



COMMONWEALTH OF KENTUCKY  
**OFFICE OF THE SECRETARY OF STATE**  
MICHAEL G. ADAMS

May 22, 2020

Austin R. Evers  
Executive Director  
American Oversight  
1030 15<sup>th</sup> Street NW, Suite B255  
Washington, DC 20005

Mr. Evers:

On Thursday, April 23, 2020, the Office of the Secretary of State received your facsimile, requesting "all email communications (including email messages, complete email chains, email attachments, calendar invitations, and any attachments thereto) sent by any of the state officials listed below concerning vote by mail considerations related to the COVID-19 outbreak." You specifically requested email communications from the following state officials: Michael Adams, Jennifer Scutchfield, Heather Quinn, schedulers/assistants for the previous three and anyone else serving in a role next in authority to the Director of Administration and Elections. A response requesting additional time in which to respond was sent to you on April 28.

The Office of the Secretary of State conducted an extensive electronic mail search for Michael G. Adams, Secretary of State, Jennifer Scutchfield, Assistant Secretary of State, Heather Quinn, Elections Acting Director and Haley Bradburn, Special Assistant and Jeremy Foster, Staff Assistant. Individual search terms included "absentee voting," "vote by mail" and "coronavirus." To the extent the records constitute preliminary drafts, notes, recommendations, and/or memoranda, privileged communications, correspondence with private individuals, or any other exceptions provided for in KRS 61.870 to 61.884, they are excluded from your application. The responsive non-exempt public records in this agency's care, custody, and control are attached to this response.

Sincerely,

Jennifer Scutchfield  
Assistant Secretary of State

## Scutchfield, Jennifer S (SOS)

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**From:** Adams, Michael G (SOS)  
**Sent:** Tuesday, April 28, 2020 4:42 PM  
**To:** Harper, Scottie (Logan County Clerk  
**Cc:** Scutchfield, Jennifer S (SOS); Harris, David C (SOS)  
**Subject:** RE: Primary concerns

Thanks, Scottie. The approach you prefer is not permitted by the Kentucky Constitution, and likely would lead to lawsuits under federal election law as well. We will work with you to promote mail-in absentee voting, however. Moreover, my agreement with the Governor does not require drive-through voting; it suggests that but ultimately requires just that we develop methods that limit direct contact between individuals. Thank you.

Michael G. Adams  
Secretary of State  
Commonwealth of Kentucky  
700 Capital Avenue, Suite 152  
Frankfort, KY 40601  
(502) 564-3490



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**From:** Harper, Scottie (Logan County Clerk  
**Sent:** Monday, April 27, 2020 7:26 PM  
**To:** Adams, Michael G (SOS) <michaelg.adams@ky.gov>  
**Subject:** Fwd: Primary concerns

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**From:** Harper, Scottie (Logan County Clerk  
**Sent:** Monday, April 27, 2020 4:56:44 PM  
**To:** [coryskolnick@yahoo.com](mailto:coryskolnick@yahoo.com) <[coryskolnick@yahoo.com](mailto:coryskolnick@yahoo.com)>  
**Subject:** Primary concerns



Hello to all members of the State Board and thank you for your time in this matter. I just wanted to take a moment and send a quick concern about the upcoming election that is being put together for Ky voters in Primary June 23 2020. I have been blessed to be County Clerk for 14 yrs and serve the people of Logan County. Elections have always been the most critical and impactful part of our job because, Elections take a lot of planning and once executed there is no room for error and no forgiveness. I was told by Senior Clerks when I first came into office that as Clerk you can fix anything in office but Elections. Elections will get you kicked out of office if you screw up the process. Elections have always had a firm foundation and integrity built by all our forefathers that had a part in the constitution that was created to protect all Kentuckians. My concerns are we have taken a process and altered it minimally (due to the current pandemic) to accommodate each voter. The current version put out, will not only be a challenge and possible failure , but we will be in multiple lawsuits for years to come from this version and that is concerning to me. Some counties in this commonwealth are having major financial difficulties and by trying to do this two direction Hybrid election process some will run short of funding. Voter safety is the main reason we are having any of these discussions and yet we are using, for whatever reason, a live drive thru election. For me and many other Clerks, I don't have the manpower that is required or



that are willing to work in this method under any circumstance or payment amount because of age or health issues and can't take the risk involved. I ask the board to stop for a moment and trust not only current County Clerks concerns that are in the trenches on the front line, but to rethink how previous members of the State Board all the way back to the beginning of State Government have made hard decisions to protect every Kentucky Voter and why this before us is so dangerous and should not happen in the current version. This will make everyone, from the Secretary and Governor all the way down to us look bad, and it will dissolve the integrity and trust we have all worked so hard to uphold for Kentuckians be a complete failure. Other States have tried some of these dangerous tactics and the end result was failure to the Election Process. The State Boards only sure way of a success in our current time sensitive situation is to mandate Mail Only Voting (No Live Drive-Thru Precincts) for all Kentuckians for Primary June 23, 2020 with Handicap Provisions to protect their right to vote , and assure the public everyone's goals moving forward would be to focus on Live Elections for General Election in November. Thanks again for your time. Hope everyone has a great rest of the week.

Scottie Harper

Logan County Clerk

Russellville

270-726-6621



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**From:** Scutchfield, Jennifer S (SOS)  
**To:** SOS Employees - Executive (SOS)  
**Subject:** Fwd: Absentee voting  
**Date:** Friday, April 24, 2020 5:29:27 PM

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Jenni Scutchfield  
Assistant Secretary of State  
Secretary of State - Michael G. Adams  
700 Capital Avenue, Suite 152  
Frankfort, KY 40601  
(502) 782-7417

---

**From:** Dearing, Jared (SBE) <jared.dearing@ky.gov>  
**Sent:** Friday, April 24, 2020 5:24 PM  
**To:** County Clerks All; SBE ALL  
**Cc:** Scutchfield, Jennifer S (SOS); benchandler3  
**Subject:** Absentee voting

Good afternoon,

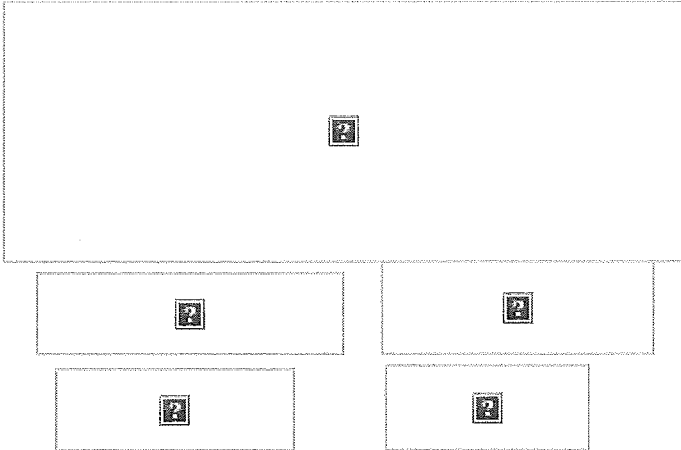
I know that you are all receiving phone calls about this morning's SBE meeting, specifically voters looking to apply for an absentee by mail ballot after the governors executive order. Voters are still allowed to apply for an absentee ballot under the current regs and statutes, as long as they have a valid excuse. On Tuesday morning the 28th after the board votes to approve the proposed emergency administrative regulation, all voters will be eligible to vote absentee mail-in by medical excuse as long as they submit an application. The State Board will come back into session Tuesday morning to vote on administrative regulations that will facilitate this and other processes, at which time SBE will also send out (for your use) an updated SBE 45 form to be used prior to the SBE Absentee Application Portal being available. This Portal should be live within the next 3-4 weeks. In the meantime a paper application will be made available to you. The new form will remove the 14 day rule requirement and conform to the new admin regulations creating a more streamlined process. You will be able to use this form until the Portal becomes available and/or after if you find it useful.

I have spoken to KCCA president Renesa Abner to set up a state wide KCCA conference call on Tuesday the 28<sup>th</sup> in the afternoon. The goal of this call will be to talk in detail about what the board voted on and answer any questions you may have. Renesa will reach out to you with more information on time and call in details. I would also recommend that you contact your County Board of Elections members to set a meeting date as soon as possible after the Tuesday State Board of Elections meeting. You will want to discuss how your county will move forward for the June 23<sup>rd</sup> election, as we have built flexibility into specific parts of the admin regs to accommodate the unique needs of each county. We will discuss where flexibility is built in to the plan on Tuesday's KCCA call, *please call in.*



We will be sending out more information soon but I wanted to answer these questions specifically since I know many of you have emailed looking for guidance.

Thanks –Jared





**From:** Scutchfield, Jennifer S (SOS)  
**To:** Harris, David C (SOS)  
**Subject:** FW: NASS Elections Committee: 3/26 Call Notes, New Election/Coronavirus Funds Breakdown, State Letter Template for MOC outreach, Input from Election Industry on Timelines and Planning, Executive Orders, FVAP Warns of UOCAVA Mail Disruption  
**Date:** Monday, March 30, 2020 2:43:00 PM  
**Attachments:** [elections-call-notes-032620.docx](#)  
[Emergency Election Grants State Breakdown.pdf](#)  
[3.30.20 Stimulus Customizable State Letter Template.docx](#)  
[Considerations for Operations During COVID-19 Emergency from NASS Corporate Affiliates.docx](#)  
[20200324141043624.pdf](#)  
[Executive Order 1463 - essential businesses.pdf](#)  
**Importance:** High

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See attachments.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

**From:** Reynolds, Leslie [mailto:reynolds@sso.org]  
**Sent:** Friday, March 27, 2020 6:24 PM  
**To:** Reynolds, Leslie <reynolds@sso.org>  
**Cc:** Dodd, Stacy <sdodd@sso.org>; Milhofer, John <jmilhofer@sso.org>; Maria Benson <mbenson@sso.org>; Lindsey Forson <lforson@sso.org>  
**Subject:** NASS Elections Committee: 3/26 Call Notes, New Election/Coronavirus Funds Breakdown, State Letter Template for MOC outreach, Input from Election Industry on Timelines and Planning, Executive Orders, FVAP Warns of UOCAVA Mail Disruption  
**Importance:** High

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Dear NASS Elections Committee and Communications Directors:

**Elections Committee 3/26 Conference Call Notes**

Attached you will find the notes from the call yesterday. **Our next call will be on Thursday, April 2 at 2:30PM ET**  
**Dial-In: 888-537-7715**  
**Passcode: 72217898#**

**House Passes and President Signs Coronavirus Relief Package – Breakdown of Funds, Template For Letters to Congress**

The Coronavirus Relief Package is now law. That means the EAC will be able to get guidance from the Office of Management and Budget about disbursement of the \$400 million in election funds. Attached is a funding breakdown sent to us by Senate Rules. There was a lot of discussion on the call yesterday about the challenges of accessing these funds and the reporting requirements that go with them. We have drafted a letter template you could customize if you would like to reach out to



your Members of Congress. It is unclear when Congress will be back in DC to address any future action or legislation. We were told on numerous occasions that this “would not be the last train to leave the station,” so hopefully there will be an opportunity to address your concerns.

#### **Input from Election Industry Providers on Timelines and Planning**

We reached out to our election-related corporate affiliates for questions state election officials should consider when planning for the upcoming elections. We asked them to send questions from their company’s perspective on what states should consider when postponing primary elections, expanding early voting, and expanding absentee voting or implementing vote-by-mail, among others. We asked them to think about timelines, potential supply chain issues, potential staff or technology availability issues, security considerations, and anything else important from their perspective. **Attached you will find this document. We hope it helps!**

#### **Executive Orders Regarding Essential Employees and Essential Businesses**

Yesterday on our call, there were some questions about designation of essential employees and essential businesses based on state emergency declarations. Elections Personnel is considered “essential” and per the [CISA Guidance](#), which is advisory not a directive. On our call and on a later GCC/SCC call, the private sector supporting the elections have asked that they be considered essential as well. Attached are examples of the NM Public Health Order and MS Executive Order.

#### **DOD’s Federal Voting Assistance Program (FVAP) – International Airport Closures Impact on Ballots from UOCAVA Voters**

David Beirne, Director of FVAP reached out yesterday to share this release regarding impact of international airport closing on UOCAVA ballots. [Important Information for UOCAVA Voters and Election Officials During COVID-19 Pandemic](#).

FVAP is encouraging UOCAVA voters to:

1. **Register and request your ballot through FVAP.gov:** Use the Federal Post Card Application (FPCA) at FVAP.gov to simultaneously register and request an absentee ballot.
2. **Consider asking that your ballot be sent to you electronically:** Voters in countries currently experiencing, or likely to experience, mail disruptions should select an electronic option for receiving their blank ballot from their election official.
3. **Consider state ballot submission alternatives:** Refer to your state's instructions on FVAP.gov for available options for returning your voted ballot. Most states allow voters to submit ballots online.

Don’t forget to check out the [NASS Issue Briefing on Elections/COVID](#) – See what states are doing

Thanks so much. Stay safe this weekend and thank you for all you do. You all are awesome!

