



City of Richmond Electoral Board

Meeting Agenda

Tuesday June 28, 2022, 4:00 PM
Office of Elections
2nd Floor Conference Room
2134 West Laburnum Avenue
Richmond, Virginia 23227

----- Agenda Topics -----

- | | |
|--|---------------------|
| 1. Call to order | James Nachman |
| 2. Public comment period for Items on the agenda | |
| 3. Approval of the minutes | The Electoral Board |
| 4. Discussion Regarding Poll Book Solution | Keith Balmer |
| 5. New Business | |
| 6. Public comment period for items not on the agenda | |
| 7. Closed Session – Annual Evaluation of the General Registrar | The Electoral Board |
| 8. Adjournment | |

ITEMS FOR UPCOMING ELECTORAL BOARD MEETINGS

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Dates to Remember For General Election – November 2022

September 23rd – Early Voting begins
October 28th – Deadline to apply for an absentee ballot by mail
November 5th – Last day of Early Voting
November 8th – Election Day
November 9th – Canvass start date
November 14th (12:00 Noon) – deadline for postmarked absentee ballots



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Elections Poll Book Standards and Certification Overview

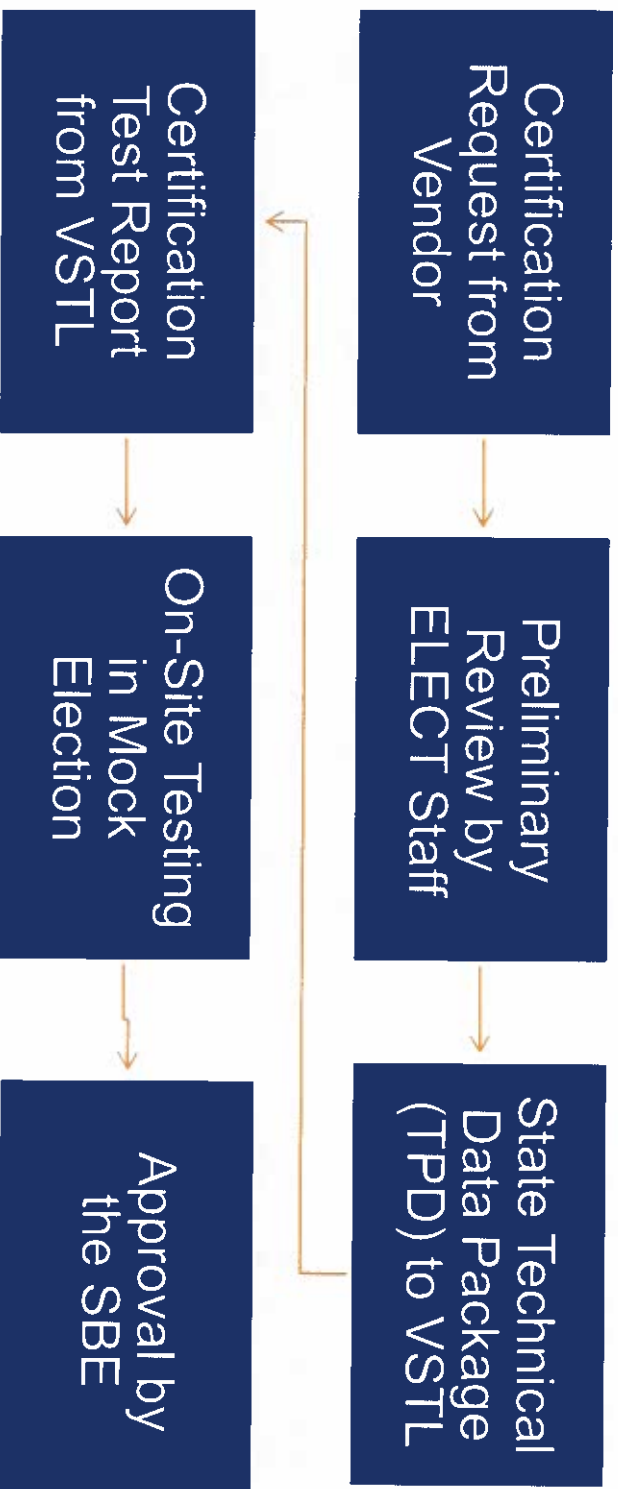


The Commonwealth has over **8,000 pollbooks** supported by three electronic pollbook vendors:

