

PERFORMANCE OVERSIGHT REPORT Fiscal Year 2017 – 2018

January 17, 2018

District of Columbia

Board of Elections

1015 Half Street, SE

Suite 750

Washington, DC 20003



DISTRICT OF COLUMBIA
BOARD OF ELECTIONS
WASHINGTON, D.C. 20003



Tuesday, January 16, 2018

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,

A handwritten signature in dark ink, appearing to read "Alice P. Miller".

Alice P. Miller
Executive Director

Enclosures



DISTRICT OF COLUMBIA
BOARD OF ELECTIONS
WASHINGTON, D.C. 20003



PERFORMANCE OVERSIGHT REPORT FISCAL YEAR 2017-2018

District of Columbia Board of Elections
FY 2017-18 Performance Oversight Responses

General Questions

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

BOE RESPONSE: See Attachment (Q1 DC Board of Elections (BOE) Org Chart).

- a. Please provide an explanation of the roles and responsibilities of 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 to the organizational chart made during the previous year.**

BOE RESPONSE: There were no major organizational changes in FY 17 due to the demands of the November Presidential General election. However, BOE added two (2) new positions: Automatic Voter Registration Specialists (now called Election Registration Specialists) to the organizational chart. These two positions were added as a result of the passage of the Automatic Voter Registration (AVR) Amendment Act of 2016 which provides for the transmission of voters' electronic registration data, including signatures, from the Department of Motor Vehicles ("DMV") to BOE unless they opt out of registration. We anticipated the bill would increase the number of DMV transmittals to BOE.

The Executive Director will continue to evaluate the organizational chart; the needs of the agency based on FY 2017 and FY 2018 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 which identifies each position by program and activity, with the employee's title/position, salary, fringe benefits,**

and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

BOE RESPONSE: See Table below (Q2 Schedule A). BOE currently has 43 full-time employees (“FTEs”) on board. Our temporary work force expands to 30 or more employees referred to as “WAEs” – “When Actually Employed” during each scheduled and unscheduled election event. BOE began FY 18 with a spending pressure. The approved FY 18 PS budget will not support the 43 FTEs currently on board. At this point, there are no vacancy savings. In fact, BOE will need to fill several critical positions within the agency: (1) Public Information Officer; (2) Automatic Voter Registration Election Specialists; (1) Election Training Coordinator; and (1) newly created position titled “Paralegal Specialist”.

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

Position	Status
Election Management Advisor	Vacant
Public Affairs Specialist (PIO)	Vacant. BOE would like to recruit and fill this mission critical position in FY 18.
Election Training Coordinator	Position was recently vacated; employee resigned. BOE would like to recruit and fill this position in FY 18.
Election Services Specialist	Position was recently vacated; employee resigned. BOE would like to recruit and fill this position in FY 18.
Automatic Voter Registration (AVR) Specialists (now called Election Registration Specialist)	These two (2) positions were created as a result of the Automatic Voter Registration Amendment Act of 2016; BOE would like to fill these positions in FY 18.

Question 2

Board of Elections

No.	Posn Stat	Posn Nbr	Title	Name	Emplid	Hire Date	Vac Stat	Grade	Step	Salary	Fringe Benefit	Prgm Code	Activity	F/P Time	Reg/Temp/Te
1	A	00000388	ATTORNEY ADVISOR	Christensen, Renee K	00055509	11/28/2016	F	13	3	101,241.00	18,324.62	1060	1060	F	Reg
2	A	00001216	ATTORNEY ADVISOR	McGann Jr., Rudolph M d	00001243	9/8/1998	F	13	10	123,335.00	22,323.64	1060	1060	F	Reg
3	A	00002061	GEN COUNSEL	McGhie, Kenneth J	00002079	2/21/2017	F	3	0	179,583.66	32,504.64	1060	1060	F	Reg
4	A	00008446	IT Specialist	Legette, Randy	00062417	8/2/2010	F	12	5	79,077.00	14,312.94	1040	1040	F	Reg
5	A	00009282	Public Affairs Specialist	White, Ladawne L	00006349	4/18/2017	F	13	7	96,632.00	17,490.39	1080	1080	F	Reg
6	A	00009282	Public Affairs Specialist	Jackson, Shirley A	00025518	7/8/1996	F	13	7	96,632.00	17,490.39	1080	1080	F	Reg
7	A	00009282	Public Affairs Specialist	Robinson, Tamara L.	00078908	11/4/2013	F	13	5	91,438.00	16,550.28	1080	1080	F	Reg
8	A	00010745	ELECTION SUPPORT SPEC	Fogan, Hubert Von	00010847	12/31/2001	F	12	8	85,626.00	15,498.31	1085	1085	F	Reg
9	A	00016854	REGISTRAR OF VOTERS	Brooks, Karen F	00007375	6/28/1982	F	14	0	104,640.80	18,939.98	4002	4002	F	Reg
10	P	00017038	Election Registration Speciali	Everett, Edward R	00017160	7/17/2000	F	9	5	53,217.00	9,632.28	1040	1040	F	Reg
11	A	00017053	Supervisory IT Specialist	Patterson, Kevin B	00094686	10/24/2016	F	13	0	86,660.00	15,685.46	1040	1040	F	Reg
12	A	00017317	Election Services Specialist	Steve, Denise A	00026669	7/6/1998	F	9	5	53,217.00	9,632.28	4002	4002	F	Reg
13	A	00020540	EXECUTIVE ASST	Johnson, Linda J	00020701	9/7/1993	F	12	10	89,992.00	16,288.55	1010	1010	F	Reg
14	A	00021388	EXECUTIVE DIR	Miller, Alice P	00021545	1/3/2017	F	10	0	173,891.00	31,474.27	1090	1090	F	Reg
15	A	00022022	Support Services Specialist	Ford, Aaron L	00022174	4/17/2000	F	9	6	54,725.00	9,905.23	4004	4004	F	Reg
16	P	00022211	Election Registration Speciali	Nabinett, Raynell D	00022365	9/5/1995	F	9	6	54,725.00	9,905.23	4001	4001	F	Reg
17	A	00023150	Election Service Assistant	Green Wright, Millicent	00090895	4/18/2016	F	7	10	51,276.00	9,280.96	4001	4001	F	Reg
18	P	00024001	Election Registration Assistan	Martinez, Marina R	00024174	12/8/2003	F	7	7	47,205.00	8,544.11	4002	4002	F	Reg
19	P	00025504	Election Registration Speciali	Reddick, Luvenia M	00025664	5/15/2000	F	9	5	53,217.00	9,632.28	4001	4001	F	Reg
20	A	00025574	VOTER REGISTRATION CLERK	Curtis, Christine Sonya	00083074	9/7/2014	F	0	0	56,160.00	10,164.96	4001	4001	F	Temp
21	A	00026173	IT Specialist	Bryan, Raymond Whitfield	00080969	6/2/2014	F	12	10	89,992.00	16,288.55	1040	1040	F	Reg
22	A	00033584	Election Service Assistant	McAbee, Terron	00088952	10/13/2015	F	7	2	40,420.00	7,316.02	4001	4001	F	Reg
23	A	00033584	Election Service Assistant	Gumbs, Syniaya	00089434	11/29/2015	F	7	2	40,420.00	7,316.02	4001	4001	F	Reg
24	A	00033584	Election Service Assistant	McCann, Lavonna Lynnette	00093653	10/2/2016	F	7	10	51,276.00	9,280.96	4001	4001	F	Reg
25	A	00036506	Support Services Specialist	Mattocks, Steven A	00023064	8/18/2003	F	9	6	54,725.00	9,905.23	4004	4004	F	Reg
26	A	00036665	Election Service Assistant	Turner, Kelly Anne	00070561	6/2/2014	F	7	6	45,848.00	8,298.49	1090	1090	F	Reg
27	A	00037352	SUPPLY MANAGEMENT SPECIALIST	Stanback, Berlinda D.	00039172	1/29/2012	F	12	2	72,528.00	13,127.57	1020	1020	F	Reg
28	A	00037446	Facility Management & Support	Jones, Duan	00035134	3/19/2007	F	12	5	79,077.00	14,312.94	4004	4004	F	Reg
29	A	00038652	Election Services Specialist	Thompson, Myisha	00033105	5/12/2008	F	9	3	50,201.00	9,086.38	4002	4002	F	Reg
30	A	00042605	Managment Liaison Specialist	Garcia, Karla D	00024162	4/21/1997	F	12	10	89,992.00	16,288.55	1010	1010	F	Reg
31	A	00043652	Facility Management & Support	Budoo, Arlin Jerome	00023994	7/16/2001	F	12	5	79,077.00	14,312.94	4004	4004	F	Reg
32	A	00043653	Staff Assistant	Baldwin, Stacey A	00027237	8/13/2001	F	9	9	59,249.00	10,724.07	1085	1085	F	Reg
33	A	00046577	Special Assistant	Lynn-Dyson, Karen	00093097	9/6/2016	F	8	0	139,050.00	25,168.05	1090	1090	F	Reg
34	A	00071838	Supvy Info Tech Spec	Fagan, Antoine	00018126	6/8/2009	F	16	0	143,147.24	25,909.65	1040	1040	F	Reg
35	A	00071839	Supervisory IT Specialist	Maeruf, Mohammed	00031261	7/5/2016	F	15	0	139,050.00	25,168.05	1040	1040	F	Reg
36	A	00075213	Facility Operations Specialist	Hunter, Robert Thomas	00024784	11/10/1973	F	11	9	71,468.00	12,935.71	1010	1010	F	Reg
37	A	00075227	Election Program Specialist	Joiner, Amanda Stevens	00096432	2/20/2017	F	12	5	79,077.00	14,312.94	4004	4004	F	Reg
38	A	00085684	Election Services Specialist	NEWSOME Jr., KEVIN A	00035151	4/2/2007	F	9	5	53,217.00	9,632.28	4004	4004	F	Reg
39	A	00085869	American Disability Act Coordi	Jennings, Terrica Racquel	00085812	5/3/2015	F	11	10	73,295.00	13,266.40	1085	1085	F	Reg
40	A	00086208	Lead Support Services Speciali	Allende, Brian	00001870	9/4/2016	F	12	10	89,992.00	16,288.55	1010	1010	F	Reg
41	A	00090854	Policy Advisor	Stroud, Terri D	00000608	10/26/1998	F	14	0	123,405.33	22,336.36	4004	4004	F	Reg
42	A	00091419	Assistant Registrar of Voters	Smith, DeAnna	00095470	12/12/2016	F	13	2	83,647.00	15,140.11	4004	4004	F	Reg
43	A	00091420	Deputy Director	Goldsberry Adams, Sylvia	00016565	4/18/2017	F	16	0	150,000.00	27,150.00	4004	4004	F	Reg

3,630,644.03 657,146.57

3. Please list all employees detailed to or from your agency. 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 BOE.

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 FY17 and FY18, to date;**

BOE RESPONSE: (a) See the listing below:

NAME	MODEL/DEVICES	PHONE #
Alice Miller	Iphone 6 Plus	(202) 441-1110
Berlinda Stanback	Iphone 6	(202) 441-1100
Mohammed Maeruf	Iphone 6 Plus	(202) 441-1101
Antoine Fagan	Iphone 6 Plus	(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
Sylvia Adams	Iphone 6Plus	(202) 441-1117
Arlin Budoo	Iphone 5	(202) 441-1118
Raymond Bryan	Iphone 6 Plus	(202) 441-1119
Not assigned	Iphone 6	(202) 441-1121
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
Not assigned	Iphone 6	(202) 631-2683
Tamara Robinson	Iphone 6	(202) 631-2390

***America's Choice National Shared Email/Data 400 Minute Plan / \$45.99 per month**

with each additional minute costing \$.25 (Government Shared Plan).

NAME	SERIAL #	MODEL/DEVICES	PHONE #
Sylvia Goldsberry-Adams	75016991	Ipad Air	(202) 280-9797
Antoine Fagan	75016994	Ipad Air	(202) 253-0241
Tamara Robinson	75016995	Ipad	(202) 573-6397
Arlin Budoo	75016993	Ipad	(202) 669-7793
Not assigned		Ipad	(202) 573-6291

- 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 FY17 and FY18, to date;**

BOE RESPONSE: BOE currently has three leased vehicles: a 2013 Ford E-50 cargo van; a 2013 Dodge Caravan, and a 2006 Ford Express passenger van. BOE also owns a 2012 Mitsubishi box truck used for a variety of tasks, including delivery of election equipment and supplies, moving inventory between BOE'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. BOE vehicles were not involved in any accidents in FY 17 and FY 18, to date.

- c. A list of travel expenses, arranged by employee for FY17 and FY18, to date, including the justification for travel; and**

BOE RESPONSE: See Chart below (Q4cFY17_18_Employee Travel).

FY 2018

NAME	POSITION	DATE(s)	EVENT	LOCATION	EXPENSES	JUSTIFICATION
Goldsberry-Adams, Sylvia	Deputy Director	10/15/17 - 10/18/17	The Election Center Symposium - Inclusion and Integrity in Election Administration - Registration Fee	Auburn, AL	\$ 99.00	Election Training
			The Election Center Symposium - Inclusion and Integrity in Election Administration - Travel Expenses	Auburn, AL	\$ 1,114.21	Election Training
Jackson, Shirley	Public Affairs Specialist	10/15/17 - 10/18/17	The Election Center Symposium - Inclusion and Integrity in Election Administration - Registration Fee	Auburn, AL	\$ 99.00	Election Training
			The Election Center Symposium - Inclusion and Integrity in Election Administration - Travel Expenses	Auburn, AL	\$ 960.77	Election Training
Maeruf, Mohammed	Supervisory IT Specialist	10/15/17 - 10/18/17	The Election Center Symposium - Inclusion and Integrity in Election Administration - Registration Fee	Auburn, AL	\$ 99.00	Election Training
			The Election Center Symposium - Inclusion and Integrity in Election Administration - Travel Expenses	Auburn, AL	\$ 1,014.21	Election Training
McGhie, Kenneth	General Counsel	12/3/17 - 12/6/17	COGEL 2017 Conference - Registration Fee	Toronto, ONT	\$ 590.00	Ethics/Election Training
			COGEL 2017 Conference - Travel Expenses	Toronto, ONT	\$ 1,226.26	Ethics/Election Training
Stroud, Terri	Policy Advisor	10/1/17 - 10/3/17	ERIC Bipartisan Policy Center Meeting - Travel expenses only	Denver, CO	\$ 179.70	Election Training
		12/6/17 - 12/9/17	ERIC and Motor Voter Conference -Travel expenses only	New Orleans, LA	\$ 515.58	Election Training
				TOTAL EXPENSES:	\$ 5,897.73	

FY 2017

NAME	POSITION	DATE(s)	EVENT	LOCATION	EXPENSES	JUSTIFICATION
Brooks, Karen	Registrar of Voters	4/26/17 - 4/29/17	The Election Center 2017 Workshop - Registration Fee	Columbus, OH	\$ 449.00	Election Training
			The Election Center 2017 Workshop - Travel Expenses	Columbus, OH	\$ 967.63	Election Training
		8/18/17 - 8/23/17	The Election Center 33rd Annual National Conference - Registration Fee	Garden Grove, CA	\$ 898.00	Election Training
			The Election Center 33rd Annual National Conference - Travel Expenses	Garden Grove, CA	\$ 1,774.16	Election Training
Bryan, Raymond	IT Specialist	4/26-17 - 4/29/17	The Election Center Special Workshop - Registration Fee	Columbus, OH	\$ 1,745.00	Election Training
			The Election Center Special Workshop - Travel Expenses	Columbus, OH	\$ 838.35	Election Training
		5/8/17 - 5/11/17	The Election Center Professional Education Program - Registration Fee	Auburn, AL	\$ 349.00	Election Training
			The Election Center Professional Education Program - Travel Expenses	Auburn, AL	\$ 1,032.41	Election Training
		7/7/17 - 7/17-17	The Election Center Professional Education Program - Registration Fee	Fort Myers, FL	\$ 1,745.00	Election Training
			The Election Center Professional Education Program - Travel Expenses	Fort Myers, FL	\$ 3,113.48	Election Training
		8/20/17 - 8/23/17	The Election Center 33rd Annual National Conference - Registration Fee	Garden Grove, CA	\$ 469.00	Election Training
			The Election Center 33rd Annual National Conference - Travel Expenses	Garden Grove, CA	\$ 1,375.94	Election Training
Budoo, Arlin	Facility Management and Support Specialist	4/28/17 - 4/30/17	The Election Center Professional Workshop - Registration Fee	Columbus, OH	\$ 429.00	Election Training
			The Election Center Professional Workshop - Travel Expenses	Columbus, OH	\$ 823.65	Election Training
		5/7/17 - 5/11/17	The Election Center Professional Education Program - Registration Fee	Auburn, AL	\$ 698.00	Election Training
			The Election Center Professional Education Program - Travel Expenses	Auburn, AL	\$ 1,467.61	Election Training
		8/19/17 - 8/24/17	The Election Center 33rd Annual National Conference - Registration Fee	Garden Grove, CA	\$ 469.00	Election Training

			The Election Center 33rd Annual National Conference - Travel Expenses	Garden Grove, CA	\$ 1,746.85	Election Training
Christensen, Renee	Staff Attorney	4/26/17 - 4/30/17	The Election Center Special Workshop - Registration Fee	Columbus, OH	\$ 878.00	Election Training
			The Election Center Special Workshop - Travel Expenses	Columbus, OH	\$ 1,116.52	Election Training
		5/12/17 - 5/13/17	The Election Center Professional Education Program - Registration Fee	Auburn, AL	\$ 349.00	Election Training
			The Election Center Professional Education Program - Travel Expenses	Auburn, AL	\$ 674.71	Election Training
		8/19/17 - 8/23/17	The Election Center 33rd Annual National Conference - Registration Fee	Garden Grove, CA	\$ 469.00	Election Training
			The Election Center 33rd Annual National Conference - Travel Expenses	Garden Grove, CA	\$ 1,552.19	Election Training
Fagan, Antoine	Supervisory IT Specialist	1/5/17 -1/6/17	2017 Joint Election Officials Liaison Committee (JEOLC) Meeting - Registration Fee only	Arlington, VA	\$ 449.00	Election Training
		7/7/17 - 7/15/17	The Election Center Professional Education Program - Registration Fee	Fort Myers, FL	\$ 1,745.00	Election Training
			The Election Center Professional Education Program - Travel Expenses	Fort Myers, FL	\$ 2,501.51	Election Training
Garcia, Karla	Management Liaison Specialist	2/15/17 - 2/18/17	The Election Center 2017 Workshop - Registration Fee	Savannah, GA	\$ 449.00	Election Training
			The Election Center 2017 Workshop - Travel Expenses	Savannah, GA	\$ 1,254.75	Election Training
		8/18/17 - 8/20/17	The Election Center 33rd Annual National Conference - Registration Fee	Garden Grove, CA	\$ 469.00	Election Training
			The Election Center 33rd Annual National Conference - Travel Expenses	Garden Grove, CA	\$ 1,867.80	Election Training
Goldsberry Adams, Sylvia	Deputy Director	2/10/17 - 2/13/17	2017 NASED Winter Meeting - Registration Fee only	Washington, DC	\$ 525.00	Election Training
		4/28/17 - 4/30/17	The 2017 Election Workshop - Comparing Election Performance - Reg Fee	Columbus, OH	\$ 429.00	Election Training
			The 2017 Election Workshop - Comparing Election Performance - Expenses	Columbus, OH	\$ 802.12	Election Training
		8/20/17 - 8/24/17	The Election Center 33rd Annual National Conference -	Garden Grove, CA	\$ 469.00	Election Training

			Registration Fee			
			The Election Center 33rd Annual National Conference - Travel Expenses	Garden Grove, CA	\$ 1,707.80	Election Training
Jackson, Shirley	Public Affairs Specialist	8/18/17 - 8/24/17	The Election Center 33rd Annual National Conference - Registration Fee	Garden Grove, CA	\$ 898.00	Election Training
			The Election Center 33rd Annual National Conference - Travel Expenses	Garden Grove, CA	\$ 2,208.50	Election Training
Jennings, Terrica	ADA Coordinator	5/14/17 - 5/18/17	The National ADA Symposium 2017 - Registration Fee	Chicago, ILL	\$ 750.00	Election / ADA Training
			The National ADA Symposium 2017 - Travel Expenses	Chicago, ILL	\$ 1,503.31	Election / ADA Training
McGhie, Kenneth	General Counsel	12/11/16 to 12/14/16	COGEL 2016 Conference - Registration Fee	New Orleans, LA	\$ 580.00	Election Training
			COGEL 2016 Conference	New Orleans, LA	\$ 1,212.51	Election Training
Miller, Alice P.	Executive Director	8/23/17 - 8/25/17	NASED Summer Conference - Travel Expenses	Garden Grove, CA	\$ 536.00	Election Training
Smith, Deanna	Assistant Registrar of Voters	7/7/17 - 7/16/17	The Election Center Professional Education Program - Registration Fee	Fort Myers, FL	\$ 1,745.00	Election Training
			The Election Center Professional Education Program - Travel Expenses	Fort Myers, FL	\$ 2,358.80	Election Training
		8/18/17 - 8/23/17	The Election Center 33rd Annual National Conference - Registration Fee	Garden Grove, CA	\$ 898.00	Election Training
			The Election Center 33rd Annual National Conference - Travel Expenses	Garden Grove, CA	\$ 2,066.48	Election Training
Stroud, Terri	Policy Advisor	4/26/17 - 4/30/17	The Election Center Special Workshop - Registration Fee	Columbus, OH	\$ 878.00	Election Training
			The Election Center Special Workshop - Travel Expenses	Columbus, OH	\$ 1,143.10	Election Training
		8/20/17 - 8/23/17	The Election Center 33rd Annual National Conference - Registration Fee	Garden Grove, CA	\$ 469.00	Election Training
			The Election Center 33rd Annual National Conference - Travel Expenses	Garden Grove, CA	\$ 1,236.46	Election Training
				TOTAL EXPENSES	\$55,166.01	

- d. A list of the total workers' compensation payments paid in FY17 and FY18, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

BOE RESPONSE: There were no workers' compensation payments made in FY 17 or FY 18, to date.

5. For FY17 and FY18, to date, what was the total cost for mobile communications and devices, including equipment and service plans?

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

See Chart below:

Telecommunication Services	BOE/DLO)
FY 2017	
\$210.00	VPN Connection
\$4,178.00	Cradle Point Connection
\$37.99	CradelPoint Connection
\$299.99	Apple 6Plus Cell phone
\$25.00	MiFI device
\$599.99	Apple iPhone 6Plus Cell phones
\$38,597.00	Purchase of 100 iPads+Data Service for e-

Signature Program

FY 2018

0

Estimated Monthly Burn Rate: AT&T Wireless: (Carrier Cell phones/MiFis for 143 precincts; cradle points; poll worker cell phones; eSignature iPads; Estimated monthly cost of \$15,553.33.

Estimated Monthly Burn Rate: Verizon Wireless: (Carrier Cell phone/Staff cell phones, iPads/tablets, laptops; DS 200 ES&S Voting Modems. Estimated monthly cost of \$8,708.12.

6. For FY17 and FY18, to date, please list all intra-District transfers to or from the agency and the purpose for each.

BOE RESPONSE: See Table Below: (Q6 FY17_18 Intra-district Transfers).

Question 6					
Intra-District Transfers					
	Buyer	Seller	Purpose	Amount of Transfer	Date of MOU
Fiscal Year 2017					
1	Board of Elections	Office of Finance and Resource Mgt.	Telecommunication	\$4,558.00	
2	Board of Elections	Department of Parks and Recreation	Facility/Logistical Support	\$36,729.74	11/11/2019
3	Board of Elections	DC Public Library	To utilize DCPL Facilities	\$16,041.53	10/19/2016
4	Board of Elections	Office of Contracting and Procurement	P-Card Transaction advances	\$126,787.60	
5	Board of Elections	Department of General Services	For Security Services	\$72,234.00	11/20/2016
6	Board of Elections	Department of Motor Vehicles	Sharing of Data	\$3,847.06	11/30/2016
7	Board of Elections	DC Public Schools	To utilizes DCPS as Polling Sites	\$36,865.48	11/29/2016
8	Board of Elections	Department of Health	Vital Records Sharing	\$5,000.00	12/28/2016
9	Board of Elections	Office of Disability Rights	Poll Worker Training	\$872.00	1/6/2017
10	Board of Elections	Department of Public Works	Maintenance & Repair - Fleet	\$18,039.29	

1	Board of Elections	Department of Public Works	To provide transportation svc.	\$11,722.94	1/6/2017
Total				\$332,697.64	
Fiscal Year 2018 - To date					
Total				\$0.00	

7. For FY17 and FY18, 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:

- a. The revenue source name and code;
- c. A description of the program that generates the funds;
- . The source of funding;
- d. The amount of funds generated by each source or program;
- e. Expenditures of funds, including the purpose of each expenditure; and
- f. The current fund balance.

BOE RESPONSE: The BOE did not maintain, use, or have available for use any special purpose revenue accounts during FY 17 or FY 18 to date.

8. For FY17 and FY18, 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 Table below (Q8 FY17_18 Credit Cards). 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; shipping charges; newspapers; uniforms; hardware and industrial items; printing services; repair shops and related services.

Name	Title	Total Spent	Office Supplies	Contractual/ Professional Services	Equipment
Fiscal Year 2017 (YTD)					
Berlinda Stanback	Elections Program Specialist	\$66,368.72	\$33,678.79	\$32,689.93	
Kenneth McGhie	GEN COUNSEL	\$1,119.00	\$49.00	\$1,070.00	
Sylvia Goldsberry-Adams	ELECTIONS OPERATIONS MANAGER	\$54,168.98		\$54,168.98	
Karla Garcia	Management Liaison Specialist	\$5,130.90	\$701.39	\$4,429.51	
		\$126,787.60			
Fiscal Year 2018 (YTD)					
Berlinda Stanback	Elections Program Specialist	\$16,302.36		\$16,302.36	-
Kenneth McGhie	GEN COUNSEL	\$590.00		\$590.00	-
Sylvia Goldsberry-Adams	Deputy Director	\$532.30	\$532.30		
Karla Garcia	Management Liaison Specialist	\$179.16	\$179.16		-
		\$17,603.82			

9. Please list all memoranda of understanding (“MOU”) entered into by your agency during FY17 and FY18, 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 Table below (Q9 FY17_18 MOUs). As we move closer to the June 2018 Mayoral Primary election, BOE will be negotiating with our Intra-District partners for Election Day support.

MOU					
	Buyer	Seller	Purpose	Amount of Transfer	Termination Date
Fiscal Year 2017					
1	Board of Elections	Department of Parks and Recreation	Provides Facility & Logistical Support to BOE	\$36,729.74	9/30/2017
2	Board of Elections	DC Public Library	To utilize DCPL Facilities	\$16,041.53	9/30/2017
3	Board of Elections	Department of General Services	For Security Services	\$72,234.00	9/30/2017
4	Board of Elections	Department of Motor Vehicles	Sharing of Data	\$3,847.06	9/30/2017
5	Board of Elections	DC Public Schools	To utilizes DCPS as Polling Sites	\$36,865.48	9/30/2017
6	Board of Elections	Department of Health	Vital Records Sharing	\$5,000.00	9/30/2017
7	Board of Elections	Office of Disability Rights	Poll Worker Training	\$872.00	9/30/2017
8	Board of Elections	Department of Public Works	To provide transportation svc.	\$11,722.94	9/30/2017
Total				\$183,312.75	
Fiscal Year 2018 - To date					
Total				\$0.00	

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 FY17 and FY18, 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 (NASD). 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 (NACCO). BOE 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) and the National Conference of State Legislatures, to name a few.

BOE 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 BOE to identify individuals within the District of Columbia who are eligible to vote but are unregistered to vote.

BOE has a good working relationship with the DMV and Department of Corrections (DOC). 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 BOE 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.

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

Additionally, BOE 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, BOE 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 capital projects in the financial plan and provide an update on all capital projects under the agency's purview in FY17 and FY18, to date, including 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 FY16, FY17, and FY18, to date, including the amount budgeted, actual dollars spent, and any remaining balances.**

BOE RESPONSE: In May 2017, the Council approved a reprogramming of \$3 million in capital funds to procure a new voter registration and elections management database system. The District's Office of Contracting & Procurement (OCP) released the Request for Proposal (RFP) on January 11, 2018 to potential bidders with a closing date of February 16, 2018. The latest

procurement milestone plan estimates that the contract award will be in late spring 2018.

In addition, DGS signed a lease in July 2017 to co-locate BOE and the Office of Campaign Finance (OCF) to 1015 Half Street, SE. BOE moved into its new facility on January 2, 2018 and hope that this new, cleaner, more efficiently designed working environment will better serve the voters of the District of Columbia. As of now, BOE is facing a significant budget challenge. The current FY 18 budget, as approved, cannot absorb associated moving expenses. As such, BOE requested \$350,000.00 in supplemental funding to assist with the following: the purchase of audio visual equipment for poll worker training; and to contract for the scanning/digitization of voter registration records, (over 1 million) which contain Personally Identifiable Information (PII) that will be housed temporarily at the new site.

b. An update on all capital projects planned for FY18, FY19, FY20, FY21, FY22, and FY23.

BOE RESPONSE: BOE will need to purchase/lease voting equipment with local/capital funds beginning in FY 19. As you may know, in February 2016, OCP on behalf of BOE entered into a contractual agreement with Election Systems and Software (ES&S) to lease new voting equipment, which included 180 precinct-based scanners, 400 touch screens, and 1 high speed scanner. The total lease amount was \$2,572,890.00 (Base period: \$946,130.00 (February 2016-September 30, 2016); Option Year 1: \$802,630.00 (October 1, 2016-September 30, 2017); and Option Year 2: \$824,130.00 (October 1, 2017-September 30, 2018). There were no local funds appropriated for the lease of the election equipment in 2016. BOE used "Help America Vote Act" ("HAVA") federal grant funds to lease the new voting equipment. BOE will be able to use the voting equipment for the June 19, 2018 Mayoral Primary. However, absent some additional funding, BOE will not have any voting equipment for the November 6, 2018 Mayoral General election. At this time, BOE believes it would be more prudent to purchase ES&S' voting equipment for \$1.2 million. This would be one-time local/capital expenditure to acquire the voting equipment and voting tabulation system. BOE will not be able to use any HAVA funds since these funds have been depleted due to the purchase of additional electronic poll books including maintenance and technical support services and making the final lease payment on the voting equipment.

c. A description of whether the capital projects begun, in progress, or concluded in FY16, FY17, or FY18, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.

BOE RESPONSE: No capital funds have been expended, to date.

- 12. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY17 and FY18, to date. For each, include a description of the need and the amount of funding requested.**

BOE RESPONSE: See Table below and Attachment (Q12, FY 17_18_ Budget Enhancement Requests).

Board of Elections		
Budget Enhancement Request		
Fiscal Year 2017		
Date	Description	Amount Needed
1/13/2017	To procure high quality city wide voter registration database - CIP	\$3,000,000.00
Fiscal Year 2018 (YTD)		
Date	Description	Amount Needed
10/4/2017	To fully fund FTEs and hire new employees to carry out the agency's operation effectively	\$900,000.00
10/4/2017	To cover costs associated with relocation	\$350,000.00

- 13. Please list, in chronological order, each reprogramming in FY17 and FY18, 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 reprogramming for FY17 and FY18, to date. For each reprogramming, list the date, amount, rationale, and reprogramming number.**

Board of Elections			
Budget Reprogramming			
Fiscal Year 2017			
Date	Description	Amount Needed	Revised Budget

8/4/2017	The Agency received unused funds from OCP to cover spending pressure in PS	\$110,000.00	\$7,733,411.00
Fiscal Year 2018 (YTD)			
Date	Description		Amount Needed

BOE RESPONSE: See Table below (Q13, FY 17_18_ Budget Reprogramming).

14. Please list each grant or sub-grant received by your agency in FY17 and FY18, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

BOE RESPONSE: See Table below (Q14, FY 17_18_ Grants & Sub grants)

		Grant Award	Grant Amount Budgeted	Grant Name	Amount Expended	Start/End Date
DLO	No New Grant	HAVA11/08	\$2,410,000.00	Help America Vote Act	\$1,350,843.36	12/26/2007-Until Expended
DLO	No New Grant	HAVA11/08	\$1,000,000.00	Help America Vote Act	\$866,035.00	12/26/2007-Until Expended

a. 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.

15. Please list each contract, procurement, and lease, entered into, extended, and option years exercised by your agency during FY17 and FY18, 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 amount budgeted and amount 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. The funding source.

BOE RESPONSE: See Table below: (Q15, FY 17_18_ CONTRACTS/POs).