Leslie

Leslie Reynolds  
Executive Director  
National Association of Secretaries of State (NASS)  
444 N. Capitol Street, NW Suite 401



Washington, DC 20001  
202-624-3525  
<https://www.nass.org/>

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**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Quinn, Heather L \(SOS\)](#); [Adams, Michael G \(SOS\)](#)  
**Subject:** Fwd: Update, March 26: Senate COVID-19 Response Bill Election Funds, Hand Sanitizer, GCC/SCC Sector Specific Plan  
**Date:** Friday, March 27, 2020 11:15:46 AM  
**Attachments:** [Guidance on Use of HAVA Funds for Expenses Related to COVID Updated 3-26-20\[1\].docx](#)  
[Absentee Ballot Postcard Request8.pdf](#)  
[CISA EISSP Final 508.pdf](#)  
[Senate Covid19 Response 3.26.20.pdf](#)  
[IF11456 CRS disrupted elections 3 25 2020 update.pdf](#)

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FYI

Jenni Scutchfield  
Assistant Secretary of State  
Secretary of State - Michael G. Adams  
700 Capital Avenue, Suite 152  
Frankfort, KY 40601  
(502) 782-7417

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**From:** Amy Cohen <[acohen@nased.org](mailto:acohen@nased.org)>  
**Sent:** Thursday, March 26, 2020 8:05 PM  
**To:** Amy Cohen  
**Subject:** Update, March 26: Senate COVID-19 Response Bill Election Funds, Hand Sanitizer, GCC/SCC Sector Specific Plan

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Good evening,

- COVID-19:
  - The Senate Covid-19 Response Bill passed last night, and it is expected to pass the House. See page 668 in the attached. The bill authorizes \$400M in election grants “to prevent, prepare for, and respond to coronavirus, domestically or internationally, the 2020 Federal election cycle.” The EAC is seeking an OMB opinion to get clarity, so there is a lot more information to come, but here is what we know now:
    - States will have 20 days after the election to provide a full accounting of the funds spent on coronavirus to the EAC (ie – Monday, November 23);
    - The EAC will compile information from the states into a report and will submit that report to Congress within 3 days (ie – Thursday, November 26 – Thanksgiving Day);
    - The EAC will disburse funds within 30 days of the date of the bill’s enactment;
    - Any state money that is unobligated on December 31, 2020 must be returned to the Treasury;
    - This money will be distributed like the previous 2020 money which means there



is a **20% state match** and the Mariana Islands are included.

- The EAC revised its guidance on the 2020 Funding and it is attached.
- Dan Bentley from USPS will join **our standing call tomorrow at noon ET**. Dan can only join for the first 30 minutes, but we can always invite him back.
  - **When:** Fridays, noon ET
  - **Where:** 646-876-9923,,231633811#
  - **What:** Discuss challenges, solutions, get advice from your colleagues
- The Distilled Spirits Council of America put together [this interactive map](#) of distilleries making hand sanitizer. There is some overlap with [the resource I sent yesterday](#) from the Distilled Spirits Association, but both are helpful.
  - Based on my conversations with associations and with distillers, distillers creating hand sanitizer are complying with FDA regulations and recommendations, so this is a viable, if nontraditional, option.
  - Largest distillers and brewers have, in many cases, already committed to healthcare, so focusing on smaller, craft operations is probably a better bet.
- The Federal Voting Assistance Program (FVAP) is encouraging UOCAVA voters to request electronic delivery of ballots. They encourage election officials to communicate directly with those voters to advise them of all of their options. As a reminder, international postal service is impacted by quarantines and other measures taken in foreign countries to limit the spread of the virus.
- Attached is a Congressional Research Service report about disrupted federal elections.
- West Virginia updated their COOP plan to include a pandemic response, and the provided a fillable county template. I've updated this in the [Google Drive folder](#) with COOP plans.
  - West Virginia also shared a postcard absentee ballot request form as well as a creative poll worker recruitment flyer (with a tip of the cap to Ohio for the inspiration!)
- Everyone's got recommendations:
  - Bob Bauer, Ben Ginsberg, and Nate Persilly, formerly of the Presidential Commission on Election Administration, released this editorial in [the New York Times](#) today calling for a similar-style commission.
  - The [National Task Force on Election Crises](#), a group I'd never heard of until this morning, released their [11-page recommendations](#).
- The final GCC/SCC Elections Infrastructure Sector Specific Plan (SSP) is attached. This document outlines a long-term, strategic direction for the Election Infrastructure Subsector, including its mission, goals, and priorities. The GCC and SCC have developed and approved this SSP jointly to reflect the perspectives of election officials and the private sector and nonprofit organizations that provide services, systems, products, and technology that support the election administration process.
  - This is long, but worth a read and represents the culmination of dozens (maybe hundreds – it was A LOT of work) of hours of work by members of the SSP working group, which is chaired for the GCC by Judd Choate (CO).



- The Kill Chain documentary airs on HBO at 9pm ET.

Talk to you tomorrow!

Amy

Amy Cohen  
Executive Director  
National Association of State Election Directors  
Phone: 240-801-6029  
Mobile: 203-536-3660  
*Follow us on Twitter [@NASEDorg](#) and on [Facebook](#)!*

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**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Quinn, Heather L \(SOS\)](#)  
**Subject:** Fwd: Federal Voting Assistance Program Daily Digest Bulletin  
**Date:** Friday, March 27, 2020 11:12:39 AM

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FYI

Jenni Scutchfield  
Assistant Secretary of State  
Secretary of State - Michael G. Adams  
700 Capital Avenue, Suite 152  
Frankfort, KY 40601  
(502) 782-7417

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**From:** Federal Voting Assistance Program <news@updates.fvap.gov>  
**Sent:** Friday, March 27, 2020 4:28 AM  
**To:** [jscutchfield@ky.gov](mailto:jscutchfield@ky.gov)  
**Subject:** Federal Voting Assistance Program Daily Digest Bulletin

FVAP logo + Voting assistance for Service members, their families and overseas citizens





# UOCAVA Absentee Voting During COVID-19

03/26/2020

FVAP Banner



## **IMPORTANT INFORMATION FOR UOCAVA VOTERS AND ELECTION OFFICIALS DURING COVID-19 PANDEMIC**

March 26, 2020 — Alexandria, Va. — The Federal Voting Assistance Program (FVAP) is



tracking the impact of coronavirus disease 2019 (COVID-19) on active duty military, their eligible family members, and U.S. citizens abroad and recommending ways to avoid any postal issues that may result from changes made by international postal operators:

In its role under the *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)*, FVAP is working closely with partners at the United States Postal Service (USPS), the U.S. Department of State (DoS), and within the Department of Defense (DoD) as the COVID-19 pandemic evolves to provide assistance for voters experiencing international mail disruptions, shifting election dates, and other potential effects on the 2020 election cycle related to COVID-19.

FVAP encourages our overseas military, families and overseas citizens to take these individual actions to help overcome any potential disruptions to host country mail operations:

1. **Register and request your ballot through FVAP.gov:** Use the Federal Post Card Application (FPCA) at [FVAP.gov/FPCA](https://fvap.gov/FPCA) to simultaneously register and request an absentee ballot.
2. **Consider asking that your ballot be sent to you electronically:** Voters in countries currently experiencing, or likely to experience, mail disruptions should select an electronic option for receiving their blank ballot from their election official.
3. **Consider state ballot submission alternatives:** Refer to your state's instructions on FVAP.gov for available options for returning your voted ballot. Most states allow voters to submit ballots online.

For the latest alerts on **international mail service**, voters and election officials should refer to the USPS alerts found here: <https://about.usps.com/newsroom/service-alerts/international/welcome.htm>

For the latest alerts on **domestic mail service**, voters and election officials should refer to the USPS alerts found here: <https://about.usps.com/newsroom/service-alerts/>

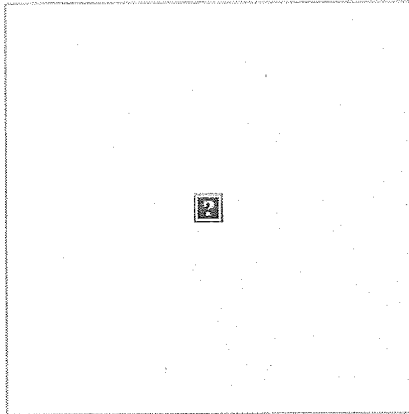
FVAP will post the latest information on the COVID-19 response for voters and election officials here: [FVAP.gov/COVID-19](https://fvap.gov/COVID-19). FVAP will also continue to work with its federal partners, and with state election officials to confirm and report changes to election dates and deadlines, and any other information impacting the UOCAVA voting process.

FVAP remains committed to assisting voters and election officials. Our [call center](https://fvap.gov) remains open Monday – Friday, 7:30AM – 4:00PM EDT and can be reached by calling 1-800-438-8683 or by email at [vote@fvap.gov](mailto:vote@fvap.gov).

###

For more information about the Federal Voting Assistance Program or assistance with absentee voting, go to [FVAP.gov](https://fvap.gov), call 703-588-1584 (toll free 1-800-438-VOTE or DSN 425-1584) or email ([vote@fvap.gov](mailto:vote@fvap.gov)).





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This email was sent to [jscutchfield@ky.gov](mailto:jscutchfield@ky.gov), on behalf of: Federal Voting Assistance Program · 4800 Mark Center Drive, Mailbox 10 · Alexandria, VA 22350-5000 · [fvap.gov](http://fvap.gov) · 1-800-438-8683 · DSN 425-1584



**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** ["Dana Paikowsky"](#)  
**Cc:** [Taylor Brown \(SBE\)](#)  
**Bcc:** [Scutchfield, Jennifer S \(SOS\)](#)  
**Subject:** RE: Open Records Request  
**Date:** Thursday, March 26, 2020 4:29:00 PM

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Pertaining to the request attached, the Secretary of State does not maintain this information. You may contact the State Board of Elections to get this information. I would recommend reaching out to Taylor Brown. He is copied on this email.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

**From:** Dana Paikowsky [mailto:DPaikowsky@campaignlegalcenter.org]  
**Sent:** Thursday, March 26, 2020 3:38 PM  
**To:** Scutchfield, Jennifer S (SOS) <jscutchfield@ky.gov>  
**Subject:** Open Records Request

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Dear Assistant Secretary Scutchfield,

I have attached for your review a request for records regarding absentee voting in Kentucky. Please feel free to reach out to me if you have any questions about this matter.

Thank you so much in advance for your help.

Best,  
Dana Paikowsky



**From:** Scutchfield, Jennifer S (SOS)  
**To:** Jones, Leslie A (DPA)  
**Cc:** Metzger, Elizabeth M (DPA); Philpot, Casey L (DPA)  
**Subject:** RE: Primary Elections  
**Date:** Tuesday, March 24, 2020 11:46:00 AM

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Thank you so much! At this time, there is an internal working group with SBE, SOS and County Clerks to review. I will keep you updated.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Jones, Leslie A (DPA)  
**Sent:** Tuesday, March 24, 2020 11:38 AM  
**To:** Scutchfield, Jennifer S (SOS) <jscutchfield@ky.gov>  
**Cc:** Metzger, Elizabeth M (DPA) <elizabeth.metzger@ky.gov>; Philpot, Casey L (DPA) <caseyl.philpot@ky.gov>  
**Subject:** Primary Elections

Hello,

I wanted to reach out to you about the Primary Election. P&A wants to get information out to Kentuckians about voting and voting accessibility as soon as possible. Have any decisions been made about the Primary? Will the Primary operate under the regular law except for date and time changes for polling places and for absentee voting? P&A is available to assist. Please feel free to reach out to me, Beth or Casey.

Leslie A. Jones  
Protection & Advocacy  
5 Mill Creek Park  
Frankfort, KY 40601  
502 564 2967

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**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Quinn, Heather L \(SOS\)](#)  
**Subject:** FW: SBE 20-14 Update regarding procedures during ongoing COVID-19 pandemic  
**Date:** Monday, March 23, 2020 9:44:00 AM  
**Attachments:** [2020 Election Calendar with Primary Postponement.pdf](#)  
[SBE 20-14 Update regarding procedures during ongoing COVID-19 pandemic.pdf](#)

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Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Brown, Taylor (SBE)  
**Sent:** Wednesday, March 18, 2020 4:47 PM  
**To:** County Clerks All <CountyClerksAll@ky.gov>  
**Cc:** Dearing, Jared (SBE) <jared.dearing@ky.gov>; karenricesellers@gmail.com; Scutchfield, Jennifer S (SOS) <jscutchfield@ky.gov>  
**Subject:** SBE 20-14 Update regarding procedures during ongoing COVID-19 pandemic

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All,

Please see the attached memo and updated Election Calendar (as Jenni pointed out in her earlier email, books now close on *Wednesday, May 27, 2020*).

Thanks,

Taylor Austin Brown  
General Counsel  
State Board of Elections  
140 Walnut Street  
Frankfort, Kentucky 40601  
(502) 782-9499  
[TaylorA.Brown@ky.gov](mailto:TaylorA.Brown@ky.gov)

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**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [County Clerks All](#)  
**Cc:** [SOS Employees - Executive \(SOS\)](#); [SBE ALL](#); ["William May"](#); ["Bobby Gantley"](#); ["rob.wiebusch@essvote.com"](#); ["Gilbert Stambaugh"](#); ["terrell@tchqcommunications.com"](#)  
**Subject:** RE: Calendar updates  
**Date:** Wednesday, March 18, 2020 1:05:00 PM  
**Attachments:** [image001.png](#)  
[2020 Election Calendar with Primary Postponement.pdf](#)

---

I have had several questions and I am sure there will be more. Regarding voter registration deadline: It was moved to Tuesday, May 26<sup>th</sup> since the 25<sup>th</sup> is Memorial day. It then shifted the "books closed" to the next day.

