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Description of document: Meeting minutes from the last three meetings of the Election Assistance Commission (EAC) Standards Board, 2017-2019

Requested date: 2020

Release date: 07-August-2020

Posted date: 17-August-2020

Source of document: FOIA Request
Election Assistance Commission
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Silver Spring, MD 20910
Fax: 301-734-3108
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U.S. Election Assistance Commission
1335 East West Highway, Suite 4300
Silver Spring, MD 20910

VIA EMAIL

August 7, 2020

This is in response to your Freedom of Information Act request for “the meeting minutes from the last three meetings of the EAC Standards Board.”

Attached are the responsive records. Additionally, links to the EAC website’s event pages for the specified meetings are listed below which contain additional documents pertaining to the meetings.

- April 11, 2019 - <https://www.eac.gov/events/2019/04/11/standards-board-meeting-standards-board>
- April 18, 2018 - <https://www.eac.gov/events/2018/04/18/standards-board-meeting>
- April 27, 2017 - <https://www.eac.gov/events/2017/04/27/standards-board-meeting>

This letter completes your request. If you interpret any portion of this response as an adverse action, you may appeal this action to the Election Assistance Commission. Your appeal must be in writing and sent to the address set forth below. Your appeal must be received no later than 90 calendar days from the date of EAC’s final response letter. Please include your reasons for reconsideration and attach a copy of this and subsequent EAC responses.

U.S. Election Assistance Commission
FOIA Appeals
1335 East West Highway - Suite 4300
Silver Spring, MD 20910

Sincerely,

A handwritten signature in cursive script that reads "Amanda Stevens Joiner".

Amanda Stevens Joiner, FOIA Officer
Associate Counsel
U.S. Election Assistance Commission
ajoiner@eac.gov

Meeting Minutes
United States Election Assistance Commission
STANDARDS BOARD MEETING
April 11-12, 2019

149 Union Avenue
Continental Ballroom (Mezzanine Level)
Memphis, Tennessee 38103

The following are the Minutes of the United States Election Assistance Commission (EAC) Standards Board held April 11-12, 2019. The meeting convened at 9:05 a.m. on Thursday, April 11, 2019, in Memphis, Tennessee, at The Peabody Memphis and adjourned on Friday, April 12, 2019, at 1:15 p.m.

Thursday, April 11

Call to Order

Greg Riddlemoser, Chairman of the Standards Board, called the meeting to order at 9:05 a.m.

Welcome to Memphis!

Commissioner Donald Palmer welcomed the Standards Board members to Memphis and detailed some of Memphis' historical importance to the Nation, as well as expressed his appreciation to the EAC, the Standards Board Executive Committee and staff, and Cliff Tatum for their dedication and hard work, and outlined the important topics to be addressed in the agenda such as an intelligence briefing on the potential threat to elections, an update on the voting system certification program, information on election data improvements, civil rights and voting rights issues, election security, disaster management and recovery when elections are disrupted, and the ongoing process to develop VVSG 2.0.

Welcome Video from Tennessee Secretary of State Tre Hargett to the Standards Board of the United States Elections Assistance Commission

Welcome Video from Tennessee Senator Marsha Blackburn to the Standards Board of the United States Elections Assistance Commission

Pledge of Allegiance

Commissioner Donald Palmer, Designated Federal Officer of the EAC Standards Board, led all present in the recitation of the Pledge of Allegiance.

Report of the Proxy Committee

Elaine Manlove reported that proxies by the members for the 2019 Standards Board meeting were reviewed and approved by the Proxy Committee.

Roll Call

Reynaldo Valenzuela, Secretary of the Standards Board, called roll and found present:

Alabama: John Merrill and James Tatum
Alaska: Gail Fenumiai and Carol Thompson
American Samoa: Uiagalelei Lealofi and Fiti Tavai (by proxy, Greg Riddlemoser)
Arizona: Janine Petty and Reynaldo Valenzuela, Jr.
Arkansas: Leslie Bellamy and Melanie Clark
California: Susan Lapsley and Neal Kelley
Colorado: Dwight K. Shellman, III, and Rene Loy
Connecticut: Peggy Reeves and Lisbeth Becker
Delaware: Elaine Manlove and Howard G. Sholl, Jr.
District of Columbia: Alice P. Miller and Michael D. Gill (proxy pending)
Florida: Maria Matthews and Paul Lux
Georgia: Bradford Raffensperger and Nancy Boren
Guam: Maria I.D. Pangelinan and Joseph P. Iseke
Hawaii: Kristen Uyeda and Shirley Magarifuji
Idaho: Tim Hurst and Patty Weeks
Illinois: Bernadette Matthews (by proxy, Lance Gough) and Lance Gough
Indiana: J. Bradley King and Myla Eldridge
Iowa: Christy Wilson (by proxy, Bob Giles) and Dennis Parrott
Kansas: Bryan A. Caskey and Lori Augustine (by proxy, Bryan A. Caskey)
Kentucky: Erica Galyon and Kenny Barger
Louisiana: H. Lynn Jones (proxy pending)
Maine: Julie L. Flynn and Katherine L. Jones
Maryland: Nikki Baines Charlson and Guy Mickley (by proxy, Nikki Baines Charlson)
Massachusetts: Michelle K. Tassinari and Andrew Dowd
Michigan: Jocelyn Benson (by proxy, Justin Roebuck) and Justin Roebuck
Minnesota: David Maeda and Debby Erickson
Mississippi: Hawley Robertson and Baretta Mosley
Missouri: Jay Ashcroft and Batina Dodge
Montana: Dana Corson and Rina Fontana Moore
Nebraska: Heather Doxon and David Shively
Nevada: Justus Wendland and Joseph P. Gloria
New Hampshire: Anthony Stevens and Robert Dezmelyk

New Jersey: Robert Giles and Linda Von Nessi
New Mexico: Mandy Vigil and Dave Kunko
New York: Douglas A. Kellner and Rachel L. Bledi
North Carolina: Veronica Degraffenreid and Michael Dickerson
North Dakota: John Arnold and DeAnn Buckhouse
Ohio: Amanda Grandjean and Steve Harsman
Oklahoma: Carol Morris and Jana Maddux
Oregon: Stephen N. Trout and Derrin "Dag" Robinson
Pennsylvania: Jessica Myers and Randall O. Wenger (by proxy, Jessica Myers)
Puerto Rico: Ramón Allende Santos and Water Vélez Martínez
Rhode Island: Rob Rock and Louise Phaneuf
South Carolina: Marci Andino and David Alford
South Dakota: Rachel Soulek and Carri Crum
Tennessee: Mark Goins and Carolyn Peebles
Texas: Keith Ingram and Dana Debeauvoir
Utah: Justin Lee and Sherrie Swensen
Vermont: William Senning and Sandra "Sandy" Pinsonault
Virgin Islands: Lisa Harris Moorhead and Kevermay Douglas (by proxy, Reynaldo Valenzuela)
Virginia: Christopher E. "Chris" Piper and Greg S. Riddlemoser
Washington: Stuart Holmes and Jerry Pettit
West Virginia: Brittany Westfall and Brian Wood
Wisconsin: Meagan Wolfe and Barbara K.D. Goeckner
Wyoming: Kai Schon and Jackie R. Gonzales

Determination of Quorum

Chairman Riddlemoser reported that the roll call shows a quorum is present.

Oath of Office

Commissioner Donald Palmer led all present in the recitation of the Oath of Office.

Welcome Remarks from the Commissioners

Chairwoman Christy McCormick introduced herself to the Standards Board and sent greetings from Vice Chair Ben Hovland, who had a family obligation and was unable to be present for the meeting. Chair McCormick expressed her appreciation to Secretary of State Tre Hargett, Director Mark Goins, Director Brian Newby, the EAC staff, and Commissioner Donald Palmer for taking over as Designated Federal Officer. Chair McCormick stressed the importance of the role of the EAC in producing the Voluntary Voting System Guidelines (VVSG), outlined

some history of our Founding Fathers and Declaration of Independence, and ended by thanking the Standards Board for all their hard work.

Commissioner Thomas Hicks addressed the Standards Board by first thanking his fellow Commissioners and reiterating the importance of the Standards Board and ended by thanking staff for their tireless efforts in organizing the meeting.

Approval of Minutes

Commissioner Palmer called for a motion to approve the minutes from the April 19-20, 2018, meeting of the Standards Board as submitted. Barbara Goeckner made the motion and Marci Andino seconded the motion. Commissioner Palmer called for a vote. The motion carried unanimously.

Nominating Committee Certification of Executive Committee Members

Commissioner Palmer inquired of the Nominating Committee whether they recommend certifying the slate of members to serve on the Executive Committee next calendar year, to which they answered yes.

Adoption of Agenda

Commissioner Palmer called for a motion to approve the agenda as submitted. Dwight Shellman made the motion and Paul Lux seconded the motion. Commissioner Palmer called for a vote. The motion carried unanimously.

Balloting

Clifford D. Tatum, EAC General Counsel, explained the procedure for how the members of the Executive Committee created the ballot, the length of terms, and the location of the ballot box for the members to cast their votes.

Executive Committee Evening Agenda

Commissioner Palmer outlined the agenda for the evening's Executive Committee meeting.

FACA Responsibilities and Role of Board under HAVA

Clifford D. Tatum, EAC General Counsel, presented slides explaining that the Federal Advisory Committee Act (FACA) is the framework by which the Advisory Boards operate. The EAC Advisory Boards were created by the Help America Vote Act (HAVA) to assist the EAC in developing the

Voluntary Voting Assistance Guidelines (VVSG), reviewing and participating in creating best practices recommendations for the EAC, and to review the absentee voting processes and procedures for overseas and uniformed voters.

Mr. Tatum explained that the three EAC Advisory Boards are the Standards Boards, the Board of Advisors, and the Technical Guidelines Development Committee (TGDC), and they are established by statute. He further explained the operating terms and the duties of board members, including that there is a Federal law that prohibits members from being a lobbyist.

Mr. Tatum stated that the act requires a Designated Federal Officer be assigned and currently, Commissioner Donald Palmer is the Designated Federal Officer (DFO) for the Standards Board. Commissioner Hicks is the Designated Federal Officer for the Board of Advisors, and Vice Chair Benjamin Hovland is the Designated Federal Officer for the Technical Guidelines Development Committee.

Mr. Tatum stated the presentation slides are available for download from the website.

ODNI Unclassified Intel Briefing for Election Officials

Commissioner Palmer introduced and welcomed Joe Morosco, Assistant Director, Office of the Director of National Intelligence (ODNI), and Manager for Counterintelligence, National Counterintelligence and Security Center (NCSC); Spencer Fisher, Chief Counsel, National Counterintelligence and Security Center, ODNI; and Christopher Wright, Mission Manager and Director, Department of Homeland Security (DHS) Cyber Mission Center.

Joe Morosco addressed the Commission to provide testimony regarding the importance of election security to the U.S. intelligence community and the ODNI's strategic view of the threat landscape. Mr. Morosco provided a counterintelligence perspective on the challenges the Nation faces and how ODNI aims to work with the Standards Board and the EAC to better strengthen the Nation's overall posture going forward as ODNI helps the States in this very important mission.

Mr. Morosco detailed specific threats from Russia, China, and Iran, as well as foreign nonstate actors, such as ideologically motivated entities, cyber criminals, "hacktivists," and "leaktivists" who now possess sophisticated cyber and surveillance capabilities that previously were only available to countries.

Mr. Morosco warned the Standards Board members to know who has access to key systems and networks and information in their States, know who vendors and sub-vendors are, and know the indicators of potential threat activity.

Mr. Morosco outlined the general indicators of threat activity, and they are: attempts to access, alter, or destroy systems used to qualify candidates; produce and deliver ballots; procure, manage, and prepare voting equipment process requests for absentee ballots; and store and manage election administration process and procedure documentation; any unauthorized entry of centralized vote counting, tallying, locations, or electronic systems or networks used by States and localities to count absentee, military, and Election Day voting ballots; disinformation efforts to alter or shut down government websites to foment social unrest or reduce voter turnout to include social media or other electronic means; any attempts to hack, spearfish, or compromise personal or professional email accounts and social media accounts of election officials, staff, and volunteers.

Spencer Fisher addressed the Commission to provide testimony regarding election security and that the government, the IEC, and the counterintelligence community takes this threat extremely seriously and views national security and election security as deeply intertwined, and that the intelligence community is increasing their levels of collection and analysis on foreign threats to our elections.

Mr. Fisher explained ODNI's responsibility under Executive Order 13848, which is to work in consultation with other agencies to provide a report to the President concerning foreign interference in elections, a mechanism to potentially interpose discretionary sanctions on bad actors. In December 2018, the DNI mentioned that Russia, China, and Iran sought to conduct influence activities during the 2018 election to serve their interests.

