
Warren County Board of Elections Meeting

June 19, 2013

10:00 AM

MINUTES

LEGAL NOTICE

The meeting of the Warren County Board of Elections was called to order at 10:00 AM by Board Secretary Harry Brown.

The legal notice for this meeting was read by Secretary Harry Brown.

ROLE CALL

Present: Board Secretary Harry Brown, Commission Gloria Decker, Commissioner Tony Wyhopen and Board Administrator Bill Duffy. Absent Chair Robert Stead.

Review of June 4-2013 Primary.

Attending in addition to Board of Elections:

Pat Kolb, County Clerk

Ted Maciag, Attorney for James McDonald, Candidate

John Cornish, Attorney for David Gallant, Candidate

James McDonald

David Gallant

4 representatives of Mr. McDonalds

2 employees of the County Clerk's Office

2 employees of the Board of Elections

PROCESS:

See Attachment.

After all the tally tapes were re-printed and the counters were checked for all of the voting machines, Pat Kolb created an Excel spreadsheet which compared the numbers from the June 4 tally tapes and the re-printed tally tapes. The numbers matched.

At this time, the Board members of the Board of Elections and representatives of the candidates removed the VPATS from the machines and put them in individual envelopes. The machine number was put on each machine and The Election Board Commissioner signed it.

MOTION TO ADJOURN

Because of the time, it was decided to not continue back at the office with these review of the Mail-In, Emergency and Provisional Ballots. Mrs. Decker had left at 4:30 PM.

Mr. Wyhopen made a motion to adjourn. Mr. Brown seconded the motion. A voice vote was taken with the motion passing unanimously. The meeting was adjourned at 5:12 p.m.

Attachment: Process for Re Counting Voting Machines

Notes

- All machines require a formatted CD and flash drive to work. We will be putting a CD in the machine as we open them. Flash drive will be needed only if the machine was taken out of service.
- The plastic seals on all the machines will be removed and the lids to the voting machines will be raised before the recount begins.
- The machines that are open before we were not sent out and were not used on June 4.
- The keys for each machine are the same as the keys for every other machine.
- If there is a question during this process, the process will stop, everyone will gather together and the question will be answered.
- There are no rest room facilities in this building. We have brought in a port-a-potty for your use. If anyone from the teams needs to use the facilities, all processes for that team will stop until the person returns.
- When a formatted flash drive is inserted into the machine, a message will appear that has to do with RAW DATA.

Voting Machine Teams

- Three (3) teams will be printing a new tally sheet from each voting machine.
- These teams will be made up of an Election Board Commissioner and an Election Board employee.

Tally Tape Team

- This team will be made up of an Election Board Commissioner and the County Clerk with staff.

Voting Machine Process

- We will cut the plastic seals on the machines to be counted and lift the covers.
- On the first machine open monitor door (silver key) and **turn on monitor screen. Put in formatted CD.**
- Press Cancel on screen
- Press NO on screen
- Poll Worker #1 (D or R) insert your poll worker card, press OK, remove card
- Poll Worker #2 (D or R) insert your poll worker card, when screen turns BLUE remove card
- Break plastic seal on voting machine printer. Open the printer door.
- STATUS REPORT will print, remove it and place on the lid of bin.
- The Poll Worker menu screen will be on the monitor.
- Hit the Print Tally Report button on the screen

- The machine will produce the Tally sheet. Pull each sheet out as it is done printing. “ALL” machines will produce 10 sheets, district machines will produce fewer sheets.
- Staple the sheets together
- Write the last 3 digits of the machine number at the top of the first tally tape and the number from the public counter and place on the lid of bin
- Hit OK
- Hit the EXIT button
- Hit YES. The system will begin shutting down.
- Remove the formatted CD

Tally Tape Team

- This team will pick up the Tally Sheets, verify the machine number and enter it on to an Excel spread sheet to compare with the tally sheets from election night.

What IF

- The machine is unresponsive:
 - If there is a mouse pointer, move to next machine, return when all others are done.
 - If there is no mouse pointer, shut machine down, unplug and re insert touch screen controller, restart.
- If the machine was taken out of service.
 - Insert the flash drive, turn monitor on, and follow the steps to Poll Worker menu screen.
 - ❖ If the machine was closed hit print tally.
 - ❖ If the machine was not closed, attempt to close which will produce the tally report.

Upon Completion

After all the machines are read, we will return to the courthouse to review the Mail-In, Provisional and Emergency Ballots.