- DemTech Solutions (Centerpoint) – September 15, 2020
 - **KnowInk** - April 14, 2022
 - Robis Elections - June 22, 2021
- Virginia is one of **13 states** that certify electronic pollbooks (EPB) and has been certifying EPBs since 2015.
 - In November 2019, the SBE approved new standards for the use of EPBs in the Commonwealth.
 - As of **July 2022**, all voting systems and electronic pollbooks used in the Commonwealth of Virginia are certified to the new standards.
 - A vendor can request De Minimis change for a modification to the existing certified system, all vendors must be re-certified with any major changes.



Electronic Poll Book Certification Process





A vendor can request certification of the **EPB system, software, firmware, hardware, and/or a modification** to an existing certified EPB System. The request contains both the Technical Data Package (TDP) and Corporate Information.



After the vendor submits all of their paperwork and pays the appropriate fees, ELECT's Voting Technology Coordinator or designee completes a preliminary review of the materials provided. 33



What is Voting System Test Laboratories (VSTL)?

- A VSTL is a **federally** accredited independent test laboratory that evaluates voting systems and software to determine if they can provide basic functionality, accessibility, and security capabilities required of these systems.
- The EAC has developed the EAC's Voting System Laboratory Accreditation Program. The EAC considers for accreditation those laboratories evaluated and recommend by the **National Institute of Standards and Technology** (NIST) pursuant to HAVA Section 231(b)(1). However, consistent with HAVA Section 231(b)(2)(B), the Commission may also vote to accredit laboratories outside of those recommended by NIST upon publication of an explanation of the reason for any such accreditation.



The VSTL supervises the testing to confirm that all requirements (Functional, Systems and Audits) are met. There are **94 testing assertions**.

What are the Electronic Pollbook System Requirements?



- The EPB must not be required for the voting system to perform any functions, but may provide a digital code for the voter's ballot retrieval on Ballot Marking Devices.
 - EPBs must upgrade to a Modern Operating System and be kept up-to-date.
 - EPBS must implement WPA2 on the wireless network.
- The EPB cannot connect to the voting system.
- The EPB must be networkable. Once networked together all EPB's must synchronize to the most current voter information.
 - The EPB audit log must be encrypted, track all transactions and include a time/date stamp.
 - If network connectivity is lost, once restored, all devices on the network must synchronize.
- The EPB must provide data to report statistics on the duration of voter check-in process and the maximum number of votes the configuration can handle.
 - Any failure of a device cannot impact the remaining units.
 - The EPB must not connect to unauthorized networks.
- The EPB must have a battery status indicator and a peripheral connectivity indicator.
 - The EPB must not allow connections that are not IP whitelisted.
- All passwords used by the EPB must follow the NIST SP 800-63B Standard at a minimum.
- The EPB utilize best practices for internet connectivity including network, wireless, and cloud services.



Follow up on comments at SBE meeting

Comment: *Unable to mask and unmask passwords.*

The Know Ink Poll Pad and Poll Pad Plus had an test exception. The first letter is unmask for a brief second as is standard with Apple products. The passwords are masked.

TO-061 The EPB must provide the option to mask or unmask passwords at text entry.



Follow up on comments at SBE meeting

Comment: *The poll books cannot be connected to a voting system and it is strongly recommended that strict configuration guidelines be applied to the jurisdiction to lock down the poll pad devices.*

TO-046 The EPB cannot connect to the voting system.

This functionality was listed as an exception. No voting systems were available in the testing area. EPBs were tested if other devices in the testing area could connect to them. They could not connect.