Christopher Wright addressed the Commission to provide testimony regarding the Cybersecurity and Infrastructure Security Agency's (CISA) role as the lead Federal agency responsible for securing our elections. In August of 2018 DHS hosted a Tabletop the Vote exercise designed to assist stakeholders in identifying best practices and improving preparedness response and recovery. Goals for 2020 include achieving 100 percent auditability by 2020, improving the efficiency and effectiveness of those audits, incentivizing the patching of election systems, and networking with States to develop current and target cybersecurity profiles using the NIST framework.

Questions and Answers

Dwight Shellman of Colorado questioned the panel on development of election security event response plans, to which Mr. Wright responded that reporting to the Information Sharing and Analysis Center (ISAC) would be the best way to reach the greatest number of government agencies, but that on Election Day, the National Cybersecurity and Communications Integration Center (NCCIC) was the central agency responsible for information flow, and that locally, fusion centers are a way for States to participate in the process. Mr. Fisher added that the intelligence community would be most concerned with foreign threats rather than domestic, which would be the purview of the FBI. Paul Lux of Florida inquired whether, if information were provided to the FBI that was related to foreign threats, that the FBI would forward that information on to DHS, Mr. Fisher responded that the FBI's information would get to the intelligence community and the reporting would be provided. Mr. Morosco added that if the ODNI can shine a national-level spotlight on threat activity, it allows the FBI and other intel organizations to prioritize certain activities to make sure that that information is getting to the top of the queue as quickly as possible.

The Board recessed at 10:36 a.m. and reconvened at 11:06 a.m.

EAC Update

Brian Newby, EAC Executive Director, gave a presentation on the annual report, including the mission statement, as well as the support the EAC has recently received from Senator Amy Klobuchar and Senator Roy Blunt, among others. Mr. Newby thanked EAC staff for their hard work and particularly recognized Shirley Hines.

Mr. Newby then reviewed some budget numbers and noted the differences over the years, as well as how much of the budget goes to particular agencies.

Chris Thomas, Director of Elections in Michigan, advised Mr. Newby to stay within the constraints of HAVA.

Mr. Newby gave an overview of the structure of the Government Coordinating Council (GCC) and its membership. He then stated the presentation slides will be posted to the EAC website.

Mr. Newby explained how the grant of \$380 million was allocated, and that two case studies in the annual report detailed the spending by Iowa and Rhode Island.

The annual report also details the testing and certification done by manufacturers and what their accomplishments and goals are in this regard.

Testing and Certification Director Brian Hancock retired and received the NASS Medallion Award.

Mr. Newby then gave a brief background of the development of VVSG 2.0, after which he outlined the benefits of the Election Administration & Voting Survey (EAVS), a tool that, if used and made more robust, can help States and locals with their budgets. Also, accessibility, including language accessibility, will be a big focus coming up this year.

Mr. Newby explained the purpose of the Clearinghouse Awards, the "Clearies," is to share best practices and be a clearinghouse under HAVA, and that the categories of awards may be expanded in the future.

Mr. Newby closed by reiterating the importance of the voter and that he hopes that the Standards Board members, in the meetings of their committees, will think about how they might be able to guide and advise the EAC on the aspects of the "wheel," and that would help define plans that can then be taken to the Commissioners.

Closing Remarks before Lunch Break

Chairman Greg Riddlemoser reminded members to cast their ballot for the Executive Committee.

The Board recessed for lunch at 11:57 a.m.

Luncheon Keynote

Commissioner Donald Palmer introduced the luncheon keynote speaker Eric Dreiband, Assistant Attorney General for the Civil Rights Division at the U.S. Department of Justice (DOJ).

Mr. Dreiband outlined briefly the role of the Civil Rights Division, which is one of the litigating divisions at the Department of Justice, and this enforcement work is divided amongst 11 subject matters ranging from employment discrimination to housing discrimination and public accommodations, conditions in institutions, voting, disability rights, and others. The goal of the Civil Rights Division is to protect both the statutory civil rights and constitutional rights of all Americans by enforcing various Federal statutes such as the Voting Rights Act; the Civil Rights Acts of 1957, 1960, and 1964; the Uniformed and Overseas Citizens Absentee

Voting Act; the National Voter Registration Act; and the Help America Vote Act, among others.

Mr. Dreiband explained that the Disability Rights Section of the Civil Rights Division seeks to work with communities across the country regarding voter accessibility to make sure that everyone has access to polling places for elections and also employment discrimination against disabled individuals. The Criminal Section in the Civil Rights Division investigates and, when appropriate, prosecutes certain crimes that usually involve race, color, national origin, or religion, and there are other protected categories as well, including sexual orientation discrimination and gender identity discrimination. The Justice Department's Criminal Division investigates and, when appropriate, prosecutes election crimes across a wide spectrum of the Federal criminal laws such as election fraud, double voting, vote buying, noncitizen voting, and campaign-finance violations, among others.

During nonelection years, the Civil Rights Division tries to identify and work with States on structural issues that may impede absentee voters and their right to vote either in special elections or regular primary and general elections. Mr. Dreiband explained that the Civil Rights Division's goal is not simply to bring the hammer of enforcement down upon local jurisdictions but rather to work in a cooperative fashion to protect the right to vote.

Mr. Dreiband wrapped up his comments to the Standards Board with a brief history of what has led us to where we are as a country.

Questions and Answers

Bob Giles of New Jersey inquired of Mr. Dreiband about automatic voter registration and the possibility of expanding it to social service agencies, to which Mr. Dreiband responded he was unsure.

Clifford Tatum inquired about the Civil Rights Division's right to go into certain jurisdictions and observe their elections, to which Mr. Dreiband responded with an explanation about Section 5 of the Voting Rights Act and that they have offensive enforcement authority, but that they work collaboratively with various state and local jurisdictions to monitor through data and otherwise whether there is a potential violation of the Voting Rights Act.

Lunch Panel - Disaster Management and Recovery

Commissioner Donald Palmer began the presentation of the EAC Disaster Preparedness and Recovery Working Group with an overview of various

recent natural and manmade disasters that have affected elections. Commissioner Palmer explained that election officials understand that when a community experiences a disaster, successfully administering the election goes a long way toward restoring life in that devastated community.

Commissioner Palmer introduced and welcomed the panel, which included Candace Grubbs, Butte County, California, Clerk/Recorder and Registrar of Voters; Roberto Benitez, Chief Information Officer at the Puerto Rico Elections Commission; and Maria Matthews, Division Director of Elections at the Florida Department of State.

Candace Grubbs provided testimony to the Standards Board regarding the devastating impacts of the wildfires in California in 2017 and 2018 and particularly the Camp Fire, the deadliest and most destructive wildfire in California's history, taking 85 lives, and started just two days after the November 6th general election. Ms. Grubbs played three videos during her presentation to emphasize the devastation.

Roberto Benitez provided testimony to the Standards Board regarding the devastating impacts of Hurricanes Irma and Maria to the island of Puerto Rico and his role in converting CEE satellite offices into places where citizens displaced by the category-five storm could receive food, aid, and communication services. Mr. Benitez is currently working with CEE staff to recover the island's election system and implement a comprehensive IT infrastructure upgrade and integration of security capabilities.

Maria Matthews provided testimony to the Standards Board regarding Florida's experience in the 2018 elections with Hurricane Michael.

The Board recessed at 1:45 p.m. and reconvened at 2:04 p.m.

VVSG & Requirements; Consideration of Resolution

Chairman Riddlemoser reconvened with a request that the Standards Board commend to the four Commissioners the VVSG 2.0 Principles and Guidelines as they are and that there ought to be a formal motion to encourage the Commission, as it's now constituted, to continue down the road that both the Board of Advisors and the Standards Board has already laid out in front of them. The VVSG panel included Ryan Macias, Acting Director of Testing and Certification, EAC; Mary Brady, Manager, National Institute of Standards and Technology (NIST); Sharon Laskowski, Human Factors Expert, National Institute of Standards and Technology; Gema Howell, IT Security Engineer; and Brian Newby, Executive Director, EAC.

Ryan Macias provided testimony to the Standards Board regarding the history of the VVSG 2.0, the process for getting the VVSG 2.0 to where it is today inside of the public comment period, and explain the next steps for getting it adopted. Mr. Macias also laid out potential time frames for implementing the voting system certification requirements and test assertions so that testing voting systems to the certification requirements may begin.

Mary Brady provided testimony to the Standards Board regarding background on VVSG versions, actions that led to a new structure for the VVSG, and the formation of public working groups to develop the necessary artifacts for VVSG 2.0. Ms. Brady ran through the principles and guidelines in specificity, many of which are agreed upon, but some remain open issues. The 15 principles are as follows: high-quality design; high-quality implementation; transparency; interoperability; equivalent and consistent voter access; voter privacy; marked, verified, and cast as intended; robust, safe, usable and accessible; auditability; ballot secrecy; access control; physical security; data protection; system integrity; and detection and monitoring. The open issues are as follows: the four common data formats (election definition and results reporting, event logging, cast vote records, and voter record interchanges); and casting a paper ballot privately and independently without manually handling the ballot. Ms. Brady updated the Board on the test assertions.

Dr. Sharon Laskowski provided testimony regarding human factors, the scope of which falls under principles 5 through 8, which pertains to accessibility and usability. She explained that the assumption in VVSG 2.0 is that all electronic voter interfaces meet all the applicable accessibility and usability requirements. Dr. Laskowski expressed her appreciation to the Human Factors Public Working Group for their help to complete the draft requirements.

Gema Howell provided testimony regarding principles 9 through 15, the draft security requirements, the history of their development through the Cybersecurity Working Group, and also the incorporation of security innovations since the previous VVSG. The open issues are as follows: indirect voter associations, internet connectivity, cryptographic end-to-end systems, wireless technology, and barcode and encoding schemes. To resolve the open issues requires feedback from various stakeholders to compile and present to the TGDC, after which NIST could add, remove, or modify requirements based on that feedback received from the TGDC.

Questions and Answers

Robert Dezmelyk inquired of the panel whether the Board should be voting on both the guidelines and the requirements, to which Chairman

Riddlemoser explained that the Commissioners are bound by statute and that the VVSG itself is principles and guidelines. Mr. Macias echoed Chair Riddlemoser's comments and added that there will be a TGDC meeting to go over in detail the requirements as-is. Mr. Dezmelyk commented that to the extent that these kind of procedural aspects of that draft are going to end up being part of the requirements, that seems to cut against the structure and intent of the guidelines.

Dwight Shellman questioned Ms. Howell about the communication protocols and why there is a consideration of specifying requirements in those areas rather than a requirement that an absolute air gap be maintained, to which Ms. Howell responded that they are unsure how to address these concerns properly within the requirements and how to word them correctly. Ms. Brady added that it is unclear yet what the necessity is for internet connectivity and are waiting for feedback but that auditing on the backend may solve the problem.

Robert Giles of New Jersey questioned the panel about the recommendation that the Standards Board adopt a provision providing for the ability of VVSG 2.0 requirements and test assertions to be updated in the absence of a quorum of EAC Commissioners, to which Mr. Macias and Mr. Newby both explained that the issue is already before the Commissioners but that no action has been taken on it. Mr. Giles responded that he doesn't believe that the Board should adopt standards without policies in place to adopt standards, to which Mr. Newby agreed. Chair Riddlemoser explained that the EAC has a number of items to tackle, but as a quorum has only been in existence since January, there will have to be legal research and efforts put into figuring out just how the EAC can structure itself so that it can function when it doesn't have a quorum.

Jess Myers from Pennsylvania echoed Mr. Giles' concern about a lack of quorum and also asked about the policies presented last year to the Standards Board, to which Mr. Macias explained that those policies are in draft form on the EAC's website under the Standards Board link.

Chair Riddlemoser pointed out that the day's presentations are posted on the EAC website.

Doug Kellner expressed that he believes the thrust of the day's meeting should have been to focus on the five open issues that the panel members had identified, to which Mr. Macias and Chair Riddlemoser agreed. Mr. Kellner then expressed some ideas on the internet connectivity issue, to which Ms. Howell responded that it's not just internet connectivity but also cellular modems and public telecom that is at issue.

Mr. Dezmelyk recommended that the members take a look at reporting device consolidation, which has an absolute requirement that a precinct reporting device needs to be able to consolidate in no more than five minutes per scanner.

Various members made additional incidental comments.

Miscellaneous Announcements and Business

Chairman Riddlemoser encouraged all board members to come to the meeting tomorrow to find out which subcommittee they will be serving on, and then members will break up into working groups to then come back and make recommendations to the entire body of the direction that the subgroups want to go in next year.