**Board of Elections
FY 17 PO Balance**

AY	PO Number	Vendor Name	AY	Total Amount	Expenditures	PO. Balance
2017	PO550822	PREMIER OFFICE & MEDICAL SUPPL	2017	51,168.31	(51,168.31)	0.00
2017	PO550932	VRS COMPANY, INC.	2017	99,880.00	(99,880.00)	
2017	PO550933	FIRST FEDERAL CORPORATION	2017	2,391.68	(2,391.68)	
2017	PO550936	THE WASHINGTON POST	2017	28,621.80	(28,621.80)	0.00
2017	PO550937	FEDERAL EXPRESS	2017	609.02	(609.02)	0.00
2017	PO551049	ABC TECHNICAL SOLUTIONS I	2017	1,290.32	(1,290.32)	0.00
2017	PO551064	PITNEY BOWES	2017	25,000.00	(25,000.00)	0.00
2017	PO551065	PEAK-RYZEX, INC	2017	1,914.75	(1,914.75)	0.00
2017	PO551066	OUTFRONT MEDIA LLC	2017	12,048.00	(12,048.00)	0.00
2017	PO551107	ENTERPRISE HOLDINGS, INC.	2017	18,040.10	(18,040.10)	0.00
2017	PO551132	US POSTAL SERVICE	2017	75,000.00	(75,000.00)	0.00
2017	PO551144	TOUCAN PRINTING AND PROMO	2017	75,000.00	(75,000.00)	0.00
2017	PO551167	ELECTION SYSTEMS & SOFTWARE IN	2017	175,000.00	(175,000.00)	0.00
2017	PO551226	PENSKE TRUCK LEASING	2017	9,999.97	(9,999.97)	0.00
2017	PO551290	LASER ART INC	2017	2,990.13	(2,990.13)	0.00
2017	PO551556	CAPITAL SERVICES AND SUPPLIES	2017	7,223.00	(7,223.00)	0.00
2017	PO551678	DYNAMIC PATH, LLC	2017	3,600.00	(3,600.00)	0.00
2017	PO551769	DEAF ACCESS SOLUTIONS, INC.	2017	6,768.00	(6,768.00)	0.00
2017	PO551800	ABC TECHNICAL SOLUTIONS I	2017	2,164.40	(2,164.40)	0.00
2017	PO551802	COMPREHENSIVE LANGUAGE CENTER	2017	8,547.00	(8,547.00)	0.00
2017	PO551804	CAPITAL SERVICES AND SUPPLIES	2017	10,750.00	(10,750.00)	0.00
2017	PO551839	PEAK-RYZEX, INC	2017	1,938.00	(1,938.00)	0.00
2017	PO551854	SOUTHWEST DISTRIBUTION, INC.	2017	4,017.00	(4,017.00)	0.00
2017	PO551894	ABC TECHNICAL SOLUTIONS I	2017	28,102.26	(28,102.26)	0.00
2017	PO551918	KNOWINK, LLC	2017	2,500.00	(2,500.00)	0.00
2017	PO551961	OVERHEAD DOOR COMPANY	2017	435.55	(435.55)	0.00
2017	PO551967	ELECTION SYSTEMS & SOFTWARE IN	2017	16,500.00	(16,500.00)	0.00
2017	PO551968	PAXTON VAN LINES	2017	59,328.00	(59,328.00)	0.00
2017	PO551990	UNION TEMPLE BAPTIST CHURCH	2017	500.00	(500.00)	0.00
2017	PO551991	BUILDING BRIDGES ACROSS RIVER	2017	1,920.00	(1,920.00)	0.00

2017	PO551992	ST JOHNS COLLEGE HIGH SCHOOL	2017	800.00	(800.00)	0.00
2017	PO551993	ST. BENEDICT THE MOOR CATHOLIC	2017	500.00	(500.00)	0.00
2017	PO551994	NATIVITY CATHOLIC CHURCH	2017	200.00	(200.00)	0.00
2017	PO551995	THOMAS E. HENDERSON	2017	24,803.75	(24,803.75)	0.00
2017	PO551997	IESI-MD CORPORATION	2017	672.00	(672.00)	0.00
2017	PO552031	THOMSON REUTERS(TAX & ACC) INC	2017	1,650.00	(1,650.00)	0.00
2017	PO552032	PENN. AVE., BAPTIST CHURCH	2017	760.00	(760.00)	0.00
2017	PO552033	ST. COLUMBA'S CHURCH	2017	750.00	(750.00)	0.00
2017	PO552034	SAINT SOPHIA GREEK ORTHODOX CA	2017	1,000.00	(1,000.00)	0.00
2017	PO552035	TRINITY AME ZION CHURCH	2017	650.00	(650.00)	0.00
2017	PO552036	UKRAINECTHLC NTNL SHRINE HOLY	2017	1,000.00	(1,000.00)	0.00
2017	PO552140	ELECTION SYSTEMS & SOFTWARE IN	2017	14,319.19	(14,319.19)	0.00
2017	PO552273	VOTEM CORP	2017	76,000.00	(76,000.00)	0.00
2017	PO552433	CAPITOL MEMORIAL SEVENTH-DAY	2017	930.00	(930.00)	0.00
2017	PO552434	FRIENDSHIP BAPTIST CHURCH	2017	200.00	(200.00)	0.00
2017	PO552435	HUGHES MEM UNITED METH CHURCH	2017	722.18	(722.18)	0.00
2017	PO552437	METROPOLITAN AME CHURCH	2017	300.00	(300.00)	0.00
2017	PO552450	CHRIST CHURCH, GEORGETOWN	2017	175.00	(175.00)	0.00
2017	PO552455	15TH STREET PRESBYTERIAN CHURC	2017	1,500.00	(1,500.00)	0.00
2017	PO552470	CHINATOWN SERVICE CENTER	2017	1,500.00	(1,500.00)	0.00
2017	PO552471	MARY MCLEOD BETHUNE DAY ACAD.	2017	900.00	(900.00)	0.00
2017	PO552472	CHURCH OF REFORMATION	2017	172.50	(172.50)	0.00
2017	PO552473	FOUNDRY UNITED METHODIST CHURC	2017	150.00	(150.00)	0.00
2017	PO552474	COVENANT BAPTIST UNITED CHURCH	2017	500.00	(500.00)	0.00
2017	PO552523	INTAB LLC	2017	10,565.13	(10,565.13)	0.00
2017	PO552548	MOUNT HOREB BAPTIST CHURCH	2017	400.00	(400.00)	0.00
2017	PO552668	CD GLOBAL STRATEGIES GROU	2017	9,550.00	(9,550.00)	0.00
2017	PO552669	MOUNT BETHEL BAPTIST CHURCH	2017	500.00	(500.00)	0.00
2017	PO553046	MATHEMATICAL ASSOC OF AMERICA	2017	1,450.00	(1,450.00)	0.00
2017	PO553067	FRIENDSHIP PCS	2017	650.00	(650.00)	0.00
2017	PO553069	ALLEN CHAPEL A.M.E.CHURCH	2017	500.00	(500.00)	0.00
2017	PO553072	COMCAST SPOTLIGHT	2017	6,852.81	(6,852.81)	0.00
2017	PO553240	RR DONNELLEY	2017	10,200.00	(10,200.00)	0.00
2017	PO553392	BROUGHTON CONSTRUCTION CO LLC	2017	3,788.67	(3,788.67)	0.00
2017	PO553590	EASTERN LIFT TRUCK CO. INC.	2017	2,824.41	(2,824.41)	0.00
2017	PO553617	DEAF ACCESS SOLUTIONS, INC.	2017	5,774.40	(5,774.40)	0.00
2017	PO553734	THE PRESIDIO CORPORATION	2017	2,925.26	(2,925.26)	0.00
2017	PO553904	ELECTION MGMT CONSULTING SVC	2017	150,175.36	(150,175.36)	0.00
2017	PO554408	XEROX DIRECT	2017	39,346.35	(39,346.35)	0.00
2017	PO554889	OLENDER REPORTING INC.	2017	5,000.00	(5,000.00)	0.00
2017	PO556776	ZION BAPTIST CHURCH OF EASTLAN	2017	2,500.00	(2,500.00)	0.00
2017	PO557222	SHRED-IT USA, INC.	2017	2,564.72	(2,564.72)	0.00
2017	PO557223	EASYVOTE SOLUTIONS LLC	2017	17,500.00	(17,500.00)	0.00
2017	PO557224	DATA NET SYSTEMS CORP	2017	83,396.24	(83,396.24)	0.00
2017	PO558404	VRS COMPANY, INC.	2017	25,000.00	(25,000.00)	0.00
2017	PO558909	ELECTION SYSTEMS & SOFTWARE IN	2017	802,630.00	(802,630.00)	0.00
2017	PO559522	US POSTAL SERVICE	2017	50,000.00	(50,000.00)	0.00
2017	PO560105	KNOWINK, LLC	2017	81,000.00	(81,000.00)	0.00

2017	PO560456	ST PAUL'S ENGLISH LUTHERIAN CH	2017	500.00	(500.00)	0.00
2017	PO562384	KNOWINK, LLC	2017	136,800.00	(136,800.00)	0.00
2017	PO564936	CITY AND COUNTY OF DENVER	2017	50,000.00		50,000.00
2017	PO566588	WASH METRO AREA TRANSIT AUTH	2017	8,418.38	(8,418.38)	0.00
2017	PO567403	ABC TECHNICAL SOLUTIONS I	2017	21,703.30	(21,703.30)	0.00
				2,395,916.94	(2,345,916.94)	50,000.00

**Board of Elections
FY 2018 PO BALANCE**

AY	PO Number	Vendor Name	AY	Total Amount	Expenditures	PO. Balance
2018	PO570050	FIRST FEDERAL CORPORATION	2018	2,576.34	(396.95)	2,179.39
2018	PO570161	ABC TECHNICAL SOLUTIONS	2018	1,053.84	(1,053.84)	0.00
2018	PO570559	US POSTAL SERVICE	2018	75,000.00	(75,000.00)	0.00
2018	PO570764	PEAK-RYZEX, INC	2018	1,936.20	(1,936.20)	0.00
2018	PO570875	ABC TECHNICAL SOLUTIONS	2018	1,290.32	(1,290.32)	0.00
2018	PO570877	SHRED-IT USA LLC	2018	5,000.00	(260.00)	4,740.00
2018	PO570878	THOMSON REUTERS(TAX & ACC) INC	2018	2,265.00	(2,265.00)	0.00
2018	PO571221	EASTERN LIFT TRUCK CO. INC.	2018	5,000.00		5,000.00
2018	PO571225	DYNAMIC PATH, LLC	2018	3,600.00		3,600.00
2018	PO571847	THE GOODE COMPANIES, INC.	2018	5,000.00	(138.66)	4,861.34
2018	PO572053	ELECTION MGMT CONSULTING SVC	2018	154,906.50	(83,515.25)	71,391.25
2018	PO572315	EASYVOTE SOLUTIONS LLC	2018	17,500.00	(17,500.00)	0.00
2018	PO572753	PITNEY BOWES	2018	15,000.00	(15,000.00)	0.00
2018	PO573238	FEDERAL EXPRESS	2018	5,000.00	(42.28)	4,957.72
2018	PO573244	NEAL R GROSS & CO INC	2018	8,500.00	(225.00)	8,275.00
2018	PO573252	SOUTHWEST DISTRIBUTION, INC.	2018	2,028.00	(2,028.00)	0.00
2018	PO573636	RR DONNELLEY	2018	11,024.50	(10,988.75)	35.75
2018	PO573744	VOTEM CORP	2018	85,000.00		85,000.00
2018	PO574064	XEROX CORPORATION	2018	34,086.96	(7,264.24)	26,822.72
2018	PO574955	LASER ART INC	2018	9,999.15	(3,040.85)	6,958.30
2018	PO575365	EASYVOTE SOLUTIONS LLC	2018	17,500.00	(17,500.00)	0.00
2018	PO575595	KNOWINK, LLC	2018	37,500.00	(37,500.00)	0.00
2018	PO576035	ELECTION SYSTEMS & SOFTWARE IN	2018	824,130.00	(824,130.00)	0.00
2018	PO576512	WASHINGTON OVERHEAD DOOR	2018	5,000.00		5,000.00
2018	PO576655	NETWORKING FOR FUTURE INC	2018	10,072.80		10,072.80
2018	PO577075	NETWORKING FOR FUTURE INC	2018	8,750.00		8,750.00
2018	PO577335	QLESS, INC.	2018	9,500.00		9,500.00
2018	PO577337	STOCKBRIDGE CONSULTING LL	2018	15,325.00		15,325.00
				1,373,544.61	(1,101,075.34)	272,469.27

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 to significant financial liability or will result in a change in agency practices, and describe 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: There are no pending lawsuits involving the Board of Elections.

- 17. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY17 or FY18, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).**

BOE RESPONSE: The Board of Elections moved to voluntarily dismiss one case during this time span: *One Fair Wage D.C. et al. v. D.C. Board of Elections*, 2017 CA 003367 B. That case emanated from an appeal of a Board decision to reject Initiative Measure No. 77, "District of Columbia Minimum Wage Amendment Act of 2017" as numerically insufficient for ballot access. The Board determined that several petition pages had been improperly rejected during the verification of registrants. As a result of this determination, the Board continued to process the petition to determine if the initiative qualifies for ballot access. This case involved no monetary settlement as a result of the Board's settlement.

The Board also settled a total of 6 Petitions for Enforcement submitted by the Office of Campaign Finance (OCF) during the relevant time period. Those cases resulted in outstanding fines being collected by OCF for campaign finance reporting violations.

- 18. Please list the administrative complaints or grievances that the agency received in FY17 and FY18, 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. For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution.**

BOE RESPONSE: The Board received 8 petitions for enforcement from OCF and 2 were successfully filed with the Superior Court and the Court issued orders enforcing the judgments that were properly recorded pursuant to D.C. Code § 1-1163.35(a)(5). The remaining 6 matters are pending service of process by certified and/or registered mail.

Procedurally, the Board responds to administrative complaints and grievances pursuant to the District of Columbia Administrative Procedures Act (D.C. Official Code § 2-501 *et seq.*) and Title 3, Chapter 4, of the District of Columbia Municipal Regulations.

- 19. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe**

any allegations received by the agency in FY17 and FY18, to date, whether or not those allegations were resolved.

BOE RESPONSE: The Board adheres to the Mayoral Standing Order 2004-171 with respect to procedures for investigating allegations of sexual harassment or misconduct. The Board's Office of the General Counsel (OGC) spearheads any and all investigations of this nature. The investigations begin with interviews of the complainant and the employee who has been accused of the particular misconduct. Moreover, the OGC interviews any and all witnesses that the parties may raise to substantiate claims and/or defenses. Once all interviews are taken, a report is generated with recommendations for courses of action based upon Chapter 18 of D.C. Personnel Regulations.

The Board received 1 complaint during the relevant time span, and that complaint is currently being investigated. The complaint involved 1 employee using foul language directed at another employee in response to a quip regarding his purported frugality. While some extraneous details not relevant to the resolution of the case are in dispute, the parties are in agreement as to the essence of vulgar language. This matter is expected to be resolved prior to the end of the 2017 calendar year.

20. 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 FY17 and FY18, to date.

BOE RESPONSE: There are no current or ongoing investigations, audits, or reports concerning the Board of Elections or any of its employees. There were no completed investigations, studies, audits or reports concerning the Board of Elections or any of its employees during FY17 and FY 18.

21. Please describe any spending pressures the agency experienced in FY17 and any anticipated spending pressures for the remainder of FY18. Include a description of the pressure and the estimated amount. If the spending pressure was in FY17, describe how it was resolved, and if the spending pressure is in FY18, describe any proposed solutions.

BOE RESPONSE: See Table Below (FY17_18_Spending Pressure) BOE ended FY 17 with a deficit in excess of \$100,000.00 due to the costs associated with the November 2016 Presidential General Election and the hiring of FTEs needed to sustain election operations. BOE de-obligated and shifted funds within the agency's budget in an effort to cure the deficit. However, OFRM still reached out to other district agencies to assist with the shortfall. BOE subsequently received \$110,000.00 from OCP which cured the deficit.

At the onset of FY 18, BOE learned again that it is facing a significant shortfall in Personal Services (PS) in excess of \$900,000.00. BOE currently has 43 full-time employees (FTEs) and the approved FY 18 budget does not support these positions. The lack of these funds will severely hamper BOE's ability to fully conduct the Mayoral Primary election.

	Board of Elections Spending Pressure	
Fiscal Year 2017		
Date	Description	Amount Needed
1/13/2017	The agency has faced spending pressure on PS due to hiring of new employees needed to carry out the Agency's increased responsibilities	\$110,000.00
Fiscal Year 2018 (YTD) 10/4/2017	The Agency anticipates spending pressure due to 1) inability of FY 2018 budget to fully fund the FTEs 2) additional need in FTEs to carry out the agency's on-going responsibilities, 3) this year's planned office relocation.	\$1,250,000.00

22. Please provide a copy of the agency's FY17 performance plan. Please explain which performance plan objectives were completed in FY17 and whether they were completed on time and within budget. If they were not, please provide an explanation.

BOE RESPONSE: See Below (Q22, FY 17 Performance Plan).

FISCAL YEAR 2017 PERFORMANCE PLAN

AGENCY MISSION

The mission of the Board of Elections (BOE) is to enfranchise eligible residents, conduct elections, and assure the integrity of the electoral process as mandated by both federal and local laws.

SUMMARY OF SERVICES

The Board achieves its mission through the execution of the following services and programs:

- voter registration services;
- voting system technologies;
- voter information services, including public and media outreach and candidate services;
- information technology and service systems that support voting, ballot tabulation, and electronic mapping of election district boundaries;
- the planning and implementation of District of Columbia elections; and
- legal counsel, rulemaking, and adjudication functions.

PERFORMANCE PLAN DIVISIONS

- Board of Supervisors
- Election Operations
 - Voter Registration
 - Voter Services
 - Election Administration
 - Election Operations
- Agency Management

OBJECTIVE 1: SUCCESSFUL EXECUTION OF THE NOVEMBER 8, 2016 GENERAL ELECTION.

INITIATIVE 1.1: Procure, program, and deploy 300 additional electronic pollbooks (e-pollbooks) for the November 8, 2016 General Election. Prior to the June 14, 2016 Primary Election, the BOE procured 600 KNOWiNK Poll Pads, e-pollbooks used to check voters in at voting locations. The Poll Pads exceeded performance expectations. Prior to the Primary Election, BOE had anticipated that the average check-in time for voters would be approximately 1½ minutes; the actual average time for a voter to check in was 58 seconds. This resulted in shorter lines and an overall expedited voting experience for voters. In anticipation of higher voter turnout for the General Election, the Board will procure 300 additional Poll Pads and allocate them strategically across Early Voting Centers and Polling Places to further reduce lines and check-in wait times at the polls, and to process provisional ballot voters more expeditiously.

STATUS: The Board acquired 300 additional e-pollbooks for the November 8, 2016 General Election. The e-pollbooks were purchased using Help America Vote Act (HAVA) funds at a cost of \$382,500.00.

The e-pollbooks contributed immeasurably to the success of the 2016 General Election in terms of the time voters had to wait for the opportunity to vote. According to “The American Voting Experience: Report and Recommendations of the Presidential Commission on Election Administration”:

[A]s a general rule, no voter should have to wait more than half an hour in order to have an opportunity to vote. Of course, there will be circumstances that strain this goal, such as when a busload of people shows up unexpectedly at a polling location or a hundred-person line of enthusiastic voters is waiting to greet the poll worker who opens the polling place in the morning. Nonetheless, local officials should be able to plan the allocation of their resources such that during the normal course of the day, nearly all voters can be processed within the 30-minute standard.

The Presidential Commission Preliminary findings of the Survey on the Performance of American Elections (SPAEE) indicated that 77% of District of Columbia voters waited 30 minutes or less to check in during the election. The average wait time for the election was 20 minutes. This figure represents a 44% drop in wait time in comparison to the 2012 General Election, when the average wait time was 36 minutes.

Additionally, 78% of the voters waited five minutes or less to receive their ballots and, as was the case with the 2016 Primary Election, the actual average time for a voter to check in was approximately 58 seconds.

OBJECTIVE 2: ENHANCEMENT OF THE OVERALL ACCURACY OF THE VOTER REGISTRY.

INITIATIVE 2.1: Conduct the 2017 biennial canvass/close out the 2013 biennial canvass. After the November 8, 2016 General Election, the BOE will mail postcards to individuals on the voter registry who did not vote in the election asking them to confirm their voter registration addresses. As a result of the canvass, these voters' records may be updated, made inactive, or removed. In addition, the Board will remove the records of those individuals (inactive voters) who both failed to respond to an address confirmation notice sent during the 2013 biennial canvass and failed to vote (or to appear to vote) in the next two federal general elections (the November 4, 2014 General Election and the November 8, 2016 General Election).

STATUS:

In January 2017, the Board conducted the 2017 biennial canvass, or address confirmation program. The Board reached out by mail to individuals who did not confirm their residence

addresses during the voting process in the 2016 General Election. Based upon the response to the canvass:

- 10,367 voter records were unaltered because the voters responded indicating that their addresses, as indicated in the voter registry, were current
- 10,594 voter records were removed due to the voters having moved outside of the District
- 5,439 voter records were updated to reflect their current District addresses, which differed from those indicated in the voter registry
- 697 voter records were removed due to the receipt of information indicating that the voter was deceased
- 19,129 voter records were made inactive due to undeliverable mail

Approximately 55,370 voters who were made inactive as a result of the 2013 canvass are due for removal from the voter registry as a result of either not responding to the address confirmation notice sent or having it returned undeliverable and failing to vote in the next two federal general elections after receiving the address confirmation notice.

INITIATIVE 2.2: Continued, regular participation in multi-state list maintenance programs. The BOE will utilize Electronic Registration Information Center (“ERIC”) and State and Territorial Exchange of Vital Events (“STEVE”) 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.

STATUS: See response to Agency Operations #55.

INITIATIVE 2.3: Deployment of Automatic Voter Registration. In accordance with the Automatic Voter Registration Amendment Act of 2016, the BOE will partner with the Department of Motor Vehicles (DMV) to automatically register or update existing registration information for all eligible individuals who apply for or renew their DMV-issued identification. The electronic transmission of the data required to register individuals or update their existing records will be transmitted electronically, which will reduce data entry errors and thus lead to a more accurate voter registry.

STATUS: The Board has been in regular communication with the DMV regarding the design of the form that will be utilized at the DMV to achieve the goals of the Automatic Voter Registration Amendment Act (the AVR Act). We have provided the DMV with the language that the form should contain in order to elicit the information required under the AVR Act and conform to both federal and District law. The Board understands that the DMV has modified its database so as to capture data required under the AVR Act that was not previously captured, including a mailing addresses, so that that data can be transmitted to the Board electronically. We anticipate that automatic voter registration will be fully implemented this month.

OBJECTIVE 3: Deployment of mobile petition circulation application. In accordance with the Ballot Access Modernization Amendment Act of 2016, the BOE will implement a pilot program that will enable a limited number of candidates, qualified petition circulators, and ballot measure proposers to use a mobile application, in addition to the paper circulation

process, to gather electronic signatures on a mobile device registered with the Board for the September 2018 Primary Election.

STATUS: The Board is on schedule to launch eSign, the mobile petition circulation application called for under the Ballot Access Modernization Amendment Act of 2016, during the petition circulation period for the June 19, 2018 Primary Election. eSign will allow voters to sign ballot access petitions on mobile devices instead of on paper, and register and on electronic tablets instead of paper, and will allow petitions circulators to confirm signers' eligibility on the spot, thereby reducing the number of invalid signatures collected.

Since January 2017, the Board has been closely working with the Denver Elections Division, which developed eSign, to bring the District's version of the application to fruition. The application is currently in the final testing phase. Once testing has been completed, Train-the-Trainer sessions, where Board staff will be intensively trained on the use of the application and simultaneously taught how to train end users, will commence.

OBJECTIVE 4: CONTINUED VOTER EDUCATION AND OUTREACH AND POLL WORKER RECRUITMENT EFFORTS.

INITIATIVE 4.1: Deploy Ward Outreach Coordinators throughout District of Columbia to raise awareness about voter registration, upcoming elections, the recently acquired voting equipment, and the opportunity to serve as poll workers.

STATUS: Between April 16, 2016 and November 6, 2016, the Board deployed Ward Outreach Coordinators at approximately 90 events throughout the District. These events yielded:

- 1,166 new voter registration applications and updates to existing registrations
- 72 Election Worker applications
- 242 Student Election Worker applications
- 606 Absentee Ballot Requests
- 1,487 Absentee Ballots Cast (Nursing Homes and Assisted Living Facilities)

The number of events held within each ward was as follows:

Ward	Number of Events
1	6
2	16
3	15
4	9
5	15
6	11
7	8
8	8

OBJECTIVE 5: EXPLORE NEW MODELS FOR CONDUCTING POLL WORKER TRAINING

INITIATIVE 5.1: Conduct research regarding the feasibility, benefits, and drawbacks of adding an online component to the poll worker training program.

STATUS: For the 2016 election cycle, the Board conducted a pilot program to gain insight into the benefits, potential problems, preferences, and overall user responsiveness to eLearning as a training tool for the District's election workers. The Board chose the Check-in Clerk (CIC) position, which represents approximately 28% of all election workers, for the pilot program.

Board staff developed a course on the CIC duties, as well as an introductory course, "Polling Place Basics," both of which mirrored the Board's training program and manual. Finally, a brief "Feedback Survey" course was developed to gain insight into users' experiences with the eLearning programs, and to solicit recommendations for similar programs in the future.

In total, there were 369 separate visits to the CIC course, 203 visits to the Polling Place Basics course, and 83 visits to the Feedback Survey. Ninety-one students completed the CIC course, and 66 students completed Polling Place Basics (13% and 9.5% of all enrolled students, respectively).

Overall, election workers greatly appreciated the availability of the online courses. They indicated that they found the courses helpful in understanding their Election Day duties and reinforcing the classroom training they had received. Users also felt the courses, which took an estimated 15-25 minutes to complete, were appropriate in terms of both content and length of time to complete. Several users also cited the eLearning program as evidence of the Board's commitment to improving the overall Election Worker training program.

Board staff has taken preliminary steps to create online training modules for use in the 2018 election cycle. However, this process has been put on hold due to budgetary constraints.

KEY PERFORMANCE INDICATORS

Measure	Fiscal Year 2014 (4/1/2014 Primary Election)	Fiscal Year 2014 (7/15/14 Special Election)	Fiscal Year 2015 (11/4/14 General Election)	Fiscal Year 2015 (4/28/15 Special Election)	Fiscal Year 2016 (Projected) (4/5/16 Primary Election)	Fiscal Year 2016 (Actual) (6/14/16 Primary Election)	Fiscal Year 2017 (Projected) (11/8/16 General Election)
Percent of Election Day polling places opened at 7 AM	98.6%	94.1%	97.9%	100%	98%	98%	99%

Percent of voting equipment open at 7 AM	88.1%	94.1%	94.4%	94.4%	90%	94%	95%
Percent of polling places with voting data returned to headquarters by midnight on Election Night	99%	99%	100%	100%	99%	100%	100%
Number of early voting centers opened	13	2	9	3	12	9	9
Percent of trained workers in the field on Election Day	98.8%	99.4%	99.7%	100%	97%	99.4%	99.5%
Number of voter education, registration, election worker recruitment, or equipment demonstration events attended	91	N/A		100	198	62	
Number of candidate or circulator	22	10	26	24	26	26	

training events scheduled						
Number of absentee voting events for special populations conducted	23	N/A		15	22	23

AGENCY WORKLOAD MEASURES

Measure	Fiscal Year 2014 (4/1/ 2014 Primary Election)	Fiscal Year 2014 (7/15/2014 Special Election)	Fiscal Year 2015 (11/4/2014 General Election)	Fiscal Year 2015 (4/28/15 Special Election)	Fiscal Year 2016 (6/14/16 Primary Election)
Total ballots cast and counted	99,394	1,715	177,377	18,063	100,423
Number of absentee ballots requested by deadline	5,520	278	8,535	1,113	9,142
Number of special ballots processed	10,849 (7,476 counted/ 3,373 rejected)	150	20,116 (18,921 counted/ 1,195 rejected)	1,405 (1,158 counted/ 247 rejected)	3,540 (442 counted/ 3,098 rejected)
Number of voter registration applications received (new and updates)	84,076		83,277		122,290
Number of registration applications received online (new and updates)	5,414		6,745		27,744

Number of voters made inactive on rolls	41,146	50,451	10,269
Number of voters removed from rolls	30,302	63,800	26,351
Number of voter education, registration, election worker recruitment, or equipment demonstration events requested	106	36	67

23. Please provide a copy of your agency's FY18 performance plan as submitted to the Office of the City Administrator.

BOE RESPONSE: See Attachment (Q23, FY 18 Performance Plan).

24. Please describe any regulations promulgated by the agency in FY17 or FY18, to date, and the status of each.

Affected Chapters in Rulemaking Action	Status
Chapter 8, Tabulation and Certification	Notice of Final Rulemaking published at 63 DCR 14814 (December 2, 2016); Rules codified on dcregs.dc.gov
Chapter 5, Voter Registration	Notice of Final Rulemaking published at 64 DCR 2530; Rules codified on dcregs.dc.gov
Chapter 1, Organization of the Board of Elections	Notice of Final Rulemaking published at 64 DCR 3791; Rules codified on dcregs.dc.gov

Chapter 30, Campaign Finance Operations: Committees, Candidates, Constituent Service Programs, Statehood Funds	Notice of Final Rulemaking published at 64 DCR 10306; Rules have not yet been codified.
Chapter 34, Campaign Finance Recordkeeping and Audits	
Chapter 38, Legal Defense Committees	
Chapter 41, Campaign Finance Operations: Exploratory Committees	

25. Please provide the number of FOIA requests for FY17 and FY18, to date, that were 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.

	FY17	FY18 (To Date)
Number of FOIA Requests Received	64	28
Number of FOIA Requests pending on Start of Fiscal Year	1	0
Number of FOIA Requests pending on End of Fiscal Year or Currently	0	2
FOIA Requests Fully Granted	50	26
FOIA Requests Partially Granted	2	0
FOIA Requests Denied In Whole	0	0
Number of Requests Withdrawn	0	0
Number of Requests Referred to Other Public Bodies	4	0

Other Disposition	8	0
Number of FOIA Requests Processed within 15 Days	61	26
Number of FOIA Requests Processed between 16 – 25 Days	3	0
Number of FOIA Requests Processed in 26 Days or More	0	0
Average Response Time	5	3
Number of Staff Hours Devoted to Processing FOIA Requests	25	8
Total dollar amount expended by public body for processing FOIA requests	\$1050.72	\$330.97
Total amount of fees collected by public body	\$801.45	\$62.00

26. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY17 and FY18, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

2016 General Election After-Action Report

Pursuant to D.C. Official Code §1-1001.05(K) and 3 DCMR § 817, the Board issued the after-action report containing certain data and information concerning the 2016 General Election on February 9, 2017. The report contained, among other things, the following information:

- The total number of ballots cast and counted, with subtotals for each type of ballot;
- The total number of spoiled and special ballots not counted;
- The total number of persons registered to vote more than thirty (30) days preceding the election, broken down by party, ward, and precinct;
- The number of persons who registered to vote between thirty (30) days preceding the election and the date of the election;
- The number of persons who registered to vote at an early voting center;
- The number of persons who registered to vote on Election Day;

- The number of polling place officials at each precinct, broken down by position title;
- Copies of any unofficial summary reports generated by the Board on election night;
- A summary of issues identified in Precinct Captain or Area Representative reports; and
- Performance measurement data of polling place officials.

a. 2016 Election Administration and Voting Survey (EAVS)

In February 2017, the Board submitted data regarding voter registration and election administration in the District of Columbia from November 2014 through November 2016 for inclusion in the 2016 Election Administration and Voting Survey (EAVS). The EAVS contains the most comprehensive nationwide data about election administration in the United States. Through the submission of data to the EAVS, the Board fulfilled its data collection requirements under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) and the National Voter Registration Act (NVRA), and related provisions of the D.C. Official Code.

The EAVS includes information related to:

- Voter registration;
- Military and overseas voters;
- Early and absentee voting;
- Provisional voting;
- Voter participation;
- Voting equipment usage; and
- Poll workers, polling places, and precincts.

The 2016 EAVS may be found here:

https://www.eac.gov/assets/1/6/2016_EAVS_Comprehensive_Report.pdf

b. Summary of Federal Election Administration Activities and Use of Help America Vote Act (HAVA) Funds (Expenditures) for Fiscal Year (FY) 2017

In December 2017, and in compliance with Title II Section 251 of HAVA, the Board submitted a report detailing expenditures made during FY 2017. The summary illustrates that the expenditures listed were consistent with the proposed use of HAVA funds as set forth in the District's HAVA plan as filed with the Election Assistance Commission and made in accordance with the provisions of Title II of HAVA. The report, which consisted of a narrative report as well as a Federal Financial Report Form (SF 425), indicates that the total FY 2017 HAVA Title II, Section 251 expenditures amounted to \$1,350,843.36.

See Attachment (General Question #26(c) HAVA Funds Report).

Other reports prepared by the Board during the pertinent timeframe are listed in the Response to General Question #32.

- 27. Please separately list each employee whose salary was \$100,000 or more in FY17 and FY18, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.**

BOE RESPONSE: See Table below (Q27, FY 17_18_Employees Over \$100k).

Posn Nbr	Title	Name	Hire Date	Grade	Step	Salary	Fringe Benefit	Prgm Code	Activity
00002061	General Counsel	Mcghie, Kenneth J	2/21/2017	3	0	179,583.66	32,504.64	1060	1060
00021388	Executive Director	Miller, Alice P	1/3/2017	10	0	173,891.00	31,474.27	1090	1090
00091420	Deputy Director	Goldsberry - Adams, Sylvia	4/18/2017	16	0	150,000.00	27,150.00	4004	4004
00071838	Supvy Info Tech Spec	Fagan, Antoine	6/8/2009	16	0	143,147.24	25,909.65	1040	1040
00046577	Special Assistant	Lynn-Dyson, Karen	9/6/2016	8	0	139,050.00	25,168.05	1090	1090
00071839	Supervisory IT Specialist	Maeruf, Mohammed	7/5/2016	15	0	139,050.00	25,168.05	1040	1040
00090854	Policy Advisor	Stroud, Terri D	10/26/1998	14	0	123,405.33	22,336.36	4004	4004
00001216	Attorney Advisor	Mcgann Jr., Rudolph	9/8/1998	13	10	123,335.00	22,323.64	1060	1060
00016854	Registrar of Voters	Brooks Karen F	6/28/1982	14	0	104,640.80	18,939.98	4002	4002
00000588	Attorney Advisor	Christensen, Renee K	11/28/2016	13	3	101,241.00	18,324.62	1060	1060

- 28. Please list in descending order the top 25 overtime earners in your agency in FY17 and FY18, to date, if applicable. For each, state the employee's name, position**

number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.

