Attendees: Lisbeth Becker, Marla Cowden, Ann Kilby, Anne-Marie Mastroianni, Kevin McCarthy, Dorothy Mrowka, Jack Richmond, Elizabeth Santangelo, and Stuart Wells. Guests: Sue Larson, ROV President; SOTS – Ted Bromley and Thomas Miano, Peg Reeves; Douglas Lary Election Moderator Windham County; Mike Wyman, ROV-Tolland.

**Lisbeth opened the meeting at 10:02a.m.**

**Accept Minutes from prior 3/29/2018 meeting:** Ann Marie Mastroianni made a motion to accept March 29, 2018 meeting minutes. Kevin McCarthy seconded this motion. All voted in favor of this motion.

**SECURITY MEETING –**

Thomas Miano discussed topics covered at May 17, 2018 Cyber Security Meeting convened by Denise Merrill. Sue Larsen, President, ROVAC participated in the discussion.

* Denise Merrill has formed a SOTS Cybersecurity Taskforce. One of the objectives of this taskforce is to start a communication dialog with various state agencies including State Police, Homeland Security, and other entities.
* The State Department of Administrative Services/Bureau of Enterprise Systems (DAS/BEST) is monitoring all communication traffic both within and out of state.
* Marla Cowden stated that there is a need for a designated SOTS staff member to monitor cyber activity including information from ISACS organization. Tom stated they are developing a list of IT contacts within each municipality that will be used to communicate any infrastructure and cybersecurity issues that could impact our town networks. These IT contacts would be focus communication point for SOTS for technical and cybersecurity issues. **Thomas Miano will be contacting the Town Clerk in each town to obtain the town IT contacts**.
* SOTS is developing a virtual workstation application that will be used to access the CVRS system. What this means is each ROV PC’s will have an icon on their desktop that would launch a remote CVRS program that would not be dependent upon the PC’s operating system (i.e. Windows operating system).
  + They are targeting to implement this new application before November 2018.
  + One concern will all towns have enough communication bandwidth to support this virtual workstation application. Based on this concern, **statewide stress test before Election Day important**.
* Cybersecurity Training will be required for each ROV. Platform will be online. SOTS personnel have taken this online tutorial.
* Additional security measures and part of State’s protocols are the following with the goal to protect network and equipment:
  + Back-up System for CVRS
  + Developing analytics to perform change analysis
  + Implementation of the virtual work station provides a common platform
    - May result in small changes in procedures for printing and downloading data to an external file
    - Will provide minimum standards across the ROV community

Other Comments:

* Mike Wyman suggested using the SOTS newsletter to communicate cybersecurity topics as it is an important source of information in addition to email.

**DMV Changes**

* The next phase of DMV changes will be implemented in August 2019. The DMV customer will be entering their voter data directly as opposed to a DMV employee. There will be a look up screen to enable the customer to review their existing voter registration information or ascertain, if in fact, they are already registered.
* DMV application will add unit field and increase the field size of the address.

**DMV Tumbleweed**

* Ted Bromley informed us that some ROVs are not processing Tumbleweed transaction promptly. They found that one town had Tumbleweed transaction dated in Dec of ’17 that has not been processed as of May 2018.
* Ted suggested communicating at the next conference to ROV that Tumbleweed transactions need to be process timely since a voter is moving out of town and then registering to another town and the voter change is not being made which impacts the voter to vote at a Primary or at Election.
* Lisbeth suggested each Technology Committee member communicate at their county meeting that ROV should process their Tumbleweed transaction promptly including if “No Action Is Required” transactions.

**Stress Test**

* The Stress Test for the Primary is on schedule for June 12 from 1 to 2 p.m. Ann Kilby will be sending an email to Antoinette Spinelli, the President of the Town Clerk Association requesting her to send an email to remind all the Town Clerks to participate in the test. Ann asked Sue Larsen to send an email to all ROVs for same purpose.
* Tom Miano and Ted Bromley would like to add additional information in the email, such if a Town Clerk or ROV encountered major performance problems to contact Steve Mason directly. Other minor problems can be email to the ROVAC Technology Committee email. Also, a conference call will be setup for Tom Miano, Ted Bromley, Steve Mason and ROVAC Technology Committee members during the stress test in order to respond to any major problems.

Ann will work with Tom Miano and Ted Bromley on these items. Any questions about the stress test, please contact Ann Kilby at 860-306-8769 or email to **rovactechcomm@gmail.com**.

**Update on current CVR Changes and other old business:**

* **Eliminating the Displaying and Printing the Voter Description Information on the Voter Registration Card.** On June 8, 2018 only the voter portion of the registration card will print.
* **Online Voter Registration – capability to look up whether registered and other information**
  + Discussion about having lookup capability for online registration system ensued. Marla Cowden stressed the importance of a registration look up capability in the SOTS online voter registration application so the voter can review their existing voter registration information.
  + Thomas Miano suggested implementing a query using static information updated weekly to allow the voter to see current registration information.
  + Goal is to eliminate duplicate registrations and changes to middle names.

**Implementing the New Passwords for CVRS Ids**

* Ted Bromley has reviewed comments that were made by ROVs and will be sending out an email before Monday, June 4th, implementation day. ROVs will have 14 days to implement new password procedures.
* **All passwords for CVRS IDs must be changed within 14 days which is by end of day – June 18th.**

**Deleting Voters & Voting Election History**

* Audit trails for records deletions and changes to voter history are not available currently. We would like an audit trail to document this process.
* Ted Bromley would like to have no deletion function. Ted is working with Steve Mason to implement a merge function. This merge function would be helpful in the duplication problem.
* **Batch Automation for Changing a Voter Status To Inactive after no action has been made after 30 days when CVRS Letter has been issued**
* Ted Bromley and Steve Mason is working on this feature. Ted Bromley is concerned that the impact on the 31st day the voter is automatically placed in Inactive Status.

**Next Meeting:** July 26, 2018 at 10 am. Riverfront Community Center, 300 Welles Street, Glastonbury. Please supply your agenda items to Lisbeth Becker by July 12, 2018.

**Adjournment:** Dorothy Mrowka made a motion to adjourn this meeting. Ann Marie Mastroianni seconded this motion. Meeting adjourned at 12:10 pm.

Sincerely,

Ann M. Kilby, Secretary