Executive Board Election Results

Chairman Riddlemoser announced the Executive Committee's election winners: Greg Riddlemoser, Reynaldo Valenzuela, Brad King, Debby Erickson, Joe Gloria, Barbara Goeckner, Rob Rock, and Steve Trout.

The meeting recessed at 4:17 p.m.

Friday, April 12

Chairman Greg Riddlemoser called the meeting to order at 8:09 a.m.

Chairman Riddlemoser reconvened the meeting of the United States Elections Assistance Commission Standards Board and reported a quorum was present.

Announcement of Officers

Chair Riddlemoser announced and congratulated the Executive Committee selections for the following year: Brad King, Chair; Reynaldo Valenzuela for Vice Chair; and Stephen Trout for Secretary.

Disaster Preparedness and Recovery Working Group

Chairman Riddlemoser called for a motion to approve the formation of a Disaster Preparedness and Recovery Working Group. Rob Rock made the motion and Stephen Trout seconded the motion. Chair Riddlemoser then asked Mr. Rock to give some background on the need for such a group. Mr. Rock explained that the impact of disasters such as Hurricane Maria in Puerto Rico, Hurricane Katrina in Louisiana, the 2017 and 2018 wildfire season in California, and the D.C. sniper attacks in the D.C. Metro

area have laid bare the need for the EAC to focus additional resources on helping State and local election officials recover from disaster and prepare for future events, which can be accomplished with the formation of the Disaster Preparedness and Recovery Working Group.

Chairman Riddlemoser called for a vote, and the motion carried unanimously. Chair Riddlemoser informed the members that they will be given a chance to sign up for the newly formed Disaster Preparedness and Recovery Working Group even though members had already been assigned to their committees.

Committee Assignments

Reynaldo Valenzuela of Arizona, Chair of the Nominating Committee, announced the membership as follows: DeAnn Buckhouse of North Dakota, Amanda Grandjean of Ohio, Christopher Piper of Virginia, and Brad Raffensperger of Georgia.

Reynaldo Valenzuela of Arizona, Chair of the Proxy Committee, announced the membership as follows: Marci Andino of South Carolina, John Arnold of North Dakota, Amanda Grandjean of Ohio, and James Tatum of Alabama.

Brad King of Indiana, Chair of the Bylaws Committee, announced the membership as follows: Maria Pangelinan of Guam, Dennis Parrott of Iowa, Lisa Moorhead of Virgin Islands, Hawley Robertson of Mississippi, Howard Sholl of Delaware, and Barbara Goeckner of Wisconsin.

Chairman Riddlemoser announced the representatives for the Technical Guidelines Development Committee as follows: Robert Giles of New Jersey and Paul Lux of Florida.

Brad King of Indiana, Chair of the Resolution Committee, announced the membership as follows: Lisa Moorhead of Virgin Islands, Douglas Kellner of New York, Jerry Pettit of Washington State, and Louise Phaneuf of Rhode Island.

Debby Erickson of Minnesota, Chair of the Election Administration & Voting Survey (EAVS) Committee, announced the membership as follows: Nikki Charlson of Maryland, Mark Goins of Tennessee, Lance Gough of Illinois, Keith Ingram of Texas, Howard Sholl of Delaware, Michelle Tassinari of Massachusetts, Carol Thompson of Alaska, Justin Lee of Utah, Bryan Caskey of Kansas, Veronica Degraffenreid of North Carolina, Neal Kelley of California, Maria Matthews of Florida, Sandra Pinsonault of Vermont, and Brittany Westfall of Virginia.

Stephen Trout, Chair of the Voluntary Voting System Guidelines (VVSG) Committee, announced the membership as follows: Veronica Degraffenreid of North Carolina, Robert Dezmelyk of New Hampshire, Heather Doxon of Nebraska, Robert Giles of New Jersey, Lance Gough of Illinois, Tim Hurst of Idaho, Keith Ingram of Texas, Dwight Shellman of Colorado, Brian Wood of West Virginia, Nancy Boren of Georgia, Dana Corson of Montana, Dana Debeauvoir of Texas, Batina Dodge of Missouri, Gail Fenumiai of Alaska, Susan Lapsley of California, Rene Loy of Colorado, David Maeda of Minnesota, Guy Mickley of Maryland, Barretta Mosley of Mississippi, Jessica Myers of Pennsylvania, Justin Roebuck of Michigan, Kai Schon of Wyoming, Kristen Uyeda of Hawaii, Mandy Vigil of New Mexico, Justus Wendland of Nevada, Randall Wenger of Pennsylvania, Brittany Westfall of West Virginia, and Meagan Wolfe of Wisconsin.

Barbara Goeckner of Wisconsin, Chair of the United States Postal Service (USPS) Committee, announced the membership as follows: Jackie Gonzales of Wyoming, Maria Pangelinan of Guam, Derrin Robinson of Oregon, Justus Wendland of Nevada, Gail Fenumiai of Alaska, David Kunko of New Mexico, Justin Lee of Utah, Jana Maddux of Oklahoma, Jerry Pettit of Washington State, Chris Piper of Virginia, Will Senning of Vermont, and David Shively of Nebraska.

Joe Gloria of Nevada, Chair of the Clearinghouse Committee, announced the membership as follows: Dave Kunko of New Mexico, Bernadette Matthews of Illinois, Patty Weeks of Idaho, Brittany Westfall of West Virginia, John Arnold of North Dakota, Nancy Boren of Georgia, Michael Dickerson of North Carolina, Katherine Jones of Maine, David Maeda of Minnesota, and Guy Mickley of Maryland.

Rob Rock of Rhode Island, Chair of the Executive Director Search Committee, announced the membership as follows: Carri Crum of South Dakota, Mark Goins of Tennessee, Michelle Tassinari of Massachusetts, Justin Roebuck of Michigan, Dana Corson of Montana, Joe Gloria of Nevada, and Brad King of Indiana as ex officio.

Mark Goins of Tennessee, Chair of the Cyber Committee, announced the membership as follows: Marci Andino of South Carolina, Robert Giles of New Jersey, Neal Kelley of California, Brad King of Indiana, Reynaldo Valenzuela of Arizona, Rob Rock of Rhode Island, Joe Gloria of Nevada, Barbara Goeckner of Wisconsin, Debby Erickson of Minnesota, Greg Riddlemoser of Virginia, Stephen Trout of Oregon, and Justus Wendland of Nevada.

Chairman Riddlemoser announced the representatives for the Government Coordinating Council (GCC) as follows: Mark Goins of Tennessee and Neal Kelley of California.

EAVS

Designated Federal Officer and Commissioner Donald Palmer introduced and welcomed Nichelle Williams, Director of Research, EAC; David Kuennen, Senior Research Program Specialist, EAC; and Michelle Shafer, Senior Research Advisor on Elections Technology to the Overseas Voting Initiative, and CEO of Magenta Sage Strategies, LLC.

Nichelle Williams discussed the history and importance of EAVS, outlined what's new for the 2018 EAVS, and also discussed the release plan, some things to look forward to, and also a research project that was EAVS-related. Ms. Williams explained that EAVS data provides a detailed snapshot of how general elections are administered in the United States every two years, that EAVS targets more than 6,400 jurisdictions, and is the foremost source for State and local jurisdiction-level election administration data.

David Kuennen discussed the importance of the EAVS, some findings over time, and the changes that have been made to the survey this year and some of the efforts going forward. Mr. Kuennen expressed his desire for feedback. He went on to explain that EAVS is used by an incredibly diverse range of stakeholders for analytical purposes, strategic planning, training, and public information. Three interrelated goals for the EAVS are: easier to complete, better data quality and completeness, and make the data more accessible on the backend.

Mr. Kuennen then introduced Doug Chapin, head of the Elections Research Team at the Fors Marsh Group, who is an EAVS implementing partner with EAC. He explained that another big change to the EAVS this year was a switch from the Statutory Overview Survey to the Policy Survey, and in 2018 improvements were made to the data collection process, technical assistance, and the voting equipment section, and also, the survey now has an option for respondents to fill out the survey online as opposed to using an Excel template.

Michelle Shafer with the Democracy Fund discussed her research project and how it relates to the EAVS, securing the voter, fax security, email security, and election portal security. Ms. Shafer explained that she and her team are tasked by the Democracy Fund to look at what States and territories were doing with regard to electronic ballot return. Ms. Shafer and her team, separately and together, have worked on EAVS-related

efforts and specifically EAVS Section B efforts for many years and have complementary expertise.

Ms. Shafer discussed risks identified in EAVS and that these systems should undergo a rigorous cybersecurity development process. Additionally, two-factor authentication should be used if possible, as should digital certificates. Most importantly, bring in additional expertise. Ms. Shafer requested of the panel members that they read the report and share it with their technical teams back home.

Questions and Answers

Keith Ingram questioned Mr. Kuennen on the distinction between absentee ballots and voting by mail in EAVS, to which Mr. Kuennen explained that the vote-by-mail category is for jurisdictions that do all vote-by-mail.

Mr. Kuennen then questioned Ms. Shafer about the electronic return ballot environment and wondered how her election offices reacted to this, to which Ms. Shafer explained that they worded the questions in the survey carefully and also told the participants that the Democracy Fund wouldn't publish the data.

Department of Justice - Election Offenses

Commissioner Palmer allowed Mark Goins of Tennessee to introduce United States Attorney for the Western District of Tennessee Michael Dunavant.

Mr. Dunavant welcomed the board members to Memphis and went on to give background on his position as U.S. Attorney. The Department of Justice published a manual on the prosecution of election offenses, to which Mr. Dunavant highly recommended everyone read and use as a reference. He explained that his job as U.S. Attorney is strictly apolitical, and his allegiance is only to the U.S. Constitution and his only client, the United States of America, and while his office spends most of their time and resources focused on the priorities of violent crime reduction, public corruption, election fraud, and civil rights violations are also still a very high priority.

Mr. Dunavant believes that every citizen must be able to vote without interference or discrimination and to have their vote counted without it being stolen because of fraud and that his office works promptly and aggressively to protect the integrity of the election process through investigation and criminal prosecution of those offenses.

Mr. Dunavant explained that his office's role is not necessarily preventative but rather focused on the investigation and prosecution after an election cycle so as not to improperly intervene or interfere with any ongoing election.

Mr. Dunavant discussed the four different types of Federal election crimes, which are: election fraud, patronage crimes, campaign-finance crimes, and civil rights crimes and then told some anecdotes about his time as a District Attorney prosecuting corrupt public officials and illegal voting by convicted felons.

Questions and Answers

Dwight Shellman of Colorado asked for Mr. Dunavant's advice when suspicious incidents are reported to a District Attorney and they are not taken seriously, to which Mr. Dunavant advised that State election officials should continue to report the suspicious activity and to also report to all relevant law enforcement bureaus available.

Mr. Trout asked Mr. Dunavant to advise whether ballots cast by the same person in multiple States would be a State/local issue or a U.S. Attorney issue. Mr. Dunavant replied that it could be either and that the challenge is proving intent.

Ms. Grandjean asked Mr. Dunavant's advice on communicating with the public about voter fraud and breaking it down into the actual criminal offenses rather than the broad label of voter fraud, and Mr. Dunavant suggested again the manual on the prosecution of election offenses, which breaks down each statutory regulation and prohibition on different types of conduct and that the Department of Justice has statistical data about prosecutions and convictions in a certain area.

John Merrill inquired if Mr. Dunavant had a suggestion on identify illegal aliens that may be on voter rolls, to which Mr. Dunavant explained that immigration and citizenship status are not public information and so that would be a difficult task.

The Board recessed for the Committee Breakout Session at 9:46 a.m. and reconvened at 11:08 a.m.

Committee Reports

Brad King, Chairman of the Bylaws Committee, reported that their committee conducted a review of the bylaws as they currently exist and gained an understanding of their structure within the broader framework of the Help America Vote Act and the role that EAC staff, particularly legal

counsel plays, in the amendment process to the bylaws. Of particular interest and concern to the committee was continuity of operation.

Barbara Goeckner, Chair of the USPS Committee, reported that their committee mainly works on election mail issues and getting the word out and that communication with the USPS is key and getting the messages to them of problems that people are encountering.

Debby Erickson, Chair of the EAVS Committee, received some updates from the working groups working on the Section A and Section B enhancements, and also, the committee discussed potentially changing some of the timelines for reporting voting system information as part of the policy survey.