Follow up on comments at SBE meeting

Comment: *ELECT should make sure that local GR's and EB members are actually doing the kind of local practices that are needed on a network connectivity.*

Early Voting Absentee Voting Checklist is submitted by localities for all satellite locations with EPB connectivity.



Follow up on comments at SBE meeting

Early Voting Absentee Voting

Checklist is submitted by localities

for all satellite locations with

EPB connectivity.

DEPARTMENT of ELECTIONS

Early Voting Absentee Voting Checklist

The Early Voting Absentee Checklist form confirms that the following security requirements for Satellite offices have been reviewed:

Date of Election (MM/DD/YYYY): _____ Election Year: _____

Name of Locality: _____

How many satellite locations will you be opening? _____

How many days before the election do you expect to open them? _____ (in of days prior to the election - 45, 28, 14, 7)

Note: If you require additional rows to complete the list of locations in any of the below tables, please see the appendix.

List Satellite location(s):

ID Number	Location Name	Satellite	Does your location meet AEM Standards?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Satellite Voter Check in Method

Please select which method you will be using to check in voters for each location. **Always** the combined use of VETS and connected EPB is not allowed. If existing voter email directly into VETS or through the use of an offline EPB then a connected EPB cannot also be used within the locality:

VETS Electronic Pollbook Offline Electronic Pollbook and Input Into VETS

ID Number	Number of devices in field in location



How Do Localities Monitor the Security of the Connectivity of EPB's?

- A. Monitors the information system to detect: (i) Attacks and indicators of potential attacks in accordance with Locality Election Security Standards (LESS); and (ii) Unauthorized local, network, and remote connections;
- B. Identifies unauthorized use of the information system through LESS approved methods and techniques;
- C. Deploys monitoring devices: (i) Strategically within the information system to collect organization-determined essential information; and (ii) At ad hoc locations within the system to track specific types of transactions of interest to the organization.
- D. Protects information obtained from intrusion-monitoring tools from unauthorized access, modification, and deletion;



Follow up on comments – EPB Security

Comment: *To find out what discrepancies or vulnerabilities are identified in the most recent assessment of the poll book*

EPBs are required to have penetration testing and a source code review of the software and those reports are provided to the state to review. During the testing and review periods, any discrepancies or vulnerabilities are identified and mitigated before certification.



Comments/Questions

We listen and hear you. We will respond to all follow-up comments after the meeting.



Maintaining voter confidence. Enhancing the voter experience.

City of Richmond Voter Registration Electronic Pollbook Quote Submitted by Election Systems and Software, LLC

Purchase Solution Includes:

Description	UOM	Qty	Unit Price	Total Price
ExpressPoll Tablet:				
ExpressPoll System including Tablet, Flip Stand, Mobile Device Management and ExpressPoll Software Application	Each	300	\$870.00	\$261,000.00
Dual Unit Case for Flip Stand	Each	150	\$75.00	\$11,250.00
Other:				
TP-Link Wireless Router	Each	80	\$50.00	\$4,000.00
Software:				
ExpressPoll Connect Software License and Hosting Fee	License	1	\$8,000.00	\$8,000.00
Implementation Services:				
Acceptance Testing	Event	1	\$27,000.00	\$27,000.00
Project Management	Day	1	\$1,795.00	\$1,795.00
Pollbook Software Training	Day	1	\$1,795.00	\$1,795.00
Shipping & Handling				\$6,000.00
One-Year Hardware and Software Warranty	N/A			Included
Order Total				\$320,840.00

Payment Terms:

- \$80,210.00 Due within thirty (30) calendar days of contract execution.
- \$240,630.00 Due within thirty (30) calendar days of delivery of ExpressPoll Hardware and/or ExpressPoll Software.

Annual Post-Warranty License, Maintenance and Support Fees (Fees are Based Upon a 1-Year Customer Commitment to Subscribe to the Following Services)

PollBook Software:

ExpressPoll Software License and Maintenance and Support Fee	Per Unit	300	\$125.00	\$37,500.00
ExpressPoll Connect Software License Fee and Hosting Services	License	1	\$8,000.00	\$8,000.00

Note: Annual Software License, Hosting, and Maintenance and Support fees of \$45,500.00 will be invoiced 90-days prior to beginning of the post-warranty period. 100% of invoice total due within 30 calendar days of invoice date.

