disability rights advocates and lawyers, senior citizens, voters with disabilities, and other interested groups at two voter access events designed to provide information regarding the Board's efforts to enhance the accessibility of its voting program for voters with disabilities.

8. Please identify all electronic databases maintained by your agency, including the following:
 - a. A detailed description of the information tracked within each system;
 - b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
 - c. Whether the public can be granted access to all or part of each system.

BOE RESPONSE: See chart below:

Databases	Information Tracked	Public Access	Age of System	Completed and Upcoming Upgrades
Integrity (Voter Registration Database)	Registered voters, pertinent registration data elements, and voter history.	The public can access certain portions of Integrity to obtain publicly available voter registration data elements, polling place locations, etc.	At least 20 years old.	The board is in the process of replacing the legacy VRS (Voter Registration System).
ElectionWare (Election Management System Database)	Builds and manage elections and tabulates election results. Tracks ballots, candidates, offices, precincts, and elections media.	No	Less than a year old.	Newly installed system in 2016. No upcoming upgrades
EasyVote (Pollworker Database)	Contact information and performance history for poll workers.	This is not a public system as it contains personal information, social security numbers, and performance notes the Board uses for election worker staffing decisions.	1 year old.	N/A

9. Please provide a detailed description of any new technology acquired in FY16 and FY17, to date, including the cost, where it is used, and what it does. Please explain if there have been any issues with implementation.

BOE RESPONSE: See chart below:

Fiscal Year	Cost	Technology	Purpose
FY17	\$29,925.00 ("Help America	Democracy Live	DCBOE acquired services from vendor to build an Accessible Sample Ballot [2016 General Election]. This feature was audio-enabled and

	Vote Act") (HAVA) funds		compatible with all major screen readers, tactile switches, closed captioning, and sip and puff systems. District voters could save, download or print their choices using their computer, tablet, or smart phone.
FY16	\$38,050.00 ("Help America Vote Act") (HAVA) funds	Election Systems & Software (ES&S)	<p>DCBOE upgraded its legacy Election Management System with the latest version that leveraged the latest technology available for a certified Election System. This system allows DCBOE to manage thousands of ballot styles and precincts; incorporates many languages; manages and deploys multiple levels of security. It provides real-time election data queries and reports; workflow management and error alerts; enforced data accuracy; user customization; tracks of election media; and live status indicators for incoming results.</p> <p>Other features include efficient data import; re-use of election and ballot layout templates; simple translation and audio file management; multiple simultaneous users; ballot image filtering, viewing, and printing.</p>
FY16	\$38,893.32 ("Help America Vote Act") (HAVA) funds	Election Hardware	DCBOE upgraded its legacy Election Network that consisted of Windows XP desktops and Windows 2003 Server platform. DCBOE purchased the required election-certified hardware needed for the Election Management System. This included all up-to-date servers, desktops, and other miscellaneous software needed. This also included the secure wireless transmission of unofficial results from the polling place.
FY16	\$287,850.00 ("Help America Vote Act") (HAVA) funds	DS 200 Precinct Scanners - Digital Scan Tabulators	<p>Leasing of 190 DS 200 Precinct Scanners (Ballot Marking Devices)</p> <p>DCBOE upgraded its legacy optical tabulators to digital tabulators. This device combines the best attributes of a paper-based ballot system with the flexibility and efficiency of the latest digital-image technology – taking traditional optical-scan ballot vote tabulation to a new level. This device uses patented Intelligent Mark Recognition (IMR™) technology to eliminate guesswork when determining a ballot mark for a</p>

			candidate; processes a variety of ballot sizes and designs, from 11 to 19 inches, including the Express Vote® ballot activation card. It includes extra USB ports and expandable memory to accommodate evolving Election Assistance Commission (EAC) standards and accumulates and transmits votes directly from the polling place
FY16	\$36,855.00 ("Help America Vote Act") (HAVA) funds	DS 850 High Speed Vote Scanner	DCBOE upgraded its legacy vote scanner \ tabulator with a high-speed digital image processing scanner. This high-speed vote scanner can sort various ballot sizes at full speed. It scans and sorts 14-inch double-sided ballots at 300 per minute into three output trays, separating ballots into three categories: counted, requires further review, and write-ins. This device allows for electronic audits and have safe guards embedded to encrypt data and signatures.
FY16	Purchase of 600 electronic Poll Pads— (\$756,000.00) Leasing of 180 electronic poll pads (\$90,000.00) Purchased 120 electronic poll pads (\$151,000.00) ("Help America Vote Act") (HAVA) funds \$2,500 (ePoll Pad rolls) Local funds	Poll Pads (ePoll books)	DCBOE replaced its legacy ePB (ePollBook) with a cutting edge system that uses iPad (Apple) Technology. This ePB platform has the most secure operating system (FIPS-II), and an intuitive and friendly design for poll worker and voter use for check-in and performing Same Day Registration (SDR). The platform quickly syncs all voter check-ins to PollPads within the polling place as well as throughout the city using a private and secure transmission. The system allows BOE to track Poll Pad activity and voter turnout in real time.
FY16	\$508,000.00 ("Help America Vote Act")	400 Express Vote (Touch screen machines)	DCBOE upgraded its Direct Recording Equipment (DRE) with the Express Vote universal Voting System that combines paper-based voting with touch screen technology to create a breakthrough in voting solutions