Joe Gloria, Chair of the Clearinghouse Committee, reported that Nichelle Williams provided clarity on the expectations of the committee, and she also requested assistance in reviewing white papers and requested members to volunteer to assist with the Clearies. Mr. Gloria also reported that the committee hopes to receive informal feedback as far as information on the website, maybe hot topics, those subjects that are being searched more frequently.

Chairman Riddlemoser explained what the members can do if they find themselves not assigned to a committee, and he then reported on what the VVSG Committee discussed, which was a work plan for the next year, a review of the requirements document as it currently exists, and get input from the TGDC.

Any Remaining Announcements or Business

Robert Giles made a motion that the Standards Board recommend that the EAC Commissioners adopt a policy that acknowledges the VVSG as a standalone document required by HAVA and that the requirements and test assertions are documents that are established by policy, and that the VVSG 2.0 requirements and test assertions be updated in the absence of a quorum of EAC Commissioners. Keith Ingram seconded the motion. Chairman Riddlemoser called for a vote, and the motion carried unanimously.

Michelle Tassinari explained that she is part of the Executive Director Search Committee and was wondering if there is a process or plan for convening the Search Committee or what to do in case of a vacancy, to which Commissioner Palmer said there is no vacancy, but if there were, the Commission would put out an announcement for that position.

Keith Ingram followed up with an inquiry as to whether the Commission was planning on a vote, to which Commissioner Palmer responded that he anticipates that.

Brad King made a motion to express the Standards Board's gratitude for the extraordinary work that the Election Assistance Commission staff has done in preparing and carrying off this meeting under very trying circumstances. The motion was seconded by Mark Goins.

Motion to Adjourn

A motion to adjourn was made by Secretary Jay Ashcroft and was seconded by Tim Hurst.

The Voting Rights Act: Optional Training at the National Civil Rights Museum at the Lorraine Motel

Brenda Bowser Soder kicked off the training with some friendly reminders and a brief overview of the museum.

Eric Dreiband, Assistant Attorney General for the Civil Rights Division at the U.S. Department of Justice, provided some context for the location of their disability rights training by explaining that disability rights are civil rights, and it is critically important that individuals with disabilities enjoy the privileges and freedoms available to all Americans.

Mr. Dreiband proceeded to give a brief history of the importance and significance of the Americans with Disabilities Act, signed into law by President George H.W. Bush, and enacted by Congress in 1990.

Mr. Dreiband explained that the Civil Rights Division at the Justice Department, in partnership with United States Attorneys across the country, seeks to protect the right to vote through the ADA Voting Initiative. This initiative ensures that people with disabilities have an equal opportunity to participate in the voting process, including in next year's presidential and other elections. The ADA Voting Initiative covers all aspects of voting from voter registration to casting ballots at neighborhood polling places. Mr. Dreiband reported that, through this initiative, the Civil Rights Division has surveyed more than 1,300 polling places to identify barriers to access.

Commissioner Donald Palmer, the Designated Federal Officer, ended the day's meeting with the disability rights training in which he discussed local State election officials needing to understand the requirements of the ADA, HAVA, and the Voting Rights Act to establish a program that

assigned personnel will then monitor the compliance. Commissioner Palmer also suggested election officials should hire a subject matter expert monitor the program to ensure the requirements are met.

Commissioner Palmer discussed Section 301 of HAVA and how important it is to voters with disabilities because it is more than just an election reform statute; it is a civil rights law and really gives individuals with disabilities certain rights that they never had in the past to cast a private and independent ballot.

Section 208 of the Voting Rights Act is an assistance provision that allows voters to have assistance under Section 208, and Commissioner Palmer explained that most lawsuits come about when there's either a lack of assistance or nobody's there to help a voter.

Commissioner Palmer asserted that election officials should document everything, train their poll workers, have a checklist, maintain accessibility, have good practices, establish a program, and seek help from your county and State because they're going to have resources that the election officials don't have on the ADA side.

The Standards Board meeting of the United States Election Assistance Commission adjourned at 1:15 p.m. on April 12, 2019.

Meeting Minutes
United States Election Assistance Commission
STANDARDS BOARD MEETING
April 19-20, 2018
Hyatt Regency Coral Gables
50 Alhambra Plaza
Coral Gables, Florida 33134

The following are the Minutes of the United States Election Assistance Commission (“EAC”) Standards Board held April 19-20, 2018. The meeting convened at 8:51 a.m. EDT on Thursday, April 19, 2018, in Coral Gables, Florida at Hyatt Regency Coral Gables and adjourned on Friday, April 20, 2018 at 10:53 a.m. EDT.

Thursday, April 19

Call to Order

Chairman J. Bradley King called the meeting to order and welcomed participants to Coral Gables, Florida.

Report of the Proxy Committee

Gary Poser reported that for this Standards Board meeting, 19 proxies were reviewed and approved by the Proxy Committee.

Report of the Resolutions Committee

Bradley King reported Resolution 2018-01 has been reviewed by the committee and so determined to be in conformity with statute and in proper form according to counsel for the EAC.

Welcome Video from Congresswoman Ileana Ros-Lehtinen to the Standards Board of the United States Elections Assistance Commission.

Pledge of Allegiance

EAC Vice-Chairperson Christy McCormick led all present in the recitation of the Pledge of Allegiance.

Roll Call

Sally Williams was elected as Secretary pro tem. She called roll for the Standards Board and found present: Alaska- Carol Thompson, Proxy for (Josie Bahnke); Arkansas- Chad Pekron; Arizona- Reynaldo Valenzuela

Jr., Proxy for (Eric H. Spencer); Colorado- Dwight K. Shellman III, Rudy Santos; Connecticut- Peggy Reeves, Timothy DeCarlo; Delaware- Elaine Manlove, Howard G. Sholl, Jr.; Guam- Maria I.D. Pangelinan, Joseph D. Iseke; Idaho- Patty Weeks, Tim Hurst; Illinois- Lance Gough, Bernadette Matthews; Indiana- Bradley King, Proxy for Jim (Silrum),(Carol Morris), (Doug Sanderson); Iowa- Dennis Parrott, proxy for (Ken Kline); Kentucky- Kenneth Barger, Proxy for (Jared Dearing); Louisiana- Lynn Jones, Proxy for (Kyle Ardoin); Maryland- Nikki Baines Charlson; Michigan- Sally Williams, Jan Roncelli; Minnesota- Debby Erickson, Gary Poser, Proxy for (Maria Matthews); Mississippi- Hawley Robertson, Baretta Mosely; Nebraska- David Shivey, Heather Doxon; Nevada- Justus Wendland, Joseph P. Gloria; New Hampshire- Anthony Stevens, Robert Dezmelyk; New Jersey- Bob Giles, Proxy for (Stuart Holmes),(Linda Von Nessi),(Neal Kelley), (Paul Lux); New Mexico- Kari Fresquez, Dave Kunko; New York- Douglas A. Kellner, Rachel L. Bledi; North Carolina- Veronica Degraffenreid; North Dakota- DeAnn Buckhouse; Oregon- Steven N. Trout, Derrin “Dag” Robinson; Pennsylvania- Jonathan Marks; Rhode Island- Rob Rock; South Carolina- Marci Andino, Wanda Hemphill; South Dakota- Carri Crum, Kristin Gabriel; Tennessee- Mark Goins, Proxy for (Lynn Bailey),(Brian Kemp),(John H. Merrill); Texas- Keith Ingram, Dana DeBeauvoir; Virgin Islands- Genevieve Whitaker, Proxy for (Fiti Tavai), (Terri Rethlake), Lisa Harris-Moorhead; Virginia- Greg S. Riddlemoser, Chris Piper; Washington- Jerry Pettit; West Virginia- Brittany Westfall, Proxy for (Brian Wood); Wisconsin- Barbara K. D. Goeckner, Meagan Wolfe; Wyoming- Kai Schon, Jackie R. Gonzalez; Alice Miller; Louise Phaneuf; Chad Pekron

Secretary Williams reported that the Roll Call shows a quorum is present.

Welcoming Remarks from the EAC Commissioners

EAC Chairman Thomas Hicks welcomed the Standard Boards members, especially the new members, to Miami.

Chairman Hicks mentioned the challenges election officials have faced in recent years and that insight about these issues from the Standards Board members serves as a key resource to the commission. He talked about the public hearings, workshops, round tables and meetings that the EAC commissioners conducted in 26 states across the country in 2017 in order to expand resources to election officials and voters. Chairman Hicks provided a detailed synopsis of the 2018 EAC Summit that was held on January 10th in Washington, D.C., which highlighted a spectrum of issues that state and local election officials will face as they work to administer a secure, accessible, and efficient 2018 Federal Election. Attendees heard from keynote speakers and expert panelists who addressed topics such as election security, voting accessibility, and how to use election data to

improve the voter experience. He also gave examples of the tools and resources that the commission provided to election officials at the summit to help strengthen their ability to serve millions of American voters.

Chairman Hicks expressed the EAC's commitment to making the \$380 million in 2018 HAVA election funds available as soon as possible to support election activities to approve the administration of elections for federal offices.

EAC Vice-Chairperson Christy McCormick welcomed all in attendance to Miami and thanked them for their patience and dedication in dealing with the government shutdown in early 2018 and for their on-going hard work through working with limited resources. Vice-Chair McCormick explained that the commission needs to be on guard for any possible attempts to interfere with our elections and our democracy and they are now required to review everything with an eye towards security. She expressed the EAC's desire to support and assist in any way they can to help with all the important tasks for this coming year and that the commission is looking forward to hearing the perspectives of all those in attendance. Vice-Chair McCormick thanked Robin Sargent for her hard work in organizing the Miami Standards and Advisory Board meetings. She also thanked all the staff being led by the new Executive Director, Brian Newby.

Introductory Business:

Approval of Minutes

Chairman King called for a motion to approve the minutes from the April 27-28, 2017, meeting of the Standards Board as submitted. Gary Poser made the motion and Rudy Santos seconded the motion. Chairman King called for a vote. The motion carried unanimously.

Adoption of Agenda

Chairman King called for a motion to approve the agenda as submitted. Lisa Moorehead made the motion and Peggy Reeves seconded the motion. Chairman King called for a vote. The motion carried unanimously.

Introduction of New Members to the Standards Board

Chairman King recognized the following new members to the Standards Board and asked them to come forward to receive a certificate in recognition of their service: Kyle Ardoin, Kenneth Barger, Carri Crum,

Heather Doxon, Lynn Jones, Ken Klein, Jonathan Marks, Lisa Moorehead, Chrissy Peters, Jerry Pettit, Chris Piper, Kai Schon, and Meagan Wolfe.

Overview of VVSG, Bylaws, EAVS, EAC Clearinghouse, and USPS Committees

Bradley King, Bylaws Committee, reported there are no proposed amendments nor committee business to transact at this time.

Sally Williams, United States Postal Service (USPS) Committee, reported that the committee has been focused on key messages related to USPS issues for 2018 and creating awareness of the useful information about key USPS issues and resources available to state and local elections officials through a one-page PDF document posted on the EAC website that can be downloaded and sent to local officials.

Greg Riddlemoser, Voluntary Voting Systems Guidelines (VVSG) Committee, reported there will be a presentation and detailed discussion on the new proposed VVSG 2.0 later in the day per the agenda that will include staff comments.

Mark Goins, Election Administration and Voting Survey (EAVS) Committee, reported the committee is focused on simplifying the survey while maintaining quality and accurate data.

Genevieve Whitaker, Clearinghouse Committee, reported there have been technology issues and challenges, but the committee is focusing on best practices and communications with EAC staff and a greater working relationship within the committee to strategize the management of the clearinghouse going forward.

Federal Advisory Committee Act (FACA) Responsibilities and Role of the Board Under the Help Americans Vote Act (HAVA)

Clifford D. Tatum, EAC General Counsel, presented slides explaining that the Federal Advisory Committee Act (FACA) is the framework in which the Advisory Boards operate. The EAC Advisory Boards were created by the Help America Vote Act (HAVA) to assist the EAC in developing the Voluntary Voting Assistance Guidelines (VVSG), reviewing and participating in creating best practices recommendations for the EAC, and to review the absentee voting processes and procedures for overseas and uniformed voters.

Mr. Tatum explained that the three EAC Advisory Boards are the Standards Boards, the Board of Advisors, and the Technical Guideline

Development Committee (TGDC), and they are established by statute. He further explained the operating terms and the duties of board members, including that there is a federal law that prohibits members from being a lobbyist.

Mr. Tatum stated that the act requires a Designated Federal Officer be assigned and currently, Commissioner Christy McCormick is the Vice-Chair and the Designated Federal Officer (DFO) for the Standards Board. Commissioner Hicks is the Designated Federal Officer (DFO) for the Board of Advisors, and at this point the EAC does not have an officer for the Technical Guidelines Development Committee.

