



## INTEROFFICE MEMORANDUM

**TO:** Anthony Nicks, County Auditor

**FROM:** Nadine Williams, Director, Registration & Elections

**DATE:** May 24, 2024

**RE:** Response to Absentee By Mail Process Review

### Department of Registration & Elections – Responses to Absentee By Mail Process Review

#### Finding 1 – EMAIL & FAX

##### Response

- Email and Fax are two out of five ways that the Absentee Division can receive applications for an Absentee Ballot.
- One staff member is assigned to each one and are responsible for printing, date stamping, and logging the total count on the Daily Count Spreadsheet.
- They are batched to be processed.

#### Finding 2 – PREPARATION FORM MAILING ABSENTEE BALLOTS

##### Response

The Standard Operating Procedure has been updated to include potential issues that may arise.

#### Finding 3 – VERIFICATION OF MAILING ENVELOPES & BALLOTS

##### Response

The Standard Operating Procedure has been updated to include all steps taken to ensure the voter receives the correct ballot. The steps are listed below:

- Manifest is separated by precinct & party
- Ballots packets are separated by precinct & party
- Ballots packets are verified by teams of two Absentee Officers
- One person physically checks to make sure the privacy envelope, instructions, Oath envelope and the correct ballot is enclosed.
- The other person calls out the voter's name, mailing address, precinct & party. If all info is correct the voters name is highlighted. We never highlight until the information is verified.
- If a ballot is missing/incorrect, we **do not** highlight the voter's name. The mail couriers will pull the ballot and the packet is placed back in rotation to be verified.

#### Finding 4 – COUNTING OF THE BALLOTS

##### Response

The Standard Operating Procedures have been updated to include step by step instructions.

#### **Finding 5 – SAFEKEEPING OF THE BALLOTS**

##### **Response**

The Standard Operating Procedure has been updated.

#### **Finding 6 – VERIFICATION – RECEIPT AND STORAGE OF BALLOTS**

##### **Response**

The Standard Operating Procedure has been updated for ballots to be presorted. Any Provisionals and obvious rejections are isolated.

#### **Finding 7 – VERIFICATION – BALLOT ACCEPTANCE**

##### **Response**

“Another Individual” has been replaced with “Absentee Officer” or Absentee Specialist” in the Standard Operating Procedures

#### **Finding 8 – VERIFICATION – BALLOT ACCEPTANCE, CONTINUED...**

##### **Response**

The Standard Operating Procedure has been updated.

#### **Finding 9 – BALLOT EXTRACTION**

##### **Response**

Step by Step instructions of the Ballot extraction process has been included in the Standard Operating Procedure.

#### **Finding 10 – PREP STATION**

##### **Response**

The Standard Operating Procedure has been updated.

#### **Finding 11 – SCANNING**

##### **Response**

The Standard Operating Procedure has been updated.

#### **Finding 12 – BALLOT RETENTION**

##### **Response**

The Standard Operating Procedure has been updated.

#### **Finding 13 – CONSENT ORDER**

##### **Response**

Absentee by Mail staff is trained to Batch ballots after their scanned and record the retention box number.

The Scanned Ballots Manifest list the ICC scanner number, batch number, number of Ballots scanned and the Retention Box #. When the Secretary of State rolls the dice to choose batches included in the Risk Limiting Audit, the Scanned Ballot Manifest will direct us to the correct box to locate the batch.

An acknowledgment form will be created for Absentee staff involved in the RLA to sign.