Regarding the ballot positions, it had to be moved to account for those that would be successful in their party nomination in the Primary, which occurs June 23<sup>rd</sup>. this date was moved to the Thursday after the required certification of candidates by the SBE.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

**From:** Scutchfield, Jennifer S (SOS)  
**Sent:** Tuesday, March 17, 2020 4:53 PM  
**To:** County Clerks All <CountyClerksAll@ky.gov>  
**Cc:** SOS Employees - Executive (SOS) <SOS.Employees-Executive@ky.gov>; SBE ALL <SBEALL@ky.gov>; 'William May' <william.may59@gmail.com>; 'Bobby Gantley' <bgantley@harpky.com>; 'rob.wiebusch@essvote.com' <rob.wiebusch@essvote.com>; 'Gilbert Stambaugh' <gilbert@ekyvote.com>; 'terrell@tchqcommunications.com' <terrell@tchqcommunications.com>  
**Subject:** Calendar updates

County Clerks and Deputies:

Please find attached an calendar for the 2020 Elections with the updated dates that were impacted by the Primary Election postponement. Secretary Adams and his staff thank you for your continued cooperation and input. I will remind you to review 31 KAR 4:160 regarding Elections Emergency Contingency Plan and assume the State Board may move forward with regulatory changes.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams  
700 Capital Avenue, Suite 152  
Frankfort, KY  
(502) 782-7417







**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Alexander, Jason A \(Edmonson County Clerk\)](#)  
**Subject:** RE: Calendar updates  
**Date:** Wednesday, March 18, 2020 10:05:00 AM  
**Attachments:** [image001.png](#)  
[2020 Election Calendar with Primary Postponement.pdf](#)

---

Jason – The registration deadline did change. It is on the calendar 5/26 because 5/25 is Memorial Day.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

**From:** Alexander, Jason A (Edmonson County Clerk)  
**Sent:** Wednesday, March 18, 2020 10:00 AM  
**To:** Scutchfield, Jennifer S (SOS) <[jscutchfield@ky.gov](mailto:jscutchfield@ky.gov)>  
**Subject:** RE: Calendar updates

We received the new election calendar. Is the last day to register to vote still April 20<sup>th</sup>? It was not on the new calendar. Thanks!

**From:** Scutchfield, Jennifer S (SOS) <[jscutchfield@ky.gov](mailto:jscutchfield@ky.gov)>  
**Sent:** Tuesday, March 17, 2020 3:56 PM  
**To:** County Clerks All <[CountyClerksAll@ky.gov](mailto:CountyClerksAll@ky.gov)>  
**Cc:** SOS Employees - Executive (SOS) <[SOS.Employees-Executive@ky.gov](mailto:SOS.Employees-Executive@ky.gov)>; SBE ALL <[SBEALL@ky.gov](mailto:SBEALL@ky.gov)>; William May <[william.may59@gmail.com](mailto:william.may59@gmail.com)>; Bobby Gantley <[bgantley@harpky.com](mailto:bgantley@harpky.com)>; [rob.wiebusch@essvote.com](mailto:rob.wiebusch@essvote.com); Gilbert Stambaugh <[gilbert@ekyvote.com](mailto:gilbert@ekyvote.com)>; [terrell@tchqcommunications.com](mailto:terrell@tchqcommunications.com)  
**Subject:** Calendar updates

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County Clerks and Deputies:

Please find attached an calendar for the 2020 Elections with the updated dates that were impacted by the Primary Election postponement. Secretary Adams and his staff thank you for your continued cooperation and input. I will remind you to review 31 KAR 4:160 regarding Elections Emergency Contingency Plan and assume the State Board may move forward with regulatory changes.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams  
700 Capital Avenue, Suite 152



Frankfort, KY  
(502) 782-7417





**From:** Scutchfield, Jennifer S (SOS)  
**To:** "Dawn Spritzky"  
**Subject:** RE: Voting  
**Date:** Tuesday, March 17, 2020 10:18:00 AM

---

Dawn – Step one we took yesterday in postponing the May Primary. We will look at the next steps this week.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Dawn Spritzky [mailto:dspritzky@boonecountyky.org]  
**Sent:** Monday, March 16, 2020 10:26 AM  
**To:** Dearing, Jared (SBE) <jared.dearing@ky.gov>  
**Cc:** Scutchfield, Jennifer S (SOS) <jscutchfield@ky.gov>  
**Subject:** Voting

I know everyone is putting their 2 cents in regarding the elections. I was going to email this to you before I left work on Friday, but truly hate bothering you.

#### **OPEN MAIL-IN ABSENTEE VOTING FOR EVERYONE –**

***I think this is something that would not only work, but also remove a lot of the panic and risks for voters, poll workers and staff.***

I know you mentioned if we open mail-in voting for everyone it would create a problem on the back end on Election Day with trying to verify signatures, open envelopes, scan ballots, etc. Especially for those counties that have thousands of voters. Almost impossible for large counties.

However, why couldn't the State Board of Elections/Secretary of State/Governor's Office require Board of Election members to start the Election Day process sometime the week before the Election and verify/open/etc.. as many ballots as possible each day. Also, have the Supervisor of Elections/Voter Registration be the only one scanning the ballots each day. The totals would not be printed out until Election Day.

In Boone County we have over 30 of our Sheriff Deputies assisting on Election



Day. Other counties would have time to recruit individuals to assist.

Would the State be able to cover the cost of the envelopes and postage? The Governor should be able to pull these funds from available deep pockets.

Also, we wouldn't have to worry about moving precincts from nursing homes and other buildings that might be closed.

My other suggestion is opening on-line just like we do for FPCA's.

Or cancel the Primary and go straight to the General. All candidates still in the race, remain on the ballot!

I truly hope you have a great weekend and get to enjoy some of it. You never seem to catch a break.

The End!

*Dawn Spritzky*

Deputy Clerk

Boone County Elections &

Voter Registration Supervisor

[dspritzky@boonecountyky.org](mailto:dspritzky@boonecountyky.org)

859-334 3915 or 859-334-2130



**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Bradburn, Haley M \(SOS\)](#)  
**Subject:** FW: NASS Elections Committee: GCC/SCC Working Group on Coronavirus Call on 3/16/20 at 3PM ET, NASS Elections Committee Call on Thursday, March 19 at 2PM, CRS Report on Disrupted Elections, Updated State Releases/Info re Coronavirus Prep  
**Date:** Tuesday, March 17, 2020 10:16:00 AM  
**Attachments:** [IF11456 CRS Disrupted Elections 3 2020.pdf](#)  
**Importance:** High

---

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

**From:** Reynolds, Leslie [mailto:reynolds@sso.org]  
**Sent:** Friday, March 13, 2020 6:08 PM  
**To:** Reynolds, Leslie <reynolds@sso.org>  
**Cc:** Dodd, Stacy <sdodd@sso.org>; Milhofer, John <jmilhofer@sso.org>; Maria Benson <mbenson@sso.org>; Lindsey Forson <lforson@sso.org>  
**Subject:** NASS Elections Committee: GCC/SCC Working Group on Coronavirus Call on 3/16/20 at 3PM ET, NASS Elections Committee Call on Thursday, March 19 at 2PM, CRS Report on Disrupted Elections, Updated State Releases/Info re Coronavirus Prep  
**Importance:** High

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Dear NASS Elections Committee, Communications Directors, IT Directors:

Second email today, sorry☹

**GCC/SCC Joint Working Group on Coronavirus First Call on Monday, March 16 at 3PM ET**

As I noted in my email earlier today, the GCC has established a working group on the coronavirus and elections. **The first call of the coronavirus working group is on Monday, March 16<sup>th</sup> at 3PM ET.** If you haven't already done so, please let me know if you're interested in serving on this group and I will forward you an agenda and dial-in info.

**NASS Elections Committee Call on Thursday, March 19, 2020 at 2PM ET**

There will be a NASS Elections Committee conference call at **2PM ET next Thursday, March 19<sup>th</sup>.** The purpose of the call is to give Secretaries an opportunity to share experiences with primary preparations, issues resulting from coronavirus and ask questions of one another. Staff is also welcome to participate.

**Dial-in: 888-537-7715**  
**Passcode: 72217898#**



### **Congressional Research Services (CRS) Issues 2-Pager on “Disrupted Federal Elections”**

Attached you will find a 2-pager that CRS prepared for Congress. The document “introduces historical and policy issues that could be relevant for congressional oversight, legislation, or appropriations related to what this product calls *disrupted elections*. This term means events such as natural disasters, other emergencies, or cyber attacks that could substantially delay or prevent normal voting, election administration, or campaigning.”

### **Updated State Press Releases re Coronavirus Prep – Please share links to releases I might have missed**

The yellow highlighted releases are new since my last email.

- Statement from Arizona, Florida, Illinois and Ohio Chief Elections Officials
- AL – Alabama Secretary of State Issues Response to Coronavirus Preparation, Secretary Merrill Issues Update on March 31 Runoff Election
- AZ - State and county officials collaborating to reduce COVID-19 exposure during Presidential Preference Election , Arizona election officials update response to COVID-19
- CT – Guidance Issued by Secretary of the State Denise Merrill: Absentee Ballots Should be Made Available Due to Public Health Emergency
- DC - Media Statement on Coronavirus (COVID-19) Preparations
- FL - Florida Secretary of State Laurel M. Lee Issues Election Readiness Update for Upcoming Presidential Preference Primary on March 17
- GA - Safeguards, Options Available for Voting During Virus Concerns
- LA – COVID-19 and Elections Update
- MD - Media Statement on COVID-19 Preparations (PDF)
- MO – Ashcroft Thanks Pollworkers and Election Officials for Great Work During Presidential Preference Primary
- OH – Protecting and Preparing Ohio Communities for Election Day, LaRose Gives Important Update on Voting in Ohio, Information for schools that host polling locations on Election Day
- PA – Secretary Reminds Voters of New Mail-In Voting Options Amid Coronavirus Concerns
- NC – NCSBE Statement on COVID-19 Response
- WI - Elections Commission Takes Action on COVID-19 Issues for April 7 and May 12 Elections

### **Other Resources**

- CISA Guidance on Telework
- The U.S. Election Assistance Commission has compiled a library of information regarding novel coronavirus/COVID-19 to support the election community’s response to this concern. This helpful resource is available at <https://www.eac.gov/election-officials/coronavirus-covid-19-resources>.
- NASS Report on State Laws & Practices for the Emergency Management of Elections (we have not found state law changes since 2017, we will continue to track)
- NCSL State Laws on Election Emergencies



- State COOP Plans on [Google Drive](#) – if your state doesn't allow you to operate with Google Drive, please email me and I will share the three plans separately. If you have a plan, and would be willing to share, please send along.

Thanks!

Leslie Reynolds

Executive Director

National Association of Secretaries of State (NASS)

444 N. Capitol Street, NW Suite 401

Washington, DC 20001

202-624-3525

<https://www.nass.org/>

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**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Quinn, Heather L \(SOS\)](#)  
**Subject:** FW: SBE memo dealing with Covid19  
**Date:** Friday, March 13, 2020 2:12:00 PM  
**Attachments:** [COVID-19 Press Release.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[SBE 20-12 Impact of Coronavirus-COVID-19 on the May 19, 2020 Primary Election.pdf](#)

---

The Memo and press release are attached.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

**From:** Brown, Taylor (SBE)  
**Sent:** Friday, March 13, 2020 1:54 PM  
**To:** Dearing, Jared (SBE) <[jared.dearing@ky.gov](mailto:jared.dearing@ky.gov)>; benchandler3 <[benchandler3@gmail.com](mailto:benchandler3@gmail.com)>;  
Adams, Michael G (SOS) <[michaelg.adams@ky.gov](mailto:michaelg.adams@ky.gov)>; DeAnna Brangers <[d4gop@aol.com](mailto:d4gop@aol.com)>;  
[katrinaf40108@gmail.com](mailto:katrinaf40108@gmail.com); [georussell10@gmail.com](mailto:georussell10@gmail.com); [leslieclerk@tds.net](mailto:leslieclerk@tds.net);  
[whitehousefs@yahoo.com](mailto:whitehousefs@yahoo.com); [dwightsears@silentguard.net](mailto:dwightsears@silentguard.net); Cory Skolnick <[coryskolnick@yahoo.com](mailto:coryskolnick@yahoo.com)>  
**Cc:** Scutchfield, Jennifer S (SOS) <[jscutchfield@ky.gov](mailto:jscutchfield@ky.gov)>; Combs, Miranda S (SOS)  
<[miranda.combs@ky.gov](mailto:miranda.combs@ky.gov)>  
**Subject:** RE: SBE memo dealing with Covid19

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I don't know what happened to the formatting on the previous copies, try these. – Taylor

**From:** Dearing, Jared (SBE) <[jared.dearing@ky.gov](mailto:jared.dearing@ky.gov)>  
**Sent:** Friday, March 13, 2020 1:40 PM  
**To:** benchandler3 <[benchandler3@gmail.com](mailto:benchandler3@gmail.com)>; Adams, Michael G (SOS) <[michaelg.adams@ky.gov](mailto:michaelg.adams@ky.gov)>;  
DeAnna Brangers <[d4gop@aol.com](mailto:d4gop@aol.com)>; [katrinaf40108@gmail.com](mailto:katrinaf40108@gmail.com); [georussell10@gmail.com](mailto:georussell10@gmail.com);  
[leslieclerk@tds.net](mailto:leslieclerk@tds.net); [whitehousefs@yahoo.com](mailto:whitehousefs@yahoo.com); [dwightsears@silentguard.net](mailto:dwightsears@silentguard.net); Cory Skolnick  
<[coryskolnick@yahoo.com](mailto:coryskolnick@yahoo.com)>  
**Cc:** Brown, Taylor (SBE) <[TaylorA.Brown@ky.gov](mailto:TaylorA.Brown@ky.gov)>; Scutchfield, Jennifer S (SOS)  
<[jscutchfield@ky.gov](mailto:jscutchfield@ky.gov)>; Combs, Miranda S (SOS) <[miranda.combs@ky.gov](mailto:miranda.combs@ky.gov)>  
**Subject:** SBE memo dealing with Covid19

Good afternoon,

I wanted to inform you SBE will be sending out several memos to County Clerks dealing with Covid-19.