Mr. Tatum stated the presentation slides are available for download from the website.

2018 Help Americans Vote Act (HAVA) Funds

Brian Newby, EAC Executive Director and Mark Abbott, EAC Director of Grants, conducted a presentation to explain the funds that are being distributed due to the Help Americans Vote Act (HAVA).

Mr. Newby stated that the act was passed in March and \$380 million was provided to the EAC to be distributed in accordance with HAVA section 101 to improve administration and security in federal elections.

Mr. Abbott started with a brief history and explanation of what it means to have HAVA funds, the guidelines for receiving the funds, drawing down the funds, the five-year expiration date on the funds, administrative requirements, cost principles, audit requirements and items that are red flags to auditors. He explained that when spending plans are submitted, they will be reviewed to ensure the plan constitutes improvement to the administration of elections and the security programming will be used to boost public confidence.

Mr. Newby stated that although the EAC was allowed 45 days to distribute the HAVA funds, the EAC has committed to get it out in 30 days, and expressed his gratitude to Mark Abbott, along with other staff members, for his hard work that will ensure that 30 day commitment is met.

Elections Security Panel

Brian Newby provided an overview introduction of the election security panel and the video that was created as a tool to assist with educating community members on election security. Mr. Newby also stated the video can be downloaded from the EAC website with an accompanying

Leader's Guide that can be printed to assist in presenting information in their communities.

Presentation Video on Election Security

Following the election security video, Mark Listes, EAC Director of Policy, was joined by Robert Giles of New Jersey, Mark Goins from Tennessee and Dave Wulf, Deputy Assistant Secretary of Infrastructure Protection from the Department of Homeland Security (DHS) to present the election security panel's goals, an understanding of the basic terms of elections security, and definitions of government acronyms. The panel finished their presentation with a moderated Q & A session in which all those in attendance were encouraged to answer or ask questions regarding critical infrastructure and how critical infrastructure applies to cybersecurity in general.

Dave Wulf of DHS stated that in 2017, Jay Johnson, the former Department of Homeland Security Secretary, designated election systems as critical infrastructure and proceeded to recite the official definition of critical infrastructure drawn from the USA Patriot Act as: Systems and assets, whether physical or virtual so vital to the United States that the incapacity or destruction of those systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Mr. Wulf provided an overview of the focus on the dynamic threat environment, both from a cyber perspective and with respect to physical vulnerabilities across 16 critical infrastructure sectors. He further explained that critical infrastructure also includes venues that serve as public gathering places, city squares, our arenas, and all things that are the core life in the United States and that remain attractive targets to adversaries. He explained critical infrastructure sectors and sub sectors establish both sector coordinating councils (SCC) and government coordinating councils (GCC). He defined a SCC as being for private sector members largely in the elections arena, such as manufacturers of voting systems, database vendors, etc. and a GCC, as being for government entities, such as federal, state, local, designed to enable interagency and cross-jurisdictional coordination. Mr. Wulf pointed out that Bob Giles and EAC Chairman Thomas Hicks are both members of the GCC executive committee.

Mr. Wulf clarified that the critical infrastructure partnership advisory council framework is a voluntary framework. It is about bringing together a community of owners and operators of critical infrastructure who work together to develop strategies for the broader community. They are not rules, they are not regulations. They are in the nature of guidance and

opportunities to enhance the security and resilience of designated critical infrastructure, in this case America's election system. He encouraged members to locate their connection points either into the Government Coordinating Council or in the Sector Coordinating Council, and to be part of the process going forward.

Mark Listes reminded all in attendance that the EAC is continuing to post new critical infrastructure resources, along with a cybersecurity shared dictionary and other resources that help everyone navigate everything from terms to new developments on their website at EAC.gov. Panelists acknowledged several times that it is challenging, yet very important for everyone to become familiar with the terminology, definitions and acronyms when dealing with this subject.

A considerable amount of questions and comments were brought before the panel and discussed immediately following the presentation.

The Board recessed for lunch at 11:45 a.m. for a Presentation by the Elections & Disaster Recovery Panel, moderated by EAC Vice-Chairperson Christy McCormick, including panel members Bob Giles, Walt Latham, Genevieve Whitaker, and Michael T. Morley.

Vice-Chair McCormick opened the discussion with a brief overview of the panel and the introduction of the panel members. She invited each member to share their bio and personal stories of how disasters and recovery plans affected elections and basic life in their states.

Panel member Michael T. Morley recently authored a Law Review article on elections and natural disaster emergencies. He detailed the importance of having state emergency statutes in place to insure politically charged decisions are not made on the spot in the midst of an emergency, without potentially recognizing some of their implications.

Robert Giles provided his thoughts and insight on the devastation that Hurricane Sandy caused in his state of New Jersey.

Voluntary Voting System Guidelines (VVSG) Panel

Chairman J. Bradley King introduced Brian Newby, who detailed the background history of the VVSG from its first adoption by the EAC in 2005, through all prior versions to current date, including VVSG 2.0, which has gone through significant development with the TGDC and was voted by the TGDC and presented to the Executive Director in the fall of 2017.

Mr. Newby introduced Brian Hancock and Ryan Macias, EAC Testing and Certification; and Greg Riddlemoser to present and answer questions

regarding the VVSG. Brian Hancock explained the VVSG 2.0 structure, consisting of a set of 15 principles and 53 accompanying guidelines. He defined the on-going task of developing the requirements and test assertions. The requirements being the technical details that the vendors will use to develop the voting systems and the test assertions being the specifications to test those voting systems. Mr. Hancock described the process of VVSG 2.0 and the differences between VVSG 2.0 and previous versions of VVSG.

Ryan Macias provided details about the manuals that are currently used by the EAC, the Testing and Certification Manual and the Voting System Laboratory Manual, and further explained that these two manuals were voted on by previous commissioners. They are the policies that the EAC is governed by, and their three-year term is close to expiration. In preparation of that expiration, they are being modified to align with the VVSG 2.0 model.

Greg Riddlemoser thanked all the current VVSG subcommittee members: Veronica DeGraffenreid of North Carolina, Robert Dezmelyk of New Hampshire, Kari Fresquez of New Mexico, Bob Giles of New Jersey, Lance Gough of Illinois, Tim Hurst of Idaho, Keith Ingram of Texas, Paul Lux of Florida, Marion Snyder of Pennsylvania, Dwight Shellman of Colorado, Steve Trout of Oregon, Ray Valenzuela of Arizona and Brian Wood of West Virginia.

A considerable amount of questions and some opposing concerns were expressed to the panel and discussed immediately following the presentation. Chairman King reminded membership that as part of the deliberation and voting process of Resolution 2018-01 that is scheduled to take place this same day, it is appropriate for members to propose amendments to either add or delete language to address expressed concerns. He further suggested members who have concerns that they believe rise to the level of an amendment to compose language to be reviewed during that process.

The Board recessed at 3:15 p.m. and reconvened at 3:50 p.m.

VVSG Continued and Consideration of Resolution 2018-01

Chairman Bradley King called for a motion to adopt Resolution 2018-01. Greg Riddlemoser made the motion and recited the resolution. Robert Giles seconded the motion. Mark Goins requested a roll call vote. Chairman King announced at the end of a discussion and consideration without objection, a roll call vote will be ordered. Chairman King announced the consideration of Resolution 2018-01 to begin.

Robert Giles offered an amendment (amendment #1) to insert new language to the resolution that would so read.... “adopt within the testing and certification program quality and program manage manual a provision providing for the ability of VVSG 2.0 requirements and test assertions to be updated in the absence of a quorum of the EAC commissioners.” Gary Poser seconded this amendment for consideration.

Chairman King called for a vote. In the opinion of the Chairman, the ayes have it and the motion to adopt amendment #1 was carried. Chairman King led discussion to adopt Resolution 2018-01 as now amended.

After further discussions, Chairman King called for a roll call vote. The Secretary reported that the motion received 75 aye votes, four no votes, and one abstention. Motion to adopt Resolution 2018-01 as amended was carried.

Miscellaneous Announcements & Business

Chairman Bradley King called for any further business to come before the board, hearing none. He announced the board stands in recess until Friday, April 20, 2018.

The meeting recessed at 4:28 p.m. EDT

Friday, April 20

Chairman Bradley King called the meeting to order at 8:21 a.m. EDT

Chairman King reconvened the meeting of the United States Elections Assistance Commission Standards Board.

Executive Committee Report

Chairman King reminded everyone that the bylaws provide for three officers, a Chair, Vice-Chair and Secretary who each serve a one-year term expiring on April 29, 2018. Mr. King then announced the results of the election of new executive committee officers for the coming year. Chairman, Greg Riddlemoser of Virginia. Vice-chair, Sally Williams of Michigan. Secretary, Reynaldo Valenzuela of Arizona. Chairman King asked each person to come forward and address the assembly.

Mr. Riddlemoser thanked the assembly for asking him to serve. It is Mr. Riddlemoser’s hope to continue the work of the VVSG and the TGDC and he encourages everyone to contact their member of Congress to ask the congressional leadership to appoint people to the current vacancies on the

EAC commission. He looks forward to working with the EAC commissioners and staff during the coming year.

Ms. Williams stated that she is happy to serve as Vice-Chair during the coming year. She looks forward to working with the VVSG, and is proud to serve alongside Mr. Riddlemoser and Mr. Valenzuela.

Mr. Valenzuela thanked Chairman King for his service, and he looks forward to working with Mr. Riddlemoser and Ms. Williams. Mr. Valenzuela stated that he is honored to serve such an amazing consortium of election officials.

Chairman King also announced the election by the Executive Board of Reynaldo Valenzuela to serve as Secretary and the election of Genevieve Whitaker to serve as Vice-Chair for the current unexpired terms until April 29, 2018. Mr. King asked Ms. Whitaker to address the assembly.

Ms. Whitaker thanked her fellow Executive Board members and everyone in attendance for the important work that they are engaged in. She also thanked the Executive Board for appointing her to the position of Vice-Chair. She then announced that she will be stepping down from her position at the Election Systems in the Virgin Islands, as she is running for the Senate. She again expressed her appreciation for all of the work performed and she hopes it continues.

Chairman King thanked those that volunteered to serve on the various committees of the Standards Board and asked the chairpersons of the committees to announce the names of the new committee members.

Chairman King began by announcing the members of the Bylaws Committee: Bradley King of Indiana, Chair. Members Wanda Hemphill of South Carolina. Maria Pangelinan of Guam. Dennis Parrott of Iowa. Chris Piper of Virginia. Howard Sholl of Delaware. Brittany Westfall of West Virginia.

Ms. Whitaker announced the members of the Clearinghouse Committee: Rudy Santos of Colorado, Chair. Members Joe Gloria of Nevada. Lynn Jones of Louisiana. Doug Kellner of New York. Bradley King of Indiana. Bernadette Matthews of Illinois. Aulii Tenn of Hawaii. Patty Weeks of Idaho. Brittany Westfall of West Virginia. Bradley King will serve as the liaison to the executive committee.

Mark Goins announced the members of the Cybersecurity Committee: Mark Goins of Tennessee, Chair. Members Marci Andino of South Carolina. Robert Giles of New Jersey. Neal Kelley of California. Bradley King of Indiana. Gary Poser of Minnesota. Steven Reed of Alabama.

Greg Riddlemoser of Virginia. Reynaldo Valenzuela of Arizona. Sally Williams of Michigan.

Mr. Goins also announced the members of the Election Administration and Voting Survey (EAVS) Committee: Mark Goins of Tennessee, Chair. Members Lynn Bailey of Georgia. Nikki Charlson of Maryland. Kristin Gabriel of South Dakota. Stuart Holmes of Washington. Keith Ingram of Texas. Gary Poser of Minnesota. Jan Roncelli of Michigan. Howard Sholl of Delaware. Mishelle Tassinari of Massachusetts. Carol Thompson of Alaska. Patricia Wolfe of Ohio.

Mr. King announced the members of the Executive Director Search Committee: Bradley King of Indiana, Chair. Members Josie Bahnke of Alaska. Dana Corson of Montana. Carri Crum of South Dakota. Steve Harsman of Ohio. Rob Rock of Rhode Island. Jan Roncelli of Michigan.

Gary Poser announced the members of the Nominating Committee: Gary Poser of Minnesota, Chair. DeAnn Buckhouse of North Dakota. Steve Harsman of Ohio. Rob Rock of Rhode Island. Eric Spencer of Arizona.

Mr. Poser also announced the members of the Proxy Committee: Gary Poser of Minnesota, Chair. Members Marci Andino of South Carolina. Timothy DeCarlo of Connecticut. Elaine Manlove of Delaware. Patricia Wolfe of Ohio.

