

**SB11 Workgroup  
Final**

Minutes

The meeting was called to order on September 3, 2015, at 9:00AM by Co-Chair James Alcorn, State Board of Elections (SBE) Chairman and Co-Chair Matt Davis, Department of Elections (ELECT) CIO. Attending were SB11 Workgroup members Delegate Bill DeSteph, Deputy SOA Felix Sarfo-Kantanka, Jr., Donna Patterson, Barry Condrey, Alex Blackmore, Nathan Hand, Michael Watson, Barry Horowitz, and Nicholas Vonpecman. ELECT staff support members present were Terri Harman, Business Analyst and Rose Mansfield, ELECT Board Liaison.

The first order of business was the approval of the minutes from the SB11 Workgroup meeting on June 23, 2015. Chairman Alcorn asked if the members had any additions or corrections to the workgroup minutes. Mr. Condrey identified an error in recording of the minutes stating that the word twofold should be changed to two-factor to reflect the comment. Chairman Alcorn moved *that the minutes be adopted as amended*. Mr. Davis seconded the motion and the members unanimously approved the minutes.

The first order of business was a presentation from Nathan Hand, Freewater Technologies. Mr. Hand provided a computer generated presentation that identified particular issues and concerns related to the research of the SB11 workgroup. Mr. Hand stated that his demonstration will validate that military members could vote securely via the use of the internet. Mr. Hand explained the different options to achieve this task and the advantages and disadvantages of each of the applications. Discussion ensued among workgroup members regarding the viability and details of the risk factors and costs associated to the concept electronic voting presented by Mr. Hand.

Chairman Alcorn stated that the concept of electronic voting is complicated by the secret element of casting a vote and if an element of fraud was introduced it would be impossible to track the missing vote back to the voter because of that element. Mr. Blakemore stated that with electronic transactions, the element of risk is built into the system; however when it comes to the accuracy of the votes cast an element of risk is not acceptable. Mr. Watson stated that the workgroup should initialize a business plan before starting this program that lists the requirements. Workgroup members agreed to work on business requirements documents.

The next order of business was the Workgroup Report presented by Matt Davis, ELECT CIO. Mr. Davis reviewed the documents presented to members in the working documents. Discussion ensued among workgroup members regarding the information contained in the documents and how the information applied to the workgroup. Mr. Davis stated that the ELECT Staff is charged with completing the following action items:

- 47 ❖ Locate and send Absentee Processing Guidelines to workgroup
- 48 ❖ Develop Requirements, Controls, and Risk Assessments documentation
- 49 ❖ Research missing data from close election results

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51 Mr. Davis stated that once these actions items are complete they would be sent to  
52 the workgroup members. Delegate DeSteph expressed concern about the progress  
53 of the workgroup and stated that from a legislative standpoint the documents to be  
54 presented at the conclusion of the workgroup will require redevelopment before  
55 presentation to the General Assembly Session, 2016. Delegate DeSteph discussed  
56 the foundation of the workgroup and its expected goals.

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58 Co-Chair Alcorn asked if there were any further comments and there were none. Co-  
59 Chair Alcorn moved *that the workgroup adjourn*. Co-Chair Davis seconded the  
60 motion and the workgroup unanimously approved the motion.

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62 The next meeting of the SB11 Workgroup is set for October 13, 2015 at 10:00 AM at  
63 the Washington Building, 1100 Bank Street, Richmond, Virginia; Room B27.

64 There being no further business, the SB11 Workgroup adjourned at 10:20AM.

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Co-Chair James Alcorn

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Co-Chair Matt Davis