The first memo (see attached) is requesting County Boards move any polling sites currently located in senior facilities and/or nursing homes to new locations. On March 10, 2020, the governor sent out an advisory directing state run senior facilities limit all guest interactions. We are also seeing other states implement this as a best practice per CDC guidance.

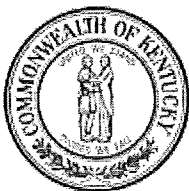
By sending this out now we will provide clerks with time to find appropriate replacement locations and most importantly to notify voters of these changes with time to make accommodations for voting. SBE will be paying for the associated mailings to notify voters of the changes and we are requesting clerks place notifications in local media and to place signage in front of the previous polling locations (on election day) directing voters to the new locations. We will also communicate these changes directly to the parties.

I am currently creating a larger document in conjunction with the Kentucky Public Health Department and the CDC to provide general information and best practices in dealing with all aspects of voter interaction and the voting process. That should be forth coming and I will send it to you before I send it out to clerks.

I have reviewed and discussed this memo with Secretary Adams, the Governor's office and Chairman Chandler and all are in agreement. I have also attached a press release that will go to the press directly after the memo is sent to clerks. I would like to send out both the memo and press release by 3pm today.

Please feel free to reach out to me if you have any questions or concerns about this or any other issues.

Best, Jared



**Jared Dearing**  
Executive Director

**State Board of Elections**

a: 140 Walnut Street – Frankfort, KY 40601

p: (502) 573-7100 f: (502) 573-4369

w: [www.elect.ky.gov](http://www.elect.ky.gov)



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[Find My Polling Place](#)



[Election Calendar](#)



[Contact Us](#)



**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Quinn, Heather L \(SOS\)](#)  
**Subject:** FW: NASS Elections Committee: Coronavirus Resources, State-by-State Profiles for Election Dates/Deadlines/Resources, FEMA Grant Call Recap, Survey from Election Reformers Network, EAC Voting System Anomaly Reporting, 2020 State Certification Conference  
**Date:** Thursday, March 12, 2020 2:20:00 PM  
**Attachments:** [WA-20-0037 WSFC - Coronavirus Fact Sheet for Election Workers - 02Mar20 \(U\)....pdf](#)  
[WA-COOP Elections 2020\\_redacted.docx](#)  
[WA-CORONAVIRUS IN WASHINGTON Staff.docx](#)  
[WA-COVID 19 Talking Points.docx](#)  
[WA-GloveBallotProtocol\\_030220.pdf](#)  
[DVS-Coronavirus-Cleaning-Notice-030920.pdf](#)  
[state-election-information-2020.docx](#)  
**Importance:** High

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Can you review the state election information and let me know what needs to be added for KY?

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

**From:** Reynolds, Leslie [<mailto:reynolds@sso.org>]  
**Sent:** Wednesday, March 11, 2020 10:44 AM  
**To:** Reynolds, Leslie <[reynolds@sso.org](mailto:reynolds@sso.org)>  
**Cc:** Dodd, Stacy <[sdodd@sso.org](mailto:sdodd@sso.org)>; Milhofer, John <[jmilhofer@sso.org](mailto:jmilhofer@sso.org)>; Maria Benson <[mbenson@sso.org](mailto:mbenson@sso.org)>; Lindsey Forson <[lforson@sso.org](mailto:lforson@sso.org)>  
**Subject:** NASS Elections Committee: Coronavirus Resources, State-by-State Profiles for Election Dates/Deadlines/Resources, FEMA Grant Call Recap, Survey from Election Reformers Network, EAC Voting System Anomaly Reporting, 2020 State Certification Conference  
**Importance:** High

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Dear NASS Elections Committee, Communications Directors and IT Directors,

There are a lot of attachments today!

#### **WA Shares Their Resources and COOP Plan on Coronavirus plus Federal Resources**

During the Elections Committee call with the CDC and DHS last Friday, WA Secretary Kim Wyman offered to share their coronavirus resources with the other states. **Those materials are attached.** Additionally, we have been told that the EAC will be posting information on their website shortly that will include vendor information on disinfecting voting systems, along with other planning resources. We will share that link once it is posted. In the meantime, we have also received some information from [CISA about Risk Management for Novel Coronavirus](#) and cybersecurity planning for possible remote workplace options.

As organizations explore various alternate workplace options in response to COVID-19, CISA recommends examining the security of information technology systems by taking the following steps:

Secure systems that enable remote access. Ensure Virtual Private Network and other remote access systems are fully patched. Enhance system monitoring to receive early detection and alerts on abnormal activity. Implement multi-factor authentication. Ensure all machines have properly configured firewalls as well as anti-malware and intrusion prevention installed. Test remote access solutions capacity or increase capacity. Ensure continuity of operations plans or business continuity plans are up-to-date. Increase awareness of information technology support mechanisms for employees who work remotely. Update incident response plans to consider workforce changes in a distributed environment.

#### **Election Vendors Share Guidance on Proper Cleaning of Election Equipment**



Last week we sent guidance from Hart and ES&S on the cleaning of voting systems while in use in polling places. Attached is guidance from Dominion. I will continue to send as they come in.

**NASS State-by-State Profiles for Key Dates, Deadlines and Resources for Elections – PLEASE REVIEW AND PROVIDE ANY CORRECTIONS**

Attached you will find our draft of state-by-state profiles for Key Dates, Deadlines and Resources for elections. Please review your state info which we have gathered from state websites and statutes. Please let us know if the info is correct or provide any edits necessary ASAP. We have done this for the last several presidential elections and would like to post to our website as soon as possible.

**Recap of 3/08 FEMA Call on Homeland Security Grant Program – Includes Election Security**

The application deadline for the FY20 Preparedness Grants has been extended until April 30<sup>th</sup>. The state election office and either the state homeland security advisor or emergency manager (see [this list](#) for state-specific office) should sit down and review the application process and figure out next steps. It was said on the call that election security was a last minute add to this grant program and so FEMA is expecting that many applications will include baby steps. **These funds will likely not be available before the November 3<sup>rd</sup> election.** However, FEMA said they do expect this to be an annual thing and they want these offices to begin working together, if they haven't already. CISA suggested focusing on basic cyber practices – MFA, moving business systems off of old operating systems, network segmentation, etc.

**The following are the four priority areas for FY 2020, along with the corresponding amount of HSGP funds that each recipient will be required to propose for each priority area in order to obtain a full allocation of HSGP funds:**

- 1) Enhancing cybersecurity (including election security) – 5 percent**
- 2) Enhancing the protection of soft targets/crowded places (including election security) – 5 percent;**
- 3) Enhancing information and intelligence sharing and cooperation with federal agencies, including DHS – 5 percent;
- 4) Addressing emergent threats (e.g., unmanned aerial systems [UASs], etc.) – 5 percent.

**Survey from Election Reformers Network Coming Your Way**

Recently we spoke with Kevin Johnson of the Election Reformers Network. He has told us he will be emailing a survey to Secretaries of State to “assess the viability of proposals to address potential conflicts of interest for Secretaries of State.” He said he spoke with many of you at the NASS 2020 Winter Conference about the survey and asked that I share with you that it will be sent out shortly. The email will be coming from [kjohnson@electionreformers.org](mailto:kjohnson@electionreformers.org). They survey is designed to be anonymous, though respondents can answer an optional question on their state if they choose.

**EAC Voting System Anomaly Reporting**

The EAC asked us to share their [blog](#) about Voting System Anomaly Reporting. While the voting system manufacturers are reminded of this reporting regularly, they were not sure how many election officials were aware of the opportunity to report issues. Here is the form for reporting.  
[https://www.eac.gov/sites/default/files/TestingCertification/Voting\\_System\\_Anomaly\\_Reporting\\_Form.EAC\\_003C.pdf](https://www.eac.gov/sites/default/files/TestingCertification/Voting_System_Anomaly_Reporting_Form.EAC_003C.pdf).

**2020 State Certification Testing of Voting Systems National Conference, June 24-26, 2020 in Huntsville, AL**

This conference is for election administrators, voting system certification specialists, testing laboratory professionals, and members of the U.S. Election Assistance Commission to come together and discuss ways to improve the reliability of voting systems. Here is a [link](#) to the conference site. This conference has been held annually since 2011. Generally, you must submit a paper or abstract to be considered entry to this conference. This ain't no boondoggle, although I hear Huntsville is lovely☺

Thanks!  
Leslie

Leslie Reynolds



Executive Director  
National Association of Secretaries of State (NASS)  
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Washington, DC 20001  
202-624-3525  
<https://www.nass.org/>

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**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Dunn, Barry \(KYOAG\)](#)  
**Cc:** [Quinn, Heather L \(SOS\)](#); [Adams, Michael G \(SOS\)](#)  
**Subject:** RE: COVID-19 Webinar | Elections in the Shadow of COVID-19: Practical Difficulties and Legal Flashpoints | April 24, 2020  
**Date:** Friday, April 17, 2020 11:40:00 AM  
**Attachments:** [image013.png](#)  
[image014.png](#)

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Yes – Thank you for forwarding. We will plan on participating.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Dunn, Barry (KYOAG)  
**Sent:** Friday, April 17, 2020 11:11 AM  
**To:** Scutchfield, Jennifer S (SOS) <[jscutchfield@ky.gov](mailto:jscutchfield@ky.gov)>  
**Subject:** FW: COVID-19 Webinar | Elections in the Shadow of COVID-19: Practical Difficulties and Legal Flashpoints | April 24, 2020

Jenni,

The training arm of the National Association of Attorneys General has an upcoming webinar on elections. We plan on participating in the webinar, and we would welcome participation from the Secretary of State's office as well. Let us know.

Thanks,

Barry L. Dunn  
Deputy Attorney General  
Kentucky Office of the Attorney General  
700 Capital Avenue, Suite 118  
Frankfort, Kentucky 40601  
502.696.5300  
Follow the Attorney General's Office @ KYOAG  

---

**From:** Amy Tenney Curren <[announcements@naag.org](mailto:announcements@naag.org)>  
**Sent:** Friday, April 17, 2020 11:02 AM  
**To:** Dunn, Barry (KYOAG) <[Barry.Dunn@ky.gov](mailto:Barry.Dunn@ky.gov)>  
**Subject:** COVID-19 Webinar | Elections in the Shadow of COVID-19: Practical Difficulties and Legal Flashpoints | April 24, 2020

Register today for the COVID-19 Webinar | Elections in the Shadow of COVID-19: Practical Difficulties and Legal Flashpoints.

[View Online](#)

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## **COVID-19 Webinar | Elections in the Shadow of COVID-19: Practical Difficulties and Legal Flashpoints**

Friday, April 24, 2020  
1:00 p.m. - 2:00 p.m. ET

### **Moderator:**

- Ari Telisman, Director, NAGTRI Center for Legal Advocacy and Faculty Development, National Association of Attorneys General

### **Presenters:**

- Robert M. Stein, Lena Gohlman Fox Professor of Political Science, Rice University
- Professor Michael Morley, The Florida State University College of Law

The coronavirus pandemic is changing how elections are being held in America. In this webinar, elections experts Robert Stein and Michael Morley will discuss the practical and legal issues that states and territories are facing in this election cycle.

The following topics will be covered:

- How states and territories can hold elections in the wake of the coronavirus pandemic
- The hidden challenges of administering elections primarily by mail
- Navigating the different laws governing the electoral process
- Legal flashpoints

No CLEs will be offered for this webinar.

If you would like to submit a question to the speakers prior to the webinar, please email your question to [webinar@naag.org](mailto:webinar@naag.org).

## How to Register

Click [here](#) to register. There is no cost to attend this webinar.

Attorney general staff can access the recording and additional resources regarding COVID-19 on NAAG's members-only page. Access to this page can be requested by completing [this form](#). Please note that requests may take up to 24 hours to process.

**IMPORTANT NOTE:** Due to the increased demand placed on internet service providers, you may experience connectivity issues when attempting to access our live webinars. Unfortunately, NAAG and our webinar platforms will not be able to address connectivity issues once a webinar is underway. We recommend dialing in a few minutes before any webinar to ensure your connection is ready. Alternatively, we will be recording NAAG webinars whenever possible and will send recordings out to registered attendees once they become available.

||

|| \_\_\_\_\_ ||

|| **Note:** If you or anyone in your office has registration or technology related questions, please do not hesitate to contact Michelle Zaman at [mzaman@naag.org](mailto:mzaman@naag.org). ||

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[support@naag.org](mailto:support@naag.org)

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**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Quinn, Heather L \(SOS\)](#)  
**Subject:** Fwd: Federal Voting Assistance Program Daily Digest Bulletin  
**Date:** Friday, March 27, 2020 11:12:39 AM

---

FYI

Jenni Scutchfield  
Assistant Secretary of State  
Secretary of State - Michael G. Adams  
700 Capital Avenue, Suite 152  
Frankfort, KY 40601  
(502) 782-7417

---

**From:** Federal Voting Assistance Program <news@updates.fvap.gov>  
**Sent:** Friday, March 27, 2020 4:28 AM  
**To:** [jscutchfield@ky.gov](mailto:jscutchfield@ky.gov)  
**Subject:** Federal Voting Assistance Program Daily Digest Bulletin

FVAP logo + Voting assistance for Service members, their families and overseas citizens



# UOCAVA Absentee Voting During COVID-19

03/26/2020

FVAP Banner



## **IMPORTANT INFORMATION FOR UOCAVA VOTERS AND ELECTION OFFICIALS DURING COVID-19 PANDEMIC**

March 26, 2020 — Alexandria, Va. — The Federal Voting Assistance Program (FVAP) is

tracking the impact of coronavirus disease 2019 (COVID-19) on active duty military, their eligible family members, and U.S. citizens abroad and recommending ways to avoid any postal issues that may result from changes made by international postal operators.