Footnotes:

- Pricing valid for thirty (30) calendar days and is subject to change without notice thereafter.
- Subject to state, municipal, jurisdictional, provincial or territory laws to the contrary, the above pricing information is confidential, proprietary and trade secret information of ES&S and is intended only for the use of the individual or entity to which the document is directed to. This information may not be disclosed or reproduced either publicly or to any other individual or entity without the prior written authorization of ES&S.
- Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.

From: [Burrell, Betty J.](#) - Procurement Services
To: [Balmer, Keith](#) - Voter Registration; [Richardson, Jerry B.](#) - Voter Registration
Cc: [McKenney, Susan M.](#) - City Attorney; [Weston, Caitlin W.](#) - City Attorney; [Spurlock, Corliss P.](#) - Procurement Services; [Tuttle, Jerry A.](#) - Procurement Services; [Berry, Trina C.](#) - Procurement Services; [Almaraz, Rene M.](#) - Procurement Services; [Mullery, Daniel P.](#) - Procurement Services; [Garascia, Charles M.](#) - Procurement Services; [Davis, Adriene A.](#) - Voters Reg
Subject: RE: Election Software - KNOWink, LLC - contract # 17000001253 - TIME SENSITIVE
Date: Thursday, April 21, 2022 2:52:19 PM
Attachments: [image001.png](#)

You're welcome.

Betty J. Burrell
Director of Procurement Services
900 East Broad Street, Suite 1104
Richmond, VA 23219
(804) 646-5798
betty.burrell@rva.gov
www.rva.gov

From: [Balmer, Keith](#) - Voter Registration
Sent: Thursday, April 21, 2022 2:16 PM
To: [Burrell, Betty J.](#) - Procurement Services <Betty.Burrell@rva.gov>; [Richardson, Jerry B](#) - Voter Registration <Jerry.Richardson@rva.gov>
Cc: [McKenney, Susan M.](#) - City Attorney <Susan.McKenney@rva.gov>; [Weston, Caitlin W.](#) - City Attorney <Caitlin.Weston@rva.gov>; [Spurlock, Corliss P.](#) - Procurement Services <Corliss.Spurlock@rva.gov>; [Tuttle, Jerry A.](#) - Procurement Services <Jerry.Tuttle@rva.gov>; [Berry, Trina C.](#) - Procurement Services <Trina.Berry@rva.gov>; [Almaraz, Rene M.](#) - Procurement Services <Rene.Almaraz@rva.gov>; [Mullery, Daniel P.](#) - Procurement Services <Daniel.Mullery@rva.gov>; [Garascia, Charles M.](#) - Procurement Services <Charles.Garascia@rva.gov>; [Davis, Adriene A.](#) - Voters Reg <Adriene.Davis@rva.gov>
Subject: RE: Election Software - KNOWink, LLC - contract # 17000001253 - TIME SENSITIVE

Thank you for bringing this to my attention Betty.

I will need to immediately discuss this with Jerry and get back in touch with you.

From: [Burrell, Betty J.](#) - Procurement Services
Sent: Thursday, April 21, 2022 1:54 PM
To: [Balmer, Keith](#) - Voter Registration <Keith.Balmer@rva.gov>; [Richardson, Jerry B](#) - Voter Registration <Jerry.Richardson@rva.gov>
Cc: [McKenney, Susan M.](#) - City Attorney <Susan.McKenney@rva.gov>; [Weston, Caitlin W.](#) - City Attorney <Caitlin.Weston@rva.gov>; [Spurlock, Corliss P.](#) - Procurement Services <Corliss.Spurlock@rva.gov>; [Tuttle, Jerry A.](#) - Procurement Services <Jerry.Tuttle@rva.gov>; [Berry, Trina C.](#) - Procurement Services <Trina.Berry@rva.gov>; [Almaraz, Rene M.](#) - Procurement Services <Rene.Almaraz@rva.gov>; [Mullery, Daniel P.](#) - Procurement Services

days (7/9/2022). For your convenience, a small excerpt of the contract is provided below. I understand that Jerry Tuttle communicated with your office previously regarding this matter. It is imperative that this matter be addressed by your office as soon as possible.