Mr. King announced the members of the Resolutions Committee: Bradley King of Indiana, Chair. Members Marci Andino of South Carolina. Dana Debeauvoir of Texas. Lisa Harris Moorehead of Virgin Islands. Holly Robertson of Washington.

Mr. King also announced that the representatives to the Technical Guidelines Development Committee (TGDC) will be Robert Giles of New Jersey and Greg Riddlemoser of Virginia.

Sally Williams announced the members of the United States Postal Service (USPS) Committee: Sally Williams of Michigan, Chair. Members Josie Bahnke of Alaska. Kenny Barger of Kentucky. Barbara Goeckner of Wisconsin. Jackie Gonzales of Wyoming. Bradley King of Indiana. Maria Pangelinan of Guam. Sandy Pinsonault of Vermont. Peggy Reeves of Connecticut. Derrin Robinson of Oregon. Justus Wendland of Nevada.

Mr. Riddlemoser announced the members of the Voluntary Voting System Guidelines (VVSG) Committee: Greg Riddlemoser of Virginia, Chair. Members Veronica DeGraffenreid of North Carolina. Robert Dezmelyk of New Hampshire. Heather Doxon of Nebraska. Kari Fresquez of New Mexico. Robert Giles of New Jersey. Lance Gough of Illinois. Tim Hurst

of Idaho. Keith Ingram of Texas. Paul Lux of Florida. Jonathan Marks of Pennsylvania. Dwight Shellman of Colorado. Steve Trout of Oregon. Reynaldo Valenzuela of Arizona. Brian Wood of West Virginia.

Committee Meeting Breakouts

Mr. King announced the beginning of committee meeting breakout sessions and invited non-committee members to attend any meeting they may choose. There will also be an open mic session with the commissioners that may also be attended.

The Standards Board was then recessed at 8:40 a.m. EDT

Committee Reports

Chairman King reconvened the meeting of the Standards Board at 9:47 a.m. EDT and asked for committee reports.

Bylaws Committee: Chairman King reported that the members discussed the structure and role of the Bylaws Committee. Regarding amendments to the bylaws, they are considered by the entire membership after a solicitation is sent out inviting any member to submit proposed amendments. They are then considered by the full membership and require a supermajority to pass. There was discussion regarding a potential amendment to address the succession of officers to make certain that there is a procedure in place to ensure there is always an officer who is available to act on behalf of the board.

United States Postal Service Committee: Ms. Williams reported that committee members welcomed their two new members. Members reviewed some of the work performed previously by the committee. The members heard an update from Tammy Patrick of the Democracy Fund. The update included information about an upcoming USPS forum meeting which will take place in San Antonio, Texas next month. One of the days of the forum will be devoted to election issues.

EAVS Committee: Mr. Goins reported that there was consideration of forming a working group to look at section A. The committee would like to review whether EAVS is getting the right data to ensure that improvements can be made. Consideration is also being given to updating section A to incorporate OVR and automatic voter registration.

Clearinghouse Committee: Mr. Santos reported that Mr. Gloria was appointed Vice-Chair and Mr. Kunko was appointed Secretary. The committee plans to meet bimonthly and emphasize attempting to educate

election officials across the county who are not involved with the election center or the EAC.

VVSG Committee: Mr. Riddlemoser reported that the committee hopes to hold monthly webinars.

Overview of EAC Mission & Objectives for 2018 & Beyond (EAC Video)

A video was shown which describes the purpose and the role of the Elections Assistance Commission.

EAC's 2018 Campaign (and beyond) Preview

Mr. Newby thanked the EAC staff for the hard work that was done to prepare and organize this meeting. The staff continues to work hard to make the EAC a reliable and responsive organization.

Mr. Newby described what the local voting jurisdiction that might most benefit from the services of the EAC might look like. He estimated that is a community of perhaps 50 to 150,000 people. The process of sharing best practices can only help state and local jurisdiction. He encouraged more people to get involved with the EAC. Staff continues to attempt to determine what the best way to measure effectiveness might be.

Sean Greene, Director of Research of the EAC spoke about the election administration and voting survey. EAVS attempts to gather data with the use of surveys, which are sent out to all of the states and territories every two years. The survey consists of six sections and contains hundreds of questions about many types of election data points. The goal is to attempt to make the EAVS more impactful and relevant to members. Attempts continue to make filling out the survey easier. Attempts will also be made to determine how election technology has shifted over the years and what impact that has had on elections. The next iteration of EAVS is close to completion. There currently is a one-page fact sheet which provides high-level data from the EAVS on voter registration turnout, how people voted by mode, by mail, etc. For the first time the website contains a data interactive which can be an effective tool which allows data to be reviewed on a state or local level. Some small changes will be made for the 2018 survey. A separate document now exists inside the survey which provides instructions for completing the survey. A new outside EAVS contractor is currently out for bid. It is anticipated that a new contractor will be in place by June. The survey has changed significantly since the survey began in 2004. Mr. Greene asked for input regarding improvement to the questions currently asked on the survey. Any input by members is greatly appreciated. Mr. Greene concluded his comments by announcing that he will be leaving his position with the EAC in June.

David Kuennen, Senior Research Program Specialist at EAC, reported on the research and clearinghouse projects at EAC. The purpose of the clearinghouse is to connect members of the election administration field to one another to share knowledge and experience. Clearinghouse activities range from large scale convenings of election officials to smaller scale efforts like blog posts and white papers. Work has been performed on improving voter facing information provided on the website. This can assist individuals looking for information on how to register to vote or update their registration information. Additional efforts have been placed on adding information on voter registration. The main goal is to provide basic information to the public and then submit that information to state and local election officials. In 2017 the CLEARIE awards were first presented and have continued since then. The awards are given for outstanding innovation in election administration, improving accessibility for voters with disabilities and best practices for recruiting, training and retaining election workers. Two events have been planned for the summer of 2018. The first will be in Philadelphia, Pennsylvania on July 12th, which will be a platform for state and local election officials from Pennsylvania and around the country to share information on how they use data to improve the election process. The second will be co-hosted by the Democracy Fund Voice in Washington, D.C. and will focus on helping election officials share information on how to better serve voters with limited English proficiency.

Natalie Longwell, Public Affairs Specialist at EAC, explained some of the resources the EAC has developed and the growth that has occurred with online engagement. The sharing of best practices along with updating and professionalizing the look of the website are goals for 2018. Ms. Longwell explained the considerable work being done to bring people together to share best practices and share lessons learned.

Brenda Bowser Soder, Director of Communications and Public Affairs at EAC, stated that work is being done to reboot the Standards Board newsletter in an effort to highlight the accomplishments of the Board. Ms. Soder encouraged members to share the security video with stakeholders. She mentioned the Women in Election Series that the staff worked on with Vice-Chairperson McCormick, which highlighted the work of women from across the elections community. She also emphasized the new thematic approach to communications that is now being developed. The communications office is always available to members whenever people need help.

Mark Listes, the EAC's Director of Policy, discussed current efforts in long term planning and encouraged everyone to let him know how he can

assist members. He invited everyone to visit the EAC website and review the strategic plan and provide feedback.

Mr. Newby thanked Mr. Greene for his service and wished him well. He then asked for a round of applause for Mr. Greene. Mr. Newby then opened the floor to questions.

Mr. Riddlemoser was concerned about the risk of users of the website clicking on links that might lead to other websites that contain false information. Ms. Soder acknowledged that Mr. Riddlemoser made a valid point. She stated that they are aware that other websites can have stale and/or false information and they will be sensitive to this moving forward.

Ms. Westfall asked when members will be informed of any new questions on the EAVS survey in order to prepare local jurisdictions for the changes. Mr. Greene responded by stating that there will be no new questions for the 2018 survey, only some formatting and language changes. Mr. Greene acknowledged that there will be changes in the future and he is aware of the members need for lead time if significant changes are made, or if additional questions are included.

Ms. DeGraffenreid complimented the staff on the quality of the video shown the previous day. She believes the video can be shown in any jurisdiction and will be a great tool.

Mr. Dezmelyk asked if there could be different versions of the video depending on the needs of individual jurisdictions. Mr. Newby said this was anticipated and that they may be able to create a generic version by removing certain portions.

Ms. Williams asked if members could get a copy of the video. Ms. Soder stated that she would be happy to work with any jurisdiction and try to develop something that will work for most officials.

Mr. Newby again complimented the staff of the EAC. He pointed out that there are certain risks involved with working with the EAC, but he greatly appreciates their efforts. He then asked everyone to please let him or the staff know if there is anything that they can do to help.

Chairman King thanked the panelists for presenting valuable information to everyone.

Additional Announcements & Business

Chairman King then welcomed two new members to the board, Secretary of State Mark Martin of Arkansas and DeAnn Buckhouse, Election Coordinator of North Dakota. Both were presented with certificates.

Chairman King reminded everyone that at some point after the meeting an email will be sent out regarding post meeting documentation. Everyone was asked to anticipate receiving the email and to respond to it.

Chairman King then asked if there were any other announcements or further business to conduct before the Standards Board meeting is adjourned for the day. Seeing none, he recognized Secretary Martin for a motion to adjourn and then recognized Mr. Riddlemoser for a second to that motion.

Adjournment

A motion to adjourn was made by Mr. Martin and was seconded by Mr. Riddlemoser.

The motion carried on a voice vote and the meeting was adjourned.

The April 19-20, 2018 meeting of the Standards Board adjourned at 10:53 a.m. EDT

Meeting Minutes
United States Election Assistance Commission
STANDARDS BOARD
April 27-28, 2017
The Westin Riverwalk
420 West Market Street
San Antonio, Texas

The following are the Minutes of the United States Election Assistance Commission (“EAC”) Standards Board April 27-28, 2017. The meeting convened at 8:38 a.m. CDT on Thursday, April 27, 2017, in San Antonio, Texas at The Westin Riverwalk and adjourned on Friday, April 28, 2017, at 9:56 a.m. CDT.

Thursday, April 27

Call to Order

Chairman Mark Goins called the meeting to order and welcomed participants to San Antonio.

Appointment of Parliamentarian

Chair Goins appointed Clifford Tatum, EAC General Counsel, to serve as Parliamentarian.

Introduction of Executive Board

Chair Goins introduced the Executive Board as follows: Edgardo Cortes-Vice-Chair, Brad King-Secretary, Gary Poser, Paul Lux, Genevieve Whitaker, Sally Williams, Jerry Schwarting, and Reynaldo Valenzuela.

Pledge of Allegiance

Edgardo Cortes led all present in the recitation of the Pledge of Allegiance.

Roll Call

Executive Board Secretary Brad King called roll for the Standards Board and found present: Alabama- John H. Merrill, Steven L. Reed; Alaska- Josie Bahnke, Carol Thompson; American Samoa- Melvin Ae for (Uiagalelei Lealofi), Fiti Tavai; Arizona- Eric H. Spencer, Reynaldo Valenzuela Jr.; Arkansas- Proxy for (Chad Pekron); California- Neil Kelley; Colorado- Dwight K. Shellman III, Rudy Santos; Connecticut- Peggy Reeves, Timothy L. De Carlo; Delaware- Elaine Manlove, Howard

G. Sholl Jr.; District of Columbia- ; Florida- Maria Matthews, Paul Lux; Georgia- Proxy for (Brian Kemp), Lynn Bailey; Guam- Maria I.D. Pangelinan, Joseph D. Iseke; Hawaii- Proxy for (Auli'i Tenn), Shirley Magarifuji; Idaho- Tim Hurst; Illinois- Becky Glazier, Lance Gough; Indiana- Brad King; Iowa- Carol Olsen, Dennis Parrott; Kansas- Bryan Caskey; Kentucky- Maryellen B. Allen; Louisiana- ; Maine- Julie L. Flynn, Katherine L. Jones; Maryland- Nikki Baines Charlson, Proxy for (Katie Brown); Massachusetts- Michelle K. Tassinari; Michigan- Sally Williams, Jan Roncelli; Minnesota- Gary Poser, Debby Erickson; Mississippi- Hawley Robertson, Baretta Mosley; Missouri- ; Montana- ; Nebraska- ; Nevada- Justus Wendland, Joseph P. Gloria; New Hampshire- Anthony Stevens, Proxy for (Robert Dezmelyk); New Jersey- Robert Giles, Proxy for Linda Von Nessi; New Mexico- Kari Fresquez, Dave Kunko; New York- Douglas A. Kellner, Rachel L. Bledi; North Carolina- Veronica Degraffenreid, Michael Dickerson; North Dakota- Proxy for (Jim Silrum); Ohio- Patricia Wolfe, Proxy for (Steve Harsman); Oklahoma- Carol Morris, Proxy for (Doug Sanderson); Oregon- Steven N. Trout, Derrin "Dag" Robinson; Pennsylvania- Marian K. Schneider, Shari A. Brewer; Puerto Rico- ; Rhode Island- Rob Rock; South Carolina- Marci Andino, Shirley L. Black-Oliver; South Dakota- Kristin Gabriel, Jerry Schwarting; Tennessee- Mark Goins, Proxy for (A.J. Starling); Texas- Keith Ingram, Dana DeBeauvoir; Utah- Mark Thomas; Vermont- ; Virgin Islands- Genevieve Whitaker, Lisa Harris-Moorhead; Virginia- Edgardo Cortes, Greg S. Riddlemoser; Washington- Stuart Holmes, Kristina Swanson; West Virginia- Brittany Westfall, Brian Wood; Wisconsin- Michael Hass, Barbara K. D. Goeckner; Wyoming- Proxy for (Kai Schon), Jackie R. Gonzalez.