In its role under the *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)*, FVAP is working closely with partners at the United States Postal Service (USPS), the U.S. Department of State (DoS), and within the Department of Defense (DoD) as the COVID-19 pandemic evolves to provide assistance for voters experiencing international mail disruptions, shifting election dates, and other potential effects on the 2020 election cycle related to COVID-19.

FVAP encourages our overseas military, families and overseas citizens to take these individual actions to help overcome any potential disruptions to host country mail operations:

1. **Register and request your ballot through FVAP.gov:** Use the Federal Post Card Application (FPCA) at [FVAP.gov/FPCA](https://fvap.gov/FPCA) to simultaneously register and request an absentee ballot.
2. **Consider asking that your ballot be sent to you electronically:** Voters in countries currently experiencing, or likely to experience, mail disruptions should select an electronic option for receiving their blank ballot from their election official.
3. **Consider state ballot submission alternatives:** Refer to your state's instructions on FVAP.gov for available options for returning your voted ballot. Most states allow voters to submit ballots online.

For the latest alerts on **international mail service**, voters and election officials should refer to the USPS alerts found here: <https://about.usps.com/newsroom/service-alerts/international/welcome.htm>

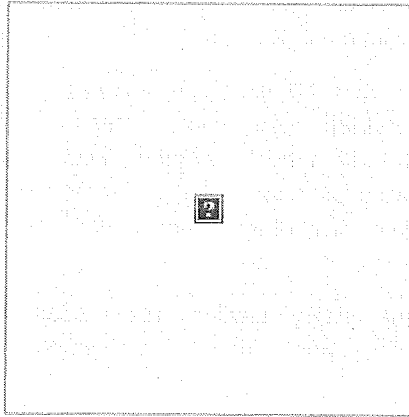
For the latest alerts on **domestic mail service**, voters and election officials should refer to the USPS alerts found here: <https://about.usps.com/newsroom/service-alerts/>

FVAP will post the latest information on the COVID-19 response for voters and election officials here: [FVAP.gov/COVID-19](https://fvap.gov/COVID-19). FVAP will also continue to work with its federal partners, and with state election officials to confirm and report changes to election dates and deadlines, and any other information impacting the UOCAVA voting process.

FVAP remains committed to assisting voters and election officials. Our call center remains open Monday – Friday, 7:30AM – 4:00PM EDT and can be reached by calling 1-800-438-8683 or by email at [vote@fvap.gov](mailto:vote@fvap.gov).

###

For more information about the Federal Voting Assistance Program or assistance with absentee voting, go to FVAP.gov, call 703-588-1584 (toll free 1-800-438-VOTE or DSN 425-1584) or email ([vote@fvap.gov](mailto:vote@fvap.gov)).



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---

This email was sent to [jscutchfield@ky.gov](mailto:jscutchfield@ky.gov), on behalf of: Federal Voting Assistance Program · 4800 Mark Center Drive, Mailbox 10 · Alexandria, VA 22350-5000 · [fvap.gov](http://fvap.gov) · 1-800-438-8683 · DSN 425-1584

**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Quinn, Heather L \(SOS\)](#)  
**Subject:** FW: NASS Elections Committee: Election Language in Senate Proposed Coronavirus Relief Package, CDC/USPS Call Today, NASS Elections Committee Call tomorrow at 2:30 PM ET  
**Date:** Thursday, March 26, 2020 10:08:00 AM

---

Do you get these?

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Reynolds, Leslie [<mailto:reynolds@sso.org>]  
**Sent:** Wednesday, March 25, 2020 6:31 PM  
**To:** Reynolds, Leslie <[reynolds@sso.org](mailto:reynolds@sso.org)>  
**Cc:** Dodd, Stacy <[sdodd@sso.org](mailto:sdodd@sso.org)>; Milhofer, John <[jmilhofer@sso.org](mailto:jmilhofer@sso.org)>; Maria Benson <[mbenson@sso.org](mailto:mbenson@sso.org)>; Lindsey Forson <[lforson@sso.org](mailto:lforson@sso.org)>  
**Subject:** NASS Elections Committee: Election Language in Senate Proposed Coronavirus Relief Package, CDC/USPS Call Today, NASS Elections Committee Call tomorrow at 2:30 PM ET

Dear NASS Elections Committee:

**Election Language from Senate Proposed Coronavirus Relief Package**

As I type this, the [Coronavirus Relief Package](#) has still not come to the Senate floor. There is some back and forth over unemployment insurance language in the bill.

As of this morning, the election language (on page 60):

- Provides an additional \$400 million dollars in Election Security Grants to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.
- Requires the EAC to make payments to states no later than 30 days after enactment.
- Requires States to submit a report to the EAC within 20 days of each election in the 2020 federal election cycle that includes an accounting of how the payments were used. Within 3 days of receiving the report the EAC must submit the report to House Appropriations, House Administration, Senate Appropriations, and Senate Rules.
- Any unobligated balances as of December 31, 2020 must be returned to the Treasury.

**CDC/USPS Conference Call Today**

Matt Masterson at CISA asked me to express his regret regarding this issues with the CDC/USPS call today. There were not enough conference lines, people were not muting their phones and one person put the call on hold, thereby launching some smooth jazz musak. For future calls DHS will use an operator moderated service that automatically mutes all lines and the participates can request to be unmuted. CISA will be sending out notes from the call, but below I have shared some highlights I wrote down:

- CDC [Recommendations](#) for Polling Places, Planning Ahead and Election Workers
- CDC doesn't believe licking envelopes is a real problem, but since there are other ways to

seal an envelope they suggested promoting the other ways – sponge, etc.

- Social distancing is crucial in the polling place – tape off 6 ft lines on the floor, extra tables in front of poll check-in, 6 ft between voting stations
- Questions about cleaning e-pollbooks especially if both voter and poll worker must touch. CDC said focusing on social distancing was important – putting the pollbook down for the voter to handle and pollworker walk 6 ft away until voter finishes. CDC said that cleaning the equipment between each use was not as important (as long as there is hand sanitizer or hand washing stations voters can access after voting) as keeping 6 ft between all parties in the polling place.
- CDC is not really worried about transmission from porous surfaces like paper, but again highlighted hand hygiene.
- USPS was also on the call today (which I didn't know about beforehand, sorry).
- USPS – If you are scaling up your mailings (absentee ballot applications, absentee ballots, etc.) please reach out to your USPS Contact ASAP. I sent out the USPS contacts to this group yesterday.
- USPS – If you are looking at prepaid postage options, please reach out to your USPS Contact ASAP.
- USPS – Everything related to Election Mail (envelope design, weight, size, etc.) must be approved by USPS. Please reach out to your USPS Contact ASAP.
- USPS – They said they are more than capable of handling the increase in mail that would result from states/locals ramping up mailings, but they are VERY concerned about states/localities who are new to mailings contacting them soon enough to do all the planning.
- USPS – Said they would follow up on the use of a non-profit rate for election mailings. Also said they would follow up on questions about suspended deliveries to colleges and nursing homes.

**NASS Elections Committee Call – Tomorrow at 2:30 PM ET**

Dial-in: 888-537-7715

Passcode: 72217898#

We contacted our conference call service to add more conference lines and they will do what they can. To be safe, you may want to call in 10 minutes early and put your phone on mute. If you do get a busy signal, keep trying. We are sharing these conference lines with the rest of America and no one is sitting around a conference table anymore using one line☺

Thanks,  
Leslie

Leslie Reynolds  
Executive Director  
National Association of Secretaries of State (NASS)  
444 N. Capitol Street, NW Suite 401  
Washington, DC 20001  
202-624-3525

<https://www.nass.org/>

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**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Quinn, Heather L \(SOS\)](#); [Adams, Michael G \(SOS\)](#)  
**Subject:** FW: Update 3/25: COVID-19 - CDC Call Today, NASED Call, PPE, Senate Bill, VBM Resources  
**Date:** Thursday, March 26, 2020 9:07:00 AM  
**Attachments:** [CDC and USPS Call 3.25.20.docx](#)  
**Importance:** High

---

I wanted to forward you the notes from the call with CDC yesterday. I was unable to get on the call because it was full when I attempted to call in.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Amy Cohen [<mailto:acohen@nased.org>]  
**Sent:** Wednesday, March 25, 2020 7:17 PM  
**To:** Amy Cohen <[acohen@nased.org](mailto:acohen@nased.org)>  
**Subject:** Re: Update 3/25: COVID-19 - CDC Call Today, NASED Call, PPE, Senate Bill, VBM Resources  
**Importance:** High

Sorry for a million emails today, but because so many of you weren't able to get on the CDC call today, I wanted to get my notes (attached) out as a quickly as possible.

In addition, I want to remind you that the HBO documentary, [Kill Chain: The Cyber War on America's Elections](#), will come out tomorrow. Several of you have let me know that you don't have HBO, but I think you should be able to watch using HBO Now, which is free for the first week. Also, some cable companies are making paid channels available for free during the health emergency, so that's another avenue.

Best,

Amy

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**From:** Amy Cohen <[acohen@nased.org](mailto:acohen@nased.org)>  
**Date:** Wednesday, March 25, 2020 at 2:05 PM  
**To:** Amy Cohen <[acohen@nased.org](mailto:acohen@nased.org)>  
**Subject:** Re: Update 3/25: COVID-19 - CDC Call Today, NASED Call, PPE, Senate Bill, VBM Resources

All,

I have heard from many of you that you cannot get on the CDC call. They didn't account for the interest. I'm sorry! I will take notes and circulate, and we can try to schedule a follow up.

Amy

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**From:** Amy Cohen <[acohen@nased.org](mailto:acohen@nased.org)>

**Date:** Wednesday, March 25, 2020 at 1:40 PM

**To:** Amy Cohen <[acohen@nased.org](mailto:acohen@nased.org)>

**Subject:** Re: Update 3/25: COVID-19 - CDC Call Today, NASED Call, PPE, Senate Bill, VBM Resources

As soon as I hit send, I found the text of the Senate Bill. See page 60 for the election bits.

Amy

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**From:** Amy Cohen <[acohen@nased.org](mailto:acohen@nased.org)>

**Date:** Wednesday, March 25, 2020 at 1:32 PM

**To:** Amy Cohen <[acohen@nased.org](mailto:acohen@nased.org)>

**Subject:** Update 3/25: COVID-19 - CDC Call Today, NASED Call, PPE, Senate Bill, VBM Resources

Hi everyone,

- COVID-19:
  - Reminder that **today at 2pm ET**, as we requested, CISA will host a second sector-specific call with the Centers for Disease Control. Please feel free to forward this call information to your local election officials.
    - **DATE:** Wednesday, March 25, 2020
    - **TIME:** 2:00pm-3:00pm ET

▪ **DIAL-IN:** 1-855-852-7677; PIN: 3711306#

- I've invited Deputy Post Master General Ron Stroman and Dan Bentley from USPS to join our standing call on Friday at noon.
  - **When:** Fridays, noon ET
  - **Where:** 646-876-9923,,231633811#
  - **What:** Discuss challenges, solutions, get advice from your colleagues
- The American Craft Spirits Association provided me with this [list of distilleries nationwide](#), organized by state, who are making hand sanitizer (the page is a little slow to load). They're updating this list regularly, and I'm also continuing to track down other resources.
- A Senate Coronavirus Response bill is circulating with \$400M for elections to "to increase the ability to vote by mail, expand early voting and on-line registration and make in-person voting safer by allowing states to create additional voting facilities and increase the number of poll workers." Once the language is finalized and the Senate votes on it, it will go to the House.
- With everyone considering VBM, now is a good time to reup the Center for Civic Design's guide on [designing vote at home envelopes and materials](#). If you need a connection to CCD, please let me know.
- USPS provided the following statement regarding their Continuity of Operations:

The Postal Service's provision of postal services throughout the United States is not affected by State and local government actions that are restricting commercial and personal activities in response to the COVID-19 pandemic. The Postal Service is an entity of the Federal Government, and the provision of postal services to the American people is designated as an essential function under federal law during times of emergency. The postal system is used to deliver, among other things, important governmental information and benefits, mail that is essential to the functioning of our economy, elections materials, and packages containing vital necessities, including medicines and other goods, and is a part of the nation's critical infrastructure.

Postal and shipping workers, including those in the private sector, are also considered essential critical infrastructure workers under recent guidance issued by the Department of Homeland Security. White House and CDC guidance has also stated that such industries have a special responsibility to maintain normal work schedules.

The functioning of the postal system depends critically on the mailing and printing industry. Members of the mailing and printing industry work with the public and private sector to create, print, and enter essential mail into the postal system. The industry also serves a vital role in ensuring that packages are able to be efficiently shipped from sender to recipient.

Therefore, the Postal Service considers that the continued operations of the

mailing and printing industry in enabling the delivery of critical mail and packages is vital to the Postal Service's continued performance of its essential functions.

- FEMA provided additional resources on the Stafford Act. Contact your state emergency management agency to learn more about procurement guidelines, but PPE, including hand sanitizer is a covered expense.
  - There is no set funding amount per state. Expenses are reimbursed at a 75% federal, 25% state cost share.
  - State, local, territorial, and tribal governments are eligible to submit requests for reimbursement.
- VVSG 2.0:
  - The EAC released the VVSG 2.0 Requirements for public comment earlier this week. Comments are due by 5pm ET on June 22, 2020.