BOE RESPONSE: See Table below (Q28, FY 17_18_Top Overtime Earners).

				FISCAL YEAR 2017 EARNINGS SUMMARY			
		Pay Begin Dt :	18-Sep-16	REPORT -			
		Pay End Dt :	16-Sep-17	OVERTIME - 25 Top			
		AGENCY :	DL	Earners			
				DC Board of Elections			
EMPLOYEE ID	EMPLOYEE NAME	PAY GROUP	TITLE	GRADE	AMOUNT OF OVERTIME	PAY_PLAN	
1	00023994 Budoo Arlin Jerome	G1N	Facility Management & Support	12	\$15,967.46	DS	
2	00080969 Bryan Raymond Whitfield	G1N	IT Specialist	12	\$15,883.81	DS	
3	00035134 Jones Duan	G1N	Facility Management & Support	12	\$15,796.39	DS	
4	00024784 Hunter Robert Thomas	G1N	Facility Operations Specialist	11	\$14,672.60	DS	
5	00062474 Olsen Eric	G1N	Election Training Coordinator	12	\$13,765.11	DS	
6	00035151 NEWSOME Jr. KEVIN A	G1N	Election Services Specialist	9	\$11,531.99	DS	
7	00062417 Legette Randy	G1N	IT Specialist	12	\$11,433.84	DS	
8	00023064 Mattocks Steven A	G1N	Support Services Specialist	9	\$11,405.41	DS	
9	00027237 Baldwin Stacey A	G1N	Staff Assistant	9	\$11,395.29	DS	
10	00022174 Ford Aaron L	G1N	Support Services Specialist	9	\$10,024.14	DS	
11	00085812 Jennings Terrica Racquel	G1N	American Disability Act Coordi	11	\$9,796.16	DS	
12	00035152 HAGANS MONICA M	G1N	Election Services Specialist	9	\$9,700.71	DS	
13	00090237 McCoy Rodney Tim	G1N	SUPPLY CLERK	1	\$9,532.50	WS	
14	00034998 DeBose Jason M.	G1N	SUPPLY CLERK	1	\$9,495.00	WS	
15	00083057 Knox Terence J.	G1N	ELECTION TECHNICIAN	1	\$9,427.50	WS	
16	00032655 Vieira Osvaldo	G1N	ELECTION TECHNICIAN	1	\$9,405.00	WS	
17	00032611 Mayes David U	G1N	ELECTION TECHNICIAN	1	\$9,367.50	WS	
18	00037559 Key Dante Rasha	G1N	ELECTION TECHNICIAN	1	\$9,307.50	WS	
19	00028920 Mason Subrinnia D	G1N	VOTER REGISTRATION CLERK	0	\$9,131.25	WS	
20	00024162 Garcia Karla D	G1N	Managment Liaison Specialist	12	\$8,820.48	DS	

21	00022107	Featherstone Jr. Michael	G1N	SUPPLY CLERK VOTER REGISTRATION	0	\$8,760.00	WS
22	00021560	Peterson Lawann M	G1N	CLERK	0	\$8,355.00	WS
23	00032482	Fleming Tarrod	G1N	SUPPLY CLERK	1	\$8,160.00	WS
24	0001870	Allende Brian	G1N	POLLWORKER TRAINER	1	\$7,950.00	WS
25	00079762	Jordan Bernard Michael	G1N	SUPPLY CLERK	1	\$7,830.00	WS

In 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.

29. For FY17 and FY18, to date, please provide a list of employee bonuses or special 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 2017 and 2018 (to date), there were no employees that received bonuses or special award pay.

30. 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. Please note if the agency is currently in bargaining and its anticipated completion.

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

31. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY17 or FY18, to date, if minutes were prepared. Please inform the Committee if the board or commission 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	12/5/2017	7/7/2020	4

See Attachments (Q31 FY 17_18_ Agendas & Minutes)

32. 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) and to the Mayor.
- Report due by February 1 of each odd-number year.
- Report is required under federal and District law.

DC Official Code § 1-1001.05 (j).

- Currently in compliance; last report submitted February 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).
- The After Action Report from the 2016 General Election was posted on the Board's website on February 9, 2017.

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 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 “[publish 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 December 15, 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.

Annual Agency Accountability Report

- Submitted to the Office of the City Administrator.
- Report is due before January 15 of each year.
- Report is required under District law. DC Official Code § 1-614.13.
- Currently in compliance.

33. 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, the names of the trainers, and the number of agency employees that were trained.

BOE RESPONSE: Several members of the BOE 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 BOE 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.

See Agency's response to General Question #4(c) (Employee Training/Travel).

34. 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: BOE 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 BOE Managers. The BOE 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

35. Please describe any initiatives that the agency implemented in FY17 or FY18, 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: BOE published a new Polling Place Operations Manual during the November 2016 General election (FY 17) 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. BOE also received praise from other election officials in the field.

Another initiative BOE continued to use for the November 2016 General election (FY 17) was the Ward Outreach Coordinator Program (WOC Program). The WOC Program was established to assist the BOE Voter Education & Outreach (VEO) Division with conducting voter registration drives, recruiting election workers, and educating District of Columbia residents about all aspects of the voting process.

36. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY19. How did the agency address its top priorities listed for this question last year?

BOE RESPONSE: BOE'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, BOE will:

- Continue to intensify our efforts to maintain an accurate and up-to-date voter registry;
- Procure a new Voter Registration/Election Management System;
- Ensure that BOE'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; and

- Develop engaging and targeted voter education and outreach materials that will educate all voters not only about BOE 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.

37. Please list each new program implemented by the agency during FY17 and FY18, 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: eSign - In compliance with the Ballot Access Modernization Amendment Act of 2016, BOE has worked to implement eSign, the mobile petition circulation application. This process will allow petition circulators to have access to BOE's voter roll while circulating nominating petitions. This app will allow circulators to verify the sufficiency of the voters' status and is scheduled to be in full operation at the beginning of the petition circulating period for the June 19, 2018 Primary election. The total contract cost is \$50,000.00. Results are yet to be determined.

Democracy Live - BOE announced the addition of an accessible, audio-enabled sample ballot and voter guide lookup tool for District of Columbia registered voters to use during the November 8, 2016 (FY 17) Presidential election cycle. The accessible sample ballot and voter guide were multilingual, and compatible with all major screen readers, tactile switches, closed captioning and sip-and-puff systems. The site could be accessed by any voter from any device through any web browser. BOE was pleased with the results. The total contract cost was \$29, 925.00.

38. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY17 and FY18, to date.

BOE RESPONSE: Broadly speaking, BOE considers its programs to be successful when:

- All eligible individuals who wish to participate in the electoral process through registering and voting are able to do so simply, efficiently, and without barriers, and with confidence that their votes will be counted as they intended;
- The voter registry is as accurate and complete as possible;
- Individuals who wish to run for office are fully informed regarding how to achieve ballot access; and
- All stakeholders have confidence in the management of the process and the result.

These key outcomes are reflected in the recommendations set forth in “The American Voting Experience: Report and Recommendations of the Presidential Commission on Election Administration (PCEA Report).” (Released January 2014). The Presidential Commission on Election Administration (the PCEA) was established by a presidential Executive Order in 2013 to identify best practices in election administration and to propose “common sense, non-partisan solutions that would prove useful to state and local officials in administering successful elections that meet the needs and legitimate expectations of voters.” As it has stated in the past, BOE gauges its growth and progress as the entity responsible for administering elections in the District by the extent to which its programs conform to those recommendations outlined in the PCEA Report that are suitable for the District. These recommendations include, among others, deployment of online voter registration, utilization of interstate data-sharing tools, and enhancing the accessibility of polling places.

BOE also uses its annual performance plan and performance accountability report as a vehicle to develop objectives and goals and to assess its performance against those measures.

39. What are the top metrics regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

BOE RESPONSE: After each election held in the District since 2010, the Board has published an after-action report containing the data listed in the response to General Question #26 (see #26a.).

A section of the after-action report is dedicated to the performance of polling place workers and other election officials. This section contains data on the following key performance indicators:

- Percent of Election Day polling places opened on time
- Percent of voting equipment opened on time
- Percent of polling places with voting data returned to headquarters by midnight on Election Night
- Percent of poll workers who properly returned ballots and other key elections materials (delivery confirmation forms, ballot accounting forms, captain’s notebooks, etc.) to headquarters by midnight on Election Night

40. 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 , The National Association of State Election Directors (NASD), Electronic Registration Information Center, Inc. (ERIC), the US Election Assistance Commission (EAC) Standards Board, the National Association of Secretaries of State (NASS) Elections Committee, and the US Department of Homeland Security (DHS) Election Infrastructure Subsector

Coordinating Council and the Multi-State Information Sharing and Analysis Center (MS-ISAC).

41. Please explain the impact on your agency of any legislation passed at the federal level during FY7 and FY18, to date, which significantly affected agency operations.

BOE RESPONSE: There has not been any federal legislation passed in FY 17 and FY 18 to date that has significantly affected the Board of Elections.

42. Please describe any steps the agency took in FY17 and FY18, to date, to improve the transparency of agency operations.

BOE RESPONSE: BOE 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. BOE 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.

BOE's website offers a great deal of information on the BOE'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. BOE makes extensive use of its Twitter and Face Book accounts to keep the public apprised of its activities and respond to specific voter inquiries. BOE also responds to inquiries through the "Ask the Director" module of its website.

During the November 2016 General election (FY 17) cycle, BOE 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. BOE also hosted events to inform elected officials and members of the media of the BOE's new voting technology and the status of its election preparations.

BOE has an active Voter Education and Outreach Division (VEO Division). In advance of the November 2016 General (FY 17) 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. BOE 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.

In conjunction with the VEO Division, BOE'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 BOE's efforts to enhance the accessibility of its voting program for voters with disabilities.

43. How many in-person training programs took place in FY17 and FY18, to date?

BOE RESPONSE: The total amount of poll worker training classes conducted for the November 2016 Presidential General election (FY 17) were as follows: 131

The class breakdown for each position is below:

Captain classes – 6
Check-In Clerk classes – 43
Special Ballot clerk classes – 23
Ballot Clerk/Voter Assistant Clerk – 42
Technician Training – 13
Area Rep Training – 1
Practice Labs – 2
Early Voting Site Coordinator Training – 1

The VEO Division also conducted the following in-person training events:

FY 17 (10/1/16-9/30/17) - 66 (includes high schools and community events).

FY 18 (10/1/17-present) – 4

Finally, the BOE's Voter Services division conducted 7 Brown bag training sessions in FY 17 and 5 to date in FY 2018 for guidance on nominating petition circulation procedures.

44. What training deficiencies, if any, did the agency identify during FY17 and FY18, to date?

BOE RESPONSE: Training deficiencies within the Voter Education and Outreach Division were mainly related to lack of funds for the 2016 Ward Coordinator Program pilot project. If funds allow, we would like to increase our training hours and development in future elections, to supplement training with online courses tailored to each election worker position and the Ward Coordinator program.

45. Please identify all electronic databases maintained by your agency, including the following:

BOE RESPONSE: See chart below:

- 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.**

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.	Over 20 years old.	BOE is replacing its legacy Voter Registration Database, "Integrity", with a new VR system in May 2018. The RFP was advertised on January 11, 2018 with a closing date of February 16, 2018. Contract award date: May 2018.
ElectionWare (Election Management System Database)	Builds and manage elections and tabulates election results. Tracks ballots, candidates, offices, precincts, and elections media.	No	Less than 2 years old.	Newly installed system in 2016. No upgrades needed.
Easy Vote (Poll worker Database)	Contact information and performance history for poll workers.	This is not a public system. It does not contain any personal information. It is solely used for Election worker staffing.	2 years old.	This system module provides more detail on polling place locations; election worker assignments; tech rovers tracking, etc.
eSign (Digital Petition)	Registered voters, petition data, and signatures of those voters who have signed the tablet.	The end users (Circulator & Voters) can only view their specific information before signing a petition.	Less than 4 months old.	BOE has acquired an eSign app Digital Petition Solution from Denver's Board of Elections. This Software as a Service (SaaS) resides on a FEDRAMP Azure platform. This Digital solution, using iPads,

				allows BOE to leverage modern technology for end users to search for and find their individual records and use petition eligibility logic, to further pre-qualify signees.
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46. Please provide a detailed description of any new technology acquired in FY17 and FY18, to date, including the cost, where it is used, and what it does. Please explain if there have there been any issues with implementation.

Fiscal Year	Cost	Technology	Purpose
FY17	\$38,597.00 ("Help America Vote Act" (HAVA) funds	Apple iPads	BOE purchased 100 iPads with cellular service to loan to candidates/circulators during the petition process. These iPads will be loaded with the newly acquired eSign (Digital Petition) SaaS solution.
FY17	\$50,000.00 ("Help America Vote Act" (HAVA) funds	eSign – Mobile Petition Application & Support	BOE purchased eSignature app, Denver's proprietary digital petition application that allows authorize users to create, complete and print digital petitions using current IOS operating systems. This Software as a Service (SaaS) resides on a FEDRAMP Azure platform. This digital solution, using iPads, allows BOE to leverage modern technology for end users to search for and find their individual records and use petition eligibility logic, to further pre-qualify signees. Implementation date: January 26, 2018.
FY17	\$29,925.00 ("Help America Vote Act") (HAVA) funds	Democracy Live	BOE acquired services from Democracy Live to build an Accessible Sample Ballot to use during the November 2016 General Election (FY 17) cycle. This feature was audio-enabled and 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.
FY18	\$1,400.00 (Local Funds)	GFI LANGUARD	This product provides BOE with a comprehensive overview of its internal network and devices. It will allow for a security status through vulnerability assessments, patch management, and network and software auditing.
FY18	\$9,500.00 (Local Funds)	Queue Management System	Qless is a mobile and onsite wait management system. This customer service portal will allow visitors to check-in to a queue using BOE's on-site kiosk for services. Implementation date: January 30, 2018.
FY 18	\$17,500.00 Local funds	Poll worker module Easy Vote upgrades	This system module provides more detail on polling place locations; election worker assignments; storage for application information, tech rover tracking capabilities and the completion of training classes. These customizations were needed to improve data tracking, integration with on-line training options and to match the data collected by BOE's election worker team.
FY18	\$140,641.00 Local funds	Website Upgrades	Website CMS Implementation & Election Reporting Tool Upgrade; Section 508 Compatibility – migrate current website content to CMS; redesign and upgrade election reporting tool and make website Section 508 compliant. Implementation date: April, 2018.

47. For any elections technology purchased or leased in FY17 and FY18, please provide the total cost for the purchase or lease and the source of the funds utilized.

BOE RESPONSE: See Agency's Response to Question # 46.

48. Please provide an update on the procurement of a new voter rolls system.

BOE RESPONSE: See Agency's Response to General Question #11(a).

49. Has the agency made upgrades to the EasyVote database to improve its use in the elections? To its voter registration mobile app?

BOE RESPONSE: Software upgrades are underway to the Easy Vote election management platform and should be fully implemented by April 1, 2018. There were no upgrades to BOE's mobile registration application.

50. What are the agency's plans for identifying any potential necessary upgrades or revisions to its website in anticipation of the 2018 election, specifically to ensure that relevant information is easily accessible to the public, user friendly, and clearly displayed?

BOE RESPONSE: BOE and its current website maintenance vendor, DataNet Systems Corp, have collaborated on upgrades and a complete design overall of www.dcboe.org. The new design is meant to be intuitive, with a streamlined sitemap, minimal colors, and links to social media containing consistent election updates.

These upgrades and new designs will adhere to Web Content Accessibility Guidelines (WCAG) 2.0, such as screen readers and tags for the visually impaired. It will allow for navigation using a keyboard instead of a "mouse" for those with dexterity issues. BOE has assembled a panel consisting of members of the disability community to provide essential feedback on the accessibility and ease of use of the newly created website. The upgrades and redesign are scheduled to launch in April 2018.

51. How does the Board plan to better advertise the 2018 primary and general elections to the electorate, and specifically for communities that are not particularly knowledgeable about local elections? What is the Board's anticipated advertising budget for the 2018 elections?

BOE RESPONSE: In addition to a robust social media presence (Twitter, Face book, and Instagram), BOE proposes advertisements and PSA's in both District-wide and local neighborhood media outlets such as the Washington Post/El Tiempo Latino. BOE will also publish sample ballots in at least one newspaper with District-wide circulation. BOE typically publishes voter information in Community papers including The Current, Washington Blade, East of the River, The Informer, and the Afro. BOE will also use Broadcast outlets including CBS Radio, Comcast and Verizon and public and private radio stations for election messaging.

As with past elections, the public affairs and VEOD teams will target local public, private, and charter high schools to encourage District students to participate in the Student Election Worker Program, which gives 16-year-olds and above the opportunity to work in precincts on Election Day and see the importance of civic engagement first-hand.

BOE has identified approximately 30 “new markets” (first-time partners) to assist with voter registration drives and mobilize civic participation. BOE is also launching a new Adopt-A-Precinct program. This program is designed to provide an opportunity for local community groups, non-profits, fraternities, sororities, and other entities to “adopt” a specific polling precinct on Election Day. Through this partnership, participating organizations and groups will provide volunteers to work at specific precincts and assist voters.

A summary of the total proposed advertising budget of \$191,590 for the 2018 election cycle includes:

Print (including Metro): \$30, 289	Broadcast: \$11, 401	Signage: \$3,500
Public Affairs Administrative Support: \$2,400	Voter Education Videos: \$20, 000	Updated DCBOE Website: \$124, 000

52. lease describe the Board’s voter registration activities during FY17 and FY18, to date.

BOE RESPONSE:

a. How, specifically, does the Board focus its registration efforts on areas of the District or particular populations (e.g., students, young people, or residents in Wards 7 and 8) that have low registration rates?

During FY 17 and FY 18 to date, BOE’s Voter Education and Outreach Division (VEO) placed considerable emphasis on engaging students, returning citizens, and residents in underserved communities in Wards 7 and 8. These efforts included developing new partnerships and coordinating outreach events to conduct voter registration drives and education workshops.

The VEO team conducted five voter registration drives at the Metropolitan Police Department’s Beat the Streets summer outreach events. This traveling street-festival provided an opportunity for residents in underserved communities to access critical social services. Team members also engaged residents about voting, and facilitated a voter registration drive at the District’s Department of Public Works summer outreach event, Truck Touch. This new partnership enabled the VEO team to increase voter registration rates among students and adults in Wards 6, 7 & 8.

Additionally, the VEO team expanded its registration efforts by partnering with the Mayor’s Office on Returning Citizens Affairs, the National Association for the Advancement of

Returning Citizens, the National Reentry Network for Returning Citizens, and the W.I.R.E. (Women Involved in Reentry Efforts) to increase voter registration among returning citizens.

b. How does the Board ensure that voter registration agencies comply with D.C. Code §1-1001.07(d)?

In June 2016, the Office of the DC Auditor issued a letter report titled, “The District of Columbia Voter File: Compliance with Law and Best Practices.” The report was issued at the conclusion of a comprehensive audit of the voter registration policies and procedures, as well as the documentation of voter registration activities, of the BOE and the District’s voter registration agencies (VRAs). As the audit noted, “federal and District law require VRAs to distribute voter registration applications, assist applicants in completing registration application forms, and accept completed voter registration application forms and transmit them to the appropriate state election official.” Accordingly, it is the responsibility of each voter registration agency to offer voter registration services as part of their core functions.

The report indicated that the majority of the District’s VRAs were at least partially compliant or asserted compliance with federal and District law, and several outlined the steps they would take to ensure increased compliance with the law. BOE is prepared to facilitate the efforts of the VRAs in this regard, by working to make compliance with the NVRA and District law as easy as possible. BOE’s Voter Services and Compliance divisions are currently updating the NVRA Manual it provides to the VRAs so that it is more straightforward and accessible, and outlines precisely what the VRAs obligations are under the NVRA. Moreover, a more formalized mechanism for tracking activity and compliance at VRAs will be implemented. In the past, the BOE has hosted training events at VRAs and edited their voter registration manuals. Going forward, we will offer more frequent and regular opportunities for training VRA personnel and policy/document review.

In the absence of the implementation of automatic voter registration across all VRAs, rather than solely at the Department of Motor Vehicles, BOE is exploring the possibility of installing tablets loaded with the BOE’s mobile registration application in key locations at the VRAs. We expect that the successful deployment of such an initiative would result in both an increase in voter registration at VRAs, and the collection of more accurate voter registration data.

c. How many applications and change of address were transmitted to the Board by voter registration agencies in FY17 and FY18, to? Please list the number by agency.

FY 2017

Agency Name	New Applications	Changes of Address
Department of Motor Vehicles	19,741	32,206

Department of Human Services' (DHS) Economic Security Administration (ESA)	152	53
Department on Disability Services	21	6
Office on Aging	4	2
Department of Parks and Recreation	0	0
Department of Youth Rehabilitation Services	12	1
Department of Corrections	54	6
Department of Health (DOH)'s Special Supplemental Food Program for Women, Infants, and Children (WIC)	0	0

FY 2018

Agency Name	New Applications	Changes of Address
Department of Motor Vehicles	7,464	25,613
Department of Human Services' (DHS) Economic Security Administration (ESA)	59	127
Department on Disability Services	7	3
Office on Aging	0	4
Department of Parks and Recreation	0	0
Department of Youth Rehabilitation Services	3	0

Department of Corrections	41	19
Department of Health (DOH)'s Special Supplemental Food Program for Women, Infants, and Children (WIC)	0	0

d. What measures is the Board taking to increase voter registration at designated voter application distribution agencies, such as the Department of Human Services, in line with the Committee's FY18 budget report recommendation? Has the Board conducted a review of voter registration at these locations?

Currently, BOE is exploring the possibility and feasibility of installing iPads loaded with the BOE's mobile voter registration application at the counters of certain voter registration agencies to facilitate increased – and electronic - registration at these locations. BOE is also working to establish ongoing communication and interaction with our voter registration partners.

e. How does the Board measure the success of its Ward Outreach Coordinators?

BOE RESPONSE: The 32 members of the Ward Outreach Coordinator team were assessed for their ability to quickly master election law and BOE procedures, and in turn, to communicate the procedures effectively and accurately to diverse audiences. Successful Coordinators also provided important feedback regarding best practices and the best locations and groups to target for voting services.

Are these permanent positions?

No, Ward Outreach Coordinators are temporary election support, with the duration of the assignment lasting from April – December 2016. In addition to staffing outreach events, Coordinators also assisted with post-election activities such as inventorying supplies and administrative support.

f. Please provide voter registration data for all registered voters by age and Ward. Also provide all totals in percentages of eligible voters.

Age By Range And By Ward

Age Range	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Total
0 - 17	14	5	59	11	8	13	14	11	135
18 - 24	3314	2719	3843	2975	3663	2682	4997	5660	29853
25 - 34	26667	20686	16966	13229	19654	29213	15583	18475	160473
35 - 44	21155	17285	17335	14745	17146	25664	13148	14491	140969
45 - 54	10097	7578	12546	11429	11920	13619	11802	12550	91541
55 - 64	6977	6191	9894	10186	11524	10795	11929	10895	78391
65 - 74	4667	4775	9776	7352	7906	7111	7031	5815	54433
75 and Over	3516	3978	8691	7890	8128	5213	6710	4053	48179
Total Voters per ward	59005	46559	61337	54538	64435	75298	56102	55204	472478

53. How many DCPS and public charter students and DYRS youth were registered to vote in FY17 and FY18, to date? How, specifically, does the Board work with the relevant agencies to ensure that these individuals are registered to vote?

BOE RESPONSE: During Fiscal Year (FY) 2017 (10/1/16-9/30/17), the District of Columbia Board of Elections (BOE) sponsored or attended voter education and registration events at five (5) District of Columbia Public Schools. BOE collected a total of 174 Voter Registration Applications at the following DCPS facilities: Banneker High School, Coolidge High School, Eastern High School, Washington Mathematics Science Technology Public Charter High School, and Wilson High School. In FY 2018 (10/1/17-present), BOE did not sponsor or attend voter education events or collect voter registration applications at DCPS high schools.

BOE has worked closely with DCPS Social Studies administrators in recent years, and will continue to do so in FY 2018 and beyond. For example, during the 2016 Election Cycle, BOE's Voter Education & Outreach Division (VEO) met with DCPS administrators to develop supplemental curriculum for social studies and civics instructors to encourage their students to register to vote. The VEO also attended social studies teacher in-service workshops to demonstrate BOE's voting equipment and the voter registration process. Lastly, BOE supported and/or hosted voter registration drives at various high schools, particularly during special events such as National Voter Registration Day.

- a. What protocols are in place to pre-register students and youth in DYRS custody?

Pre-registration protocols at DYRS are similar in nature to those at DOC facilities. The Board supplies voter registration applications to DYRS on an on-going basis, and students and youth are encouraged to register upon intake at

DYRS facilities. When possible, BOE staff holds voter registration drives and education events at DYRS locations.

54. How many inmates at the D.C. Jail were registered to vote in FY17 and FY18, to date? How, specifically, does the Board work with the relevant agencies to ensure that these individuals are registered to vote?

BOE RESPONSE: In FY 2017, 54 inmates were registered to vote at the DC Jail. In FY 2018, 41 inmates were registered. As with DYRS, BOE regularly supplies DOC with registration forms, and inmates are asked if they want to register upon intake. Completed voter registration applications are retrieved by BOE staff on a regular basis. During peak election times, BOE works closely with DOC staff to ensure that inmates are registered prior to any pertinent deadlines in order for them to participate in upcoming elections.

- a. In response to the Committee' budget report recommendation for FY18, how did the Board work with the Department of Corrections in FY17 and FY18, to date, to improve voter registration at the D.C. Jail beyond the initial inmate intake stage?

BOE has partnered with the District of Columbia Department of Human Rights, the Mayor's Office of Returning Citizens Affairs, Citizens United for Rehabilitation Errants (CURE), and Women Involved in Reentry Efforts (WIRE) to increase voter registration beyond the initial intake stage at DC Jail and the Correctional Treatment Facility (CTF). BOE is in the process of establishing partnerships with District halfway houses to reach even more DOC contacts in calendar year 2018.

55. How has the Electronic Registration Information Center enabled the Board to maintain accurate voter rolls? How did the Board use ERIC in FY17 and FY18, to date? How much did the Board pay in dues to ERIC?

BOE RESPONSE: BOE routinely provides data from the voter registry and the Department of Motor Vehicles to ERIC, a data-sharing program that allows participating jurisdictions to identify voters who are deceased, or have moved within or outside of the jurisdiction, and to take action on that information. ERIC also identifies individuals who have moved from one participating jurisdiction to another, enabling the jurisdictions to contact these individuals and address their voter registration status/inform them of their potential eligibility to register to vote. States currently participating in ERIC in addition to the District include Alaska, Alabama, Arizona, Colorado, Connecticut, Delaware, Illinois, Louisiana, Maryland, Minnesota, Nevada, New Mexico, Ohio, Oregon, Pennsylvania, New Mexico, Rhode Island, Utah, Virginia, Washington, West Virginia and Wisconsin.

The Board also utilizes STEVE to identify and verify deceased voters.

From October 1, 2016 to the present, the Board has used ERIC and STEVE to:

- eliminate 1,421 duplicate voter registration records
- remove 3,504 registered voters determined to be deceased
- remove 669 voters determined to have moved outside of the District; and
- update the addresses of 1,007 voters determined to have moved within the District.

The District of Columbia's ERIC dues for FY 17-18 was \$18,519.00.

56. How is the agency preparing to address accessibility issues in District polling places for the 2018 primary and general elections?

BOE RESPONSE In preparation for the 2018 primary and general elections, BOE's Americans with Disabilities Act (ADA) Coordinator and Facilities Manager surveyed several polling sites to assess their accessibility. During the surveying process several precincts were deemed structurally or operationally inaccessible and presented to the Board for relocation (below).

The following polling sites have been relocated for the upcoming 2018 Primary and general elections:

1. Precinct 6: relocated to Duke Ellington High School
2. Precinct 24: relocated to Marie Reed High School
3. Precinct 59: relocated to Takoma Community Recreation Center (also used for Early Voting)
4. Precinct 91: relocated to Watkins High School
5. Precinct 92: relocated to First Congregational United Church of Christ
6. Precinct 113: relocated to Highland Recreation Center
7. Precinct 129: relocated to First Congregational United Church of Christ
8. Precinct 136: relocated to All Souls Episcopal Church
9. Ward 7 Early Voting Site: relocated to Deanwood Recreation Center

Department of General Services (DGS) and DC Department of Transportation (DDOT)

The Board collaborates with the Department of General Services (DGS) and the DC Department of Transportation (DDOT) to ensure that polling places are both structurally and/or operationally accessible during each election. DGS makes structural changes to government facilities. When structural modifications are not possible, DGS provides a team of facility managers on Election

Day, to make temporary modifications to polling sites with identified issues. DDOT is tasked with making permanent repairs to streets and sidewalks at government buildings that serve as polling places. They made several improvements to various polling sites during the last election and we anticipate several requests will be made in preparation for the 2018 elections.

The following polling sites will receive temporary ramps during the 2018 election season to make them more accessible for voters with disabilities and senior citizens:

1. Precinct #4: School without Walls (Francis Stevens High School);
2. Precinct #23: Rita Bright Community Center;
3. Precinct #37: Banneker Community Recreation Center;
4. Precinct #45: Metropolitan Police Department - Regional Operation Command (North);
5. Precinct #60: Nativity Youth Center;
6. Precinct #67: Bunker Hill Elementary School;
7. Precinct #81: Miner Elementary School;
8. Precinct #83: J.O. Wilson Elementary School;
9. Precinct #106: Ridge Road Recreation Center;
10. Precinct #120: Malcolm X Elementary School; and
11. Precinct #133: Orr Elementary School.

VOTING ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

BOE will work with several disability rights organizations to address accessibility issues during the 2018 elections. We partner with groups such as Disability Rights DC (DRDC), formally University Legal Services (ULS), The Equal Rights Center (ERC) and the Center for Independent Living. Working with these organizations allows us to achieve a consensus with respect to identifying and correcting accessibility issues during the election season. Our goal is to establish an official local Voting Accessibility Advisory Committee (VAAC).

A local VAAC provides a forum for those who represent the disability and senior communities to discuss issues they encounter in the voting process. VAAC members recommend accessibility improvements to polling sites, our website, voter access materials etc. BOE staff has already met with several disability rights advocates over the last year; and believe that an official VACC will further open lines of communication and foster cooperation with community groups.

Disability Rights DC has already sent over a recommended list of precincts that they believe should be relocated for the 2018 elections; and we are working to facilitate their requests.

57. Please describe the Board's efforts to increase bus accessibility to the polls and curb-side voting?

BOE RESPONSE: When selecting polling places, the Board takes into account several factors, including voter convenience and ease of access. Research has shown that the physical location of a polling place affects voter turnout, so we make a special effort to select polling places that are accessible by voters using public transportation, including buses.

BOE offers curbside voting at every polling place on Election Day. Every polling place selected by the BOE takes into consideration, accessibility, bus and metro accessibility and neighborhood access and convenience.

On Election Day, we work with the various police precincts and parking enforcement to relax parking restrictions at the polling places where the curbside area is impacted by rush hour traffic.

58. How many times has a registered voter challenged another voter's status as a qualified elector in the past four years? How many times was the challenge appealed to a hearing board or the Superior Court?

BOE RESPONSE: In the past four years, registered voters have filed a total of 16 challenges claiming that another voter is not qualified to vote in the District. All but two of the challenges were resolved by the Registrar of Voters; while the remaining challenge was appealed to and resolved by the Board. No matters were appealed to the Superior Court.

59. Please provide an update on the Board's implementation of the Ballot Access Modernization Amendment Act of 2016, effective October 8, 2016 (D.C. Law 21-160).

BOE is on schedule to launch eSign, the mobile petition circulation application called for under the Ballot Access Modernization Amendment Act of 2016, during the petition circulation period for the June 19, 2018 Primary Election. Since January 2017, the Board has been closely working with the Denver Elections Division, which developed eSign, to bring the District's version of the application to fruition. The application is currently in the final testing phase. Once testing has been completed, Train-the-Trainer sessions, where Board staff will be intensively trained on the use of the application and simultaneously taught how to train end users, will commence.

60. Please provide an update on Board's implementation of the Automatic Voter Registration Amendment Act, effective February 18, 2017 (D.C. Law 21-208).

- a. How is the Board partnering with the Department of Motor Vehicles (DMV) to ensure that the law is properly implemented?**

BOE has been in regular communication with the DMV regarding the design of the form that will be utilized at the DMV to achieve the goals of the Automatic Voter Registration Amendment Act (the AVR Act). We have provided the DMV with the language that the form should contain in order to elicit the information required under the AVR Act and conform to both federal and District law. The Board understands that the DMV has modified its database so as to capture data required under the AVR Act that was not previously captured, including a mailing addresses, so that that data can be transmitted to the BOE electronically. We anticipate that automatic voter registration will be fully implemented this month.

b. Has the Board hired the two additional FTEs funded by the Committee in the FY18 budget in order to implement this legislation? If not, when does the Board plan to do so?

The Board has not yet hired the two additional FTEs funded by the Committee in the FY18 budget due to budgetary constraints.

61. Please provide the amount of any Help America Vote Act funds expended in FY17 and FY18, to date, the purpose for the expenditures, and the Board's projected use for any remaining funds.

BOE RESPONSE: Please refer to the Table below (Q 58 FY 17_18_ HAVA Funds).