Secretary King reported that the Roll Call shows a quorum is present.

Welcoming Remarks from the EAC Commissioners

EAC Chairman Matt Masterson welcomed Standards Board members to San Antonio, thanked the Executive Board and DFO Christy McCormick and the EAC staff for organizing the meeting, expressed his appreciation to the Federal Voting Assistance Program (FVAP) staff for the tour of Fort Sam Houston and thanked the local election officials for the tour of Bexar County Elections Office. Chair Masterson mentioned the new fully mobile website eac.gov, updates on the EAVS Survey coming in June, and the easy to use Clearinghouse function, updates on the VVSG. Chair Masterson introduced #GamePlan17, including resources to prepare for providing access, language assistance, military and overseas voters, RFP's for new election technology of aging voting systems, and a tool kit for resources on security. Chair Masterson thanked all for being an active and engaged Standards Board which resulted in the 2016 election cycle

being administered with integrity, and was secure, accessible and accurate, and that voters had a good voting experience.

Vice-Chair Tom Hicks thanked everyone for attending the Standards Board Meeting and highlighted the 2016 EAC accomplishments such as #BReady16 campaign, 11 new topics to the Clearinghouse with a more substantial media presence. Protecting the integrity of elections, especially as technical infrastructure, is something that election administrators and those at the EAC have long prioritized. The EAC focused on elections, making elections more accessible, partnered with the Democracy Action Fund, worked with the Department of Defense, U.S. Postal Service and other state and local partners to create a central source of information for overseas voters, votebymail.gov. Vice Chair Hicks thanked the Standards Board for their hard work and looks forward to continuing to work with them in the future.

Commissioner Christy McCormick, Designated Federal Officer (DFO) to the Standards Board, welcomed all to San Antonio and said how she appreciated the FVAP tour of Fort Sam Houston and thanked Jacque Callanen for the time at Bexar County Elections Office and also thanked Ashley Williams and the EAC staff for putting the meeting together. Commissioner Christy McCormick also thanked the Executive Board for taking time out of a busy election year in preparing for the meeting, and then she expressed her gratitude, pointing to the November election that “the entire world was watching us” and that the Standards Board did a magnificent job in pulling off an excellent and error free election.

DFO McCormick led the Standards Board in taking the Oath of Office

Chair Masterson introduced the EAC staff and expressed his appreciation for their hard work: Brian Hancock, Ryan Macias, Jessica Myers, Cliff Tatum, General Counsel, Brian Newby, Executive Director, Brenda Soder, Director of Communications, Sean Greene, Shirley Hines, Ashley Williams, Bert Benevides, Antoine Wilson, Henry Botchway, Robert Sweeney.

Introductory Business:

Adoption of Agenda

Chair Goins called for a motion to approve the agenda as submitted. Gary Poser made the motion and Paul Lux seconded the motion. Chair Goins called for a vote. The motion carried unanimously.

Approval of Minutes

Chair Goins called for a motion to approve the minutes from the April 13-15, 2016, meeting of the Standards Board as submitted. Rudy Santos made the motion and Lynn Bailey seconded the motion. Chair Goins called for a vote. The motion carried unanimously.

Introduction of New Members

Chair Goins recognized the following new members to the Standards Board: Dennis Parrott (IA), Debby Erickson (MN), Shari Brewer (PA), Brittany Westfall (WV), Brian Wood (WV), Lisa Harris-Morehead (VI).

Packet Material Review

Chair Goins discussed the meeting materials found in the meeting binders.

Overview of Committees

Chair Goins appointed the Proxy Committee, Gary Poser as Chair, with Marci Andino, Maria Pangelinan, Patricia Wolfe, and Justus Wendland as members.

Brad King, Chair of the Bylaws Committee provided a brief outline of the tasks associated with the Committee, noting that this year no proposals for amendments to the Bylaws have been submitted.

Brad King, also Chair of the Resolutions Committee, stated that no resolutions have been filed this year.

Edgardo Cortes, Chair of the EAVS (Election Administration and Voting Survey Committee) Committee, reported that Sean Greene has taken over working on the Survey, and they will be moving forward with streamlining and clarifying the data.

Paul Lux provided an outline of the task of the Committee in helping the EAC and TGDC craft the new set of Voluntary Voting Systems Guideline standards.

Genevieve Whitaker, Chair of the Clearinghouse Committee, provided a brief overview outlining what the task of the Committee encompasses, to connect members of the election community with each other and share best practices.

Sally Williams, Chair of the United States Postal Service Committee, said that being a new committee, some time was spent on structure and focus but also got into tracking some issues and brought in partners, such as Commissioner Masterson, Tammy Patrick, and Anthony Albence, with a focus being the electionmail.org website.

Report of Nominating Committee

Chair Goins appointed the Nominating Committee, with Jerry Schwarting as Chair, to also be the Election Certification Committee, with members Lynn Bailey, Rob Rock, Anthony Stevens, and Maryellen Allen.

Jerry Schwarting reported there were 3 terms that expired on the Executive Board, with 3 nominations as: Greg Riddlemoser, Reynaldo Valenzuela, and Genevieve Whitaker.

Chair Goins called for a motion to accept the report of the Nominating Committee to move forward with the election; motion by Paul Lux, Lisa Harris seconded the motion. Chair Goins called for a vote. The motion carried unanimously.

FACA Responsibilities and Role of the Board Under HAVA

Clifford D. Tatum, General Counsel, EAC, explained that FACA (Federal Advisory Committee Act) was a federal law passed by the Federal Government to regulate and manage the Standards Board, the Board of Advisors, and the Technical Development Guidelines Committee. These three boards are created by statute to advise the Election Assistance Commission on a number of areas listed/set forth in the federal law itself. HAVA requires that the EAC carry out its duties in consultation with these Boards. Mr. Tatum went on to describe the duties and collaboration that the entities are tasked with. Standards Board members are not to parlay or trade on the fact that they are on the Board and cannot be a registered federal lobbyist. Mr. Tatum closed with asking the of the Standards Board to communicate and participate in the establishment of the agenda and the activities of the Board itself and to communicate with the Executive Committee to move the Boards forward.

Overview/Update of EAC Agency Operations

Executive Director Brian Newby started off by thanking the Commissioners, having the opportunity to work under all three Commissioners being Chair. Director Newby then thanked the members of the Standards Board for giving the EAC needed feedback throughout the year. He described what has been accomplished by the EAC staff through the BeReady16 series, which included Continuity Planning, a

roundtable in January, a vote by mail effort in February, election worker webisode in March and disability and accessibility in April, TGDC and HAVA meetings, election cyber security. Mr. Newby talked about areas of emphasis in HAVA; grants, certification, the EAVS, Clearinghouse, and then communication, mentioning Simona Jones, who really drove the conversion to EAC's new website. He said that the focus is to be ahead of the game and to be the go-to election resource.

EAC Communications Update

Brenda Bowser Soder, Director of Communications and Public Affairs, EAC, talked about how to work together to communicate with voters, shaping perceptions of elections to make a different narrative in a partnership in which the Standards Board is the backbone of what makes it successful. Ms. Soder explained three areas of emphasis as a CPR plan: C as in Clearinghouse resources such as tip sheets, reports, videos, and the PCEA, the NVRA tools on the brand new EAC website; P as in Press assistance, to assist in engaging editorial boards, taking press calls and finding time for talking points, opinion articles and to provide a series of fact sheets on all of the different issues; R as in Reach, to share tweets or make a comment on the EAC Facebook page, at EAC.gov, partnering together to get the message out. Ms. Soder said she is available to hop on the phone or answer an email, to be a resource and a help.

Chair Schwarting announced that the Certification Board has met and counted the votes, all three candidates were elected to the Executive Board: Genevieve Whitaker, Reynaldo Valenzuela, Greg Riddlemoser,

EAC Clearinghouse Update

Sean Greene, Program Management Specialist, EAC, thanked the Standards Board members for attending and their help in connecting members of the election community with each other. Mr. Greene spoke of a voter toolkit where tools were assembled from all over the community, from other government offices, from non-government entities, and put them on the website so people could use them; and videos about how some jurisdictions are using data and data visualizations to better understand elections and also a local election official about how he harnesses social media using simple tools to reach voters. Mr. Greene mentioned that in September Chairman Hicks awarded the Clearies, a national competition for best practices, for recruiting and training and retaining poll workers, election workers and that Chairman Masterson

hosted a webinar on Facebook, live, that reached over 1,000 viewers and just talking to election officials and others in the community about the voter list maintenance process. Mr. Greene emphasized how the Clearinghouse can best serve election officials, looking for ideas, and feedback from the community on ways to share best practices and about what the Clearinghouse can be.

Technical Guidelines Development Committee Update/Recommendations

Greg Riddlemoser started with a brief talk about what's gone on in the last two years with the TGDC, thanking the working staff at the EAC and NIST, who really do the work with a lot of collaborative efforts between FVAP, technology folks, the ADA folks, and others, and that a lot of things have to happen in the next two years before the milestone of publishing the newest and greatest version of the VVSG can happen.

Brian Hancock reported that at a meeting February 13th and 14th the TGDC unanimously voted to adopt the 17 core functions of the voting system for the scope of VVSG 2.0, to allow NIST and the EAC to continue work, finishing the document to get it into a format where TGDC and the Standards Board, with the public input, can vote on it. Mr. Hancock said that one thing that's important to remember moving towards functionality is that the requirements as they're going to be written are going to weave the important things, the security, the usability and accessibility, and the auditing. That's going to be woven throughout the standard, to flow through the entire document.

Lori Augino, NASED's representative on the TGDC, stated that NASED has been incredibly supportive of the work done on the TGDC, supported the 17 core functions, and that there's a lot of confidence and a lot of elections administrator participation getting us to where we are today.

Mary Brady, Voting Program Manager from NIST, reported on the development of the VVSG 2.0, giving an update on the TGDC membership and an update on what the public working groups have been up to. Ms. Brady commented that the new VVSG, ten pages, is a set of principles and guidelines and asked the Board to review the packets and give input, that feedback is essential.

Bob Giles finished up by thanking Paul Lux for the email providing formal notification that the VVSG Committee met via WebX today after reviewing HAVA's definitions with Ryan Macius' 17 point functional diagram of the components of the voting system model. The VVSG Committee agrees that all 30 points in your spreadsheet are indeed in scope to help organize and define voting system standards.

Chairman Masterson explained the next steps as, the VVSG Committee, headed by Paul Lux, will meet, go through it, so that they can prepare recommendations tomorrow. From there, the TGDC is tentatively scheduled to have their next meeting September 11th and 12th, with the goal of the TGDC making their final recommendation on that set of the VVSG to the EAC. From there, the EAC, under HAVA, will have to provide it to the Standards Board for final comment and recommendation. We'll, then, take those comments and recommendation and put the document out, for public comment, all of this with the goal of final adoption to the VVSG in early next year.

The Board recessed for lunch at 12:04 p.m. for a Presentation by the Honorable Denise Merrill, Secretary of State of Connecticut, President, NASS and Leslie Reynolds, Executive Director, NASS

CSG/FVAP Panel

Sean Greene thanked CSG and FVAP and spoke about the work that CSG and FVAP and the EAC have been doing around a variety of projects with focus on the Election Administration and Voting Survey, or EAVS. He mentioned three main goals moving forward with the EAVS survey in 2018/2020, make the survey easier to complete, make the data more usable and relevant, think about incremental, but big picture changes. Mr. Greene said that they are really looking for input.

Kamanzi Kalisa, Director of the Council of State Governments spoke next thanking Chairman Masterson, Vice Chair Hicks, Commissioner McCormick, Executive Director Newby, EAC Staff, and members of the Standard Board. He described who the CSG is, some of the work they've been doing on the overseas voting initiative and some of the work they've been doing in data collection, and the EAVS survey. He also talked about the Section B EAVS working group that CSG administered for two calendar years, the process and genesis of it.