Amy Cohen  
Executive Director  
National Association of State Election Directors  
Phone: 240-801-6029  
Mobile: 203-536-3660  
*Follow us on Twitter [@NASEDorg](#) and on [Facebook](#)!*

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**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Quinn, Heather L \(SOS\)](#)  
**Subject:** FW: Updates and Phone call with CDC/DHS  
**Date:** Tuesday, March 24, 2020 4:36:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

---

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Dearing, Jared (SBE)  
**Sent:** Tuesday, March 24, 2020 4:37 PM  
**To:** County Clerks All <CountyClerksAll@ky.gov>; SBE ALL <SBEALL@ky.gov>  
**Cc:** Scutchfield, Jennifer S (SOS) <jscutchfield@ky.gov>; Brown, Taylor (SBE) <TaylorA.Brown@ky.gov>; Sellers, Karen R (SBE) <Karen.Sellers@ky.gov>  
**Subject:** Updates and Phone call with CDC/DHS

I hope this email finds you well,

I wanted to send out a quick update to keep you informed on current developments specific to the upcoming June 23rd primary election and concerns with Covid-19.

First I wanted to inform you that a work group consisting of Secretary Of State Adams, SBE members and KCCA members has been formed to create recommendations and guidelines that will allow for the effective administration of the primary election while also protecting the health and safety of the commonwealth's citizens. Due to the fluid nature of the current state of emergency, we hope to provide you with concrete guidelines that will help protect you, your staff and the voters we all serve, as soon as possible.

I know many of you have questions about specific procedures, my recommendation is that you continue to process your normal elections related duties according to the new election calendar sent out by the Secretary of State's office last week. One question that has come up several times by several clerks is whether or not you should continue to process absentee applications. Until the work group has completed its recommendations I would recommend that you continue to process absentee ballots as they come in.

-----

In the interim I would like to invite you to join a call tomorrow **Wednesday, March 25 at 2pm ET**. The Department of Homeland Security Cybersecurity and Infrastructure Security Agency (DHS CISA) will be hosting a sector-specific call with the Centers for Disease Control. The call will update you on the current state of the Covid-19 response and potential safeguards you can implement. This call will

be open to local and state elections administrators from across the country. There will also be individuals from across the critical infrastructure sector on this call as well, so not everyone will be elections specific, but I thought you may be interested in receiving a status update directly from the CDC and DHS.

**DATE: Wednesday, March 25, 2020**

**TIME: 2:00pm-3:00pm ET**

**DIAL-IN: 1-855-852-7677;**

**PIN: 3711306#**

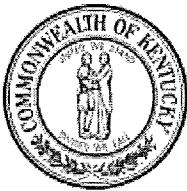
You may also find some useful information and guidance from the CDC and the EAC, please see the links below.

<https://www.cdc.gov/coronavirus/2019-ncov/community/election-polling-locations.html>

<https://www.eac.gov/election-officials/coronavirus-covid-19-resources>

Please stay safe and healthy and feel free to reach out to SBE or SOS if you have any specific questions as we move forward.

Best, Jared



**Jared Dearing**  
Executive Director

**State Board of Elections**

a: 140 Walnut Street – Frankfort, KY 40601

g: (502) 573-7100 f: (502) 573-4369

w: [www.elect.ky.gov](http://www.elect.ky.gov)



Register Online to Vote



Find My Polling Place



Election Calendar



Contact Us

**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Cornett, Maurica A \(Knott County Clerk\)](#)  
**Subject:** RE: Update 3/23: COVID-19, NASED Standing Call, VVSG 2.0 Public Hearing  
**Date:** Tuesday, March 24, 2020 10:15:00 AM  
**Attachments:** [2020 Political and Election Mail Coordinators Contact List KY.pdf](#)

---

Hopefully you can get this.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Cornett, Maurica A (Knott County Clerk)  
**Sent:** Tuesday, March 24, 2020 9:54 AM  
**To:** Scutchfield, Jennifer S (SOS) <[jscutchfield@ky.gov](mailto:jscutchfield@ky.gov)>  
**Subject:** RE: Update 3/23: COVID-19, NASED Standing Call, VVSG 2.0 Public Hearing

Please send pdf cannot download

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**From:** Scutchfield, Jennifer S (SOS) <[jscutchfield@ky.gov](mailto:jscutchfield@ky.gov)>  
**Sent:** Tuesday, March 24, 2020 8:49 AM  
**To:** County Clerks All <[CountyClerksAll@ky.gov](mailto:CountyClerksAll@ky.gov)>  
**Subject:** FW: Update 3/23: COVID-19, NASED Standing Call, VVSG 2.0 Public Hearing  
**Importance:** High

I don't know if this has been forwarded to you, but there is a call (listed below) hosted by CISA with the Centers for Disease Control. You may want to listen in.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Amy Cohen [<mailto:acohen@nased.org>]  
**Sent:** Monday, March 23, 2020 7:47 PM  
**To:** Amy Cohen <[acohen@nased.org](mailto:acohen@nased.org)>  
**Subject:** Re: Update 3/23: COVID-19, NASED Standing Call, VVSG 2.0 Public Hearing  
**Importance:** High

Two in one day!

- COVID-19:
  - Attached please find a spreadsheet from USPS with your Election Mail Area District Leads. This person is in the top left corner of each tab that is filled in dark green. If you're not sure what region you're in, there is a list of states covered if you scroll down in each tab. Reach out to these contacts for all of your USPS election mail concerns.

- On **Wednesday, March 25 at 2pm ET**, as we requested, CISA will host a second sector-specific call with the Centers for Disease Control. Please feel free to forward this call information to your local election officials.

- **DATE:** Wednesday, March 25, 2020

- **TIME:** 2:00pm-3:00pm ET

- **DIAL-IN:** 1-855-852-7677; PIN: 3711306#

- A reminder as you are speaking to print and mail vendors that you should ask them if they are considered essential services in your state (ie – can they go to work despite Stay In Place orders). If they are not, work with your office and your state executive branch to make sure that they are so that those employees can continue to print and mail your ballots.
- I've been made aware of some spotty postal coverage in Europe resulting from COVID-19 that has not bubbled up to merit an alert on the USPS website. I'm in communication with USPS and FVAP, but we can expect these kinds of issues to continue as countries around the world try to control the spread of the virus. Please flag issues as you encounter them, and a reminder to sign up for USPS Industry Alerts by emailing [IndustryAlert@usps.gov](mailto:IndustryAlert@usps.gov).
- Speaker Pelosi unveiled the House Democrats' third coronavirus response bill. See page 43 and again starting on page 643.

Until tomorrow,

Amy

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**From:** Amy Cohen <[acohen@nased.org](mailto:acohen@nased.org)>

**Date:** Monday, March 23, 2020 at 11:57 AM

**To:** Amy Cohen <[acohen@nased.org](mailto:acohen@nased.org)>

**Subject:** Update 3/23: COVID-19, NASED Standing Call, VVSG 2.0 Public Hearing

Good morning, all,

- COVID-19:
  - Thank you to everyone who participated in Friday's optional NASED Standing Call. We will hold one every Friday at noon ET until you tell me they're not useful. I've attached notes from Friday's call. If you have a particular question or topic idea you want to

make sure we cover, please contact your regional representative. We are considering inviting USPS to one and maybe some of the print vendors to discuss timelines and what you need to know.

- **When:** Fridays, noon ET
- **Where:** 646-876-9923,,231633811#
- **What:** Discuss challenges, solutions, get advice from your colleagues
- Here are links to signature verification resources from Colorado and Oregon (see page 35).
- Attached are examples of instructions that Colorado provided to unaffiliated voters who received both Democratic and Republican ballots. This may be useful to those of you without party registration who still have primaries coming up and are considering the logistics of VBM ballots.
- Because the President declared a national state of emergency, that opens state and local government access to a nearly \$43B Disaster Relief Fund through the Stafford Act. I am continuing to research this, but I've attached a DHS Fact Sheet. Personal protective equipment (PPE), including hand sanitizer, would be covered, but I don't know yet how funding is allocated across states and within a state. In the interest of keeping information flowing to you, the best information I have right now says that states should contact their State Emergency Management Offices for more information.
- USPS:
  - USPS stood up a daily VBM team to specifically address election mail during this situation. USPS will be reaching out to your state directly to walk through what you need to know about VBM, but they are prioritizing those states who currently require an excuse on their absentee ballots, as those are the states who are historically the least familiar with voting by mail.
  - They recommend sending a mailing pre-election or doing some kind of voter education effort pre-election to explain any major process changes to your voters.
  - Take advantage of USPS Mail Piece Design Analysts!
- If you are considering going to VBM for November, you need to be reaching out to print vendors now to understand the deadlines and what they can accommodate. NASED sent a survey (results here) on Friday afternoon about print and mail vendors in use across the country so that you're not starting from scratch.
- If you are struggling to find hand sanitizer and your need is urgent and time sensitive (ie – you need it in the next week or two), my recommendation is to contact local brewers and distillers directly to see if they will supply you. I am working to build a relationship with at least one of the brewer/distiller associations to put together a list of willing vendors so you don't need to cold call, but it will take a little time to put together.
- You may have heard that Congress was moving a third stimulus package over the

weekend, though that effort stalled a bit and they are trying again today. My understanding is that there was election funding included in the bill on Sunday, which would have been added to the FY20 HAVA funding so the Mariana Islands were included. All Hill staff have been clear that this package is not the last bite at the apple, so it's possible that election funding will pop up in future COVID-19 recovery packages.

- ES&S put together the attached list of questions to ask and things to consider if you're thinking about moving to VBM, or even if you're just planning for more absentee ballots. This is not vendor specific, just general things to think about put together by one of NASED's Corporate Affiliates.
- VVSG 2.0 Hearing:
  - The EAC will hold a public hearing on the VVSG 2.0 requirements on Friday, March 27 at 10am ET for two hours. The purpose is to review the draft requirements.
    - **What:** EAC VVSG 2.0 Public Hearing on Requirements
    - **When:** Friday, March 27, 10-noon ET
    - **How:** Zoom link: <https://zoom.us/j/516385751> or by phone 929-205-6099,,516385751#

I know you are all working nonstop right now and I know that none of us thought that a pandemic would be the hard thing about 2020. I'm very lucky to work for such a dedicated group of people – keep up the great work!

Amy

Amy Cohen  
Executive Director  
National Association of State Election Directors  
Phone: 240-801-6029  
Mobile: 203-536-3660  
*Follow us on Twitter [@NASEDorg](https://twitter.com/NASEDorg) and on [Facebook](https://www.facebook.com/NASEDorg)!*

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**From:** Scutchfield, Jennifer S (SOS)  
**To:** Barr, Julie K (Oldham County Clerk)  
**Subject:** RE: NASS Elections Committee: 3/26 Elections Call Reminder, Congress Debates Coronavirus Package/Election Funding, EAC Guidance on HAVA Funds/Postage, CISA Guidance on Essential Workers - Elections Personnel  
**Date:** Tuesday, March 24, 2020 9:16:00 AM

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We are looking at all options.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Barr, Julie K (Oldham County Clerk)  
**Sent:** Tuesday, March 24, 2020 9:18 AM  
**To:** Scutchfield, Jennifer S (SOS) <jscutchfield@ky.gov>  
**Subject:** RE: NASS Elections Committee: 3/26 Elections Call Reminder, Congress Debates Coronavirus Package/Election Funding, EAC Guidance on HAVA Funds/Postage, CISA Guidance on Essential Workers - Elections Personnel

Can we expand voting by mail? Send a ballot to anyone that requests it due to their concerns?  
Have an emergency order granting voting centers?

---

**From:** Scutchfield, Jennifer S (SOS)  
**Sent:** Tuesday, March 24, 2020 8:59 AM  
**To:** County Clerks All <CountyClerksAll@ky.gov>  
**Subject:** FW: NASS Elections Committee: 3/26 Elections Call Reminder, Congress Debates Coronavirus Package/Election Funding, EAC Guidance on HAVA Funds/Postage, CISA Guidance on Essential Workers - Elections Personnel  
**Importance:** High

Please see information below regarding Elections.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

**Congress Debates Coronavirus Package – Election Funding – Provide Input to Your Members of Congress**

There have been many discussions up on Capitol Hill about including election-funding in the next Coronavirus Aid Package. Over the weekend we heard numbers ranging from \$140 million to \$4 billion. We have been asked for real numbers, which of course, we don't have. And we know many of you are working to figure out your numbers. **PLEASE reach out to your Members of Congress and share any information you have.** NASS is working on finishing up an op-ed from Sec. Pate and Sec. Toulouse Oliver which we will post online once it has been picked up by a media outlet. There are a number of letters and reports circulating on the Hill from stakeholder groups related to elections, but the most valuable information will come from election officials themselves.

### **EAC Guidance Clarification – HAVA Funds Can Be Used to Cover Postage for Expanded Absentee and VBM**

We wanted to clarify for you that the EAC intended this language about allowable uses to include postage. While we know that isn't how you may have obligated or planned to spend federal funds, we wanted you to know that it is allowed.

#### *Allowable, Allocable, and Reasonable Costs*

Guidelines and requirements governing allowable costs under grants are found in 2 CFR 200.400, Subpart E, Cost Principles. To be allowable under a grant, costs must be necessary, reasonable and allocable to the grant. This is an assessment each state makes, but the EAC is of the opinion that expenditures related to the protection of the health and safety of poll workers and staff during federal elections as well as those resulting from unanticipated increased demand for mail ballots, temporary staff, and similar costs due to COVID-19 would satisfy these elements.

#### *Allowable Costs*

An allowable cost is one that is necessary and reasonable for the proper and efficient performance and administration of the activities funded under the grant. Examples of allowable costs in this context could include cleaning supplies and protective masks for staff and poll workers, resources to meet an unanticipated increased demand for mail ballots due to self-isolation and quarantine in response to COVID-19, and temporary staff to process the increased absentee ballot demand. Allowable costs would not include those that are currently paid with state or local election jurisdiction funds, such as the regularly anticipated demand for mail ballots. See 2 CFR 200.403.

We are still asking Congress and the Administration to assist with USPS resources for election mail.