In FY 2017, BOE expended funds totaling \$1,350,843.36. To date, BOE has paid \$824,130.00 for the final option year lease on the Election System & Software (ES&S) voting equipment and \$37,200.00 to Knowink for maintenance and support of the electronic Poll Pads. As of this submission, the HAVA balance was \$133,997.00. BOE plans to pay for the renewal of the Poll Pad maintenance and support contract in March, 2018 with the remaining HAVA funds. We believe after this payout the HAVA balance will be depleted.

Board of Elections				
Help America Vote Act Funds				
CSG	CSG Title	FY 2017 Expenditures	FY 2018 YTD Expenditures	Projected use For FY 2018
0031	Telephone, Telegraph, Telegraph,ETC	\$ 13,800.69		
0040	Other Services and Charges	\$ 202,669.37		
0041	Contractual Services -Other	\$ 2,240.00	\$ 4,405.00	\$ 75,000.00
0070	Equipment & Equipment Rentals	\$ 1,132,133.30	\$ 861,630.00	\$ 925,000.00
	TOTAL	\$ 1,350,843.36	\$ 866,035.00	\$ 1,000,000.00

62. How does the agency utilize HSEMA's expertise and resources, particularly regarding cyber security?

BOE RESPONSE:

BOE has established ongoing contact and developed needed relationships with our local Department of Homeland Security (HSA) government Officials for the purpose ensuring that the Board's systems meet cybersecurity compliance. To that end HSA performs weekly scans of all BOE's public interfaces (On-line Voter registration portal, and Web Site) systems to ensure secure operations. BOE has worked with HSA to perform risk and vulnerability assessments for our systems to ensure readiness for Election Day operation.

These assessments are performed according to, HSA Cyber Hygiene program and ensure that BOE and its vendors are within best security standards for protecting our systems.

HSA also has a sub organization under its direction specifically focused on cyber security issues for election officials, the Multi State Information Sharing Analysis Center (MS-ISAC), which BOE is a participant of through the Election Center and National Association of State of Election Directors (NASSED).

MS-ISAC provides warnings regarding the vulnerabilities of the systems and recommendations to election officials such as conducting vulnerability scanning of Internet-facing applications, focusing on identifying and remediating Cross -site scripting (XSS) vulnerabilities when there is a possibility of an attack to the system. MS-ISAC maintains the level of awareness for targeting of election related agencies and that information is shared to the members. MS-ISAC coordinates with HSA to maintain a level of monitoring for election operations. BOE follows the recommendations of MS-ISAC and HSA for cybersecurity system compliance.

Through these relationships BOE receives weekly reports of top-malicious domains and IPs to safe guards our perimeter. This information is shared with the D.C. Office of the Chief Technology Officer (OCTO) Security Division, the entity responsible for protecting BOE perimeter. BOE also incorporates the best practice guidelines recommended by HSA for Operating and Database Systems, as well as other technology that applies to BOE infrastructure.

BOE will continue to interact with HSA and MS-ISAC to ensure security and system readiness as it relates to any possible threats or cyber attacks.

63. Has the Board considered applying for federal grants for cyber security initiatives or assistance, now that elections technology has been designated as "critical infrastructure" by the Department of Homeland Security?

BOE RESPONSE: There are currently no federal grants for cybersecurity in election technology.

64. Has the Board identified areas for new precincts? Have any precincts been identified to be split?

BOE RESPONSE: BOE has plans to relocate precincts but no new precincts have been identified.



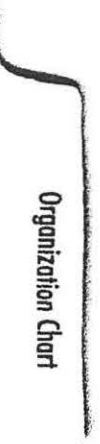
**PERFORMANCE
OVERSIGHT REPORT
Fiscal Year 2017 – 2018**

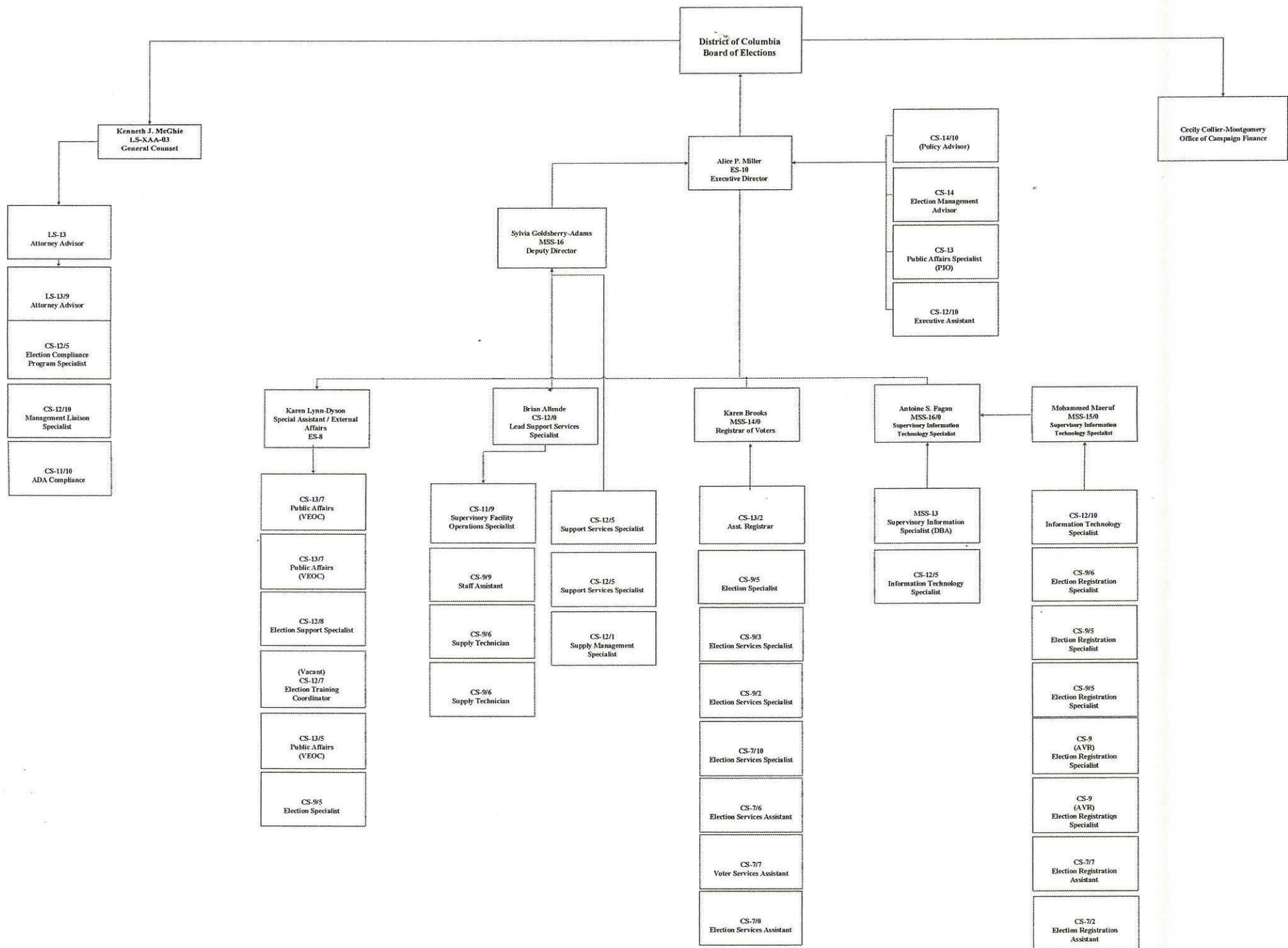
ATTACHMENTS

D.C. Board of Elections – Attachments to General Questions
Performance Oversight Report – Fiscal Year 2017 – 2018

- Q1. BOE Organization Chart
- Q1a. BOE Division Roles and Responsibilities
- Q12. FY 17 and FY 18 Budget Enhancement Requests
- Q23. FY 18 Performance Plan
- Q26. HAVA Funds Report
- Q31. FY 17 and FY 18 Agendas and Minutes

Organization Chart





Division Roles and Responsibilities

**D.C. BOARD OF ELECTIONS
ROLES AND RESPONSIBILITIES
(FTEs)**

Executive Director (1)

BRIEF DESCRIPTION OF DUTIES: Serves as the Board of Elections' primary management official in directing program operations and support activities. Provides leadership and direction to subordinate organizations in the areas of voter registration and services, and administration and support. Develops and directs the organizational machinery and procedures necessary to ensure the effective and efficient administration and execution of the election statutes of the District of Columbia. Reviews all agency programs, plans and operations for adequacy and conformance with the policies of the Board. Assists the Board and the General Counsel in the development of legislative proposals affecting agency operations in the delivery of election services.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>
Alice P. Miller	Executive Director	ES-10 \$173,890

Deputy Director (1)

BRIEF DESCRIPTION OF DUTIES: Provides assistance to the Executive Director in executing level strategic planning, policy analysis and development, direction, administration, and oversight to a wide range of activities in the office to help the agency achieve its mission. Responsible for supervision of operations staff, determining necessary operations relevant to elections, carrying out and overseeing the election operations sections, evaluating the effectiveness of programs and procedures attributed to operations and electronic systems. Oversees the agency's logistical operations associated with the conduct of elections, resource management, human resources, risk management, external relations, facilities and warehouse operations.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>
Sylvia Goldsberry-Adams	Deputy Director	MSS-16 \$150,000

Election Management Advisor (1)

BRIEF DESCRIPTION OF DUTIES: Serves as the chief senior advisor to Board members and Executive Director on matters pertaining to election operations, and supports policy, and the operation of election program(s) and services. Serves as a recognized expert supporting the Executive Director and the Board in handling the most highly complex matters related to election operations, data management; voter registration and outreach; coordinates and manages special projects as directed, and advises others concerning BOE legislation, statutes and regulations impacting BOE programs.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>
Vacant	Election Mgt Advisor	DS-14/0

Policy Advisor (1)

BRIEF DESCRIPTION OF DUTIES: Provides guidance and expertise for the development and implementation of the policy, planning and research functions in the elections office. Responsible for the strategic planning, development of policies, and implementation of programs administered by the elections

office; designs and develops systems to ensure internal collaboration across election units; and develops analytical and special reports for the agency.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>
Terri P. Stroud	Policy Advisor	DS-14/10 \$123,405

Executive Assistant (1)

BRIEF DESCRIPTION OF DUTIES: Provides administrative support for the Executive Director with responsibility for establishing and maintaining appropriate correspondence control and filing systems for agency documentation and associated materials, and for maintaining a calendar for which authority is granted to schedule appointments and meetings. Screens all incoming documentation for action required by the Executive Director. Assists in preparing materials for distribution to the Board Members or for other formal presentations. Responsible for time and attendance records and assists with special election support activities.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>
Linda Johnson	Executive Assistant	DS-12/10 \$89,992

Supervisory Information Technology Specialist (CTO) (2)

BRIEF DESCRIPTION OF DUTIES: Oversees the development and operation of technical projects within the offices of the BOE; implements new applications for automating and cleansing of the voter roll; responsible for the agency website applications and the automation of manual applications; provides graphic and data products within geographic boundaries of all election districts; performs data matching processing from DMV and verification of applications through electronic matching; assists in determining current and future IT needs of the agency; assists with election activity, ballot layout, configuring and testing of the voting systems prior to and on Election Day and ballot tabulation; and produces reports as directed by the Executive Director.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>
Antoine Fagan	Supt IT Spec	MSS-16/0 \$143,147
Mohammed Maeruf	Supt IT Spec	MSS-15-0 \$139,050

Information Technology Specialist (1)

BRIEF DESCRIPTION OF DUTIES: Assists in the operation of automated systems and subsystems required for the maintenance of an accurate voter registry, including that associated with the National Voter Registration Act of 1993 (NVRA) and participates in the programming and routine or special reporting for these programs. Assists in the programming, coordination, and operation of automated programs used for election processing and ballot tabulation, ensuring integrity and completeness of accuracy/logic testing for

ballot tabulation, the conduct of mandated public testing of equipment and vote tabulation audits, and the election day ballot tabulation process.

Name	Position	Grade/Salary
Raymond Bryan	IT Specialist	DS-12/10 \$89,992

Information Technology Specialist (1)

BRIEF DESCRIPTION OF DUTIES: Provides IT support to all BOE staff. Installs, maintains, troubleshoots and upgrades computer hardware, software, personal computer networks, and peripheral equipment and assess user training needs and trains users in effective use of applications. Also, incumbent assist with programming, coding and testing of the voting systems.

Name	Position	Grade/Salary
Randy Legette	IT Specialist	DS-12/5 \$79,077

Data Systems Manager (1)

BRIEF DESCRIPTION OF DUTIES: Responsible for the management and operation of the agency's data processing systems, including voter registration, election processing, and ballot tabulation. Responsible for maintenance and security of all agency data files, and the management of the terminal network for on-line voter registration data entry. Monitors voter registration data entry, and supervises production of precinct rosters of voters and recordation of data to update voter history records, to ensure completeness and compatibility with prescribed automated processes. Supervises the development and production of official registration statistics and other public information data products.

Name	Position	Grade/Salary
Kevin Patterson	IT Specialist (DBA)	MSS-13/0 \$86,660

Election Registration Spec/Asst (6)

BRIEF DESCRIPTION OF DUTIES: Processes voter registration applications and assists with direct mail services to voters for registration application requests, notification cards and the issuance of registration ID cards. Assists with absentee and military voting services by processing absentee registration and voting transactions, including data entry for ballot mailing/tracking. Assists in activity to determine voter registration status for processing ballot measure petitions, special/challenged ballots and candidate challenges. Assists with voter maintenance through periodic voter mailings and data sharing with outside agencies. Assists with data cleansing of voter registration applications and updates. Assists with updating voter history data and processing voters from electronic poll pads following each election.

Name	Position	Grade/Salary
Raynell D. Nabinett	Election Regis Spec	DS-09/5 \$54,725
Edward Everett	Election Regis Spec	DS-09/5 \$53,217

Luvenia M. Reddick	Election Regis Spec	DS-09/4	\$53,217
Marina Martinez	Election Regis Asst	DS-07/7	\$47,205
Terron McAbee	Election Regis Asst	DS-07/1	\$40,419
Syniaya Gumbs	Election Regis Asst	DS-07/1	\$40,419
(2) Vacant	Automatic Voter Regis Spec	DS-09	\$55,000

Registrar of Voters(2)

BRIEF DESCRIPTION OF DUTIES: Supervises management and maintenance of the District's voter registry, including all aspects of voter qualification and document management and a variety of voter education and outreach programs designed to increase resident's awareness of, and participation in, the electoral process. Also responsible for various election-related functions such as ballot access for candidates, petition sufficiency, voter eligibility, absentee registration/voting, post random audits, recounts and documentation of certification of results.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>
Karen F. Brooks	Registrar of Voters	MSS-14/0 \$104,640
Deanna Smith	Assistant Registrar of Voters	DS-13/2 \$83,647

Election Services Spec/Asst (5)

BRIEF DESCRIPTION OF DUTIES: Provides general information and services to the general public that are in response to written, telephone, or in-person inquiries that include the main reception for the agency. Prepares and issues nomination documents for candidates seeking ballot access. Assists with absentee voting services by processing in-person absentee ballot registrations and voting transactions, including ballot tracking. Assists in activity to determine voter registration status for processing candidate and ballot measure petitions, and special or challenged ballots. Distributes voter registration applications from the public and all participating National Voter Registration Act (NVRA) agencies and from groups and individuals engaged in voter registration drives. Attend voter education and outreach programs and assist at voter registration drives. Assists with special post-election support - recounts and write-in votes. Assists in voter registry maintenance programs through periodic mailings and data sharing with other governmental agencies. Receives and distributes all agency mail; and assists the registration processing unit during peak load periods in all activities associated with the conduct of elections, voter registration qualifications, data entry, and mail absentee ballot registrations.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>
Denise A. Steve	Election Services Spec	DS-09/5 \$53,217
Millicent Green-Wright	Election Services Spec	DS-07/10 \$51,276
Myisha Thompson	Election Services Spec	DS-09/3 \$50,201
Kelly Turner	Election Services Asst	DS-07/6 \$45,848

(1) Vacant	Election Services Spec	DS-09/2	\$48,693
(1) Vacant	Election Services Asst	DS-07	

Warehouse Operations & Logistics Division

BRIEF DESCRIPTION OF DUTIES: Incumbent will supervise warehouse operations and warehouse based programs, including: maintenance of equipment and voting systems; inventory of election materials for all polling sites; property disposal efforts; and ballot security.

Name	Position	Grade/Salary
Brian Allende	Lead Support Services Specialist	DS-12/10 \$89,992

Staff Assistant (1)

BRIEF DESCRIPTION OF DUTIES: Assists in the screening of incoming correspondence or other documentation while maintaining a system for document control. Assists, as required, with various elections preparations and Election Day activities, including polling place supplies and equipment. Performs a variety of administrative and technical support functions to facilitate the effective and efficient administrative operation of the warehouse. Assist with election activity, special projects and the preparation of reports as directed by management.

Name	Position	Grade/Salary
Stacey Baldwin	Staff Assistant	DS-9/9 \$59,249

Elections Program Specialist (1)

BRIEF DESCRIPTION OF DUTIES: Provides support services to the Board, including but not limited to, procurement, contract administration, facilities and equipment maintenance, property management, and department wide recycling activities. Oversees initiation, submission and tracking of requisitions for goods, equipment and services based on budget authorization. Responsible for maintaining proper records with respect to accounts payable and receivables and ensures compliance with LSDBE program. Process invoices and payment requirements and investigate and resolve discrepancies related to purchases. Assist with election activity, special projects and the preparation of reports as directed by senior management.

Name	Position	Grade/Salary
Berlinda Stanback	Program Specialist	DS-12/ 2 \$72,528

Support Services Specialist (1)

Support Services Specialist (1)

BRIEF DESCRIPTION OF DUTIES: Manages the agency's facility support program consisting of the Central Office, the warehouse complex, 143 polling place sites and 9 Early voting sites throughout the District of Columbia. Manages all facets of agency telecommunications program for both permanent facilities and polling places. Conducts the necessary site surveys to ensure adequacy, accessibility, and availability of all designated sites. Assists in the planning of election-related

activity or other peak load requirements and acts as agency coordinator for matters involving Intra-District agency support. Supervises distribution of ballots received for use in each election. Assists in the programming, coordination, and operation of automated programs used for election processing and ballot tabulation, ensuring integrity and completeness of accuracy/logic testing for ballot tabulation, the conduct of mandated public testing of equipment and vote tabulation audits, and the election day ballot tabulation process. Assists in programming, coding and testing voting systems.

Name	Position	Grade/Salary
Duan Jones	Support Services Spec	DS-12/5 \$79,077
Arlin Budoo	Support Services Spec.	DS-12/5 \$79,077

Supv Facility Operations Spec (1)

BRIEF DESCRIPTION OF DUTIES: Oversees operation of the agency's warehouse facility, including inventory of election supplies and equipment, inspection and maintenance of voting machines and booths, participation in the elections logistics planning process, and provides assistance in the performance of other support functions of the agency, as required. Develops, as required, the necessary documentation to permit disposal of excess or condemned materiel. Oversees the activity of intermittent (WAE) employees hired to assist with distribution of voting precinct supplies and equipment during peak periods surrounding elections.

Name	Position	Grade/Salary
Robert T. Hunter	Supv Facility Ops Spec	DS-11/9 \$71,468

Supply Technician (2)

BRIEF DESCRIPTION OF DUTIES: Responsible for the packing and assembly of election materials for distribution to 143 polling places and 9 Early Vote centers. Assists with the inventory of election supplies and equipment. Acceptance and handling of materials, including ballot boxes, through the counting center operation on election days. Refurbishing of voting equipment when it is returned from the polling places after each election. Disposes excess or condemned material.

Name	Position	Grade/Salary
Aaron Ford	Supply Technician	DS-09/6 \$54,724
Steven Mattocks	Supply Technician	DS-09/6 \$54,724

Public Affairs Specialist (PIO)(1)

BRIEF DESCRIPTION OF DUTIES: Conducts the public affairs program for the agency with responsibility for developing and providing direction for all public information, internal information, and community relations activities. Develops materials for use in voter information, education, and outreach programs. Coordinates responses to the media on issues related to the agency. Prepares reports for the Board which represents the activities of the agency.

Name	Position	Grade/Salary
Vacant	Public Affairs Specialist	DS-13/0

Public Affairs Specialist (Voter Education & Outreach Coord)(2)

BRIEF DESCRIPTION OF DUTIES: Coordinates all activities related to voter outreach and community engagement. Develops and produces election information and voter education materials and prepares and disseminates materials to encourage citizen participation in the electoral process. Coordinates and presents educational seminars on the election process and vote reporting for elected officials, candidates for public office, media outlets, and members of the diplomatic corps and other international groups.

Name	Position	Grade/Salary
Tamara Robinson	Public Affairs Specialist	DS-13/5 \$91,438
Shirley Jackson	Public Affairs Specialist	DS-13/7 \$96,632
LaDawne White	Public Affairs Specialist	DS-13/7 \$96,632

Election Support Specialist (2)

Election Training Coordinator (1)

BRIEF DESCRIPTION OF DUTIES: Develops, schedules, and conducts training sessions for poll workers. Assists in the development, production, and dissemination of training materials for election workers. Develops election worker recruitment and training programs, including the necessary training materials. Serves as focal point for maintenance of election worker data base and post-election worker evaluations. Performs vital post-election functions relative to "write-in" ballot contests, post-audits and, when requested by candidates, recounts of contested results.

Name	Position	Grade/Salary
Hubert Von Fogan	Elec Support Spec.	DS-12/8 \$85,626
Vacant	Elec Training Coordinator	DS-12/7 \$83,443
Kevin Newsome	Election Specialist	DS-09/ \$53,217

Special Assistant (External Affairs)(1)

BRIEF DESCRIPTION OF DUTIES: Oversees both the poll worker recruitment and training program and the voter education and outreach program. Reviews for print the agency's citywide Voters' and Candidates booklets and other production activities. Develops election information and voter education materials. Monitors and provides information on the District's responsibilities under the National Voters Registration Act (NVRA). Assists in the creation of readable, user-friendly voter materials.

Name	Position	Grade/Salary
Karen Lynn-Dyson	Special Assistant	ES-08 \$139,050

General Counsel (1)

BRIEF DESCRIPTION OF DUTIES: Serves as the Board's chief legal advisor and is primarily responsible for representing the Board in all judicial proceedings relating to local elections, campaign finance, conflict of interest, and lobbying laws. Responsibilities of the position include prosecutions before the Board for violations of the election statutes, providing advisory opinions, case review, and review of suits for or against the Board, drafting legislation, and representing the Board in all civil actions in the courts of the District of Columbia.

Name	Position	Grade/Salary
Kenneth McGhie	General Counsel	LX03/0 \$179,583

Staff Attorneys (2)

BRIEF DESCRIPTION OF DUTIES: Serve as legal representatives for the Board in litigation with the full responsibility for preparation for trial and actual trial of cases assigned in the DC Superior Court, US District Court and/or US Court of Appeals. Review information presented and relevant case law to determine method of processing administrative hearings and defending Board administrative rulings in federal and District courts. Prepares all pleadings, including responses, appeals, motions, legal briefs, and memoranda as appropriate. Research and draft legislation and regulations. Assist with all election related inquiries regarding challenges, initiatives, referenda, recall, and other substantive issues which may arise in the area of election law.

Name	Position	Grade/Salary
Rudolph McGann	Attorney Advisor	LA-13/10 \$123,335
Renee Christensen	Attorney Advisor	LA -13/3 \$101,241

Elections Program Specialist (Compliance Officer) (1)

BRIEF DESCRIPTION OF DUTIES: Manages both internal and external federal compliance activities. Works with the General Counsel to keep abreast of needed legislative changes for continued compliance with federal and district law. Assist in monitoring federal funds to ensure compliance with federal mandates. Periodically revise the compliance program, as appropriate, to respond to changes in the agencies needs and applicable election processes and procedures

Name	Position	Grade/Salary
Amanda Joiner	Program Specialist	DS-12 /5 \$79,077

ADA Coordinator (1)

BRIEF DESCRIPTION OF DUTIES: Responsible for coordinating efforts of BOE to comply with Title II and investigates any complaints that the entity has violated Title II. Meets with local disability groups to learn and address access concerns, visits and surveys polling locations to confirm compliance, as well as implement needed improvements. Ensures that publications, notices and meetings accommodate the disabled community. Also responsible for setting and carrying out the objectives of the Language Access Plan.

Name	Position	Grade/Salary
Terrica Jennings	ADA Coordinator	DS-11/10 \$73,295

Management Liaison Specialist (1)

BRIEF DESCRIPTION OF DUTIES: Provides administrative and support functions for the General Counsel and the professional staff of the office. Also responsible for providing human resources management advisory services to management and staff; processes personnel actions in PeopleSoft for temporary employees; monitors and follows-up on personnel actions; ensures the accurate input of the employee data for permanent storage, retrieval and use by management officials.

Name	Position	Grade/Salary
Karla Garcia	Mngt Liaison Spec	DS-12/ 10 \$89,992

**Budget Enhancement
Requests**

Board of Elections
Budget Enhancement Request

Fiscal Year 2016 (YTD)

Date	Description	Amount Needed
None		

Fiscal Year 2017 (YTD)

Date	Description	Amount Needed
1/13/2017	To procure high quality city wide voter registration database	\$3,000,000.00

Agency Program Budget Enhancements
Fiscal Year 2017 (October 1, 2016-September 30, 2017)

<i>Agency Management Program</i>	<i>PRIORITY</i>	Cost Estimate
Budget Enhancement		
Temporary Staffing	1	50,000.00
Election Connectivity Project (Wireless Transmission of Carrier Connectivity)	1	10,000.00
BOE Interior Renovations	1	220,000.00
Subtotal		0.00
Total Capital Budget Enhancement FY 15		280,000.00



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



MEMORANDUM

TO: Paul Blake,
Agency Fiscal Officer
OFRM

Brandon Perry,
Financial Manager
OFRM

FROM: Terri D. Stroud

RE: FY2017 Budget Enhancement Submission

DATE: January 28, 2016

Attached please find the proposed Fiscal Year 2017 budget enhancement for local expenditures for the District of Columbia Board of Elections.

Temporary Staffing (\$50,000.00)

Special Ballot Processing

In May of 2015, the Council enacted the Primary Date Alteration Act (Act) and in November 2015, the Board took final rulemaking action to amend its regulations pursuant to the Act. The most significant changes resulting from this legislation are that: 1) same day registrants who provide proof of residence will now vote a regular, or live ballot; 2) with limited exceptions, voters will no longer be allowed to vote out of their assigned precinct; 3) all absentee ballots must be received by no later than the close of polls on election day, and; 4) the timeframe for the post-election review of special ballots will be shortened.

As stated above, this Act shortened the timeframe for the Board to resolve challenged special ballots. Instead of 8-10 days after the election, the hearing must take place 2 days after the election. Instead of 2 days to make a determination by the Board, and 3 days for voters to appeal, the time frame is now 1 day for each. The Special Ballot review period will commence at the beginning of Early Voting and will conclude the day after the Election.

Historically, the Board has received up to 30,000 special ballots for processing. Prior to this legislation there was a ten day period to resolve any special ballot challenge. Clearly the shortened time frame of two days will pose a burden on the Board's staff that will

require the assistance of additional personnel in order to be in compliance with the law... To meet this timeframe, the Board will need to hire temporary workers to process special ballots. We anticipate the costs to be \$30,000.00 to meet this mandate.

ADA Compliance Technicians

The Americans with Disabilities Act ("ADA") requires all polling places to be accessible. The Board's ADA Coordinator has conducted an assessment of all polling locations to determine whether they meet ADA requirements. To ensure that each polling location is operationally accessible, the Board is seeking to hire an additional group of temporary election workers to assist with ADA compliance and provide reasonable accommodations for our disabled and elderly voters. The Board would like to hire thirty (30) additional election workers, to cover the one hundred and forty three (143) precincts that we use on Election Day. The ADA Compliance Assistants will be assigned to no more than five (5) precincts and will use the ADA checklist provided by the Department of Justice (DOJ) to ensure that all applicable tasks and requirements have been completed. They will be trained on what is required to ensure accessibility at the precincts. This includes creating accessible paths, placing signage where necessary, designating accessible parking, in addition to other assigned tasks. We anticipate this cost to be \$20,000.00.

Election Connectivity Project (Wireless Transmission of Carrier Connectivity) **(\$10,000)**

BOE is currently working with OCTO concerning ePollbook connectivity for early voting and on Election Day. OCTO has been asked to: 1) identify polling sites that are equipped with OCTO's Wi-Fi infrastructure; 2) identify a solution for those sites that currently do not have OCTO's fiber installed; and 3) select a cellular provider for those sites not connected to OCTO's fiber. OCTO provided a preliminary cost estimate of \$3,600.00. This is not conclusive since all of the polling sites have not been surveyed by OCTO. All polling sites will need connectivity to the central server at OJS via private internet infrastructure during early voting and on Election Day. This network will be on a private network which all data transmission will be encrypted with 256bit encryption. Once OCTO completes the assessment of all 143 polling sites and 8 early voting locations, a preliminary budget will be prepared.

The Board has been severely criticized for its late results. The acquisition of voting equipment which uses cellular/modem connectivity will streamline the closing/tabulation process and allow for the wireless transmission of election results, as well allow the precinct captains the ability to operate the voting equipment and close the polls at the end of the night, through an expedited process which will generate faster results of the election night totals. Funding for the wireless connectivity at the polling places is estimated at \$10,000.00.

BOE Interior Renovations (\$220,000.00)

The Board requested that the Department of General Services (DGS) provide a Scope of Work and a preliminary estimated budget for interior renovations of the public intake area and the Hearing Room including the installation of web broadcasting capabilities. The estimated budget is \$220,000.00.

FY 2018 PROGRAM ENHANCEMENT - FORM 2
Agency Program Enhancement Request Details

Agency Code: DLO
Agency Title: District of Columbia Board of Elections
Enhancement Title: Acquire New Statewide Voter Registration Database System
Date: December 9, 2016
Total Amount of Local Funds: *\$3,000,000.00
FTEs:
Is this Enhancement a One-time Cost?: Yes
Agency Point of Contact: Alice P. Miller

Problem Statement

The Board of Elections is the independent Agency responsible for conducting elections within the District of Columbia. Its mission includes conducting a minimum of one election during any fiscal year and processing tens of thousands of voter records per election event. With a District population of more than 600,000 residents, the Board serves approximately 480,000 registered voters, operates 143 polling places and nine (9) early voting centers.

The Board's voter roll is at the nucleus of the Agency's operation. Its accuracy demands the necessary time, attention, and funding to support legally mandated functions. The primary database managed by the Board is the federally mandated Help America Vote Act (HAVA) required voter registration database. This database, a component of the Integrity voter registration management system, stores the following data:

- Voter registration data
- Polling place data
- Candidate qualification data
- Voter participation data
- Street segment data
- District to precinct split data
- Poll worker participation data
- Absentee ballot data
- Provisional ballot data
- On-line registration (Mobile, Web applications)
- Process data generated through the use of the application

As you may know, HAVA and the D.C. State Plan required each state, the District of Columbia and US territories to maintain a single, uniform, official, centralized, computerized statewide voter database. Since 2001, the District has used "Integrity" software, a Sequoia proprietary system owned voter registration system. In 2007, the Board learned that Sequoia was no longer providing support or upgrades to the existing Integrity software. Technology changes that have occurred over the initiation of the system to the present (over 20 years) has been upgraded continuously. The need to maintain the VR system in a manner that coincides with current technology and provides the highest level of confidence and integrity is

required. The need to acquire a new voter registration system that is current and meets the needs of the Board of Elections and therefore the needs of the residents of the District of Columbia in time for the 2018 Mayoral Election must be recognized. Using the same system for over 20 years, given the changes and advances in technology, is problematic. This voter registration system in its current platform has placed extreme challenges on the successful execution of the election process.

We have begun to conduct a needs analysis that will identify potential vendors for the acquisition of a new voter registration system that will most effectively and efficiently meet the District's election administration needs. We hope to acquire a new voter registration database system in time for the 2018 Mayoral elections.

Proposed Solution

The Board's existing Voter Registration Database system is not performing to expectations and is in need of immediate replacement before the 2018 elections.

Cost-Benefit Analysis

It's difficult to place a financial value on voting, election programs and services.

Other Benefits

The primary benefits of this proposal are in the area of service delivery and customer satisfaction. This proposal will significantly enhance the operating capabilities of the Agency and allow for more efficient and timely customer service delivery

Legislative Analysis

There are no required amendments to the DC Code or any regulatory requirements as a result of this proposal.

OBP ASSESSMENT

*If available, HAVA funds will be used to offset this request.

FY 2018 PROGRAM ENHANCEMENT - FORM 2
Agency Program Enhancement Request Details

Agency Code: DLO

Agency Title: District of Columbia Board of Elections

Enhancement Title: PS- Proposed New FTE Positions

Date: December 8, 2016

Total Amount of Local Funds: \$370,000.00

FTEs: 3

Is this Enhancement a One-time Cost?: No

Agency Point of Contact: Alice P. Miller

Problem Statement

There is a critical hiring need that exists at the DC Board of Elections (BOE). BOE is in need of highly qualified candidates to meet critical mission needs. The three (3) positions that need to be established are below:

- Supervisory Communications Director
- IT/Website Programmer/Webmaster
- Budget/Financial Analyst

Reclassify two (2) positions:

- Executive Director (to ES-11)
- Procurement (Supply Mngt Spec) CS-09/11

Proposed Solution

Classify and appropriate funding to establish these positions. The proposed funding will support staff as well as maintaining other statutory voter registration and election programs mandated by local and federal laws.