David Beirne, Director of the Federal Voting Assistance Program, spoke on one of the big themes at the Federal Voting Assistance Program is looking at research and exactly where are we going forward in terms of program improvement. He explained his background and experience as a local election official. Mr. Beirne reported that going forward, 2017 program mile stones, they have a report to Congress coming out at the end of July. August of 2017, and will be looking to adopt the new federal post card application and federal write in absentee ballot. In October of

2017, they adopt and publish the voting assistance guide for the 2018 cycle and start execution of the 2018 voting assistance program requirements beginning January 1, 2018.

Deputy Attorney General John Gore, U.S. Department of Justice, Civil Rights Division

Deputy Attorney General John Gore thanked Commissioner McCormick for extending the invitation to speak and stated the goal at the Department of Justice is to usher in a new era of federal and state collaboration on elections and increase voter participation and strength in the integrity of our elections. He spoke of three areas the DOJ can be helpful, Section 203 of the Voting Rights Act that protects the rights of limited English proficient voters is part of the mandate at the Department of Justice and can help craft the language assistance program that will work for your jurisdiction. The second area, where federal laws really touch on voter participation election integrity, is the Nation Voter Registration Act, and the Help America Vote Act, which regulates voter registration and list maintenance and discovering ways to implement them and new ways to conduct those tasks. The final area where the DOJ can be helpful, is in the UOCAVA and Move Act Space. They protect the rights of Military and other overseas voters to vote by absentee ballot and the least we can do for them is to make sure that they have every opportunity to exercise the very right to vote their sacrificing to protect. Mr. Gore said the goal of the Department of Justice is to help everybody achieve maximum compliance with those laws to increase public trust and confidence in the American democratic institution of elections.

The Board recessed at 2:56 p.m. and reconvened at 3:14 p.m.

Postal Panel

Lori Augino gave an overview of a prepaid postage pilot project that King County, in the Seattle area in Washington, implemented earlier this year, what's on the horizon in Washington, which is vote all by mail, with ballot drop boxes, but also, voting centers, so voters still do have in-person opportunities. She also mentioned King County elections, under the leadership of Director Julie Wise, instituted a prepaid postage pilot project.

Anthony Albence, of the Election Center, spoke on some feedback from the election field, and particularly from the perspective of the Postal Task Force at the Election Center. He stated that the commitment from the Postal Service from the highest levels of executive leadership was clearly

evident this year. Ron Stroman, the Deputy Postmaster General, himself, personally gave his commitment and certainly it was mirrored throughout the organization.

Dan Bentley, United States Post Office, thanked the Elections Assistance Commission Commissioners for inviting the USPS to participate, saying that Deputy Postmaster General Stroman has a keen interest in the commitment to communication to the community. The consistent theme is the commitment to communications, partnering with the community, collaboration. He talked about the successes this year, and different roles and responsibilities of the Postal Service.

Cyber Security Panel

Brian Newby opened the discussion regarding elections as critical infrastructure, then introduced David Dove.

David Dove, Chief of Staff of the Georgia Secretary of State, thanked the Commission for inviting him and commended Lynn Bailey as a great leader in elections in the state. He talked of the election industry before the designation of elections as critical infrastructure, then said that in looking at this designation, there's three key concepts to keep in mind, as Election Officials, moving forward, it's most important to maintain the trust in the elections process in our country. Two, to have secure and accurate systems for registration, as well as tabulation. And three, a workable administrative and legal framework to accomplish these goals in. In conclusion, he asked the question, are we on the right path, have we made the right choices in how we address these threats, and what do we need to do, moving forward.

Dr. Neil Jenkins, DHS, thanked EAC for the invitation and thanked the Standards Board. Dr. Jenkins said he is in the National Protection and Program Directorate and their role is to help stakeholders, which include private sector critical infrastructure owners and operators; state, local, tribal, and territorial governments; and others, manage their cyber and physical risks through information sharing, promotion of best practices, risk assessment, and when necessary, instant response. In the run up to the 2016 elections, they found disturbing indicators of cyber security -- or cyber activity and wanted to get that information to Election Officials and offer voluntary services as quickly and efficiently as possible to help with ensuring cyber security of elections. They also offered and are continuing to offer risk and vulnerability assessments. In closing, he stated they are looking forward to answering questions and working with election officials, especially through NASS's Cyber Task Force to ensure that this is a

voluntary process that it will not result in new regulations or federal oversight of any processes.

The meeting recessed at 5:04 p.m. CDT

Friday, April 28, 2017

Chair Goin called the meeting to order at 8:06 a.m.

Chairman Paul Lux announced that the Proxy Committee met yesterday, reviewed and approved eight Proxy's from the DFO: Georgia, Brian Kemp has a Proxy to Lynn Bailey of Georgia. In Louisiana Angie Rogers, has a proxy to Elaine Manlove of Delaware. In Massachusetts, John McCarey has a proxy to Michelle Tassinari of Massachusetts. Jim Silrum of North Dakota, to John Merrill of Alabama. Robert Dezmelyk of New Hampshire to Anthony Stevens of New Hampshire. Linda Von Nessi of New Jersey to Bob Giles of New Jersey. Doug Sanderson of Oklahoma to Carol Morris of Oklahoma. And Kai Shawn of Wyoming to Jacki Gonzalez of Wyoming.

Introduction of New Executive Board Officers

Chair Goins announced that the Executive Board elected the following officers for the coming year: Edgardo Cortes, Chairman; J. Bradley King, Vice-Chair; Jerry Schwarting, Secretary. Greg Riddlemoser is a new member that will begin April the 29th. Ray Valenzuela, Genevieve Whitaker, Sally Williams, and Chair Goins will remain on the Executive Board.

Appointment of Committee Members and Chairs

Chair Goins announced that Robert Giles, has been selected, as well as, Greg Riddlemoser for the TGDC Committee.

Gary Poser announced the committee members of the new Proxy Committee are Marci Andino of South Carolina; Tim De Carlo of Connecticut; Elaine Manlove of Delaware; and Patricia Wolfe of Ohio.

Brad King announced members of the Bylaws Committee as Michael Hass; Maria Pangelinan; Dennis Parrott; Gary Poser; Howard Sholl; and Kris Swanson.

Brad King also announced members of the Resolution Committee as Marci Andino; Dana Debeauvoir; Lisa Harris-Moorhead; and Holly Robertson.

Chair Goins, incoming Chair of the EAVS Committee asked Chair Edgardo Cortes to report EAVS members as Lynn Bailey from Georgia; Nikki Charlson, Maryland; Kristin Gabriel, South Dakota; Stuart Holmes, from Washigton; Keith Ingram from Texas; Gary Poser, Minnesota; Howard Sholl from Delaware; Michelle Tassinari, Massachusetts; Mark Thomas from Utah; Carol Thompson, from Alaska; Patricia Wolfe from Ohio.

Incoming Chairman for the VVSG Committee will be Greg Riddlemoser, as Chair Paul Lux announced the new members as Veronica Degraffenreid from North Carolina; Robert Dezmelyk from New Hampshire; Kari Fresquez from New Mexico; Bob Giles from New Jersey; Lance Gough from Illinois; Tim Hurst from Idaho; Keith Ingram from Texas; Marian Schneider from Pennsylvania; Dwight Shellman from Colorado; Steve Trout from Oregon; Ray Valenzuela from Arizona; and Brian Wood from West Virginia.

Chair Sally Williams announced the United States Postal Service Committee as Josie Bahnke from Alaska; Barbara Goeckner from Wisconsin; Jackie Gonzales from Wyoming; Neal Kelley from California; Brad King from Indiana; Carol Olsen from Iowa; Peggie Reeves from Connecticut; Derrin Robinson from Oregon; Linda Von Nessi from New Jersey; and Justus Wendland from Nevada.

Genevieve Whitaker, Chair of the Clearinghouse Committee announced the members as Julie Flynn from Maine; Joe Gloria from Nevada; Douglas Kellner from New York; Brad King from Indiana; Baretta Mosley from Michigan; Rudy Santos from Colorado; Auli'i Tenn from Hawaii; Patty Weeks from Idaho; and Brittany Westfall of West Virginia.

Brad King, as Chair of the Executive Director Search Committee announced Maryellen Allen from Kentucky; Josie Bahnke from Alaska; Edgardo Cortes from Virginia; Steve Harsmon from Ohio; Carol Olsen from Iowa; Rob Rock from Rhode Island; Jan Roncelli from Michigan as members.

Chair Jerry Schwarting announced the Nominating Committee as Shirley Black-Oliver from South Carolina; Steve Harsmon from Ohio; Rob Rock from Rhode Island; and Eric Spencer from Arizona.

Chair Goins is going to appoint the Executive Board to serve as a limited committee dealing with Cyber Security until the next meeting.

Open Mic Session with EAC Commissioners

Chair Masterson said Commissioner Hicks sends his regards as he had to attend an Election Meeting elsewhere.

Maryellen Allen asked for an update of the issue on the rulemaking for the Proof of Citizenship. Chair Masterson stated that the Court in DC made a decision sending back several items and the EAC has until June 1st to weigh in on the response, at which point, the Court will set a scheduling order and begin working through whatever they receive from the EAC. Commissioner McCormick said that a number of states have received Notices from different organizations on list maintenance and the EAC is going to try and work with the Department of Justice on updating some guidance.

Brian Caskey from Kansas suggested a clearinghouse for lawsuits, to which Counsel Tatum replied that he and Director Newby talked about the idea of collecting information about litigation in all 50 States and Territories. Chair Masterson mentioned he will be reaching out to GAO to understand why they're asking the same or similar questions in a survey that are already collected.

Rob Rock from Rhode Island asked if it's possible for the EAC to have a clearinghouse for legislation. Commissioner McCormick said they should coordinate with NCSL and there's no reason we shouldn't be tracking legislation.

John Arnold from North Dakota asked what counties can do with equipment that was purchased with HAVA funds, now that they don't need it anymore. Chair Masterson replied that the EAC has guidance that was recently updated that will be sent out very soon.

Janet Roncelli of Michigan asked if there is any interest in taking a stand on the Department of Homeland Security infrastructure issue. Chair Masterson said that they held a hearing three weeks ago and expressed the concerns of the Election Community both with the designation and the way it was done. Commissioner McCormick replied that the more we speak up the more we will shape how that ends up and would appreciate any input that you have, any comments you have, any questions you have, that you can either call Brian Newby in our office or email him.

Committee Reports

Committee Chair Brad King reported that the Bylaws Committee met and reviewed the existing Bylaws structure within the larger context of HAVA, and the work in particular involved with proposed amendments.

United States Postal Service Committee Chair Sally Williams said that they welcomed guests Dan Bentley, Anthony Albence, Tammy Patrick and Jessica Myers to talk about the focus of the Committee.

Edgardo Cortes reported that the EAVS Committee is going to be working on providing some feedback to the EAC and Fors-Marsh Group on the 2018 Survey instrument.

Chairman Whitaker of the EAC Clearinghouse Committee said they started to hone in on the original mandate and the provisions within the clearinghouse, specifically looking at the provision related to the information on experiences of state and local governments and implementing VVSG and also overall experience and operating voting systems.

Chairman Paul Lux reported that the VVSG Committee talked about the need for continued participation in the EAC Public Working Groups, the use of vote.nist.gov website, draft VVSG 2.0 Principles and Guidelines and VVSG 2.0 Scope and Structure, the unanimous decision to recommend to the Standards Board for this document to go forward.

Paul Lux reported that the VVSG committee, in February, voted to approve the 17 guidelines defining Scope, the 17 core functions and made a motion that the Standards Board approve that officially to provide guidance to the TGDC to go forward. Greg Riddlemoser seconded the Motion. Secretary John Merrill called the question, with Gary Poser seconding, Chair Goins called for the vote. The motion carried unanimously.

Paul Lux made a motion to recommend the draft VVSG 2.0 Principles and Guidelines as a guideline for the TGDC going forward. Doug Kellner seconded. Lisa Harris-Moorhead moved the previous question, Keith Ingram seconded. Chair Goins called for the vote. The motion carried unanimously.

DFO McCormick, on behalf of the Commissioners and the EAC staff, thanked the Standards Board for their participation.

Adjournment

With there being no further business to come before the Standards Board, Chair Goins asked for a motion to adjourn the meeting. Keith Ingram made a motion to adjourn which was seconded by Paul Lux. The motion carried unanimously.

The meeting of the Standards Board adjourned at 9:56 a.m. CDT