### **CISA Releases Guidance on Essential Critical Infrastructure Workers During COVID-19 – to include Elections Personnel**

Please see the announcement below from Christopher Krebs, Director of the Cybersecurity and Infrastructure Security Agency (CISA), regarding the Identification of Essential Critical Infrastructure Workers During COVID-19, found [here](#). Remember, this is guidance from the Feds, not a requirement. But essentially, here are the people that can be considered essential:

#### OTHER COMMUNITY-BASED GOVERNMENT OPERATIONS AND ESSENTIAL FUNCTIONS

- Workers to ensure continuity of building functions
- Security staff to maintain building access control and physical security measures
- Elections personnel
- Federal, State, and Local, Tribal, and Territorial employees who support Mission Essential Functions and communications networks
- Trade Officials (FTA negotiators; international data flow administrators)
- Weather forecasters
- Workers that maintain digital systems infrastructure supporting other critical government operations
- Workers at operations centers necessary to maintain other essential functions
- Workers who support necessary credentialing, vetting and licensing operations for transportation workers
- Customs workers who are critical to facilitating trade in support of the national emergency response supply chain
- Educators supporting public and private K-12 schools, colleges, and universities for purposes of facilitating distance learning or performing other essential functions, if operating under rules for social distancing
- Hotel Workers where hotels are used for COVID-19 mitigation and containment measures

Just now on the GCC Coronavirus Working Group call, some vendors were asking Secretaries to consider their private sector partners as essential so that they can be working with you on your election needs.

Thanks,  
Leslie

Leslie Reynolds  
Executive Director  
National Association of Secretaries of State (NASS)  
444 N. Capitol Street, NW Suite 401  
Washington, DC 20001  
202-624-3525  
<https://www.nass.org/>

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**From:** Scutchfield, Jennifer S (SOS)  
**To:** County Clerks All  
**Subject:** FW: NASS Elections Committee: 3/26 Elections Call Reminder, Congress Debates Coronavirus Package/Election Funding, EAC Guidance on HAVA Funds/Postage, CISA Guidance on Essential Workers - Elections Personnel  
**Date:** Tuesday, March 24, 2020 8:56:00 AM  
**Importance:** High

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Please see information below regarding Elections.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

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**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [County Clerks All](#)  
**Subject:** FW: Update 3/23: COVID-19, NASED Standing Call, VVSG 2.0 Public Hearing  
**Date:** Tuesday, March 24, 2020 8:46:00 AM  
**Attachments:** [Copy of 2020 Political and Election Mail Coordinators Contact List \(003\)11.xlsx](#)  
**Importance:** High

---

I don't know if this has been forwarded to you, but there is a call (listed below) hosted by CISA with the Centers for Disease Control. You may want to listen in.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Amy Cohen [<mailto:acohen@nased.org>]  
**Sent:** Monday, March 23, 2020 7:47 PM  
**To:** Amy Cohen <[acohen@nased.org](mailto:acohen@nased.org)>  
**Subject:** Re: Update 3/23: COVID-19, NASED Standing Call, VVSG 2.0 Public Hearing  
**Importance:** High

Two in one day!

- COVID-19:
  - Attached please find a spreadsheet from USPS with your Election Mail Area District Leads. This person is in the top left corner of each tab that is filled in dark green. If you're not sure what region you're in, there is a list of states covered if you scroll down in each tab. Reach out to these contacts for all of your USPS election mail concerns.
  - On **Wednesday, March 25 at 2pm ET**, as we requested, CISA will host a second sector-specific call with the Centers for Disease Control. Please feel free to forward this call information to your local election officials.
    - **DATE:** Wednesday, March 25, 2020
    - **TIME:** 2:00pm-3:00pm ET
    - **DIAL-IN:** 1-855-852-7677; PIN: 3711306#
  - A reminder as you are speaking to print and mail vendors that you should ask them if they are considered essential services in your state (ie – can they go to work despite Stay In Place orders). If they are not, work with your office and your state executive branch to make sure that they are so that those employees can continue to print and mail your ballots.
  - I've been made aware of some spotty postal coverage in Europe resulting from COVID-19 that has not bubbled up to merit an alert on the USPS website. I'm in communication with USPS and FVAP, but we can expect these kinds of issues to continue as countries around the world try to control the spread of the virus. Please flag issues as you encounter them, and a reminder to sign up for USPS Industry Alerts

by emailing [IndustryAlert@usps.gov](mailto:IndustryAlert@usps.gov).

- Speaker Pelosi unveiled the [House Democrats' third coronavirus response bill](#). See page 43 and again starting on page 643.

Until tomorrow,

Amy

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**Date:** Monday, March 23, 2020 at 11:57 AM

**To:** Amy Cohen <[acohen@nased.org](mailto:acohen@nased.org)>

**Subject:** Update 3/23: COVID-19, NASED Standing Call, VVSG 2.0 Public Hearing

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    - **When:** Friday, March 27, 10-noon ET
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I know you are all working nonstop right now and I know that none of us thought that a pandemic would be the hard thing about 2020. I'm very lucky to work for such a dedicated group of people – keep up the great work!

Amy

Amy Cohen  
Executive Director  
National Association of State Election Directors  
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Mobile: 203-536-3660  
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**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Bradburn, Haley M \(SOS\)](#)  
**Subject:** FW: NASS Elections Committee: NASS Issue Briefing on Election Prep and Coronavirus - State Activity/Resources, New Elections Coronavirus NASS Webpage, Conference Call Reminders  
**Date:** Tuesday, March 17, 2020 10:17:00 AM  
**Importance:** High

---

FYI

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Reynolds, Leslie [<mailto:reynolds@sso.org>]  
**Sent:** Monday, March 16, 2020 9:50 AM  
**To:** Reynolds, Leslie <[reynolds@sso.org](mailto:reynolds@sso.org)>  
**Cc:** Dodd, Stacy <[sdodd@sso.org](mailto:sdodd@sso.org)>; Maria Benson <[mbenson@sso.org](mailto:mbenson@sso.org)>; Lindsey Forson <[lforson@sso.org](mailto:lforson@sso.org)>; Milhofer, John <[jmilhofer@sso.org](mailto:jmilhofer@sso.org)>  
**Subject:** NASS Elections Committee: NASS Issue Briefing on Election Prep and Coronavirus - State Activity/Resources, New Elections Coronavirus NASS Webpage, Conference Call Reminders  
**Importance:** High

Dear NASS Elections Committee, Communications Directors and IT Directors:

**NASS Webpage and Issue Briefing on Elections and COVID-19**

We have prepared a page on the NASS website focused on [Elections and COVID-19](#). The page includes an **issue briefing** we have prepared on the topic – including links to state activity and additional resources. We will continue to update the state activity and resources as information becomes available. Within the issue briefing we also link to the emergency laws per state and resources and tracking from NCSL on any legislative activity.

We have received many calls on state activity and we hope this briefing will help to reduce those calls to your offices and inform you on what your colleagues are doing.

We have also received calls from congressional offices about federal legislation being proposed. We have been asked to speak with staff from Sen. Wyden and Sen. Klobuchar's office about legislation they plan to introduce this week. As soon as we have confirmed the details of the legislation, we will share with you.

**GCC Coronavirus Working Group Conference Call today at 3PM ET**

For those of you interested in participating on a coronavirus working group with the GCC, and you haven't contacted me already, please send me an email and I will share the dial-in info for this afternoon. **The call is at 3PM ET.**

**NASS Elections Committee Call on Thursday, March 19 at 2PM ET**

With activity surrounding the coronavirus/elections preparation and decision-making changing by

the day, we wanted to give you the opportunity to discuss and ask questions of your colleagues. We are holding an **Elections Committee Conference call on Thursday, March 19 at 2PM ET.**

**Dial-In: 888-537-7715**

**Passcode: 72217898#**

Hang in there everyone. Thank you for being such inspiring leaders.

Leslie D. Reynolds  
Executive Director  
National Association of Secretaries of State  
444 N. Capitol Street, NW Suite 401  
Washington, DC 20001  
202-624-3525  
[reynolds@sso.org](mailto:reynolds@sso.org)  
[www.nass.org](http://www.nass.org)

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**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Bradburn, Haley M \(SOS\)](#)  
**Subject:** FW: NASS Elections Committee: GCC/SCC Working Group on Coronavirus Call on 3/16/20 at 3PM ET, NASS Elections Committee Call on Thursday, March 19 at 2PM, CRS Report on Disrupted Elections, Updated State Releases/Info re Coronavirus Prep  
**Date:** Tuesday, March 17, 2020 10:16:00 AM  
**Attachments:** [IF11456 CRS Disrupted Elections 3 2020.pdf](#)  
**Importance:** High

---

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Reynolds, Leslie [<mailto:reynolds@sso.org>]  
**Sent:** Friday, March 13, 2020 6:08 PM  
**To:** Reynolds, Leslie <[reynolds@sso.org](mailto:reynolds@sso.org)>  
**Cc:** Dodd, Stacy <[sdodd@sso.org](mailto:sdodd@sso.org)>; Milhofer, John <[jmilhofer@sso.org](mailto:jmilhofer@sso.org)>; Maria Benson <[mbenson@sso.org](mailto:mbenson@sso.org)>; Lindsey Forson <[lforson@sso.org](mailto:lforson@sso.org)>  
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**Importance:** High

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Dear NASS Elections Committee, Communications Directors, IT Directors:

Second email today, sorry☹

**GCC/SCC Joint Working Group on Coronavirus First Call on Monday, March 16 at 3PM ET**

As I noted in my email earlier today, the GCC has established a working group on the coronavirus and elections. **The first call of the coronavirus working group is on Monday, March 16<sup>th</sup> at 3PM ET.** If you haven't already done so, please let me know if you're interested in serving on this group and I will forward you an agenda and dial-in info.

**NASS Elections Committee Call on Thursday, March 19, 2020 at 2PM ET**

There will be a NASS Elections Committee conference call at **2PM ET next Thursday, March 19<sup>th</sup>.** The purpose of the call is to give Secretaries an opportunity to share experiences with primary preparations, issues resulting from coronavirus and ask questions of one another. Staff is also welcome to participate.

**Dial-in: 888-537-7715**  
**Passcode: 72217898#**

### **Congressional Research Services (CRS) Issues 2-Pager on “Disrupted Federal Elections”**

Attached you will find a 2-pager that CRS prepared for Congress. The document “introduces historical and policy issues that could be relevant for congressional oversight, legislation, or appropriations related to what this product calls *disrupted elections*. This term means events such as natural disasters, other emergencies, or cyber attacks that could substantially delay or prevent normal voting, election administration, or campaigning.”

### **Updated State Press Releases re Coronavirus Prep – Please share links to releases I might have missed**

The yellow highlighted releases are new since my last email.

- [Statement from Arizona, Florida, Illinois and Ohio Chief Elections Officials](#)
- AL – [Alabama Secretary of State Issues Response to Coronavirus Preparation, Secretary Merrill Issues Update on March 31 Runoff Election](#)
- AZ - [State and county officials collaborating to reduce COVID-19 exposure during Presidential Preference Election , Arizona election officials update response to COVID-19](#)
- CT – [Guidance Issued by Secretary of the State Denise Merrill: Absentee Ballots Should be Made Available Due to Public Health Emergency](#)
- DC - [Media Statement on Coronavirus \(COVID-19\) Preparations](#)
- FL - [Florida Secretary of State Laurel M. Lee Issues Election Readiness Update for Upcoming Presidential Preference Primary on March 17](#)
- GA - [Safeguards, Options Available for Voting During Virus Concerns](#)
- LA – [COVID-19 and Elections Update](#)
- MD - [Media Statement on COVID-19 Preparations \(PDF\)](#)
- MO – [Ashcroft Thanks Pollworkers and Election Officials for Great Work During Presidential Preference Primary](#)
- OH – [Protecting and Preparing Ohio Communities for Election Day, LaRose Gives Important Update on Voting in Ohio, Information for schools that host polling locations on Election Day](#)
- PA – [Secretary Reminds Voters of New Mail-In Voting Options Amid Coronavirus Concerns](#)
- NC – [NCSBE Statement on COVID-19 Response](#)
- WI - [Elections Commission Takes Action on COVID-19 Issues for April 7 and May 12 Elections](#)

### **Other Resources**

- [CISA Guidance on Telework](#)
- The U.S. Election Assistance Commission has compiled a library of information regarding novel coronavirus/COVID-19 to support the election community’s response to this concern. This helpful resource is available at <https://www.eac.gov/election-officials/coronavirus-covid-19-resources>.
- [NASS Report on State Laws & Practices for the Emergency Management of Elections](#) (we have not found state law changes since 2017, we will continue to track)
- [NCSL State Laws on Election Emergencies](#)

- State COOP Plans on [Google Drive](#) – if your state doesn't allow you to operate with Google Drive, please email me and I will share the three plans separately. If you have a plan, and would be willing to share, please send along.

Thanks!