DPS stands ready to assist you with your procurement needs. With any luck, KNOWINK, LLC has a valid cooperative agreement with another Virginia locality that your office could piggyback. Let us know how DPS might be able to help you.

10 Duration of Contract.

11 Commencement and Expiration. This Contract shall commence on the Commencement Date set forth in the Goods and Services Contract and shall expire on July 10, 2017, unless terminated earlier in accordance with the provisions of this Contract.

12 Renewal. The City may, at its sole option, renew this Contract for up to five, one-year renewal terms by furnishing the Contractor with written notice of its decision to renew at least 60 calendar days before the expiration of the then-current term.

Thank you.

Betty J. Burrell
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Elections System & Software ExpressPoll 7.2.4.0 Certification

BOARD WORKING PAPERS
Karen Hoyt-Stewart
Locality Security Program Manager



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STATE BOARD *of* ELECTIONS

Memorandum

To: Chairman Brink, Vice Chair O'Bannon, Secretary Alvis-Long,
Delegate Merricks and Chiang

From: Karen Hoyt-Stewart, Locality Security Program Manager

Date: May 24, 2022

Re: Election Systems & Software – ExpressPoll 7.2.4.0 Certification

Suggested motion for Board Member to make:

I move that the Board certify the use of Election Systems & Software ExpressPoll 7.2.4.0 electronic pollbook in elections in the Commonwealth of Virginia, pursuant to the Virginia State Certification of Electronic Pollbooks: *Requirements and Procedures*.

Applicable Code Section: § 24.2- Chapter 6 - 611

Attachments:

Your Board materials include the following:

- Election Systems & Software ExpressPoll 7.2.4.0 - Certification letter provided by SLI Compliance
- Richmond County May 13, 2022 - Mock Election correspondence
- Virginia State Certification of Electronic Pollbooks: *Requirements and Procedures*

Background:

Following the steps prescribed in the Virginia State Certification of Electronic Pollbooks: Requirements and Procedures, Election Systems & Software initiated the certification evaluation to the Department of Elections on March 22, 2022. Election Systems & Software provided their Technical Data Package and Corporate Information (required under step 2 of the Requirements and Procedures). Both of these submissions were deemed complete and in sufficient detail to warrant step 3, the Preliminary Review. During the preliminary review, the state designated evaluation agent conducted a preliminary analysis of the TDP and other materials provided and prepared test assertions. Election Systems & Software provided the certification fee and the testing/evaluation was conducted on May 9-11, 2022 at the ELECT facilities in Virginia. In addition, the system was successfully tested in a Mock Election in Richmond County on May 13, 2022. The Election Systems & Software electronic pollbook – ExpressPoll 7.2.4.0 presented for certification successfully completed Virginia State Certification of Electronic Pollbook requirements with the following exceptions:

- 1) Unable to search by District and Address fields (T0029)
- 2) Does not contain Additional Advance Search Capabilities (T0031) (*The EPB search options contains the ability to search by Last Name, First Name, Year of Birth and Voter ID*) Election Systems & Software has committed to add the advance search capabilities in the next release.
- 3) To unmask passwords at text entry (T0064).
- 4) EPB follow to the CIS Level 2 Guidelines instead of the NIST 800-53.



May 17, 2022

Commissioner Susan Beals
1100 Bank Street, 1st Floor
Richmond, VA 23219-3947

Re: Audit of the ES&S ExpressPoll 7.2.4.0 Electronic Poll Book

Dear Ms. Beals,

SLI Compliance is submitting this report as a summary of the auditing efforts for ES&S ExpressPoll 7.2.4.0 Electronic Poll Book system.