Cost-Benefit Analysis

These mission critical jobs mean that some critical work will actually be done by FTEs instead of temporary, less qualified employees and the Board's mission will be sustained for the 2018 Mayoral election.

Other Benefits

The primary benefits of this proposal are in the area of service delivery and customer satisfaction. This proposal will significantly enhance the operating capabilities of the Agency and allow for more efficient and timely customer service delivery.

Legislative Analysis

There are no required amendments to the DC Code or any regulatory requirements as a result of this proposal.

OBP ASSESSMENT

FY 2018 PROGRAM ENHANCEMENT - FORM 2
Agency Program Enhancement Request Details

Agency Code: DLO

Agency Title: District of Columbia Board of Elections

Enhancement Title: PS- Overtime Costs

Date: December 8, 2016

Total Amount of Local Funds: \$100,000.00

FTEs: 0

Is this Enhancement a One-time Cost?: No

Agency Point of Contact: Alice P. Miller

Problem Statement

The Board has come a long way in streamlining its budget and successfully estimating within a few percentage points the actual costs of conducting an election and our day-to-day operations. An important variable in the Board's budget request includes overtime and other personnel costs for the Board's extended hours for the review of any recall, initiative, challenge, referendum petitions, recounts, and audits should one or more be timely filed. Other budgetary variables include the disbursement for use of polling place facilities; postage, security; printing costs and mandated advertisement, fixed costs and the rental of trucks, tables, chairs, lighting, etc. The Board works hard to stay within the proposed budgetary constraints and successfully perform the myriad of tasks associated with both the conduct of the election and the day to day operations of the agency. However, after reviewing the most recent balance funding report, there is a need for additional funds in the OT category and if granted, we believe we will be able to meet our goals and successfully conduct the 2018 Mayoral Primary and General elections.

Proposed Solution

Appropriate additional funds in OT to meet the demands of the Agency. The sole function of the agency is to run elections in the District. Elections are time dependent and face deadlines that are immovable. The agency cannot support its core function without overtime and temporary staffing.

Cost-Benefit Analysis

The Board currently has 34 full time employees (FTEs), but our temporary work force expands during each election event to include 40-60 more employees referred to as "WAEs". Every election cycle requires BOE employees (WAEs and FTEs) to perform tasks that cannot be performed during regular working hours.

Other Benefits

The primary benefits of this proposal are in the area of service delivery and customer satisfaction. This proposal will significantly enhance the operating capabilities of the Agency and allow for more efficient and timely customer service delivery.

Legislative Analysis

There are no required amendments to the DC Code or any regulatory requirements as a result of this proposal.

OBP ASSESSMENT

FY 2018 PROGRAM ENHANCEMENT - FORM 2
Agency Program Enhancement Request Details

Agency Code: DLO
Agency Title: District of Columbia Board of Elections
Enhancement Title: Expand Early Voting Centers
Date: December 8, 2016
Total Amount of Local Funds: \$50,000.00
FTEs:
Is this Enhancement a One-time Cost?: No
Agency Point of Contact: Alice P. Miller

Problem Statement

Prior to the 2008 presidential election, the Board provided for limited – in-person absentee voting at its office at OJS. The demand for in-person absentee voting overwhelmed the Board in that election, and the District ultimately decided to institute early voting for primary and general elections. This has been an important part of the election fabric since 2010. Participation has increased and we believe that voters will continue to use it. The expansion of early voting sites would be a great service to provide voters during the 2018 Mayoral Election cycle.

Proposed Solution

Appropriate funding for additional poll workers to work at the new Early Voting centers.

Cost-Benefit Analysis

BOE believes that voters will continue to seek out the opportunity to vote early. Expanding early voting centers is a crucial way to modernize the system. It adds important flexibility and convenience, reduces the administrative burdens of the Election Day rush, keeps elections safe and secure, reduces stress on the voting systems on Election Day, shorter lines on Election Day, improved poll worker performance, greater access to voting and increased voter and lines will decrease on Election Day and customer satisfaction will rise.

Other Benefits

The primary benefits of this proposal are in the area of service delivery and customer satisfaction. This proposal will significantly enhance the operating capabilities of the Agency and allow for more efficient and timely customer service delivery.

Legislative Analysis

There are no required amendments to the DC Code or any regulatory requirements as a result of this proposal.

OBP ASSESSMENT

The American with Disabilities Act (“ADA”) requires all polling places to be accessible. To ensure that each polling location was operationally accessible, the BOE hired a group of temporary election workers to assist with ADA compliance and provide reasonable accommodations for our disabled and elderly voters. The ADA Compliance Assistants were assigned to no more than five (5) precincts and were provided the DOJ checklist to ensure that all applicable tasks and requirements were completed. They received training that included creating accessible paths, placing signage where necessary, designating accessible parking, in addition to other assigned tasks.

The temporary position of “Ward Coordinator” was introduced during the FY16 election cycle to assist BOE with a myriad of tasks associated with outreach to members of the public in preparing the citizens for the upcoming elections. The Ward Coordinators built relationships with community leaders and organizations including ANCs, churches, schools, government officials, and others. The Ward Coordinators presented information at various public forums, meetings, and discussions city-wide as it related to voter education, ballot access and issues associated with the 2016 election cycle. Both outreach programs were well received and we anticipate this cost to be \$50,000.00.

The Board requested that the Department of General Services (DGS) provide a Scope of Work and a preliminary estimated budget for interior renovations of the public intake area, the Hearing Room to include the installation of web broadcasting capabilities and the tabulation/server room. The estimated budget is \$220,000 for the interior renovations.

Cost-Benefit Analysis

It is difficult to place a financial value on voting, election programs and services.

Other Benefits

The primary benefits of this proposal are in the area of service delivery and customer satisfaction. This proposal will significantly enhance the operating capabilities of the Agency and allow for more efficient and timely customer service delivery.

Legislative Analysis

There are no required amendments to the DC Code or any regulatory requirements as a result of this proposal.

OBP ASSESSMENT

Board of Elections FY2018

Agency Board of Elections

Agency Code DL0

Fiscal Year 2018

Mission The Board of Elections, a Charter independent agency, mission is to enfranchise eligible residents, conduct elections, and assure the integrity of the electoral process as mandated by both federal and local laws.

2018 Strategic Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Increase the percentage of District of Columbia residents registered to vote.	1	0
2	Maintain an accurate and up-to-date voter registry	1	1
3	Increase accessibility, public awareness, and knowledge of the electoral process	1	1
4	Leverage technology to improve the efficiency of Board operations	1	0
5	Recruit and train poll workers adequately to fulfill duties and provide excellent customer service to voters	5	0
6	Create and maintain a highly efficient, transparent and responsive District government.**	9	0
TOT		18	2

2018 Key Performance Indicators

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target
1 - Increase the percentage of District of Columbia residents registered to vote. (1 Measure)									
Number of District of Columbia residents who are registered to vote each month	✓	Not available	Not available	Not available	Not available	4000	New Measure	New Measure	6000
2 - Maintain an accurate and up-to-date voter registry (1 Measure)									
Percent decrease in registered voters who request non-address change related corrections to their voter records	✓	Not available	Not available	Not available	Not available	New Measure	New Measure	New Measure	New Measure
3 - Increase accessibility, public awareness, and knowledge of the electoral process (1 Measure)									
Percent of polling places that are operationally accessible in FY 2018 elections	✓	Not available	Not available	Not available	Not available	New Measure	New Measure	New Measure	New Measure

4 - Leverage technology to improve the efficiency of Board operations (1 Measure)

Number of voters who register or update their voter registration information electronically through the Board's mobile registration application	✓	Not available	Not available	Not available	Not available	New Measure	New Measure	New Measure	New Measure
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5 - Recruit and train poll workers adequately to fulfill duties and provide excellent customer service to voters (5 Measures)

Percent of polling places open on time on Election Day	✓	Not available	Not available	Not available	Not available	97.2%	New Measure	New Measure	100%
Percent of voting equipment open on time on Election Day	✓	Not available	Not available	Not available	Not available	92.9%	New Measure	New Measure	100%
Percent of special ballots processed correctly in elections held in FY2018	✓	Not available	Not available	Not available	Not available	New Measure	New Measure	New Measure	New Measure
Percentage of poll workers who complete and submit required post-election documentation in FY2018	✓	Not available	Not available	Not available	Not available	New Measure	New Measure	New Measure	New Measure
Percentage of precincts that successfully electronically transmit election results to Board headquarters on election night in FY2018	✓	Not available	Not available	Not available	Not available	New Measure	New Measure	New Measure	New Measure

We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2018 Operations

Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
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2 - Maintain an accurate and up-to-date voter registry (1 Activity)					
VOTER SERVICES	Processing voter registration information received	Updating voter registry based upon information from voters and other sources	Daily Service	6	0
TOT				6	0
3 - Increase accessibility, public awareness, and knowledge of the electoral process (1 Activity)					
COMMUNICATION	Deploy new, accessible website	Deploy new, accessible website	Key Project	0	1
TOT				0	1
TOT				6	1

▼ 2018 Workload Measures

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 Actual
2 - Processing voter registration information received (6 Measures)					
Number of voter registration applications and updates submitted online	✓	Not available	Not available	New Measure	New Measure
Number of deceased voters removed from the voter registry	✓	Not available	Not available	New Measure	New Measure
Number of duplicate voters removed from the voter registry	✓	Not available	Not available	New Measure	New Measure
Number of non-resident voters removed from the voter registry	✓	Not available	Not available	New Measure	New Measure
Number of incarcerated voters removed from the voter registry	✓	Not available	Not available	New Measure	New Measure
Number of voter registration records with legacy birth dates (12/31/1800) corrected	✓	Not available	Not available	New Measure	New Measure

▼ Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
No strategic initiatives found		

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Government of the District of Columbia

District of Columbia Board of Elections

SUMMARY OF FEDERAL ELECTION ADMINISTRATION ACTIVITIES AND USE OF HAVA FUNDS (EXPENDITURES)

Submitted To: U.S. Election Assistance Commission

Reporting Period End Date: September 30, 2017

In compliance with Title II Section 251 of the Help America Vote Act (HAVA) the District of Columbia Board of Elections (hereinafter "the Board") submits the following expenditure report for Fiscal Year (FY) 2017. This report reflects the expenditures for the period beginning October 1, 2016 through September 30, 2017. These expenditures are consistent with the proposed use of HAVA funds as set forth in the DC State HAVA Plan filed with the Election Assistance Commission and as allowed by the provisions of Title II.

FISCAL YEAR 2017 OPERATING ACTIVITIES AND USE OF HAVA FUNDS

1.1 Election Official Training

Knowledgeable election staff is as vital to the conduct of fair, open, and efficient elections as competent poll workers. Accordingly, several of the Board's full-time staff attended election officials training at seminars, workshops and conferences held locally and across the country. Staff members also renewed membership dues to professional organizations which provide educational and networking resources vital to the mission of the Board of Elections.

FY2017-HAVA Title II, Section 251 Fund Expenditures..... **\$54,558.57**

1.2 Election Equipment

The Board added to its fleet of election equipment with the purchase of electronic poll pads, including supplies and storage containers to prolong the device usability. The electronic poll pads will be used as part of the Board's mobile application petition pilot program. The Board also purchased equipment to sync, charge, and manage up to 32 iPad devices. Maintenance for existing and new electronic poll pads was also purchased.

FY2017-HAVA Title II, Section 251 Fund Expenditures..... **\$1,132,133.30**

1.3 Professional Licensing Agreements and Equipment

Pursuant to the Ballot Access Modernization Amendment Act of 2015, the Board moved forward with the implementation of a mobile application petition pilot program that allows for the use of mobile devices as a means of collecting signatures needed for ballot access. The program, called eSign, is modeled after the Denver, Colorado Election Division's mobile

petition signing application. The Board paid licensing fees to the Denver Elections Division to use eSign and purchased the necessary equipment, including iPad devices, software licensing agreements, and technical support from the City of Denver.

FY2017-HAVA Title II, Section 251 Fund Expenditures..... **\$148,110.80**

1.4 Communications

The Board continued its commitment to providing the public with an accessible agency by investing in and improving its communications system, which includes both hardware and software.

FY2017-HAVA Title II, Section 251 Fund Expenditures..... **\$13,800.69**

1.5 ADA Accessible Balloting

The Board contracted with Democracy Live to provide an accessible balloting information tool. The eBalloting technology allows a voter to access his or her specific ballot information, make selections, and save the ballot as a reference guide. The system complies with Section 508 of the ADA and WCAG 2.0.

FY2017-HAVA Title II, Section 251 Fund Expenditures..... **\$2,240.00**

Total FY2017-HAVA Title II, Section 251 Expenditures....\$1,350,843.36

1.6 Interest Accrued on Federal Fund in 2017

The total interest accrued in FY2017 is **\$9,295.00**. The entirety of the interest is on Title II Section 251 funds. No Title I funds remain.

1.7 Interest Accrued on State Match Fund

There is no accrued interest on the required state match fund for FY2017.

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted U.S. Election Assistance Commission	2. Federal Grant or Other Identifying Number Assigned by Federal Agency Help America Vote ACT Fund (HAVA) Title II, Sections 251 0348-0039	Page 1	of 1	pages
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3. Recipient Organization (Name and complete address including Zip code) District of Columbia Board of Elections, 441 4th Street NW, Washington DC 20001

4a. DUNS Number	4b. EIN 53-6001131	5. Recipient Account Number or Identifying Number 90.401	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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8. Project/Grant Period From: (Month, Day, Year) 10/1/2013	To: (Month, Day, Year) Until Disbursed	9. Reporting Period End Date (Month, Day, Year) 9/30/2017
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10. Transactions	Cumulative
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(Use lines a-c for single or multiple grant reporting)

Federal Cash	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	\$ 13,028,257.00
e. Federal share of expenditures	13,755,499.66
f. Federal share of unliquidated obligations	-
g. Total Federal share (sum of lines e and f)	\$13,755,499.66
h. Unobligated balance of Federal funds (line d minus g)	(\$727,242.66)
Recipient Share:	
i. Total recipient share required	718,585.36
j. Recipient share of expenditures	\$718,585.36
k. Remaining recipient share to be provided (line i minus j)	(\$0.00)
Program Income:	
l. Total Federal program income earned	\$ 1,922,982.78
m. Program income expended in accordance with the deduction alternative	\$0.00
n. Program income expended in accordance with the addition alternative	\$727,242.66
o. Unexpended program income (line l minus line m or line n)	\$1,195,740.12

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	g. Totals:						

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: Please see the attachment for adjustments related to federal share expenditures and recipient share expenditures reported in prior fiscal years.
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13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)
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a. Typed or Printed Name and Title of Authorized Certifying Official <i>Alice P. Miller</i>	c. Telephone (Area code, number and extension) 202-727-6511
b. Signature of Authorized Certifying Official <i>AP Miller</i>	d. Email address ap.miller@edboe.org
	e. Date Report Submitted (Month, Day, Year) 12/13/17
14. Agency use only:	

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.
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DISTRICT OF COLUMBIA
BOARD OF ELECTIONS
WASHINGTON, D.C. 20001-2745



D. MICHAEL BENNETT, CHAIRMAN
DIONNA M. LEWIS, MEMBER
MICHAEL D. GILL, MEMBER

Regular Board Meeting
Wednesday, October 5, 2016 10:30 am
One Judiciary Square, Room 280 North

AGENDA

- 1) Adoption of Agenda
- 2) Adoption of Minutes:
Regular Board Meeting - Wednesday, September 7, 2016
(Transcripts are available for review in the Office of the General Counsel)
- 3) Board Matters
- 4) Public Matters
- 5) Executive Director's Report – Alice P. Miller
 - A. Polling Place Relocation for Precinct 42
 - B. General Matters – General Election Preparation Activities
- 6) General Counsel's Report – Kenneth J. McGhie
 - A. Application for Approval of the Name of a Political Party - Economic & Protection Party
 - B. Adoption of an Initiative Petition Form – "Fair Minimum Wage Act of 2017"
 - B. Litigation Status:
 1. Ameer Flippin v. D.C. BOE
- 7) Campaign Finance Report – Cecily Collier-Montgomery
- 8) Public Questions Regarding Reports
- 9) Adjournment



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



MINUTES OF THE BOARD OF ELECTIONS REGULAR MEETING
October 5, 2016

The District of Columbia Board of Elections ("the Board") held its Regular Monthly Meeting on Wednesday, October 5, 2016 in the Board's Hearing Room, located in Suite 280 North, One Judiciary Square, 441 4th Street, N.W., Washington, D.C. 20001. The Board's Chairman, Michael Bennett, was present, as were Board Members Dionna Lewis and Michael Gill. Also present on the dais were Kenneth McGhie, the Board's General Counsel, Cecily Collier-Montgomery, the Director of the Office of Campaign Finance ("OCF"), and Alice Miller, the Board's Executive Director.

Chairman Bennett called the meeting to order at 10:35 a.m.

The meeting agenda was approved and adopted with an amendment to the General Counsel's portion of the agenda to include emergency legislation to amend Title 3, DCMR Chapter 8.

The minutes of the last regular meeting on September 7, 2016 were moved for approval and adopted without objection.

Chairman Bennett noted for the record that the Board meeting for November will be moved to as of yet undetermined later date. Notice will be sent as soon as possible. The Chairman also noted for the record that the purpose of the public matters in item 4 is for there to be any discussion or questions for matters from previous meetings, while item 8 is a place to lodge inquiries on matters heard today. The Board will take those questions on the record and respond accordingly either through publication or at the next meeting.

Ms. Dorothy Brizill asked for clarification on the bifurcation of public matters. Chairman Bennett confirmed her understanding of the operating procedure, and she raised four public matters.

- Staff needs to maintain the Board's website and to update it and keep it correct. The organizational chart that is on the Board's website is at least two years old. There is no current staff listing on the website. The site should accurately reflect judiciary square as the only early voting center with paper ballots, and the emergency legislation allowing Election Day address changes in a voter's new precinct should be clearly explained on the website.
- Questions the legality of relocating Pct. # 42 located in ward 1 into ward 4. She is concerned that such a move is not only disruptive but it lends itself to mischief in terms of people getting the wrong ballot especially for ANC contests.
- The date changes for early voting by beginning earlier and ending a day earlier were not explained in the minutes, and while Ms. Brizill surmised that the changes were in an effort to prepare for the election the following week, she would like to know the reasons for the change in light of the election calendar being set almost a year in advance. Ms.

Miller confirmed the date changes formally made during the September Board meeting were to accommodate preparation for the election; however, the period has been extended by opening two days earlier. The information is on the website. The voter guide will have that information in it. The Board will also send out a singular post card with that information on it also.

- Ms. Brizill inquired about the vacant Public Information Officer position with the Board. Her concerns are that a persistent pattern of hiring PIOs shortly before—and in one case a mere week before—an upcoming election leaves them at a tremendous disadvantage due to the steep learning curve.

Mr. William H. Taft introduced a resolution to adopt his song to honor Dr. King and the Voting Rights Act and for this honorable board to adopt it and use it to improve your voter registration systems. Chairman Bennett responded that the Board needs to determine whether it has the authority to do adopt Mr. Taft's song to use it and then the Board has to make some decisions as to whether or not it makes sense and is consistent with our efforts to increase voting.

Ms. Miller gave the Executive Director's report.

- Mr. Arlin Budoo presented polling place relocations for final approval:
 - Precinct Number 42, which is Mt. Rona Baptist Church is not fully ADA accessible for the Board's use; accordingly, Mr. Budoo proposed relocating and combining with Precinct Number 49, Raymond Recreation Center, located at 3725 10th Street Northwest. This is a Ward 1 location being relocated to Ward 4.
 - **BOARD ACTION:** Board approved the relocation subject to confirmation from the Office of the General Counsel regarding relocation outside of a designated ward.
 - The Board sent a mailer to eligible voters encouraging them to register to vote; however, that mailer inadvertently went to some registered voters giving them the impression that they were purged from the voter rolls. Those individual voters were not removed from the voter rolls, and will receive a post card advising them of the mistaken mailer.
 - Ballots have been finalized and the Board will have 551 different ballot styles to account for the myriad ANC contests. The ballot has been designed with particular emphasis on these contests to assure poll workers give voters the correct ballot.
 - With respect to security, the Board has been working in concert with the FBI, the Chief Technology Officer for the District of Columbia, Homeland Security and others to ensure that the Board's system is free from interception by unknown or unauthorized individuals. Mr. Antoine Fagan, the Board's Chief Technology officer, explained the redundancies in the system and is confident that voters will have a positive voting experience on Election Day in the District of Columbia.
 - The Board uses MacAfee Orchestrator to provide malware trafficking as well as Landesk to do vulnerability searches and using other certain products that we utilize to actually leverage that technology and being proactive in protecting our infrastructure.
- The Board aims to train 2,400 poll workers. 400 have already been trained for early voting which will start on October 22nd.

- We've been able to procure an additional 120 poll books for this election, which would bring our total poll book number to 900.
- The Board's after election report from the June election is available on our website.

Mr. McGhie presented the General Counsel's report.

Mr. McGhie introduced a proposed party name, "Economic and Protection Party," and the chairman's name is Assah Mustafah and his address is 1211, 5th Street Northeast and his voter registration number is 00M109409. Odera Mustafah is the vice chair and Dara A. Bullock is the treasurer. And their registration numbers respectively are 160052577 and 090011861 and they both filed their statement of organizations with the Office of Campaign Finance so they are in compliance there as well.

- **BOARD ACTION:** The Board unanimously approved the proposed party name "Economic and Protection Party."

Mr. McGhie introduced the Fair Minimum Wage Act of 2017 petition for adoption by the proponent.

- Ms. Ramirez, representing Mr. Eun Chang, adopted the petition on the proponent's behalf.
- "Initiative Measure Number 77 Short Title, District of Columbia Minimum Wage Amendment Act of 2017 Summary Statement. If enacted, this initiative will gradually increase the minimum wage in the District of Columbia to \$15 hourly by 2020, gradually increase the minimum wage for tipped employees so that they receive the same minimum wage directly from their employer as other employees by 2026. Beginning in 2021, require minimum wage to increase yearly in proportion to increases in the consumer price index. The minimum wage increase under the initiative will not apply to DC government employees or employees of DC government contractors."
- **BOARD ACTION:** The Board unanimously approved the petition form adopted by the proponent's representative.
- Registrar Brooks explained the 180-day period for circulating the petition pursuant to DC Code § 1-1001.16(j)(1) expires on Monday, August 3rd, 2017 at 5:00 p.m.

Mr. McGhie presented the litigation status:

- *Ameer Flippin v. DCBOE*-- Mr. Flippin wanted to appear on the ballot for the Office of President of the United States, but he did not have any presidential electors and did not want to name any presidential electors. So the Registrar of Voters could not process his nominating petition because it was incomplete. Mr. Flippin took that as a Board refusal to allow him to be on the ballot, and he went to court. The Board filed a motion to dismiss as being premature as there was no order issued by the Board. The Court of Appeals granted the Board's Motion to Dismiss on September 26.

Mr. McGhie introduced emergency and proposed rulemaking. Write-in votes will only be tabulated in contests where an individual has timely filed an affirmation of write-in candidacy and there is either no candidate printed on the ballot in order to determine a winner or the total number of write in votes reported is sufficient to elect a write in candidate. The amendment to recount procedures delineates the procedures and rules for conducting a recount.

- **BOARD ACTION:** The Board unanimously approved the emergency amendments.

Mr. McGhie introduced the newest staff member in the office of the General Counsel, Ms. Rachell Coll.

Ms. Collier-Montgomery announced the statistics for OCF as follows:

- September 15th OCF held its first onsite training for candidates for the Office of Advisory Neighborhood Commission member for the candidates from Wards 1 and 8. OCF will have three trainings which are scheduled this month. One on October the 6th for candidates from Wards 2 and 7, October the 13th for candidates from Wards 3 and 5 and October the 20th 22 for candidates from wards 4 and 8.
- OCF had 1 referral to the Office of the General Counsel for the failure of a Political Action Committee to attend the OCF entrance conference.
- OCF held three entrance conferences during the month of September: September 9th, 2016 the participant was Marcus Bachelor, candidate Marcus from Ward 8; September 12th, 2016, Judith N. Batty, Treasurer/Statehood YES!; September 23rd, 2016 there were two participants: Aaron Holmes, candidate Holmes for Ward 8, and Jameka Anderson, Treasurer of Ward 8 matters.
- OCF has expanded its outreach efforts to ANC candidates. OCF will be offering onsite training to highlight reporting requirements of those candidates and specifically: the contribution limits, which are \$25 for ANC candidates; campaign literature disclosures; and ANC candidates must file a summary financial statement after the Board certifies the elections of the ANC election, which is due within 60 days after the date of the certification.
- OCF Audit Branch conducted 17 desk reviews of financial reports that have been filed.
- The ongoing full field audits of newly elected officials are as follows Brandon Todd for Ward 4; Brianne for D.C.
- OCF has ongoing periodic audits of the following committees: Re-Elect Vincent Orange 2016; Carter for D.C.; and Friends of Jimmy Calomiris.
- Initiated periodic random audits of the Professional Insurance Agents Political Action Committee, and the DC Building Industry Association Political Action Committee.
- Initiated random audits of the Committee to Elect Jaclyn Smith 2016 School Board, Klokkel at large, Carter for DC, and Friends of Jimmy Calomiris.
- Issued 7 audit reports: Potillo for counsel of 2016 September 8th; Robert White at large September 21st; The Professional Insurance Agents PAC September 12th; D.C. Building Industry PAC September 6th; Committee to elect Jaclyn Smith 2016 September 21st; Klokkel At-Large September 8th; and LaRuby May 2015 September 30th.

Mr. William Sanford presented the General Counsel Report

- The Office of the General Counsel received 3 referrals and conducted 5 informal hearings and issued 7 in which no fines were imposed.
- The Office of Campaign Finance collected \$500 towards a fine of \$1,000 from former school board candidate, Villareal Johnson during the month of September 2016.
- The Office of the General Counsel maintained a total of 5 open investigations and no new investigations were opened.

Mr. Michael Sindram recounted the litigation status with respect to the case of Mr. Ameer Flippin and asked for clarification. Mr. McGhie explained that Mr. Flippin was never denied

ballot access. He never submitted the information to fill out the forms to get ballot access. In order to have ballot access for the Office of President, you have to give the name of the three electors and he refused to do so. From Mr. Sindram's layman's perspective, it appears that hyper-technicalities have led to an abrogation of Mr. Flippin's rights and that should not happen.

Mr. Sindram also inquired about a hearing with respect to a grant rescission in ANC 4A.

Mr. Sindram formally requests a written response from OCF regarding his letter sent July 9, 2016. According to Mr. Sanford, Mr. Sindram has been provided a response on the 8th of July and what he did he took our response, wrote over it and re-submitted the same question that we have already responded to. We advised him that we did not have jurisdiction over the matters that he is concerned with and we are not the proper forum for him to seek redress in this letter that was provided him on the 8th of July. For the record, Mr. Sindram, will not receive a hearing at the Office of Campaign Finance on these matters because we do not have jurisdiction over these matters.

Mr. Sindram complained that he has made numerous OCF FOIA requests in writing and in person and he wishes to know when he can receive the requested information. Chairman Bennett said the Board will make an assessment as to his request once meeting with Ms. Montgomery.

There being no further business before the Board, the meeting adjourned at 12:06 p.m.



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



D. MICHAEL BENNETT, CHAIRMAN
DIONNA M. LEWIS, MEMBER
MICHAEL D. GILL, MEMBER

Regular Board Meeting
Friday, November 18, 2016 10:30 am
One Judiciary Square, Room 280 North

AGENDA

- 1) Adoption of Agenda
- 2) Adoption of Minutes:
Regular Board Meeting - Wednesday, October 5, 2016
(Transcripts are available for review in the Office of the General Counsel)
- 3) Board Matters
- 4) Public Matters
- 5) Executive Director's Report – Alice P. Miller
 - A. General Matters – Election Wrap-up
 - B. Certification of the November 8, 2016 Presidential General Election Results
- 6) General Counsel's Report – Kenneth J. McGhie
 - A. Final Rulemaking – To Amend Title 3: Chapter 8 "Tabulation and Certification of Election Results"
 - B. Proposed Rulemaking – To Amend Title 3: Chapter 30 "Campaign Finance Operations"
- 7) Campaign Finance Report – Cecily Collier-Montgomery
- 8) Public Questions Regarding Reports
- 9) Adjournment



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



**MINUTES OF THE BOARD OF ELECTIONS REGULAR MEETING
November 18, 2016**

The District of Columbia Board of Elections ("the Board") held its Regular Monthly Meeting on Friday, November 18, 2016 in the Board's Hearing Room, located in Suite 280 North, One Judiciary Square, 441 4th Street, N.W., Washington, D.C. 20001. The Board's Chairman, Michael Bennett, was present, as were Board Members Dionna Lewis and Michael Gill. Also present on the dais were Kenneth McGhie, the Board's General Counsel, William Sanford, the General Counsel of the Office of Campaign Finance ("OCF"), and Alice Miller, the Board's Executive Director.

Chairman Bennett called the meeting to order at 10:42 a.m.

The meeting agenda was approved and adopted.

The minutes of the last regular meeting on October 5, 2016 were moved for approval and adopted without objection.

Chairman Bennett congratulated Board staff for the successful administration of the Presidential General Election.

Ms. Miller gave the Executive Director's report.

- The general election was held on November 8th. Early voting began on October 22nd at One Judiciary Square. Satellite stations opened in all eight wards beginning October 28th and remained open until Friday, November 4th. 14 days of early voting were conducted and the Board processed 100,077 voters.
- We had a 65 percent turnout for the November election. That's a higher turnout than we've had in recent times 312,000 voters that voted in this election. The last presidential election, there was a 60 percent turnout.
- It appears that our election management system, our VR system, while making sure that duplicates did not transition over, it managed to delete some of the voters totally from the system. It was about 1 percent or less of the voters that were not transmitted to the poll pads. It's a problem with the VR system.
- The VR system is now 26 years old, and in need of implementing a totally new VR system; while it was able to maintain a level of success for this election cycle, its future is questionable.
- We did have the usual issues with poll workers providing incorrect ANC ballots to some of the voters. We know of one specific incident which has occurred. the only recourse is to challenge Board-certified results in the Court of Appeals.
- Ms. Miller noted for the record that ballot clerks in cabinets are continuously and tirelessly trained to look and make certain they provide notice with the right ANC ballot; however, voters are also responsible for making sure that they have the right ANC ballot.

The Board did highlight ANC contests on the ballot this time around to call attention to the ANC.

- As required by law, the Board did conduct the manual audit. (a hand tally of the election this week). The Board randomly selected eight precincts, one from each ward, and a citywide race which happened to be electors in president and vice president, and randomly selected three contests for audit, and one that Ms. Miller randomly selected
 - Randomly selected precincts include: precinct 24, ward 1; precinct 4 in ward 2; precinct 27, ward 3; precinct 48, ward 4; precinct 139, ward 5; precinct 127, ward 6; precinct 104, ward 7; and precinct 118, ward 8. Audit results are available online on the Board's website.
 - The Election winners for all offices except ANC are as follows: The electors of president and vice president Hillary Clinton and Tim Kaine; At-large member of the Council David Grosso and Robert White; Ward 2 members of the District of Columbia Council Jack Evans; Ward 4 member of the Council for the District of Columbia, Brandon Todd; Ward 7 member of the District of Columbia, Vincent C. Gray Ward 8 member of the council, Trayon White; At-large member of the State Board of Education, Ashley Carter; Ward 2 member of the State Board of Education, Jack Jacobson; Ward 4 member of the State Board of Education, Lannette Woodruff; Ward 7 member of the State Board of Education, Karen Williams; Ward 8 member of the State Board of Education, Margaret Spachler; and the United States Representative winner, Franklin Garcia. The advisory referendum on the state of the Columbia Admission Act, Resolution 2016 for the referendum: 244,134 votes versus against the advisory referendum, 40,779 votes.
 - **BOARD ACTION:** The Board unanimously voted to certify the election results as read into the record by Ms. Miller.

Mr. McGhie presented the General Counsel's report.

Mr. McGhie introduced final rulemaking is to amend the Title 3: Chapter 8, entitled "Tabulation and Certification of Election Results." The Board adopted this initially as proposed rulemaking and had it published in the D.C. Register for the 30-day comment period. It appeared in the D.C. Register on September 30, 2016, so the 30 days for comments have elapsed, and there were no comments submitted. The board was counting all of the write-ins, and this regulation would now allow for the board only to count the write-ins if an affirmation of write-in candidacy has been submitted. The Proposed rule the regulations now provide that the person has to pay the recount seven days after we give them the estimated cost of a recount.

BOARD ACTION: The Board unanimously approved the finalized regulations

Mr. McGhie introduced Mr. Sanford to present proposed rulemaking authored by OCF.

Mr. Sanford requested the Board repeal PAC contribution limits during non-election years and a provision that requires business contributors to identify all affiliated entities, whether or not they are making contributions to political campaigns because these provisions are superfluous.

