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# Warren County Board of Elections Meeting

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July 19, 2013

10:00 AM

## MINUTES

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### 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 Mr. Brown.

### ROLE CALL

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

### Recount of the Machines used in the June 4, 2013 Primary

Attending in addition to Board of Elections:

Pat Kolb, County Clerk and 2 of her Staff

Joseph Bell, Warren County Attorney

Ted Maciag, Attorney for James McDonald, Candidate

John Cornish, Attorney for David Gallant, Candidate

James McDonald

David Gallant

4 representatives of Mr. McDonalds

2 members of the Election Board staff.

### Process:

See Attachment      Process for Re Counting Voting Machines

### CONCLUSION of the RECOUNT

After the completion of the recount of all machines, Pat Kolb generated a report which showed that the voting machines show the same counts that was recorded on night of the June 4<sup>th</sup> Primary Election.

### MOTION TO ADJOURN

After the completion of the recount of all machines, Pat Kolb generated a report which showed that the voting machines show the same count that was recorded on Primary Election Evening. 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.

# 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

# Re-Counting Voting Machines

- 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.