The evaluation was conducted on May 9-11, 2022, in the Virginia Department of Elections offices in Richmond, Virginia.

The scope of the audit included verifying compliance with the requirements/test assertions contained in appendices D (Test Assertions) and G (Hardware Guidelines) in the appropriate VA Electronic Pollbooks Certification Standards and Virginia test cases, which is currently accepted for testing and certification by the Virginia Department of Elections.

SLI also confirmed that a source code review was performed and a penetration or security test report for the ES&S ExpressPoll 7.2.4.0 Electronic Poll Book system were provided to Virginia for their acceptance.

It has been determined that the ES&S ExpressPoll 7.2.4.0 Electronic Poll Book system meet the audited acceptance criteria of the State of Virginia's ePollBook Standard, meets the requirements of Virginia Election Laws §24.2, except for the following:

1. Unable to search by District and Address fields (T0029)
2. Does not contain Additional Advance Search Capabilities (T0031)
3. To unmask passwords at text entry (T0064)
4. EPB follows to the CIS Level 2 Guidelines instead of the NIST 800-53 (T0087, T0088, T0089)

ES&S ExpressPoll 7.2.4.0 Electronic Poll Book system components audited were comprised of:

Application	Version
Pollbook.exe	7.2.4.0

Device	Model
ES&S ExpressPoll	Microsoft Surface Go 2
EPSON Thermal Printer	M267D
ExpressVote Printer	4200

Sincerely,
Michael Santos
Senior Test Manager
SLI Compliance



Office of the General Registrar

City of Richmond
2134 W. Laburnum Ave
P.O. Box 61037
Richmond, Virginia 23261-1037
(804) 646-5950
vote@rva.gov

To The State Board of Elections:

I appreciate the opportunity to participate in the electronic pollbook certification process with a mock election for Election Systems & Software ExpressPoll 7.2.4.0 version. This mock election, which was held on the morning of May 13th, turned out to be a huge success. Two members of the Richmond City Electoral Board, Vice Chair Joyce Smith, and Secretary Starlet Stevens, as well as myself and members of my staff confirmed that the ExpressPoll performed all the required functions based on the EPB Standards of 2020. Additionally, they demonstrated how the ExpressPoll can be used with a printer to print a ballot on demand for their ExpressVote ADA unit.

In addition, the mock election demonstrated that the ExpressVote (ADA unit) and ExpressD200 (scanner) proved that there was no connectivity between the poll book and the voting system.

I'm thankful for the opportunity to host this mock election and I look forward to working with the State Board of Elections in the future.

Sincerely,

Keith Balmer

Keith G. Balmer
General Registrar

61 The fifth item of business was the Elections System & Software Expresspoll
62 7.2.4.0 Certification, presented by Karen Hoyt-Stewart, Locality Security Program
63 Manager. *This report is in the Working Papers for the May 24, 2022 Meeting.*
64 Delegate Merricks *moved that the Board certify the use of Election Systems &*
65 *Software ExpressPoll 7.2.4.0 electronic pollbook in elections in the*
66 *Commonwealth of Virginia, pursuant to the Virginia State Certification of*
67 *Electronic Pollbooks: Requirements and Procedures.* Ms. Chiang seconded the
68 motion and the motion passed unanimously. A roll call vote was taken:

69 Chairman Brink – Aye
70 Vice Chair O’Bannon – Aye
71 Secretary Alvis-Long – Aye
72 Ms. Chiang – Aye
73 Delegate Merricks – Aye

74 The sixth item of business was the Advisory Review Workgroup
75 Presentation, presented by Lisa Koteen Gerchick. *This PowerPoint presentation is*
76 *in the Working Papers for the May 24, 2022 Meeting.* No motion was heard.

77 Chairman Brink opened the floor to public comment. Christopher Page
78 asked to have his statement put into the minutes. His statement appears as
79 APPENDIX: C. Mae Tucker, Vice Chairwoman of Nottoway County Electoral
80 Board asked to have her statement put into the minutes. Her statement appears as