BOARD ACTION: The Board unanimously approved the proposed regulations

Mr. Sanford announced the statistics for OCF on behalf of Ms. Collier Montgomery as follows:

- October had two filing periods: October 10th R&E report—89 required filers; 77 timely filed; 7 late filers; and 5 delinquent filers with 12 referrals to the General Counsel for enforcement proceedings. 8-day pre-general election report due October 31st—74 required filers; 62 timely filed; 1 late filer; delinquent filers are yet to be determined.
- OCF Audit Branch conducted 57 desk reviews of PACs; 11 constituent services files; 3 U.S. Senate/Rep files; 34 PCCs 1 Initiative committee and 1 Attorney General Committee.
- The RAAD division issued 26 audit measures and resolved 5 cases; referred 2 cases to the General Counsel.
- The ongoing full field audits of newly elected officials are as follows Brandon Todd for Ward 4.
- OCF has ongoing periodic audits of the following committees: Re-Elect Vincent Orange 2016; and Carter for D.C.
- Initiated periodic random audits of the Professional Insurance Agents Political Action Committee, and the DC Building Industry Association Political Action Committee.
- Initiated random audits of the Committee to Elect Jaclyn Smith 2016 School Board, Klokkel at large, Carter for DC, and Friends of Jimmy Calomiris.
- Issued audit reports: Brianne for DC, October 26, 2016; and Friends of Jimmy Calomiris on October 25, 2016
- The General Counsel issued one advisory opinion and that was submitted on the 24th of October, 2016; and issued on the 31st of October, and the opinion was regarding activities relating to the advisory ballot referendum.

Mr. William Sanford presented the General Counsel Report

- The Office of the General Counsel received 12 referrals and conducted 17 informal hearings and issued 17 in which 5 no fines were imposed; and 12 orders were issued with fines that imposed a total of \$17,750.
- The Office of Campaign Finance collected \$500 in outstanding fines.
- The Office of the General Counsel maintained a total of 5 open investigations and no new investigations were opened.

Mr. Michael Sindram recounted the litigation status with respect to the case of Mr. Ameer Flippin and asked for clarification. Mr. McGhie explained that Mr. Flippin was never denied ballot access. He never submitted the information to fill out the forms to get ballot access. In order to have ballot access for the Office of President, you have to give the name of the three electors and he refused to do so. From Mr. Sindram's layman's perspective, it appears that hyper-technicalities have led to an abrogation of Mr. Flippin's rights and that should not happen.

Mr. Sindram also inquired about a hearing with respect to a grant rescission in ANC 4A.

Mr. Sindram formally requests a written response from OCF regarding his letter sent July 9, 2016. According to Mr. Sanford, Mr. Sindram has been provided a response on the 8th of July and what he did he took our response, wrote over it and re-submitted the same question that we have already responded to. We advised him that we did not have jurisdiction over the matters that he is concerned with and we are not the proper forum for him to seek redress in this letter

that was provided him on the 8th of July. For the record, Mr. Sindram, will not receive a hearing at the Office of Campaign Finance on these matters because we do not have jurisdiction over these matters.

Mr. Sindram complained that he has made numerous OCF FOIA requests in writing and in person and he wishes to know when he can receive the requested information. Chairman Bennett said the Board will make an assessment as to his request once meeting with Ms. Montgomery.

There being no further business before the Board, the meeting adjourned at 11:22 a.m.



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



D. MICHAEL BENNETT, CHAIRMAN
DIONNA M. LEWIS, MEMBER

Regular Board Meeting
Wednesday, December 7, 2016 10:30 am
One Judiciary Square, Room 280 North

AGENDA

- 1) Adoption of Agenda
- 2) Adoption of Minutes:
Regular Board Meeting - Friday, November 18, 2016
(Transcripts are available for review in the Office of the General Counsel)
- 3) Board Matters
- 4) Public Matters
- 5) Executive Director's Report – Alice P. Miller
A. General Matters
- 6) General Counsel's Report – Kenneth J. McGhie
A. OCF Petitions for Enforcement
B. Litigation Status
1. Ameer Flippin v. D.C. Board of Elections
- 7) Campaign Finance Report – Cecily Collier-Montgomery
- 8) Public Questions Regarding Reports
- 9) Adjournment



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



MINUTES OF THE BOARD OF ELECTIONS REGULAR MEETING
December 7, 2016

The District of Columbia Board of Elections ("the Board") held its Regular Monthly Meeting on Wednesday, December 7, 2016 in the Board's Hearing Room, located in Suite 280 North, One Judiciary Square, 441 4th Street, N.W., Washington, D.C. 20001. The Board's Chairman, Michael Bennett, was present, as was Board Member Dionna Lewis. Also present on the dais were Kenneth McGhie, the Board's General Counsel, Cecily Collier-Montgomery, the Director of the Office of Campaign Finance ("OCF"), and Alice Miller, the Board's Executive Director.

Chairman Bennett called the meeting to order at 10:35 a.m.

The meeting agenda was approved and adopted.

The minutes of the last regular meeting on November 18, 2016 were moved for approval and adopted without objection.

Chairman Bennett reiterated his commendations to Board staff for the successful administration of the Presidential General Election.

Ms. Miller gave the Executive Director's report.

- The Board has mailed approximately 2,100 Election Day payments. A total of \$470,110 for our 300 early voter workers. The Board has also mailed out approximately \$650,000 in stipends for poll workers and Election Day Technical Support and Auxiliary Staff.
- The Board has begun debriefings with some of the vendors who supported the election—including our election equipment vendors—to ensure voting processes remain reliable for future elections.
- Poll workers' debriefings start today and entail dialoging with them to determine what worked well in terms of election administration.
- Exit surveys reveal that 72% of voters opted to use paper ballots, but that could be due to the lower number (2) of optical scan machines in each precinct.
- 35% of voters responding with no wait time at check-in for voting while 13% reported wait times in excess of an hour, which was typical at precincts near colleges and universities. After check-in, 50% of voters responded with no wait time while a little more than 1% reported that it took longer than 45 minutes to receive their ballot after check-in.
- Board member Lewis suggested that long lines she witnessed at a number of precincts could be addressed with an additional ballot clerk obviating the need for voters to get on another line if they have to vote by provisional ballot.

Mr. McGhie presented the General Counsel's report.

Mr. McGhie introduced Mr. Sanford and Mr. McGann to present petition for enforcement of OCF orders: 15A-01 Darryl Gaston, \$500; 15A-016 Christy Love Davis, \$2,000; 15A-023 Kimberly Worthy, \$2,000; 15A-024 Charles Wilson, \$2,000; 15A-025, Ricky Williams, \$2,000; 15A-039, Camille DeLoya, \$2,000; 15C-080, Carter-at-Large 2014, \$1,800; 16C-023, Carter-at-17 Large, \$1,750; 16C-030, Elect Christopher Hawthorne, for Ward 8, \$1,750; and 16P-007 The Gertrude Stein Democratic Pack, \$1,300.

BOARD ACTION: The Board unanimously approved the enforcement petitions.

Mr. McGhie presented litigation status for the Board. The only pending matter is a petition for review of election results filed by Ameer Flippin, a write-in candidate for president.

Mr. McGhie introduced Ms. Renee Christensen, a new hire in the General Counsel's office who was a former employee that has returned to fill her former role as the Board's HAVA Compliance Officer.

Ms. Collier Montgomery announced the statistics for OCF as follows:

- Four principle campaign committees were referred to PIRM Division for failure to file the 8 day pre-general election report. They were: Cheeks for Council 2016, John Cheeks, treasurer; Marcus for Ward 8, August Slater treasurer; Backner Committee 2016, Kerry Backner, treasurer, Shakira Hemphill for Ward 8, Tim Louis, treasurer.
- PACs referred include: Gertrude Stein Democratic Political Action Committee, Jessica Pierce, treasurer; Economic and Protection Party, Margaret Smith, treasurer; the Caribbean American Political Action Committee, Ray Lane, treasurer; 1199 SEIU PAC, George Gresham, treasurer., the Washington, D.C. Association of Military's PAC, Edward Cross, treasurer; Service Employees International Union, Maryland/D.C.'s State Council's, Merrill Culska treasurer, Better Leadership D.C., Richard Tappan, treasurer.
- New candidates and committees who registered during November were Manley and Collins, MMC Foundation for Mayor, November 14th; and U.S. Citizens Recovery Initiative for D.C., November 18th. Entrance conferences have been scheduled for the candidates and the treasurers of these committees for December 16th 2016.
- OCF Audit Branch conducted 84 desk reviews and issued 18 requests for additional information while resolving 20 cases and referring 4 matters to the Office of the General Counsel.
- OCF has ongoing periodic audits of the following committees: Re-Elect Vincent Orange 2016; and Brandon Todd for Ward 4.
- The Audit Branch issued 4 audit reports: Mary Cheh Ward 3 Constituent Service Fund, November 3rd; Evans Constituent Service Fund November 8th; Carter for D.C. November 17th; and LaRuby B. May Constituent Service Fund November 30th.

Mr. William Sanford presented the General Counsel Report

- The Office of the General Counsel received 15 referrals and conducted 40 informal hearings in which no fines were imposed; and received 16 complaints regarding insufficient disclaimer information on campaign literature—9 of which were resolved and 7 remain under review.
- The Office of Campaign Finance collected \$600 in outstanding fines.

- The Office of the General Counsel maintained a total of 4 open investigations and no new investigations were opened.

Mr. Michael Sindram reiterated his complaint regarding Council Member Brandon Todd regarding when there was a single member district election, ANC, going on, Todd's staffers had campaign sites in 4D where the public meeting was held.

Mr. Sindram again formally requests a written response from OCF regarding his letter sent July 9, 2016. According to Mr. Sanford, Mr. Sindram has been provided a response on the 8th of July, which he wrote over it and re-submitted the same question that OCF has already responded to. OCF advised him that they did not have jurisdiction over the matters that he is concerned with and is not the proper forum for him to seek redress in this letter that was provided him on the 8th of July. For the record, Mr. Sindram, will not receive a hearing at the Office of Campaign Finance on these matters because OCF does not have jurisdiction over these matters.

Mr. Sindram raised a number of concerns regarding Council Members' owing him money from their constituent service funds to include: Councilwoman LaRuby May purchased from her constituent service fund veteran craft kits initially paying \$25, leaving a balance due and owed of \$163. Council Chairman Mendelson purchased from his constituent service fund shoes that has a balance due and owed of \$125. Councilman Vincent Orange purchased from his constituent service fund a Chase debit card that has a balance due and owed of \$500. Councilwoman Cheh engaged her office to offset sum certain of \$820 paid under her oversight that has yet to be reimbursed. Councilwoman Alexander had Diane Tolliver purchase from her constituent service fund that has a balance due and owed of \$145.

Chairman Bennett reminded Mr. Sindram that some of his concerns are not under the jurisdiction of this agency; however, the matters that come under the Board's purview will be responded to accordingly.

Mr. Sindram also inquired about a hearing with respect to a grant rescission in ANC 4A. Board Staff Attorney Mr. McGann explained the context of the grant rescission. Mr. Sindram is complaining about someone else's grant who lived in that particular single member district. He wanted to be the beneficiary of what services the grant was going to provide to the community—namely, a digital tuner for his television from the grant recipient. The ANC realized that the services were duplicative of services rendered by the Office of Aging, they accordingly rescinded the grant. The board made a determination that Mr. Sindram doesn't have standing to stand in the shoes of a grant recipient who has no interest in pursuing the matter. Chairman Bennett explained to Mr. Sindram that he does not have legal standing to pursue the matter, and that the Board has previously informed him of this fact, and the Board will not entertain another rehearing of this matter.

There being no further business before the Board, the meeting adjourned at 11:36 a.m.



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



D. MICHAEL BENNETT, CHAIRMAN
DIONNA M. LEWIS, MEMBER
MICHAEL D. GILL, MEMBER

Regular Board Meeting
Wednesday, January 11, 2017 10:30 am
One Judiciary Square, Room 280 North

AGENDA

- 1) Adoption of Agenda
- 2) Adoption of Minutes:
Regular Board Meeting - Wednesday, December 7, 2016
(Transcripts are available for review in the Office of the General Counsel)
- 3) Board Matters
- 4) Public Matters
- 5) Executive Director's Report – Alice P. Miller
A. General Matters
- 6) General Counsel's Report – Kenneth J. McGhie
A. Proposed Rulemaking to Amend Chapter 5 "Voter Registration" in Title 3 DCMR
B. Litigation Status
 1. Ameer Flippin v. D.C. Board of Elections
 2. Veronica Raglin v. D.C. Board of Elections
- 7) Campaign Finance Report – Cecily Collier-Montgomery
- 8) Public Questions Regarding Reports
- 9) Adjournment



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



MINUTES OF THE BOARD OF ELECTIONS REGULAR MEETING
January 11, 2017

The District of Columbia Board of Elections ("the Board") held its Regular Monthly Meeting on Wednesday, January 11, 2017 in the Board's Hearing Room, located in Suite 280 North, One Judiciary Square, 441 4th Street, N.W., Washington, D.C. 20001. The Board's Chairman, Michael Bennett, was present, as were Board Members Dionna Lewis and Michael Gill. Also present on the dais were Kenneth McGhie, the Board's General Counsel, Cecily Collier-Montgomery, the Director of the Office of Campaign Finance ("OCF"), and Alice Miller, the Board's Executive Director.

Chairman Bennett called the meeting to order at 10:42 a.m.

The meeting agenda was approved and adopted.

The minutes of the last regular meeting on December 7, 2016 were moved for approval and adopted without objection.

Ms. Miller gave the Executive Director's report.

- Poll worker payments were sent in early December, and the Board did do a supplemented payroll that was submitted in response to undeliverable mail, wrong amounts or other issues that may have occurred. At this point, all payments have either been received or should be received shortly.
- The Board must now conduct a canvas of voters who did not vote or confirm their address through the November General Election. This is required by statute and must begin in January. The canvas process takes a few months to complete. It's a bit regulated and requires a number of mailings for individuals whose cards are returned as undeliverable.
- Poll workers' debriefings are completed and 75% of the workers said that their precincts had the right number of workers all day while 6% reported too few workers. 81% of captains were rated as excellent or very good by the workers who worked with them, and 8% of the workers identified captains as poor or lacking knowledge and leadership skills.
- The Captains noted additional poll pads and ballot marking machines would be helpful. The Board should look into acquiring by way of budget requests at least 400 more poll pads and doubling the capacity of ballot marking machines to at least four per precinct as opposed to just two.
- The Board will be working to respond to legislation that's been adopted that requires the Board to have in place by October 1st automatic voter registration, which we'll be working with Department of Motor Vehicles with on, and a mobile app for petition signature gathering.
- The Board needs to update the 20-year old voting registration system at a price of approximately 2 million dollars.

- The Election Assistance Commission voter survey is nearing completion for the February 1st submission, and the data submitted includes: how individuals registered by way of human services or DMV, or other NVRA agencies; the number of absentee ballots counted; military and overseas ballots; poll worker information; and polling place operation.
- The Board did have one recount last month: ANC-1C-08 on December 8th. The party requesting the recount was present, and the recount resulted in no change in the outcome.
- Deanna Smith was introduced as the new assistant registrar.

Mr. McGhie presented the General Counsel's report.

Mr. McGhie introduced proposed rulemaking to amend Chapter 5, Voting Registration. Change the definition of incarceration for the purposes of voting to exclude halfway houses from the definition to enable those who are on parole to vote under such circumstances. Secondly, proof of residence by Board policy has been satisfied with submission electronic proof of bills, and that will now be memorialized by regulation. Mr. McGhie clarified that such electronic bills can be no older than 90 days.

BOARD ACTION: The Board unanimously approved the proposed regulations.

Mr. McGhie presented litigation status for the Board. The pending matters are two petitions for review of election results filed by Ameer Flippin, a write-in candidate for president, and Veronica Raglin, a candidate for ANC7-D01. Both petitions were dismissed by the Court of Appeals.

Ms. Collier Montgomery announced the statistics for OCF as follows:

- On December the 24th, 2016, the Council enacted D.C. Act 21-504, the Campaign Finance Reform and Transparency Emergency Amendment Act of 2016. The act will expire on March the 24th, 2017, but at the time that the council introduced the emergency legislation, it also introduced a permanent piece.
 - During a non-election year or an odd numbered year, political action committees as well as independent expenditure committees will have four report dates as opposed to the existing two under the former law, which would have been January 31st and July 31st. The new report dates will also include April the 10th and October the 10th.
 - Political action committees now have a contribution limitation of \$5,000.
- December 10th filing deadline for the filing of the reports of receipts and expenditures for principal campaign committees and political action committees who participated in the 2016 election cycle. 83 required filers; 72 timely filed; 1 extension granted; 10 failures to file:
 - PCCs: Drew for D.C., Kimberly Higginbotham, treasurer; Committee to Elect John Patterson 2016, Lamont Carroll, treasurer; Vote Carter 2016, Nicole Kerr, treasurer; Friends of Tony Donaldson, Robert Donaldson, treasurer; Lynnette Woodruff for School Board, Lamont Carroll, treasurer; Re-Elect LaRuby May, Monica Ray, treasurer; Tierra Jolly for Ward 8 on the School Board of Education, Emily Harold, treasurer; and Holmes for Ward 8, Steven Shea, treasurer.
 - PACs: D.C. Chamber of Commerce, Andrew J. Klein, treasurer; and Better Leadership, Richard Tappan, treasurer.

- On December 6th, OCF held two mandatory entrance conferences: Edward Cross, treasurer, D.C. Association of Realtors, that's an independent expenditure committee (IEC); and Manley M. Collins, candidate for mayor.
- OCF Audit Branch conducted 68 desk reviews and candidates for the Office of Advisory Neighborhood Commission member are required to file summary financial reports with OCF 60 days after the board certified the election result. The deadline in January 17, 2017, and the audit branch has desk reviewed 59 of the ANC reports that were submitted early.
- OCF has ongoing periodic audits of the following committees: Re-Elect Vincent Orange 2016; and Brandon Todd for Ward 4.

Ms. Collier Montgomery presented the General Counsel Report

- The Office of the General Counsel received 10 referrals and conducted 6 informal hearings in which \$1,450 in fines were imposed against the Bachner Committee 2016.
- Currently, OCF has \$26,850 in outstanding fines, and those cases have been filed before the Board of Elections in the form of petitions for enforcement of OCF orders.
- The Office of the General Counsel maintained a total of 4 open investigations and no new investigations were opened.

Chairman Bennett noted the work needed to be done in anticipation of elections in 2018 and offered anything that the Board can do as to support the process, please let us know so that we can ensure that we have a smooth election and processes going forward.

There being no further business before the Board, the meeting adjourned at 11:25 a.m.



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



MINUTES OF THE BOARD OF ELECTIONS REGULAR MEETING
February 1, 2017

The District of Columbia Board of Elections ("the Board") held its Regular Monthly Meeting on Wednesday, February 1, 2017 in the Board's Hearing Room, located in Suite 280 North, One Judiciary Square, 441 4th Street, N.W., Washington, D.C. 20001. The Board's Chairman, Michael Bennett, was present, as was Board Member Dionna Lewis. Also present on the dais were Kenneth McGhie, the Board's General Counsel, Cecily Collier-Montgomery, the Director of the Office of Campaign Finance ("OCF"), and Alice Miller, the Board's Executive Director.

Chairman Bennett called the meeting to order at 10:40 a.m.

The meeting agenda was approved and adopted.

The minutes of the last regular meeting on January 11, 2017 were moved for approval and adopted without objection.

Ms. Miller gave the Executive Director's report.

- Mail canvass update was initiated by the January 31st statutory deadline as a means of outreach to voters who did not cast ballots in last year's Presidential election. The process entails mailing a non-forwardable postcard to verify the voter's address.
 - If returned as undeliverable, the Board sends correspondence to the last known address informing them of their imminent removal from the voting rolls and providing instructions on how to register in their new jurisdiction.
 - This is an ongoing process for the next 5-6 months. Approximately 187,000 voters have been canvassed, and the Board has already ascertained approximately 31,000 voters have moved.
- The Board received a letter from Congress, requesting the number of incidents referred for prosecution of voter fraud from the November general election. The Executive Director reported no incidents regarding voter fraud in the District of Columbia.
- The Board, along with 20 other jurisdictions, belong to the Electronic Registration Information Center (ERIC), which is a voter information exchange between states. ERIC is a very important part of our process for keeping our rolls clean, but comes at a cost of approximately \$20,000 per year.
- The Board submitted the Election Administration voting survey on 2/16/17 as required of every jurisdiction by federal law. The survey is a compilation of all the data regarding polling places, same-day registrants, new registrants, change of address, and number of poll workers.
- The Board is working on an e-signature mobile application for an October 1 release date. It will allow candidates who are circulating petitions to use the mobile app to link to the Board's voter registry roll to verify registered voters. Denver, Colorado is the only know jurisdiction to implement such an application, and the Board is in consultation with

Denver for their expertise. Costs of startup have been approximately \$60,000.00 for their application without the procurement of the hardware.

Mr. McGhie presented the General Counsel's report.

Mr. McGhie introduced proposed rulemaking to amend Chapter 1, Organization of Board of Elections. This establishes an optional universal leave structure for the three statutorily recumbent employees of the Board of Elections: the executive director, general counsel, and the director of campaign finance. The plan is to offer 208 hours of universal leave to senior officers of the agency that are accepted service with a yearly carryover of 40 hours maximum in order to attract more talented individuals.

BOARD ACTION: The Board approved the proposed regulations.

Ms. Collier Montgomery announced the statistics for OCF as follows:

- January 31, 2017, the Office of Campaign and Finance prepared and disseminated the OCF 2017 biannual report of contributions and expenditures. The report basically summarizes the contributions and expenditures for each of the committees by donor type and also by amount and it breaks down the expenditures by category.
 - Political action committees now have a contribution limitation of \$5,000.
- January 1st filing deadline for the filing of the reports of receipts and expenditures for constituent service programs. 11 required filers; 10 timely filed; 1 extension granted; 1 late filer.
- January 1st filing deadline for the filing of the reports of receipts and expenditures for Senator/Representative Statehood Funds. 3 required filers; 3 timely filed.
- January 31st filing deadline for the filing of the reports of receipts and expenditures for Principal Campaign Committees (PCCs) and Political Action committees (PACs). OCF will provide the stats for this particular filing at the next Board meeting.
- January 18th was the deadline for the filing of the summary financial statement by ANC candidates. 469 required filers; 308 timely filed; and as of January the 30th, 161 had not filed.
 - The biannual report does not include the financial reports of the Advisory Neighborhood Commission members. Their reports are due 60 days after the Board certifies the election.
- There was one referral during January of a Principal Campaign Committee for failure to timely file the December 10th 2016 report of receipts and expenditures: Re-elect Yvette Alexander 2016, Derek Ford is the treasurer.
- With respect to the January 1st 2017 report of receipts and expenditures, the failure to report by a constituent service program was from the Ward 4 Constituent Service Fund. Eric Anders is the treasurer.
- Two new committees that registered with OCF in January: The 2017 Committee to recall Mayor Muriel Bowser was filed on January 24th; and The Do Something Constituents Fund, Ward 8 Councilman Trayon White registered on January the 24th.
- OCF Audit Branch conducted 207 desk reviews of candidates for the Office of Advisory Neighborhood Commission. It conducted desk reviews of the 6 constituent service programs, financial reports. And of the Senator Representative Statehood Fund Programs, three of Principal Campaign Committees, which includes amended reports.

- OCF has ongoing periodic audits of the following committees: Re-Elect Vincent Orange 2016; and Brandon Todd for Ward 4.

Mr. William Sanford presented the General Counsel Report

- The Office of the General Counsel received 3 referrals and conducted 7 informal hearings in which 7 orders were issued.
 - 5 orders for failure to timely file reports were issued in which no fines were imposed; Two orders for failure to timely file reports were issued in which fines totaling \$1,700 were imposed against the 1199 SEIU PAC for failure to timely file an eight-day pre-general election report (\$700), and the Gertrude Stein Democratic Club, for failure to timely file an eight-day pre-general election report (\$1,000).
- Currently, OCF has \$26,850 in outstanding fines, and those cases have been filed before the Board of Elections in the form of petitions for enforcement of OCF orders.
- During the month of January, the Office of the General Counsel collected \$10,000 in fines.
- The Office of the General Counsel maintained a total of 4 open investigations and no new investigations were opened.

There being no further business before the Board, the meeting adjourned at 11:11 a.m.



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



D. MICHAEL BENNETT, CHAIRMAN
DIONNA M. LEWIS, MEMBER
MICHAEL D. GILL, MEMBER

Regular Board Meeting
Wednesday, March 1, 2017 10:30 am
One Judiciary Square, Room 280 North

AGENDA

- 1) Adoption of Agenda
- 2) Adoption of Minutes:
Regular Board Meeting - Wednesday, February 1, 2017
(Transcripts are available for review in the Office of the General Counsel)
- 3) Board Matters
- 4) Public Matters
- 5) Executive Director's Report – Alice P. Miller
A. General Matters
- 6) General Counsel's Report – Kenneth J. McGhie
A. Final Rulemaking to Amend Chapter 5 "Voter Registration"
- 7) Campaign Finance Report – Cecily Collier-Montgomery
- 8) Public Questions Regarding Reports
- 9) Adjournment



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



MINUTES OF THE BOARD OF ELECTIONS REGULAR MEETING
March 1, 2017

The District of Columbia Board of Elections ("the Board") held its Regular Monthly Meeting on Wednesday, March 1, 2017 in the Board's Hearing Room, located in Suite 280 North, One Judiciary Square, 441 4th Street, N.W., Washington, D.C. 20001. The Board's Chairman, Michael Bennett, was present, as were Board Members Dionna Lewis and Michael Gill. Also present on the dais were Kenneth McGhie, the Board's General Counsel, Cecily Collier-Montgomery, the Director of the Office of Campaign Finance ("OCF"), and Alice Miller, the Board's Executive Director.

Chairman Bennett called the meeting to order at 10:41 a.m.

The minutes of the last regular meeting on February 1, 2017 were moved for approval and adopted without objection.

The meeting agenda was approved and adopted.

Ms. Miller gave the Executive Director's report.

- Mail canvass update was initiated by the January 31st statutory deadline as a means of outreach to voters who did not cast ballots in last year's Presidential election. The process entails mailing a non-forwardable postcard to verify the voter's address.
 - We canvassed a total of 154,000 voters. We've had 14,101 undeliverable canvas cards: 211 belong to individuals who have moved within the District of Columbia; 1,004 outside the District of Columbia; 309 deceased, 35 name changes; 6,400 individuals have confirmed their addresses; and 278 individuals did not respond at all.
- This year, the Board was selected for the Outstanding State Practice award at the National Association of Election Directors meeting. The award was given for the Board's program anticipating election worker no-shows called "Plan B."
 - Average age of poll workers during the last election cycle decreased to 49.8 years of age, which is down from 61 years old from the 2012 election.
- The Board's performance oversight hearing held last week before the Committee on the Judiciary and Public Safety was presided by Council Member Allen. The Board was asked to respond to budget questions and the answers are available for review upon request. The Performance hearings were attended by Michael Sindram and a representative from University Legal Services who testified regarding polling place accessibility. The Board formally asked the committee if they could request school closures on Election Day to accommodate the full use of the school facilities without fear of endangering students during the day.

- Ms. Miller noted for the record that the nationwide inaccessibility rate hovers around 73%, while the district has approximately 21 precincts out of 143 that are not fully accessible (15% inaccessibility).
- The Board has been asked for comments concerning two pieces of legislation proposed by Council Member Allen: One has to do with emailing the voter guide to those that provide an email address; and the other has to do with the confidentiality of voters in maintaining their ability not to be on the voters' rolls. If they are victim of sexual abuse, domestic violence or something of that nature, we'd keep their addresses private

Mr. McGhie presented the General Counsel's report.

Mr. McGhie introduced final rulemaking to amend Chapter 5, Voter Registration. This codifies the board's current interpretations of existing law concerning the qualification of electors who are no longer incarcerated. This was proposed to address the issue of people that were in a halfway house are not deemed incarcerated. The second portion deals with accepting electronic forms of proof of residence so that everybody that has an iPhone or iPad can pull up their utility bill as an accepted form of identification.

BOARD ACTION: The Board approved the final regulations.

Ms. Collier Montgomery announced the statistics for OCF as follows:

- On February 23, 2017, Ms. Montgomery and Mr. Sanford appeared before the Committee on the Judiciary and Public Safety to provide testimony on the OCF performance for the fiscal year '16 to present.
- January 31st filing deadline for the filing of the reports of receipts and expenditures for Principal Campaign Committees (PCCs) and Political Action committees (PACs) with 131 required filers, 116 filed timely; 2 requests for extension were granted; 14 committees that failed to file were referred to the Office of General Counsel for the initiation of the enforcement process.
- January 18th was the deadline for the filing of the summary financial statement by ANC candidates. 469 required filers; 347 timely filed; 122 filed late
- referrals to the Office of the General Counsel, with respect to the delinquent filing of the January 31st report, the following campaign committees were referred: Oliver from Ward 4, Emily Gumford Treasurer; Lubiberg for Attorney General, Annette Ramsey Treasurer; Patterson from Ward 8, Jack Patterson Treasurer; Committee to elect Natalie Williams, Natalie Williams Treasurer; Committee to Elect Colleen Pitt, 2014, Colleen Pitt candidate; Rhea Brandon for Ward 4, Treasurer; Friends of Dion Bionce Junior, Ernest Williams Treasurer, Home for Ward 8, Steven Sike, Treasurer; Carter At Large, 2014, Bishop Carter Chamber, Treasurer; and Brandon Todd for Ward 4, Ben Soda Treasurer.
- The PAC referred to the general counsel's office are: District of Columbia Andrew Kline Treasurer, Gertrude Stein Democratic Political Action Committee, Jessica Pierce treasurer; Better Leadership, Richard Taphon, Treasurer; and Statehood Yes, Judith Beth Treasurer.
- Two new committees that registered with OCF in February Ward 1 City Council registered February 2nd, Laurie Parker Committee to Elect Laurie Parker for DC Council, Ward 1 City Council, February the 7th; Dustin Canner, Dustin DC Canner for DC Mayor, February 22nd; Alpha Ba, Alpha Ba Esquire for Mayor, registered on February 23rd.

- One entry conference during February, on the 16th. The participants were Dustin Carter, candidate, Dustin DC, candidate for Mayor; and Leah Duggin Treasurer, Alpha Ba, Esquire, for Mayor
- OCF Audit Branch conducted 202 desk reviews of financial reports, which had been with the agency. Audit branch also sent out as a result of those desk reviews, 31 requests for additional information.
- OCF has ongoing periodic audits of the following committees: Brandon Todd for Ward 4 and re-elect Vincent Orange 2016.
- OCF has initiated a new audit of Vincent Gray 2016, and the audit letter was issued on March 1st, 2017.
- OCF has initiated 4 new random periodic audits of the following political action committees: DC Dental Political Action Committee, DC Dental Tag State Committee, ward 3, Democrat and SEIU Local 500.

Mr. William SanFord presented the General Counsel Report

- The Office of the General Counsel received 14 referrals and conducted 13 informal hearings in which 13 orders were issued.
 - 8 orders for failure to timely file reports were issued in which no fines were imposed; 1 order for a request for additional information, in which no fine was imposed; 3 orders for failure to timely file reports were issued in which fines totaling \$2,700 were imposed And one order arising from investigation was issued in which a fine of \$10,000 was imposed.
- During the month of February, the Office of the General Counsel collected \$700 in fines by the SEIU PAC.
- The Office of the General Counsel maintained a total of 4 open investigations and no new investigations were opened.

There being no further business before the Board, the meeting adjourned at 11:09 a.m.



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



D. MICHAEL BENNETT, CHAIRMAN
DIONNA M. LEWIS, MEMBER
MICHAEL D. GILL, MEMBER

Regular Board Meeting
Wednesday, April 5, 2017 10:30 am
One Judiciary Square, Room 280 North

AGENDA

- 1) Adoption of Agenda
- 2) Adoption of Minutes:
Regular Board Meeting - Wednesday, March 1, 2017
(Transcripts are available for review in the Office of the General Counsel)
- 3) Board Matters
- 4) Public Matters
- 5) Executive Director's Report – Alice P. Miller
A. General Matters
- 6) General Counsel's Report – Kenneth J. McGhie
A. Initiative Proper Subject Matter Determination – "District of Columbia Recovery Act for Living Descendants of American Slaves"
B. Final Rulemaking to Amend Chapter 1 "Organization of the Board of Elections"
C. Emergency and Proposed Rulemaking to Amend Chapters 30, 34, 38, and 41
D. Litigation Status:
 1. D.C. BOE v. Carter I & II
 2. D.C. BOE v. Worthy
- 7) Campaign Finance Report – Cecily Collier-Montgomery
- 8) Public Questions Regarding Reports
- 9) Adjournment



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



MINUTES OF THE BOARD OF ELECTIONS REGULAR MEETING
April 5, 2017

The District of Columbia Board of Elections ("the Board") held its Regular Monthly Meeting on Wednesday, April 5, 2017 in the Board's Hearing Room, located in Suite 280 North, One Judiciary Square, 441 4th Street, N.W., Washington, D.C. 20001. The Board's Chairman, Michael Bennett, was present, as was Board Member Dionna Lewis. Also present on the dais were Kenneth McGhie, the Board's General Counsel, Cecily Collier-Montgomery, the Director of the Office of Campaign Finance ("OCF"), and Sylvia Goldsberry-Adams, the Board's Elections Operations Manager.

Chairman Bennett called the meeting to order at 10:46 a.m.

The meeting agenda was approved and adopted.

The minutes of the last regular meeting on March 1, 2017 were moved for approval and adopted without objection.

The Board is offering the accommodation of telephonic conference participation for the first time to accommodate Mr. Michael Sindram.

Michael Sindram requested a copy of the initiative undergoing proper subject determination. He went on to register a complaint regarding his interactions with the General Counsel when requesting written confirmation of the Board's accommodation efforts on his behalf. Mr. Sindram reiterated his request for a full complement hearing regarding a grant rescission. Chairman Bennett reminded Mr. Sindram that the Board has reviewed this issue and determined the matter closed, but he heard the matter and took it under advisement. Mr. Sindram also raised a campaign finance issue regarding the alleged unjust enrichment of several council members in excess of \$20.

Ms. Goldsberry-Adams gave the Executive Director's report.

- Mail canvass update was initiated by the January 31st statutory deadline as a means of outreach to voters who did not cast ballots in last year's Presidential election. The process entails mailing a non-forwardable postcard to verify the voter's address.
 - The Board canvassed a total of 154,000 voters. We've had 30,625 canvas in total returned to the Board.
- BOE submitted a budget enhancement request, beyond the baseline proposed FY18 budget, and has been tentatively approved for \$215,000 to successfully conduct the FY18 mayoral primary and general elections.
- The City Administrator's office is trying to identify funding for an updated voting registration system.

- The GAO, sent out a survey on voting equipment used, in an effort to track the various types of voting equipment used nationwide by local jurisdictions and the method with which the elections offices acquire the equipment, and the Board completed the survey on April 3.
- There are three scheduled hearings before the Committee on the judiciary between now and the end of April: Tomorrow, Director Miller will present testimony on the November 2016 General Elections After Action Report and comment on proposed legislation entitled The Elections Modernization Amendment Act of 2017. Also, the Board's budget hearing and a hearing on changing the date of the 2018 primary election are also scheduled toward the end of this month.

Mr. McGhie presented the General Counsel's report.

Mr. McGhie introduced a proposed initiative to make a proper subject matter determination on the "District of Columbia Recovery Act of the Living Descendants of American Slaves."

- Mr. John Cheeks, the proponent of the measure introduced himself for the record and informed the Board that he was represented by legal counsel, Mr. Malik Zulu Shabazz, Esq.
- Mr. McGhie notified the Board that the Office of Campaign Finance has notified him that Mr. Cheeks did meet all the filing requirements with the Office of Campaign Finance.
- No opponents of the measure spoke during the hearing.
- Mr. McGhie summarized the opinion of the Attorney General: "We conclude that it is not a proper subject matter for initiative, and the Office of the Attorney General states about three or four different reasons why, I guess the biggest reasoning being that it would violate the appropriations [prohibition]"
- Those proponents testifying in support of the measure included: Malik Shabazz, Dr. Amy Jenkins, Charles Crews, Dr. Roussan Etienne, Jr., Sharrieff Shari, Mark Anthony Johnson, Sr., Valerie Blackmon, Gerald L. Owens, Iman Akbar Abdul-Karim Bilal, and Mr. John Cheeks.
- Chairman Bennett wished to give the proponent an opportunity to review the opinion of the Attorney General in order to respond.
- Ron Bonfilio asked for a specific aspect of the proposed initiative that Board members took exception to, and he was informed that Mr. Cheeks had the Attorney General's opinion that enumerated the concerns.
- Mr. Shabazz requested 90 days to offer a legal response or submit a new iteration of the proposed measure.

BOARD ACTION: The Board decided to hold the determination in abeyance for 30 days.

- Jeanette Pollard, Dale Maseer, and Oduno A. Tariq made closing statements.

Mr. McGhie introduced final rulemaking to amend Chapter 1, Organization of the Board of Elections.

- This was to have a universal leave policy in the Board of Elections for the Executive Director, General Counsel, and the Director of Campaign Finance.

BOARD ACTION: The Board approved the rule as final.

Mr. SanFord introduced proposed regulations of OCF to amend Chapters 30, 34, 38, and 41.

- These proposed amendments bring the regulations into compliance with the statutory changes that have occurred that were passed by 13 the Council of the District of Columbia.
- Chapter 30 section will limit the amount of the contributions that might be received by political action committees permanently to \$5,000.
- In addition, it would amend Chapter 30, to include two additional filing dates for committees, for political action committees, which would include April 10th and October 10th.
- Chapter 34 would actually change the provisions of the regulations that currently require business contributors to identify all affiliated entities. These revisions would only require business contributors to identify those affiliated entities who are also making contributions to political campaigns.
- In addition, under Chapter 38, the treasurers of legal defense funds would be required to maintain records of all their business contributors who made contributions in excess of \$50.
- Chapter 41 would require the designation of exploratory committees to -- by those committees that had converted to principal campaign committees to be designated as connected organizations or affiliated committees.

BOARD ACTION: The Board approved the rules as proposed.

Mr. McGhie presented litigation status:

- Both cases, D.C. BOE v. Carter, 1 and 2, and Worthy are petitions for enforcement. The Carter 1 is to enforce a fine of \$1,800. Carter 2 is to enforce a fine of \$1,750, and Worthy is to enforce a fine of \$2,000.

Ms. Collier Montgomery announced the statistics for OCF as follows:

- On March 21, 2017, Council of the District of Columbia introduced Bill 22-0192, the Fair Elections Act of 2017, and the Act was referred to the Committee on the judiciary and public safety for further action. It will provide public financing to participating candidates, either through the allocation of a lump sum or through matching payments. Candidates will have to opt into the program in order to participate and will have to meet certain threshold requirements that are prescribed by the statute.
- March 17th filing deadline for the filing of Summary Financial Statement for Advisory Neighborhood Commission candidates with 450 required filers, 402 filed timely; 48 committees that failed to file were referred to the Office of General Counsel for the initiation of the enforcement process.
- Two new committees that registered with OCF in March: Gayle Carley/Carley for Ward 5 Council registered on March 3, 2017. Justin Green, Sr., Justin Green At-Large (City Council), registered on March 6, 2017.
- Three entry conferences held during March. The participants on March 3, 2017 were Alpha Bah, Candidate, Bah for Mayor; Nia Duggins -- Duggins, Treasurer, Bah for Mayor; Michael C. Malinics, Jr., Chairman, Bah for Mayor; Rosalind C. Cohen, Assistant Treasurer, Committee to Elect Lori Parker for D.C. Council; Lori Parker,

Candidate, Committee to Elect Lori Parker for D.C. Council; and Kathryn Tilley, Treasurer, Brianne for D.C. 2018. The participant of the entrance conference conducted on March 13, 2017, were Milos Doroslovacki, Treasurer, Committee to Elect Lori Parker. On March 22, 2017, the participants were Anthony Stevens, Treasurer, D.C. Young Democrats; Anthony Roberson, Treasurer, Carley for Ward 5 Council; Victor Carl Honey, Treasurer, 2017 Committee to Recall Mayor Muriel Bowser; Gayle Hall Carley, Candidate Carley for Ward 5 Council.

- OCF Audit Branch conducted 15 desk reviews of financial reports of receipts and expenditures.
- OCF has ongoing periodic audits of the following committees: Brandon Todd for Ward 4 was issued March 30, 2017; and Vince Gray 2016, which the audit letter was issued on March 01, 2017.
- OCF has initiated a new audit of Vincent Orange 2016 of the January 31st, 2016, and the March 10, 2016, reports of receipts and expenditures.
- ed 4 new random periodic audits of the following political action committees: D.C. Dental PAC, the D.C. Democratic State Committee, the Ward Three Democrats, Ward 8 Matters, and the SEIU Local 500.

Mr. William SanFord presented the General Counsel Report

- The Office of the General Counsel received 49 referrals and conducted 4 informal hearings in which 1 order was issued.
 - 1 order in which a fine of \$2,850 was imposed.
- Office of the General Counsel also transmitted 12 petitions for enforcement to the Office of the General Counsel for the Board of Elections.
- The Office of the General Counsel maintained a total of 3 open investigations and no new investigations were opened.

There being no further business before the Board, the meeting adjourned at 12:34 p.m.



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



DIONNA M. LEWIS, MEMBER
MICHAEL D. GILL, MEMBER

Regular Board Meeting
Wednesday, May 3, 2017 10:30 am
One Judiciary Square, Room 280 North

AGENDA

- 1) Adoption of Agenda
- 2) Adoption of Minutes:
Regular Board Meeting - Wednesday, April 5, 2017
(Transcripts are available for review in the Office of the General Counsel)
- 3) Board Matters
- 4) Public Matters
- 5) Executive Director's Report – Alice P. Miller
 - A. Proposed Certification of Petition Signatures for Initiative #77, "The District of Columbia Minimum Wage Amendment Act of 2017"
 - B. General Matters
- 6) General Counsel's Report – Kenneth J. McGhie
 - A. Litigation Status:
 1. D.C. BOE v. Carter I & II
 2. D.C. BOE v. Worthy
- 7) Campaign Finance Report – Cecily Collier-Montgomery
- 8) Public Questions Regarding Reports
- 9) Adjournment



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



MINUTES OF THE BOARD OF ELECTIONS REGULAR MEETING
May 3, 2017

The District of Columbia Board of Elections ("the Board") held its Regular Monthly Meeting on Wednesday, May 3, 2017 in the Board's Hearing Room, located in Suite 280 North, One Judiciary Square, 441 4th Street, N.W., Washington, D.C. 20001. The Board's Chairman, Michael Bennett, was absent and Board Member Dionna Lewis served as Acting Chair. Board Member Michael Gill was present. Also present on the dais were Kenneth McGhie, the Board's General Counsel, Cecily Collier-Montgomery, the Director of the Office of Campaign Finance ("OCF"), and Alice Miller, the Board's Executive Director.

Chairman Lewis called the meeting to order at 10:52 a.m.

The meeting agenda was approved and adopted.

The minutes of the last regular meeting on April 5, 2017 were moved for approval and adopted without objection.

Ms. Dorothy Brizill raised public matters: Her first concern was regarding the proposed relocation of the agencies; while her second matter dealt with the manner in which petitions for Initiative Measure No. 77 were circulated; and her final concern dealt with OCF's presentation of reports during Board meetings with respect to lack of specificity with particular emphasis on the audit of the Todd 2015 campaign.

- Ms. Brizill was taken aback upon realizing an audit report had been released regarding the 2015 Todd Campaign. The minutes did not reflect the specific findings of the audit, and Ms. Brizill asserts that such information would indeed be helpful.
- Chair Lewis deferred to the Executive Director to address the concerns Ms. Brizill had with the agency-wide relocation. Ms. Brizill stressed the importance that any new location in the vicinity of the Nationals' ballpark will lead to difficulty to park on game days. Moreover, she stressed the new facility must be accessible with access to public transportation and street parking.
- Ms. Brizill personally observed irregularities in the circulation of petitions for the initiative measure.

Mr. Michael Sindram suggested relocating within Judiciary Square onto the 8th floor in the Office of Veterans' Affairs. He expressed concerns regarding Brandon Todd that he wished to raise at the appropriate time. Finally, Mr. Sindram expressed concern that Board members did not attend the Board's most recent budget hearing before the Council. Mr. Sindram is seeking a response to his concerns raised with OCF in writing on July 9, 2016. The letter complained of various Council members owing him money from their constituency funds for various sundry items that he allegedly supplied.

Acting Chairman Lewis noted for the record that Chairman Bennett was actually in attendance at the most recent April 26th hearing, which was the Primary Alteration Amendment Act.

Ms. Miller gave the Executive Director's report.

- Initiative measure number 77, District of Columbia Minimum Wage Amendment Act of 2017.
 - The petition for initiative measure number 77, District of Columbia Minimum Wage Amendment Act of 2017 was filed on April 3rd, 2017. That is 180 days after which the petition was issued, which was timely filed.
 - The petition contained 2,332 pages and had 40,679 signatures.
 - The petition is required to have 5 percent of the registered voters sitting wide, as well as 5 percent of the registered voters from 5 of the 8 wards. The petition contained 40,679 signatures. On the review, it was found to have 24,906 verified signatures, which was above by 436 the minimum number required citywide of 5 percent, which was 24,470.
 - However, it failed to meet the 5 percent requirement for five of the eight wards.
 - The ward breakdown that was required in ward 1 was 3,095. We verified 4,180. For ward 2, the 5 percent requirement was 2,479. We verified 2,375. For ward 3, 2,917. Verified 1,970. Ward 4, 3,133. We verified 3,720. Ward 5, 3,273. We verified 2,946. Ward 6, the minimum requirement was 3,861. We verified 4,248. Ward 7, the 5 percent requirement was 2,906. We verified 2,887. In ward 8, the requirement was 2,806. We verified 2,580
 - Based on this review, the Executive Director recommended that the Board move to reject the petition as numerically insufficient by not reaching the five of the eight ward minimum signature requirement.
 - **BOARD ACTION: REJECTED THE PETITION FOR NUMERICAL INSUFFICIENCY WITH RESPECT TO WARD DISTRIBUTION.**
 - **Board Member Gill:** Noted for the record that powers greater than us make the rules tough to get people to all eight wards. And it falls short there. So it's with great regret, but I'm afraid that we have no other choice but to accept the recommendation from the Executive Director.
 - **Acting Chair Lewis** took the opportunity to echo Commissioner Gill's sentiment.
 - **Mr. McGhie** explained: the proposer of the initiative would have 10 days (Monday, May 15th) to file in Superior Court for a writ of mandamus to have the Board accept the initiative petition.
- Board representatives attended 3 scheduled hearings before the Committee on the Judiciary and Public Safety last month:
 - On Thursday, April 6th, Ms. Miller presented testimony on the General Election after action report and commented on the bill 22-0087, which is the Elections Modernization Amendment Act of 2017. That bill would like to increase the frequency with which the Board of Elections determines the appropriately sized voting precincts and also commits duly registered voters to elect to receive a voter guide by electronic means.
 - On Wednesday, April 26th, we presented testimony on bill 22-0197, the Primary Day Alteration Amendment Act. That bill would amend the current election date -

- primary date from September to permanently changing it to the 3rd Tuesday in June, and that would be June 19th for purposes of next year's election.
- o Last Thursday, we presented testimony on the board's proposed FY-2018 budget.

Mr. McGhie presented the General Counsel's report.

Mr. McGhie gave a litigation status report: We have three matters pending in court, all of them dealing with petitions for enforcement of Office of Campaign Finance fines. At the last board meeting, the board approved an order for us to proceed to court to enforce those fines. Carter versus one is a filing for 1,800. Carter versus two is a fine for 1,750, and Worthy is a fine for \$2,000. When we went to court initially, the Court decided that our record was not complete, and so they dismissed our matter without prejudice, and they're requiring that we come back with a more complete record -- underlying record from the Campaign Finance. So it's our intention to file the matter again tomorrow with a more complete record.

Ms. Collier Montgomery announced the statistics for OCF as follows:

- On April 27, 2017, Ms. Montgomery and Mr. Sanford appeared before the Committee on the Judiciary and Public Safety to present the fiscal year '18 proposed budget request of the Office of Campaign Finance.
- April 1st filing deadline for the filing of the reports of receipts and expenditures for Constituent Service Programs with 10 required filers, and all 10 filed timely.
- April 1st filing deadline for the filing of the reports of receipts and expenditures for Senator and Representative statehood fund program with 3 required filers, and all 3 filed timely.
- April 10th filing deadline for the filing of the reports of receipts and expenditures for the independent expenditure committees as well as our political action committees with 56 required filers (50 PACs, 6 Independent Expenditure Committees (IECs)) 54 timely filed (48 PACs, 6 IECs); 2 failures to file (both PACs) which were referred to the General Counsel. Referrals to the Office of the General Counsel, with respect to the delinquent filing, the following campaign committees were referred: Ward Two Democrats, Derek Ford treasurer; Gertrude Stein Democratic Club Policy Act, Jessica Pierce treasurer.
- New committees that registered with OCF in April include the following: The D.C. Recovery Act for Living Descendants of American Slaves Initiative registered on April the 4th, 2017. Save our Tip System Initiative 77 which is an opposing committee, registered on April the 27th, 2017.
- One entry conference during April, on the 19th. The participants were Brianne K. Nadeau, candidate, Brianne for D.C. 2018, and Justin Alexander Green, Senior, candidate/treasurer for Justin Green At-Large.
- OCF Audit Branch conducted 56 desk reviews of PACs, 8 desk reviews of Constituent Service Fund programs, and 75 desk reviews of trends for campaign committees. Audit branch also sent out as a result of those desk reviews, 10 requests for additional information.
- The Audit Branch resolved three cases which have been referred to the Office of the General Counsel. They attended two hearings, and they also participated in two entrance conferences.

- OCF has ongoing periodic audits of the following committee: re-elect Vincent Orange 2016 of the January 31st, 2016 and March 10, 2016 R&E reports; of Political Action Committees of the January 31st, 2017 report.
- Constituent Service Programs, had two periodic random audits, which have been initiated on the April 1st, 2017 report. Those are Mayor Bowser's Constituent service Fund and the Citizen's Outreach Fund.
- OCF issued two audits during April: The SEIU Local 500 Political Action Committee -- issued on April 13, 2017; and the D.C. Dental PAC issued on April the 28, 2017.

Mr. William SanFord presented the General Counsel Report

- The Office of the General Counsel received 3 referrals.
 - Ward Seven Democrats for whom Derek Ford is the treasurer, Gertrude Stein Political Action Committee and the Brandon Todd for Ward Four Principle Campaign Committee based upon a non-compliance audit.
 - 3 orders for failure to timely file reports were issued in which no fines were imposed; 4 orders for failure to timely file reports were issued in which fines totaling \$5,650 were imposed and one order was issued denying a motion for reconsideration.
 - Fines were imposed against the following respondents: \$1,600 was imposed against the Committee to Elect Natalie Williams; \$1,600 was imposed against the Committee to Elect Kelly Pitts. \$1,600 was imposed against the Carter At-Large 2014 campaign, and a fine of \$850 was imposed against Patterson for Ward Eight.
- The Office of the General Counsel maintained a total of 3 open investigations and no new investigations were opened.
 - OCF FY2013 was internally generated, and the respondent was Lee Calhoun, and the infraction was excessive campaign contributions.
 - OCF FY2013-014, also internally generated. And the respondent was Stanley Strawter, and the infraction was excessive campaign contributions.
 - OCF FY2013-015, also internally generated. The respondent in this matter is Jeffrey Thompson, and the infraction was excessive campaign contributions.
- The Office of the General Counsel conducted one show cause proceeding, and that show cause was in the matter of Brandon Todd for Ward Four. The docket number is LCF-2017-R003. And the infraction is based upon a non-compliance audit. That matter was originated on the 6th of April of 2017.
- Mr. SanFord, in response to an earlier statement by Ms. Brizil, noted all of OCF reports are posted at the OCF web site. They include all the detailed information regarding the open investigations, and the respondents in all of our investigations regarding all of our fines.
- Ms. Collier-Montgomery reiterated that the Brandon Todd audit had been referred to the Office of the General Counsel with further action as deemed appropriate, because it was a non-compliance audit.

Ms. Brizill raised her public matters

- Ms. Brizill inquired whether staff encountered any irregularities with respect to the signatures gathered for Initiative Measure No. 77. She related to the Board an incident

she witnessed during the petition circulation. She was asked to sign the back page of a petition sheet without the attendant front page. She also encountered people who had clipboards and would not let you read the text. They would only let you see the page 2. Ms. Miller confirmed that no petitions were submitted without a front and back page and copied as such. Ms. Brizill questioned circulator training in light of this incident.

- Ms. Brizill next addressed her concerns with OCF and commended the Director for her elucidation on the subject. However, she was concerned that OCF completed an audit finding irregularities with the Brandon Todd campaign and did not properly notice the public with respect to OCF's findings in the matter. Because Brandon Todd has two committees that are called Brandon Todd for Ward Four, if you're talking about Brandon Todd 2015 Campaign, you need to say that. If you're talking about Brandon Todd 2016 Campaign, you need to say that. If there are committees that use same name repeatedly over successive campaigns, that they at least indicate what campaign they're talking about. Ms. Collier-Montgomery responded that the report which was issued to the committee in March of 2016 was a preliminary audit report. It is issued solely to the committee. It is not made public, because it is not complete. Ms. Collier-Montgomery also offered the following: if there is an issue as to when a particular campaign committee may have been initiated, then I will make sure that my audit branch puts the year of initiation, if that will help the public to distinguish between inactive and active principal campaign committees.

Mr. Sindram raised his public matters:

- The Executive Director explained to him that the Office of providing a random sample of signatures for the Board of Elections to review. That is the statutory provision in the law that follows the initiative and referendum process.
- Mr. Sindram thinks it's imperative, to have minimally a commissioner there that can be addressed by Judiciary Chairman Allen and questions to be fielded in kind.
- An audit that showed widespread problems with the campaign of a D.C. Council Member (Brandon Todd), but that was withheld from public view until after he won re-election has galvanized support among lawmakers for election reform. Many Council Members say that in Todd's case, the office went too far, letting the candidate delay responses to important questions for almost a year. If we had all the facts, I think the Ward Four race definitely would have turned out different.
- There was an ANC, Advisory Neighborhood Commission 4b meeting that convened at the fourth district community room. And during that meeting, there was a special member district SMB election for which Brandon Todd's campaigners brought in yard signs. And they were left unattended, essentially campaigning while the election was going on. Mr. Sindram would like a response from the Office of General Counsel regarding this breach of protocol.

There being no further business before the Board, the meeting adjourned at 12:07 p.m.



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



MINUTES OF THE BOARD OF ELECTIONS REGULAR MEETING
June 7, 2017

The District of Columbia Board of Elections ("the Board") held its Regular Monthly Meeting on Wednesday, June 7, 2017 in the Board's Hearing Room, located in Suite 280 North, One Judiciary Square, 441 4th Street, N.W., Washington, D.C. 20001. The Board's Chairman, Michael Bennett, was present and Board Members Dionna Lewis and Michael Gill were also in attendance. Also present on the dais were Kenneth McGhie, the Board's General Counsel, Cecily Collier-Montgomery, the Director of the Office of Campaign Finance ("OCF"), and Alice Miller, the Board's Executive Director.

Chairman Bennett called the meeting to order at 10:49 a.m.

The meeting agenda was approved and adopted.

The minutes of the last regular meeting on May 3, 2017 were moved for approval and adopted without objection.

Chairman Bennett raised a Board matter: Next month's scheduled meeting would fall the day after the July 4th holiday, and so the Board will likely reschedule that meeting earlier to June 29th or 30th. The finalized date will be announced via the Board's website.

Ms. Miller gave the Executive Director's report.

- The Counsel took action at its May 16, 2017 legislative meeting of the whole and voted to pass an act permanently moving the date of the primary election to the third Tuesday in June.
 - The new primary election date allows the board to comply with the Federal and Military Voters Overseas Empowerment Act -- the MOVE Act -- which requires the ballots to be mailed to Military and Overseas Voters at least 45 days prior to a Federal election.
 - The election date will be June 19th, and nominating petitions become available on January 26, 2018. The last date to file the nominating petitions will be March 21st.
 - The Challenge Period for will be March 24th through April 2nd and the early voting period will begin at One Judiciary Square on June 4th.
- The Mayor has signed off on the Board's funding request to upgrade our voter registration system, and the Council has approved capital funding for that project.
 - Once funding has been completed, we will be working with the Office of Contract and Procurement and the Chief Technology Officer's office on securing a vendor.
 - The likelihood of this being implemented prior to the beginning of the election cycle next year is questionable. We'll be able to work this in a parallel manner through the beginning of the election cycle next year until we get this done.

- Chairman Bennett stressed the importance of transparency and getting the public to identify parts of the registration process they have deemed difficult in order to address those concerns when procuring the new system.
- All social media accounts have been changed to reflect the Board's new name without the word "Ethics." Accordingly, all social media accounts will omit the final "e," and the Board's website will now be www.dcboe.org. The Board's Twitter and Facebook accounts are: @votefordc and facebook.com/votefordc, respectively.

Mr. McGhie presented the General Counsel's report.

Mr. McGhie gave a litigation status report: We have four matters pending in court, one concerns the Fair Wage DC Initiative and the three remaining deal with petitions for enforcement of Office of Campaign Finance fines. At the last board meeting, the board rejected the petition's signatures submitted by the One Fair Wage DC as being numerically insufficient. The proponents of that initiative filed an appeal in D.C. Superior Court on May 15th. The board has 60 days to answer the complaint. The remaining matters are pending in court and we are awaiting a hearing schedule on the merits.

Ms. Collier Montgomery announced the statistics for OCF as follows:

- New committees that registered with OCF in May include the following: Mary Che, Cheh 2018, City Council Ward 3, Registered on May 8, 2017. The People of DC and Small Business PAC, Registered on May 8, 2017.
- OCF held entrance conferences on May 19, 2017. The participants were Mary Cheh, Candidate, Cheh 2018, Matthew Frumin, Treasurer, Cheh 2018, Clinton LaSueur, Treasurer of The People of DC, and Small Business.
- OCF Audit Branch conducted 8 desk reviews.
- OCF has ongoing field audits of the following committee: Vince Gray, 2016.
- OCF has 1 periodic random audit, which has been initiated on the April 1st, 2017 report: the Citizen's Outreach Fund.
- OCF issued five final audits during May: The Re-Elect Vincent Orange 2016, issued on May 18, 2017; D.C. Democratic State Committee, issued on May 1, 2017; Ward Three Democrats issued May 1, 2017; Ward 8 Matters, issued May 19, 2017; and Mayor Bowser's Constituent Service Fund, issued on May 18, 2017.

Mr. William SanFord presented the General Counsel Report

- The Office of the General Counsel conducted 22 informal hearing and issued 23 orders including the following: Eighteen orders for failure to timely file reports were issued in which no fines were imposed; four orders for failure to timely file reports were issued in which a total of \$6,100 in fines were imposed; and one order based upon a noncompliance order in which a fine of \$5,100 was imposed was also issued during the month of May 2017.
- The Office of the General Counsel imposed fines against the following respondents and the fines totaled \$11,200. \$1,450 in fines were imposed against Holmes for Ward 8. A fine of \$1,750 was imposed against Toliver for Ward 4. A fine of \$1,450 was imposed against Gertrude Stein PAC. A fine of \$1,450 was imposed against Zuckerberg for Attorney General. A fine of \$5,100 was imposed against Brandon Todd for Ward 4 principle campaign committee.

- During the month of May 2017, the Office of Campaign Finance collected \$200 in fines and a \$200 payment of fine submitted by the Re-Elect LaRuby May campaign.
- During the month of May 2017, the Office of the General Counsel maintained 4 open investigations, and they include the following: OCF full investigation 2013-013 into Lee Calhoun. OCF full investigation 2013-014. The Respondent was Stanley Strawter. OCF full investigation 2013-015, internally generated. The Respondent in this matter was Jeffrey Thompson. Finally, OCF full investigation 2017-101. The Complainant in this matter was Aquene Freechild. It was filed on March 7, 2017. The Respondent was Muriel Bowser for Mayor, Principal Campaign Committee, and the infraction was alleged excessive contributions. The order in that particular case was issued on June 6, 2017.
- The Office of the General Counsel completed 1 show-cause proceeding, and that was in the matter of Brandon Todd for Ward 4, which was referred to the Office of the General Counsel pursuant to a non-compliance audit. The fine that was imposed against the Todd Committee was \$5,100, and it was issued on May 30th.

Mr. Sindram raised his public matters:

- He alerted the Board that Friday June 30th, he is due in Court, and he requests the Board meeting for July be scheduled for Thursday June 29th to accommodate his schedule.
- Mr. Sindram requested all recently issued audit reports be delivered to his home.
- Mr. Sindram thinks Campaign Finance should be under the auspices of the Board of Ethics and Government Accountability. He is particularly concerned with the slow resolution of the Brandon Todd matter. Mr. Sindram insists that had OCF issued its finding in a timely matter prior to the election, Mr. Todd would not have been elected to the council.
- Mr. Sindram is seeking a response to his correspondence dated July 9, 2016. He asserts that Campaign Finance has not responded in kind to his letter notwithstanding OCF correspondence dated the day prior to Mr. Sindram's letter.
- Finally, Mr. Sindram again requested a full hearing from the Board on an issue that was determined he did not have standing to bring a complaint on behalf of another citizen. Mr. Sindram insists there is an order granting him a re-hearing on the merits and he would like staff to closely examine the administrative record.
- Mr. Sindram has appreciated Ms. Jennings efforts in accommodating him via teleconference and he insisted she deserved a raise for her efforts.

Ms. Brizill raised her public matters

- Ms. Brizill wanted clarification regarding the Board's relocation to new offices. She would like to know whether or not a decision has been made. If so, she would like to know the location of it and who was consulted and the factors taken into account. And, she would like to know the date of the relocation.
 - All of the final plans and the final positions have not been confirmed as of yet.
 - It is Ms. Brizill's understanding that the specific address has been identified. What is that address, and what factors were taken into account in terms of relocating the offices.
 - Chairman Bennett suggested Ms. Brizill direct her questions to DGS and Ms. Miller and Ms. Collier-Montgomery.

- Ms. Brizill would like to ask some questions about the Office of Campaign Finance and the decision in the Todd case.
 - She wanted the Board to enlighten her in regard to the decision that was made and the fine that was imposed on Mr. Brandon Todd.
 - In the past, each allegation was a separate and distinct infraction with a separate fine. This is not so in the instant case 109 instances of receipts not reported were uncovered during the investigation, but they were not fined individually.
 - Moreover, 456 separate contributions were not negotiated through the bank account, for a total of \$83,187-also counted as one violation.
 - The audit branch did in fact find that with the total receipts, which were reported on the reports of receipts and expenditures that those were, in fact, accounted for through the bank statements and contributor checks as well as the receipts from the credit card company.
 - The audit report clearly indicates that the audit alleged 11 violations of the District of Columbia Campaign Finance Act. So, there is no allegation that there were hundreds of violations of the Act.
 - There were 17 days in which the fines were imposed, and these fines were imposed based upon our schedule of \$50.00 per day for every day of delinquency.
 - This was a noncompliance report, which was sent to the General Counsel's Office for enforcement. It was the failure of the committee to comply with the findings and the recommendations of the audit branch, which was sent for enforcement. This is unlike those cases, which she is referring to, with the exception of the closest one to it is the Gray case, and the Gray case was also a noncompliance audit report, but it started as an investigation in the Office of the General Counsel, which requires that there be an audit of the committee's activity. Also, it is distinguished from the Bowser case. The Bowser case was not referred to the General Counsel's Office as a noncompliance audit. We received a complaint from a member of the public in that case.
 - Ms. Brizill wished the record reflect that she didn't think she got an answer to any of her questions or concerns. The Board and OCF's handling of this matter is not going to go away.

There being no further business before the Board, the meeting adjourned at 12:07 p.m.



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



MINUTES OF THE BOARD OF ELECTIONS REGULAR MEETING
June 30, 2017

The District of Columbia Board of Elections ("the Board") rescheduled its July Regular Monthly Meeting to Friday, June 30, 2017 in the Board's Hearing Room, located in Suite 280 North, One Judiciary Square, 441 4th Street, N.W., Washington, D.C. 20001. The Board's Chairman, Michael Bennett, was present and Board Member Dionna Lewis was also in attendance. Also present on the dais were Kenneth McGhie, the Board's General Counsel, Cecily Collier-Montgomery, the Director of the Office of Campaign Finance ("OCF"), and Alice Miller, the Board's Executive Director.

Chairman Bennett called the meeting to order at 10:40 a.m.

The meeting agenda was approved and adopted.

The minutes of the last regular meeting on June 7, 2017 were moved for approval and adopted without objection.

Mr. Michael Sindram raised public matters before the Board:

- Mr. Sindram recommended OCF be placed under the auspices of the Board of Ethics and Government Accountability (BEGA) during a Council hearing on campaign reform. Mr. Sindram raised his perceived disparate treatment between the campaign violations of Mayor Bowser and Councilmember Todd. Moreover, Mr. Sindram lamented the issuance of the OCF order after the primary. "If we had known during the primary, the -- albeit the election, Brandon Todd would not have been elected, you know."
- "As reported in the Express on June 16th, a report released Wednesday by D.C. Council Committee found that City Administrator Rashad Young tried to appease a top campaign donor to Mayor Muriel Bowser by urging city attorneys to quickly settle contract disputes between a district and the donor's company -- pay to play, alive and well. This ought not be. So, if you -- if you all really, truly endeavor to restore the public trust, adding BEGA in the arsenal can only help, can only help."
- Ms. Terrica Jennings, the ADA coordinator, is doing a splendid job, excellent job, keeping on top of things. Keep up the good work, Ms. Jennings.

Ms. Miller gave the Executive Director's report.

- For the month of June, the staff participated in a number of events, including the annual Truck Touch, sponsored by the Department of Public Works, on Saturday, June 10th; a naturalization ceremony on June the 13th; the sixth annual D.C. Office on Aging Senior Symposium on June 20th; and D.C. Public Schools New Heights youth program on June 21st; the MPD Beat the Streets, Kennedy Recreation Center, on June 28th.

- We did get the \$3 million to begin the procurement for the new voter registration system. We are still in the beginning stages of that procurement as it relates to the government processes.
- We'd ideally like to have the new system in place before next year's election, but we won't do it until we are confident and sure that what we have in place will definitely, you know, meet what we need to ensure that the integrity of the process is not compromised as we move forward.
- We'll be implementing electronic signature that pursuant to the new law. We've been working with the city of Denver, which has successfully implemented the electronic petition process over the last few years. Our petitions become available late January, so with this schedule, we are sure we'll be able to implement the eSign before the January petitioning process for the June primary.

Mr. McGhie presented the General Counsel's report.

Mr. McGhie gave a litigation status report: as being numerically insufficient. The proponents of the One Fair Wage DC initiative filed an appeal in D.C. Superior Court on May 15th. The board has until July 14th to answer the complaint. The remaining matters are pending in court and we are awaiting a hearing schedule on the merits. The other two cases are D.C. Board of Elections versus Carter I & II, and D.C. Board of Elections versus Worthy are petitions for enforcement of campaign finance fines, and those are still just pending.

Ms. Collier Montgomery announced the statistics for OCF as follows:

- Ms. Collier-Montgomery did appear before the Committee on the Judiciary and Public Safety to give testimony on Bill 22-0192, the Fair Elections Act of 2017. And the purpose of this act is to provide public financing for candidates for the office of mayor, council, and council chairman, as well as for the attorney general and for the state board of education. It will be an optional program for candidates.
- OCF held an entrance conference on June 14, 2017. The participants were Nicole Marsh, who is the treasurer for Carly for Ward 5 Council.
- OCF Audit Branch conducted 4 desk reviews.
- OCF has an ongoing field audits of the following committee: Vince Gray, 2016.
- OCF has 1 periodic random audit, which has been initiated on the April 1st, 2017 report: the Citizen's Outreach Fund.

Mr. William SanFord presented the General Counsel Report

- The Office of the General Counsel conducted 3 informal hearing and issued 17 orders including the following: 4 orders were issued for ANCs, which vacated prior, previously issued hearing notices; 7 for failure to timely file reports were issued in which no fines were imposed; 6 orders for failure to timely file reports were issued in which a total of \$10,200 in fines were imposed; and one order based upon a noncompliance order in which a fine of \$5,100 was imposed was also issued during the month of May 2017.
- The Office of the General Counsel imposed fines against the following respondents: \$1,700 was imposed against the D.C. Chamber of Commerce for failing to timely file a report. A fine of \$2,250 was imposed against Joshua Johnson, who was a candidate for ANC in the last election. A fine of \$1,450 was imposed against Davina Callahan, also a

candidate for ANC in the last election. A fine of \$2,250 was imposed against Inez Johnson, who was a candidate for ANC in the last election. And a fine of \$2,250 was imposed against Sean Wieland, a candidate for ANC in the last election. The fines against the ANCs' candidates were imposed for failing to file their summary financial statements. And, finally, a fine of \$300 was imposed against the Brandon Todd for Ward 4 Committee for failing to file the January 31 -- failing to timely file the January 31, 2017, Report of Receipts and Expenditures.

- During the month of June 2017, the Office of Campaign Finance collected \$5,400 in fines, which included a fine of \$5,100, pursuant to a fine for a non-compliant audit against the Brandon Todd for Ward 4 Principal Campaign Committee and a fine of \$300 against the Brandon Todd for Ward 4 Principal Campaign Committee for failing to timely file their January 31, 2017, report of receipts and expenditures.
- During the month of June 2017, the Office of the General Counsel maintained 4 open investigations, and they include the following: OCF full investigation 2013-013 into Lee Calhoun. OCF full investigation 2013-014. The Respondent was Stanley Straughter. OCF full investigation 2013-015, internally generated. The Respondent in this matter was Jeffrey Thompson. Finally, OCF full investigation 2017-101. The Complainant in this matter was Aquene Freechild. It was filed on March 7, 2017. The Respondent was Muriel Bowser for Mayor, Principal Campaign Committee, and the infraction was alleged excessive contributions. The order in that particular case was issued on June 6, 2017 imposing a fine of \$13,000.
- The Office of the General Counsel completed 1 show-cause proceeding, and that was in the matter of Brandon Todd for Ward 4, which was referred to the Office of the General Counsel pursuant to a non-compliance audit. The fine that was imposed against the Todd Committee was \$5,100, and it was issued on May 30th.

Mr. Sindram raised his public matters:

- Mr. Sindram reiterated his request for all recently issued audit reports be delivered to his home.

There being no further business before the Board, the meeting adjourned at 11:01 a.m.



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



D. MICHAEL BENNETT, CHAIRMAN
DIONNA M. LEWIS, MEMBER
MICHAEL D. GILL, MEMBER

Regular Board Meeting
Wednesday, August 2, 2017 10:30 am
One Judiciary Square, Room 280 North

AGENDA

- 1) Adoption of Agenda
- 2) Adoption of Minutes:
Regular Board Meeting - Friday, June 30, 2017
(Transcripts are available for review in the Office of the General Counsel)
- 3) Board Matters
- 4) Public Matters
- 5) Executive Director's Report – Alice P. Miller
A. General Matters
- 6) General Counsel's Report – Kenneth J. McGhie
A. Litigation Status:
 1. One Fair Wage DC v. D.C. BOE
 2. D.C. BOE v. Carter I & II
 3. D.C. BOE v. Worthy
- 7) Campaign Finance Report – Cecily Collier-Montgomery
- 8) Public Questions Regarding Reports
- 9) Adjournment



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



MINUTES OF THE BOARD OF ELECTIONS REGULAR MEETING
August 2, 2017

The District of Columbia Board of Elections ("the Board") held its Regular Monthly Meeting on Wednesday August 2, 2017 in the Board's Hearing Room, located in Suite 280 North, One Judiciary Square, 441 4th Street, N.W., Washington, D.C. 20001. The Board's Chairman, Michael Bennett, was present and Board Members Dionna Lewis and Michael Gill were also in attendance. Also present on the dais were Kenneth McGhie, the Board's General Counsel, Cecily Collier-Montgomery, the Director of the Office of Campaign Finance ("OCF"), and Alice Miller, the Board's Executive Director.

Chairman Bennett called the meeting to order at 10:40 a.m.

The meeting agenda was approved and adopted.

The minutes of the last regular meeting on June 30, 2017 were moved for approval and adopted without objection.

Mr. Michael Sindram raised public matters before the Board:

- Mr. Sindram awaits a response to his correspondence to OCF dated July 9, 2016.
- Mr. Sindram raised a news article regarding OCF and the protracted case of Council member Todd. Mr. Sindram also raised a reported allegation that City Administrator Rashad Young tried to appease a top campaign donor to Mayor Muriel Bowser by urging city attorneys to quickly settle contract disputes between the District and the donor's company.

Ms. Miller gave the Executive Director's report.

- By way of an update, the procurement for the new voter registration system has been assigned a contracting officer within the Office of Contract and Procurement Information Technology Commodities Group. The contracting officer has provided the Board with a draft project timeline that estimates to have a vendor selected sometime between the end of the calendar year and the beginning of next year.
- We have an Electronic Registration Information Center mailing that's underway. As a member of ERIC, we are required to upload voter DMV records to ERIC every 60 days and establish and adhere to a regular schedule for requesting ERIC data within a minimum of one request every calendar year. Duplicate records in the report show the duplicate records of 132 records and we also identified deceased records of 654 records. This is an ongoing process to make sure we maintain our voter registry and keep the records updated while we contact these voters through the 21 jurisdictions that we work with to make sure our records are maintained and vice versa.
- The Board is also implementing an E-sign petition gathering process where use of electronic nominating petitions will be an option for candidates for the first time during

the 2018 election year. In working with Denver, We are now to the point where we can begin our testing and begin testing on our process with them.

- The Board is anticipating to begin training interested circulators bi-weekly, starting October through the initiation of the circulation period starting in January. The Board is in the process of purchasing 100 iPads for circulators to rent.
- The Board actually did not receive the letter from the President's Advisory Commission on Integrity ourselves. That letter actually went to the secretary, Lauren Vaughn, back in June. It wasn't until last Thursday, which was on July 27th that Ms. Miller actually got the letter. The City Council, during the interim, introduced emergency legislation that directed the Board not to provide the Commission with any data at all. In sum, there is legislation that says that we are not supposed to provide anything. And so under the circumstances, since they said don't respond to the court cases that were pending, a response to them is probably inappropriate.

Mr. McGhie presented the General Counsel's report.

Mr. McGhie gave a litigation status report: The proponents of the One Fair Wage DC initiative filed an appeal in D.C. Superior Court on May 15th. The board has until October 9th to answer the complaint. In the interim, we have a scheduled administrative challenge on the initiative scheduled for the 10th. The remaining matters are pending in court and we are awaiting a hearing schedule on the merits. The other two cases are D.C. Board of Elections versus Carter I & II, and D.C. Board of Elections versus Worthy are petitions for enforcement of campaign finance fines, and those are still just pending.

Ms. Collier Montgomery announced the statistics for OCF as follows:

- On July the 10th in 2017, Ms. Collier-Montgomery presented testimony before the Community on judiciary and public safety of the Council of the District of Columbia on several proposals to amend the Campaign Finance Act.
 - One provision will increase the bundling reporting requirement from \$10,000 to \$15,000. One proposal will prohibit anyone other than a national person from making contributions to political committees as well as to the citizen and service programs. One proposal will deem as ineligible to do business with the government, in particular, with respect to contracts exceeding \$100,000. Anyone who has made a contribution to a covered recipient, specifically, a candidate for elected office. The other proposal will prohibit anyone who is doing business with the government or seeking to do business with the government in excess of \$250,000 from making contribution to candidates for elected office.
- The July 1, 2017 reports of received expenditures which was due by our constituent service program on July 3, 2017: 10 required filers with 9 timely filers.
- July 1, 2017 was the filing deadline for filing reports of receipts and expenditures by our state representative statehood funds. 3 required filers that all timely filed.
- July 31st filing deadline, which is for the reports of receipts and expenditures by our Independent Expenditure Committee, as well as our Principal Campaign Committee and Political Action Committee, that filing deadline was this past Monday. Those stats will be presented at the next Board meeting.

- One new candidate committee who registered with the agency to participate in the 2018 election cycle, and that is Shaka Nicole Reed, City Council Ward 1. Basically the candidate committee registered on July 21, 2017, but they withdrew on July 24, 2017.
- OCF held an entrance conference on July 19, 2017. The participants were Kent Bowes, candidate for Bowes 2018, and Matt Goldsmith, treasurer for Bowes 2018.
- OCF Audit Branch conducted 22 desk reviews.
- OCF has an ongoing field audits of the following committee: Vince Gray, 2016.
- OCF has 1 periodic random audit, which has been initiated on the April 1st, 2017 report: the Citizen's Outreach Fund.

Mr. William SanFord presented the General Counsel Report

- The Office of the General Counsel issued 6 orders were issued for ANCs for failure to file financial summary statements, which no fines were imposed; 7 for failure to timely file reports were issued in which no fines were imposed; 6 orders for failure to timely file reports were issued in which a total of \$10,200 in fines were imposed; and one order based upon a noncompliance order in which a fine of \$5,100 was imposed was also issued during the month of May 2017.
- During the month of July 2017, the Office of Campaign Finance collected \$13,000 in fines and those fines were paid by Muriel Bowser from the 2014 campaign and the fine was imposed for receiving excessive contributions during the 2014 campaign.
- During the month of July 2017, the Office of the General Counsel maintained 3 open investigations, and they include the following: OCF full investigation 2013-013 into Lee Calhoun. OCF full investigation 2013-014. The Respondent was Stanley Straughter. OCF full investigation 2013-015, internally generated. The Respondent in this matter was Jeffrey Thompson.

Mr. Sindram raised his public matters:

- Mr. Sindram reiterated his request for a response to his July 9, 2016 correspondence.

There being no further business before the Board, the meeting adjourned at 11:28 a.m.



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



D. MICHAEL BENNETT, CHAIRMAN
DIONNA M. LEWIS, MEMBER
MICHAEL D. GILL, MEMBER

Regular Board Meeting
Wednesday, September 6, 2017 10:30 am
One Judiciary Square, Room 280 North

AGENDA

- 1) Adoption of Agenda
- 2) Adoption of Minutes:
Regular Board Meeting - Wednesday, August 2, 2017
(Transcripts are available for review in the Office of the General Counsel)
- 3) Board Matters
- 4) Public Matters
- 5) Executive Director's Report – Alice P. Miller
A. General Matters
- 6) General Counsel's Report – Kenneth J. McGhie
A. Litigation Status:
 1. One Fair Wage DC v. D.C. BOE
 2. D.C. BOE v. Carter I & II
 3. D.C. BOE v. Worthy
- 7) Campaign Finance Report – Cecily Collier-Montgomery
- 8) Public Questions Regarding Reports
- 9) Adjournment



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



MINUTES OF THE BOARD OF ELECTIONS REGULAR MEETING
September 6, 2017

The District of Columbia Board of Elections ("the Board") held its Regular Monthly Meeting on Wednesday September 6, 2017 in the Board's Hearing Room, located in Suite 280 North, One Judiciary Square, 441 4th Street, N.W., Washington, D.C. 20001. The Board's Chairman, Michael Bennett, was present and Board Members Dionna Lewis and Michael Gill were also in attendance. Also present on the dais were Kenneth McGhie, the Board's General Counsel, Cecily Collier-Montgomery, the Director of the Office of Campaign Finance ("OCF"), and Alice Miller, the Board's Executive Director.

Chairman Bennett called the meeting to order at 10:40 a.m.

The meeting agenda was approved and adopted.

The minutes of the last regular meeting on August 2, 2017 were moved for approval and adopted without objection.

Mr. Michael Sindram raised public matters before the Board:

- Mr. Sindram was not pleased with the written response he received from OCF regarding his inquiries. Mr. Sindram appended his original correspondence dated July 9, 2016 and submitted it for the record. He asserts that there are five items articulated with specificity and particularity which remain pending and un-acted upon. He is requesting a full panoply hearing before the board.
 - Chairman Bennett responded that Ms. Montgomery has properly responded to your concerns and your requests, and so we consider the matter closed at this point. And we don't intend to hear anything associated with it. Chairman Bennett reiterated that Mr. Sindram's request is denied and inappropriate.

Mr. Paul Trantham raised public matters before the Board:

- In March of 2016, Mr. Trantham spoke to Ms. Karen Brooks, and said, "Ms. Karen Brooks, I'm going to bring attention to this board that you have some ANC commissioners who do not live in their single member district."
 - The Commissioners raised include: India Blocker, Mr. Trantham alleges she does not reside at her given address, which is her mother's address; Mr. Kendall Simmons does not live at 1313 Congress Street as evidenced by giving a different address when he was recently arrested in Prince George's County, Md.; Mikale Baskin; Lorenzo Green when investigated, Mr. Trantham asserts that the management office of his claimed apartment residence said he didn't live at that address; and Jacques Patterson whom Mr. Trantham claimed amassed 500 illegitimate petition signatures. In all Mr. Trantham raised seven ANCs in his written comments that he claims do not reside where they claim.

- Chairman Bennett made a commitment to Mr. Trantham to revisit these issues.

Ms. Miller gave the Executive Director's report.

- Agency relocation-- last month, the Department of General Services confirmed that they had entered into a 10-year lease on behalf of the Board to relocate the agency to 1015 Half Street, Southeast. The board will physically relocate its offices sometime around the first week in January 2018. We will also try to host an open house to give members of the public an opportunity to come see the space.
- National Voter Registration Month is September. Our Voter Education Outreach Division has several events planned for the month of September, cumulating with a voter registration drive here at this location on September 26th, which is National Voter Registration Day.
- We did meet with representatives from the Denver office last month, and we are very comfortable and confident that that e-sign project is well underway and ready to go.
- We met with our contracting officer 2 weeks ago regarding the procurement of the VRS system. The goal is to submit the documents to the Office of the Attorney General by September 08th, and then to have the solicitation posted by the 15th of September for a 30-day bid process.

Mr. McGhie presented the General Counsel's report.

- Final rulemaking to amend three DCMR chapters: 30, 34, 38, and 41-- The board adopted that as proposed rulemaking on April 12th, and it was published in the D.C. Register on April 21, 2017. The board received no comments on the proposed rulemaking, and we're requesting that the Board at this time adopt it as a final rulemaking.
 - **BOARD ACTION:** The Board adopted the proposed regulations as final.
- **Mr. McGhie** gave a litigation status report: The proponents of the One Fair Wage DC initiative filed an appeal in D.C. Superior Court on May 15th. The other two cases are D.C. Board of Elections versus Carter, and D.C. Board of Elections versus Worthy are petitions for enforcement of campaign finance fines of \$1,750 and \$2,000 respectively, and the Court granted both petitions, and the judgments will be recorded with the recorder of deeds.

Ms. Collier Montgomery announced the statistics for OCF as follows:

- The Office of Campaign Finance is also scheduled to relocate to 1015 Half Street, Southeast, Washington, D.C., during the summer of 2018.
- July 31st filing deadline, which is for the reports of receipts and expenditures by our Independent Expenditure Committee, as well as our Principal Campaign Committee and Political Action Committee. 126 required filers (67 PCCs, 59 PACs); 109 timely filed; 4 requests for extensions; 17 failures to file. The parties that failed to file are listed in the transcript of the meeting.
- New candidate committees who registered with the agency to participate in the 2018 election cycle include: Greg Boyd, City Council, Ward 1, registered on August 02, 2017; Sheika Nikole Reid, Reid 4 Ward 1 2018, City Council, Ward 1, registered on August 09, 2017; James Butler, Committee to Elect James Butler for Mayor, registered on August 18, 2017.

- OCF held an entrance conference on August 16, 2017. The participants were Sheika Nikole Reid, Candidate, Reid 4 Ward 1 2018; Margaret Ntambi, Treasurer, Reid 4 Ward 1 2018; Latisha Atkins, Treasurer, Ward 7 Democrats.
- OCF Audit Branch conducted 114 desk reviews.
- OCF has an ongoing field audit of the following committee: Vince Gray, 2016.
- OCF initiated the following periodic random audits for campaigns and PACs include: Brianne for DC 2018; Carley for Ward 5, 2017 Council; and Committee to Elect Lori Parker for DC Council. The PACs are: the Metropolitan Political Action Committee, the Republican Committee DC, and DC Legal.
- OCF issued one audit during the month of August: the Citizen's Outreach Fund, and the audit report issued on August 31, 2017.

Mr. William Sanford presented the General Counsel Report

- During the month of August, the Office of General Counsel received 17 referrals. There were no informal hearings conducted, and no fines were imposed, and no fines were collected.
- During the month of August 2017, the Office of the General Counsel maintained 3 open investigations, and they include the following: OCF full investigation 2013-013 into Lee Calhoun. OCF full investigation 2013-014. The Respondent was Stanley Straughter. OCF full investigation 2013-015, internally generated. The Respondent in this matter was Jeffrey Thompson.
- During the month of August 2017, the Office of the General Counsel issued 1 interpretive opinion issued on August 15, 2017. The requester was Beverly Perry, Executive Assistant to the Mayor of the District of Columbia. It was submitted on August 4th, and the issue was regarding the creation of a D.C. Statehood portal.

There being no further business before the Board, the meeting adjourned at 12:13 p.m.



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



D. MICHAEL BENNETT, CHAIRMAN
MICHAEL D. GILL, MEMBER
DIONNA M. LEWIS, MEMBER

Regular Board Meeting
Wednesday, October 4, 2017 10:30 am
One Judiciary Square, Room 280 North

AGENDA

- 1) Adoption of Agenda
- 2) Adoption of Minutes:
Regular Board Meeting - Wednesday, September 6, 2017
(Transcripts are available for review in the Office of the General Counsel)
- 3) Board Matters
- 4) Public Matters
- 5) Executive Director's Report – Alice P. Miller
A. General Matters
- 6) General Counsel's Report – Kenneth J. McGhie
A. Litigation Status:
1. Paul Cohn v. D.C. Board of Elections (Initiative #77)
- 7) Campaign Finance Report – Cecily Collier-Montgomery
- 8) Adjournment



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



MINUTES OF THE BOARD OF ELECTIONS REGULAR MEETING
October 4, 2017

The District of Columbia Board of Elections ("the Board") held its Regular Monthly Meeting on Wednesday October 4, 2017 in the Board's Hearing Room, located in Suite 280 North, One Judiciary Square, 441 4th Street, N.W., Washington, D.C. 20001. The Board's Chairman Michael Bennett was absent, Board Member Michael Gill served as acting Chairman, and Board Member Dionna Lewis was also in attendance. Also present on the dais were Kenneth McGhie, the Board's General Counsel, Cecily Collier-Montgomery, the Director of the Office of Campaign Finance ("OCF"), and Alice Miller, the Board's Executive Director.

Acting Chairman Gill called the meeting to order at 10:53 a.m.

The meeting agenda was approved and adopted.

The minutes of the last regular meeting on Wednesday, September 6, 2017's were moved for approval and adopted without objection.

Acting Chairman Gill took a moment to recognize the profound heartbreak and sadness on behalf of our Chairman, Michael, over the loss of his daughter this past weekend. Our prayers on behalf of his friends and colleagues at the Board of Elections go out to him and his family.

Mr. Michael Sindram raised public matters before the Board:

- Mr. Sindram noted in austere times, budget cuts, if you will, The Post and The Times has been cut back. If they can be brought back, minimally a copy in the vestibule for visitors, for staffers, the central location, that would be a godsend and very helpful for all concerned.

Ms. Miller gave the Executive Director's report.

- We did celebrate the sixth anniversary of National Voter Registration Day by planning and coordinating a month-long series which culminated last week. We hosted the agency's first-ever National Voter Registration Partnership Workshop on September 7th, with additional agencies throughout the District of Columbia. We had 123 voter registrations that we were able to process and we had 9 election worker applications.
- Representatives from the Denver office who we have been working with to try to get E-Sign in place came in the week of September 18th through 22nd. They worked with us and trained on the various components of E-Sign in order for us to get that in place. E-Sign will be the process by which circulators will be able to use a mobile app to circulate petitions and to gather petition signatures without using the actual paper but just by a mobile app.

- The voter registration system procurement will be awarded sometime after the first of the year due to changes made to the Statement of Work, which has been delayed from being released to the public.
- We are processing mailers to voters that have been identified with addresses other than that on our voter roll. We have 2,096 out-of-jurisdiction addresses of voters who live outside of the District of Columbia, whose names appear on our voter roll but have not updated their addresses, and 3,154 in-jurisdiction individuals that have been identified with different addresses. . We are not trying to throw anyone off the voter roll. We want them to confirm the information, to update the information, and the letters request that they then forward the information back to us by November 5th, and they will have a postage prepaid envelope in the envelopes that we provide to them, to do that.
 - **Acting Chairman Gill** thanked Ms. Miller for mentioning that the update of the voter rolls letters will be going out. We will be able to point them to your statement and what we are trying to accomplish here, which is obviously not to throw people off the voter rolls.

Mr. McGhie presented the General Counsel's report.

- **Mr. McGhie** gave a litigation status report: the only matter that we have in court is Paul Cohn v. the D.C. Board of Elections. That was an appeal by Mr. Cohn to the Board's order that was dated September 19th, in which the Board rejected his challenge to the initial petition, which was Initiative Number 77, which dealt with the minimum wage. Mr. Cohn timely filed his appeal with the Court of Appeals on September 22nd, and at this point we are just waiting on a briefing schedule from the Court of Appeals.

Ms. Collier Montgomery announced the statistics for OCF as follows:

- New candidate committees who registered with the agency to participate in the 2018 election cycle include: Jeremiah Lowery, Jeremiah At-Large for City Council, September the 11th; Marcus Goodwin, Marcus Goodwin for D.C. City Council At-Large, September the 13th; Charles Allen, Reelect Charles Allen for Ward 6 City Council, September the 13th; Kenyan McDuffie, Kenyan McDuffie 2018 City Council Ward 5, September the 15th; Karl Racine, Karl Racine 2018 Attorney General, September the 18th; Valencia Rutledge, Mayor, September the 21st; and Muriel Bowser, Reelect Muriel Bowser Our Mayor, September the 22nd.
- OCF held two entrance conferences on September 7, and September 26, 2017. The participants on the 7th were: Todd Jones, Treasurer, Committee to Elect James Butler for Mayor; James Butler, Candidate, Committee to Elect James Butler for Mayor; William C. (Bill) Lewis, Treasurer, Ward 5 Democrats; George G. Boyd, Candidate, Ward 1 City Council. The Participants on the 26th were: Jeremiah Lowery, Candidate, Jeremiah At-Large; Karen Cordry, Treasurer, Jeremiah At-Large; Pat Johnson, Treasurer, Reelect Charles Allen for Ward 6; Marcus Goodwin, Candidate, Marcus Goodwin for D.C.; Ikenna Nwadiibia, Treasurer, Marcus Goodwin for D.C.; Valencia Rutledge, Candidate for Mayor; Alethia Nancoo, Treasurer, Karl Racine 2018; Adrian Jordan, Treasurer, Kenyan McDuffie 2018.
- OCF Audit Branch conducted 27 desk reviews.
- OCF has an ongoing field audit of the following committee: Vince Gray, 2016.

- OCF initiated the following periodic random audits for campaigns and PACs include: Brianne for DC 2018; Carley for Ward 5, 2017 Council; and Committee to Elect Lori Parker for DC Council. The PACs are: the Metropolitan Political Action Committee, the Republican Committee DC, and DC Legal.
- OCF issued one audit during the month of September: Carley for Ward 5 Council, issued on September 18, 2017.

Mr. William SanFord presented the General Counsel Report

- During the month of September, the Office of General Counsel received 1 referral. There were 3 informal hearings conducted, and three orders issued: : one order was issued for failure to timely file, in which no fine was imposed, and two orders were issued for failure to timely file reports, in which a total of \$6,300 in fines were imposed.
 - In the month of September, the Office of the General Counsel imposed fines against the following respondents: a fine of \$1,800 was imposed against the D.C. Recovery Act for Living Descendants of American Slaves Initiative Committee, and a fine of \$4,500 was imposed against Tyrell Holcomb, an ANC candidate.
- During the month of September 2017, the Office of the General Counsel maintained 3 open investigations, and they include the following: OCF full investigation 2013-013 into Lee Calhoun. OCF full investigation 2013-014. The Respondent was Stanley Straughter. OCF full investigation 2013-015, internally generated. The Respondent in this matter was Jeffrey Thompson.

There being no further business before the Board, the meeting adjourned at 11:10 a.m.



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



D. MICHAEL BENNETT, CHAIRMAN
MICHAEL D. GILL, MEMBER
DIONNA M. LEWIS, MEMBER

Regular Board Meeting
Wednesday, November 1, 2017 10:30 am
One Judiciary Square, Room 280 North

AGENDA

- 1) Adoption of Agenda
- 2) Adoption of Minutes:
Regular Board Meeting - Wednesday, October 4, 2017
(Transcripts are available for review in the Office of the General Counsel)
- 3) Board Matters
- 4) Public Matters
- 5) Executive Director's Report – Alice P. Miller
A. General Matters
- 6) General Counsel's Report – Kenneth J. McGhie
A. Litigation Status:
 1. Paul Cohn v. D.C. Board of Elections (Initiative #77)
- 7) Campaign Finance Report – Cecily Collier-Montgomery
- 8) Adjournment



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



MINUTES OF THE BOARD OF ELECTIONS REGULAR MEETING
November 1, 2017

The District of Columbia Board of Elections ("the Board") held its Regular Monthly Meeting on Wednesday November 1, 2017 in the Board's Hearing Room, located in Suite 280 North, One Judiciary Square, 441 4th Street, N.W., Washington, D.C. 20001. The Board's Chairman Michael Bennett was present, and Board Member Dionna Lewis was also in attendance. Also present on the dais were Kenneth McGhie, the Board's General Counsel, Cecily Collier-Montgomery, the Director of the Office of Campaign Finance ("OCF"), and Alice Miller, the Board's Executive Director.

Chairman Bennett called the meeting to order at 10:48 a.m.

The meeting agenda was approved and adopted.

The minutes of the last regular meeting on Wednesday, October 4, 2017 were moved for approval and adopted without objection.

Ms. Miller gave the Executive Director's report.

- The Board will be relocated in early January of 2018, based on the latest information we received from DGS. We intend to be fully operational at the new location by January 26th which is the date of the pickup for candidates running for the primary election. The location is one block away from the Navy Yard on the Green Line Navy Yard Metro Station, on the Green Line.
- The E-petition process that we'll be instituting beginning in January is for electronic petitions when candidates are being nominated. The Board purchased 100 iPads that we will loan out to circulators. They can also use their own mobile device. And what will happen is that the voter roll will be loaded through an app on those mobile devices. The app will also provide an opportunity for individuals to register if they're not registered to vote and update their voting registration information.
- The voter registration system procurement will be awarded sometime after the first of the year due to changes made to the Statement of Work, and the Board has made modifications to the Statement of Work based on the Contracting Officer's recommendations. Once it gets to the Attorney General, and their review is done, it will be out for bid for 30 days.
- Last month, members of the staff attended an Inclusion and Integrity Election Administration Symposium at Auburn. The symposium is for the participants from local, state, and national election professionals who engage with researchers, vendors, and advocates on questions facing election administrators today. Ms. Miller acknowledged Karla Garcia who sat on that panel and did a fantastic and wonderful job with her presentation. It was well received by all of the attendees. She talked about and represented the challenges that Hispanic voters feel and have as they try to deal with the

election process in the United States of America, dealing with the fact that they are intimidated but still entitled to and have the right to vote as citizens.

Mr. McGhie presented the General Counsel's report.

- **Mr. McGhie** gave a litigation status report: the only matter that we have in court is *Paul Cohn v. the D.C. Board of Elections*. That was an appeal by Mr. Cohn to the Board's order that was dated September 19th, in which the Board rejected his challenge to the initial petition, which was Initiative Number 77, which dealt with the minimum wage. Mr. Cohn timely filed a motion for summary reversal, and our motion or our response is due on November 13th.

Ms. Collier Montgomery announced the statistics for OCF as follows:

- During the month of October there were three filing deadlines in the Office of Campaign Finance.
 - The Constituent Service Program. Their report of receipts and expenditures was due on October 17: nine required filers, all nine timely filed.
 - The report of receipts and expenditures which was due from the Senator Representative Statehood Fund due on October the 1st: three required filers, all three timely filed.
 - The report of receipts and expenditures was due October 10th from the Independent Expenditure Committee as well as Political Action Committee: There were 55, required filers, 49 PACs, and six independent expenditure committees. Fifty-three timely filed, and those consisted of 47 political action committees and six independent expenditure committees. There were two failures to file, and those failures to file were referred to the Office of the General Counsel. The Better Leadership PAC, Richard Tappan, Treasurer, as well as the Gertrude Stein Democratic Club political account, Jessica Pierce, Treasurer.
- New candidate committees who registered with the agency to participate in the 2018 election cycle include: Lisa Hunter, Lisa Hunter for Ward 6, City Council, registering on October 3rd. Dionne Bussey-Reeder, Dionne for DC, City Council at large, registered on October 5th. Michael Bekesha, Bekesha 2018, City Council, Ward 6, registered on October 11th. Phil Mendelson, Mendelson for Chairman, 2018, City Council, registered on October 17th. Jamie Sycamore, Friends of Jamie Sycamore, City Council, Ward 1, registered on October 24th. Aaron Holmes, Holmes for DC City Council, at large, registered on October the 25th.
- OCF held three entrance conferences on October 11, October 13th, and October 25, 2017. The participants on the 11th were: Lisa Hunter, Candidate Lisa Hunter for Ward 6. Silvia M. Diaz, Treasurer, Lisa Hunter for Ward 6. The participants on the 6th were: Muriel Bowser, Candidate, Re-elect Muriel Bowser Our Mayor, Jodie Ovca, Treasurer, Re-elect Muriel Bowser Our Mayor. Charles Allen, Candidate Re-elect Charles Allen for Ward 6. Kenyan McDuffie, Candidate, Kenyan McDuffie 2018. John Hardage, Treasurer, BB&T PAC. The participants on the 25th were: Karl A. Racine, Candidate, Karl Racine 2018. Michael Bekesha, Candidate, Bekesha 2018, Cassandra Baker, Treasurer, for the Bekesha 2018 Principal Campaign Committee. Jamie Sycamore, Candidate, Friends of Jamie Sycamore, Yauheui Koraneu, Treasurer, Friends of Jamie Sycamore.

- OCF Audit Branch reviewed 85 reports of receipts and expenditures which were filed by our various entities who are registered with the Agency.
- OCF initiated the following periodic random audits for campaigns and PACs include: Brianne for DC 2018 initiated September 27th; and Committee to Elect Lori Parker for DC Council initiated September 8th. The PACs are: the Metropolitan Political Action Committee, the Republican Committee DC, and DC Legal initiated September 12th.
- OCF has three periodic random audits which were initiated for Constituent Service Funds including: the Ward 7 Constituent Service Fund; the Ward 4 Constituent Service Fund; and the Do Something Constituent's Fund for Ward 8.
- OCF issued final audit reports during the month of October including: the full field audit of the Vince Gray, 2016, Principal Campaign Committee issued October 6, 2017; Republican Committee D.C. PAC on October 26th; and also the D.C. Legal PAC on October the 3rd, 2017.

Mr. William SanFord presented the General Counsel Report

- During the month of October, the Office of General Counsel completed seven informal hearings, issued seven orders, which included the following: One order was issued for failure to timely file a report of receipt and expenditures in which no fine was imposed. Six orders were issued for failure to timely file reports of receipts and expenditures in which fines totaling \$7,200 were imposed.
 - In the month of October, the Office of the General Counsel imposed fines against the following respondents: a fine of \$1,700 was imposed against Christian Carter. A fine of \$1,700 was imposed against Jacque Paterson for Ward 8 Committee; a fine of \$1,700 was imposed against Sheila Bunn who was a candidate for Ward 8; a fine of \$1,700 was imposed against the Committee to Recall Mayor Bowser, Victor Honey, Treasurer; a fine of \$200 was imposed against Lannette Woodruff, candidate for school board. And a fine of \$200 was imposed against the Committee to Elect Jacque Paterson, who was a candidate for the school board in the 2016 election.
- During the month of October 2017, the Office of the General Counsel maintained 3 open investigations, and they include the following: OCF full investigation 2013-013 into Lee Calhoun. OCF full investigation 2013-014. The Respondent was Stanley Straughter. OCF full investigation 2013-015, internally generated. The Respondent in this matter was Jeffrey Thompson.
- **Chairman Bennett** thanked Staff for their support and condolences over his personal loss: "I always thank folks on the panel, but thank all of you and other members of the Office of Campaign Finance that were incredibly supportive, and continue to be supportive at this time. So thank you. It means far more than I can ever express. But thank you so much for all of your support, whether you showed up, whether you prayed, whether you called, sent a note, it all helps a lot. So thank you for that. And so with that, the meeting is adjourned. Thank you."

There being no further business before the Board, the meeting adjourned at 11:18 a.m.