Leslie Reynolds

Executive Director

National Association of Secretaries of State (NASS)

444 N. Capitol Street, NW Suite 401

Washington, DC 20001

202-624-3525

<https://www.nass.org/>

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**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Quinn, Heather L \(SOS\)](#)  
**Subject:** FW: SBE memo dealing with Covid19  
**Date:** Friday, March 13, 2020 2:12:00 PM  
**Attachments:** [COVID-19 Press Release.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[SBE 20-12 Impact of Coronavirus-COVID-19 on the May 19, 2020 Primary Election.pdf](#)

---

The Memo and press release are attached.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Brown, Taylor (SBE)  
**Sent:** Friday, March 13, 2020 1:54 PM  
**To:** Dearing, Jared (SBE) <[jared.dearing@ky.gov](mailto:jared.dearing@ky.gov)>; benchandler3 <[benchandler3@gmail.com](mailto:benchandler3@gmail.com)>; Adams, Michael G (SOS) <[michaelg.adams@ky.gov](mailto:michaelg.adams@ky.gov)>; DeAnna Brangers <[d4gop@aol.com](mailto:d4gop@aol.com)>; [katrinaf40108@gmail.com](mailto:katrinaf40108@gmail.com); [georussell10@gmail.com](mailto:georussell10@gmail.com); [leslieclerk@tds.net](mailto:leslieclerk@tds.net); [whitehousefs@yahoo.com](mailto:whitehousefs@yahoo.com); [dwightsears@silentguard.net](mailto:dwightsears@silentguard.net); Cory Skolnick <[coryskolnick@yahoo.com](mailto:coryskolnick@yahoo.com)>  
**Cc:** Scutchfield, Jennifer S (SOS) <[jscutchfield@ky.gov](mailto:jscutchfield@ky.gov)>; Combs, Miranda S (SOS) <[miranda.combs@ky.gov](mailto:miranda.combs@ky.gov)>  
**Subject:** RE: SBE memo dealing with Covid19

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I don't know what happened to the formatting on the previous copies, try these. – Taylor

---

**From:** Dearing, Jared (SBE) <[jared.dearing@ky.gov](mailto:jared.dearing@ky.gov)>  
**Sent:** Friday, March 13, 2020 1:40 PM  
**To:** benchandler3 <[benchandler3@gmail.com](mailto:benchandler3@gmail.com)>; Adams, Michael G (SOS) <[michaelg.adams@ky.gov](mailto:michaelg.adams@ky.gov)>; DeAnna Brangers <[d4gop@aol.com](mailto:d4gop@aol.com)>; [katrinaf40108@gmail.com](mailto:katrinaf40108@gmail.com); [georussell10@gmail.com](mailto:georussell10@gmail.com); [leslieclerk@tds.net](mailto:leslieclerk@tds.net); [whitehousefs@yahoo.com](mailto:whitehousefs@yahoo.com); [dwightsears@silentguard.net](mailto:dwightsears@silentguard.net); Cory Skolnick <[coryskolnick@yahoo.com](mailto:coryskolnick@yahoo.com)>  
**Cc:** Brown, Taylor (SBE) <[TaylorA.Brown@ky.gov](mailto:TaylorA.Brown@ky.gov)>; Scutchfield, Jennifer S (SOS) <[jscutchfield@ky.gov](mailto:jscutchfield@ky.gov)>; Combs, Miranda S (SOS) <[miranda.combs@ky.gov](mailto:miranda.combs@ky.gov)>  
**Subject:** SBE memo dealing with Covid19

Good afternoon,

I wanted to inform you SBE will be sending out several memos to County Clerks dealing with Covid-19.

The first memo (see attached) is requesting County Boards move any polling sites currently located in senior facilities and/or nursing homes to new locations. On March 10, 2020, the governor sent out an advisory directing state run senior facilities limit all guest interactions. We are also seeing other states implement this as a best practice per CDC guidance.

By sending this out now we will provide clerks with time to find appropriate replacement locations and most importantly to notify voters of these changes with time to make accommodations for voting. SBE will be paying for the associated mailings to notify voters of the changes and we are requesting clerks place notifications in local media and to place signage in front of the previous polling locations (on election day) directing voters to the new locations. We will also communicate these changes directly to the parties.

I am currently creating a larger document in conjunction with the Kentucky Public Health Department and the CDC to provide general information and best practices in dealing with all aspects of voter interaction and the voting process. That should be forth coming and I will send it to you before I send it out to clerks.

I have reviewed and discussed this memo with Secretary Adams, the Governor's office and Chairman Chandler and all are in agreement. I have also attached a press release that will go to the press directly after the memo is sent to clerks. I would like to send out both the memo and press release by 3pm today.

Please feel free to reach out to me if you have any questions or concerns about this or any other issues.

Best, Jared



**Jared Dearing**  
Executive Director

**State Board of Elections**

a: 140 Walnut Street – Frankfort, KY 40601

g: (502) 573-7100 f: (502) 573-4369

w: [www.elect.ky.gov](http://www.elect.ky.gov)



[Register Online to Vote](#)



[Find My Polling Place](#)



[Election Calendar](#)



[Contact Us](#)

**From:** Scutchfield, Jennifer S (SOS)  
**To:** Combs, Miranda S (SOS); Bradburn, Haley M (SOS); Adams, Michael G (SOS)  
**Subject:** FW: NASS Elections Committee: DHS/CISA Call re Elections and Coronavirus on 3/06 at 2PM EST, Equipment Vendor Guidance on Disinfecting Equipment, USPS re Election Mail  
**Date:** Friday, March 6, 2020 2:01:00 PM  
**Attachments:** Keeping Your Polling Places Clean Can Curb The Spread Of Illnesses.msg  
BPDEV20047 EVS\_BestPractices\_ScreenCleaning.pdf  
**Importance:** High

---

In case you don't have number.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Reynolds, Leslie [mailto:reynolds@sso.org]  
**Sent:** Thursday, March 5, 2020 12:08 PM  
**To:** Reynolds, Leslie <reynolds@sso.org>  
**Cc:** Dodd, Stacy <sdodd@sso.org>; Milhofer, John <jmilhofer@sso.org>; Maria Benson <mbenson@sso.org>; Lindsey Forson <lforson@sso.org>  
**Subject:** NASS Elections Committee: DHS/CISA Call re Elections and Coronavirus on 3/06 at 2PM EST, Equipment Vendor Guidance on Disinfecting Equipment, USPS re Election Mail  
**Importance:** High

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Dear NASS Elections Committee, Communications Directors and IT Directors,

**Please feel free to share this email with your locals!**

**DHS/CISA Call Tomorrow from 2PM – 3PM EST on Coronavirus and Elections**

The Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) will host a conference call on Friday, March 6, 2020, from 2:00pm to 3:00pm to provide an update regarding current activities related to Novel Coronavirus (COVID-19) and information to consider as election infrastructure subsector stakeholders, including state and local officials. We plan to provide a situational update briefing from the Centers for Disease Control and Prevention, an overview of CISA's and the EIS Government Coordinating Council Executive Committee's COVID activities, as well as discuss your current concerns, priorities, and questions.

- Teleconference: 888-989-6478
- Participant passcode: 3203153

In order to be better prepared for tomorrow's call, CDC has provided the following resources:

- Landing page: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>
- Polling Places: <https://www.cdc.gov/coronavirus/2019-ncov/community/election-polling->

locations.html

- Mass Gatherings:<https://www.cdc.gov/coronavirus/2019-ncov/community/mass-gatherings-ready-for-covid-19.html>
- Guidance for Individuals to Prevent (useful for advance communication, signage on site, and supplies to have readily on hand):<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>

We appreciate you joining call on short notice and thank you for your participation on this important topic. This call is open to any state and local officials that want to join, so please share with your colleagues.

#### **Election Vendors Share Guidance on Proper Cleaning of Election Equipment**

I saw this guidance from the CDC yesterday and it suggests election officials reach out to their vendors for instructions on cleaning voting systems while in use at the polling place. I reached out to our Corporate Affiliates yesterday and asked if they would send me their guidance so that I could share with you. I have heard back from two thus far and their guidance is attached. As more come in, I will share.

#### **USPS Guidance and Planning for Election Mail**

I have reached out to our USPS election mail contact about any planning or guidance for election mail. He provided me with the following links to the USPS Domestic and International Service Alerts pages. These sites are updated as service changes occur. Here is the domestic service alert link. <https://about.usps.com/newsroom/service-alerts/>. To learn more about international service disruptions please visit. <https://about.usps.com/newsroom/service-alerts/international/welcome.htm>

We will continue to follow up with them about any guidance specific to election mail.

Best,  
Leslie

Leslie Reynolds  
Executive Director  
National Association of Secretaries of State (NASS)  
444 N. Capitol Street, NW Suite 401  
Washington, DC 20001  
202-624-3525  
<https://www.nass.org/>

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**From:** Scutchfield, Jennifer S (SOS)  
**To:** County Clerks All  
**Subject:** FW: NASS Elections Committee: DHS/CISA Call re Elections and Coronavirus on 3/06 at 2PM EST, Equipment Vendor Guidance on Disinfecting Equipment, USPS re Election Mail  
**Date:** Thursday, March 5, 2020 12:34:00 PM  
**Attachments:** Keeping Your Polling Places Clean Can Curb The Spread Of Illnesses.msg  
BPDEV20047 EVS BestPractices ScreenCleaning.pdf  
**Importance:** High

---

I wanted to share this information with each of our counties. Please let me know if you have questions.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Reynolds, Leslie [mailto:reynolds@sso.org]  
**Sent:** Thursday, March 5, 2020 12:08 PM  
**To:** Reynolds, Leslie <reynolds@sso.org>  
**Cc:** Dodd, Stacy <sdodd@sso.org>; Milhofer, John <jmilhofer@sso.org>; Maria Benson <mbenson@sso.org>; Lindsey Forson <lforson@sso.org>  
**Subject:** NASS Elections Committee: DHS/CISA Call re Elections and Coronavirus on 3/06 at 2PM EST, Equipment Vendor Guidance on Disinfecting Equipment, USPS re Election Mail  
**Importance:** High

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We will continue to follow up with them about any guidance specific to election mail.

Best,  
Leslie

Leslie Reynolds  
Executive Director  
National Association of Secretaries of State (NASS)  
444 N. Capitol Street, NW Suite 401  
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**From:** Scutchfield, Jennifer S (SOS)  
**To:** Bradburn, Haley M (SOS); Combs, Miranda S (SOS); Harris, David C (SOS); Quinn, Heather L (SOS); Scutchfield, Jennifer S (SOS); Wilson, Michael R (SOS)  
**Subject:** FYI - Calls regarding Coronavirus  
**Date:** Wednesday, March 4, 2020 10:31:00 AM  
**Attachments:** image001.png

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- **Today at 11:30am ET**, CISA will host a call to provide an update regarding current activities related to Novel Coronavirus (COVID-19). On this short-notice call, this will provide a brief from the Centers for Disease Control and Prevention; an overview of CISA's activities; and discuss your current concerns, priorities, and where you may need additional assistance. This call is for all critical infrastructure sectors, similar to the calls about Iran we did previously.

**When:** Today, 11:30am ET

**Teleconference:** 888-603-9629

**Participant passcode:** 6471415#

- On **Friday, March 6<sup>th</sup> at 2pm ET**, CISA will host an **elections Sector-Specific call on Coronavirus**. This will be for election officials specifically and will allow for only election officials to ask questions. **I will follow up with detailed information as soon as we get it.**

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams  
700 Capital Avenue, Suite 152  
Frankfort, KY  
(502) 782-7417





**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Harris, David C \(SOS\)](#)  
**Subject:** FW: NASS Elections Committee: 3/26 Call Notes, New Election/Coronavirus Funds Breakdown, State Letter Template for MOC outreach, Input from Election Industry on Timelines and Planning, Executive Orders, FVAP Warns of UOCAVA Mail Disruption  
**Date:** Monday, March 30, 2020 2:43:00 PM  
**Attachments:** [elections-call-notes-032620.docx](#)  
[Emergency Election Grants State Breakdown.pdf](#)  
[3.30.20 Stimulus Customizable State Letter Template.docx](#)  
[Considerations for Operations During COVID-19 Emergency from NASS Corporate Affiliates.docx](#)  
[20200324141043624.pdf](#)  
[Executive Order 1463 - essential businesses.pdf](#)  
**Importance:** High

---

See attachments.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Reynolds, Leslie [<mailto:reynolds@sso.org>]  
**Sent:** Friday, March 27, 2020 6:24 PM  
**To:** Reynolds, Leslie <[reynolds@sso.org](mailto:reynolds@sso.org)>  
**Cc:** Dodd, Stacy <[sdodd@sso.org](mailto:sdodd@sso.org)>; Milhofer, John <[jmilhofer@sso.org](mailto:jmilhofer@sso.org)>; Maria Benson <[mbenson@sso.org](mailto:mbenson@sso.org)>; Lindsey Forson <[lforson@sso.org](mailto:lforson@sso.org)>  
**Subject:** NASS Elections Committee: 3/26 Call Notes, New Election/Coronavirus Funds Breakdown, State Letter Template for MOC outreach, Input from Election Industry on Timelines and Planning, Executive Orders, FVAP Warns of UOCAVA Mail Disruption  
**Importance:** High

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Dear NASS Elections Committee and Communications Directors:

**Elections Committee 3/26 Conference Call Notes**

Attached you will find the notes from the call yesterday. **Our next call will be on Thursday, April 2 at 2:30PM ET**  
**Dial-In: 888-537-7715**  
**Passcode: 72217898#**

**House Passes and President Signs Coronavirus Relief Package – Breakdown of Funds, Template For Letters to Congress**

The Coronavirus Relief Package is now law. That means the EAC will be able to get guidance from the Office of Management and Budget about disbursement of the \$400 million in election funds. Attached is a funding breakdown sent to us by Senate Rules. There was a lot of discussion on the call yesterday about the challenges of accessing these funds and the reporting requirements that go with them. We have drafted a letter template you could customize if you would like to reach out to

your Members of Congress. It is unclear when Congress will be back in DC to address any future action or legislation. We were told on numerous occasions that this “would not be the last train to leave the station,” so hopefully there will be an opportunity to address your concerns.

#### **Input from Election Industry Providers on Timelines and Planning**

We reached out to our election-related corporate affiliates for questions state election officials should consider when planning for the upcoming elections. We asked them to send questions from their company’s perspective on what states should consider when postponing primary elections, expanding early voting, and expanding absentee voting or implementing vote-by-mail, among others. We asked them to think about timelines, potential supply chain issues, potential staff or technology availability issues, security considerations, and anything else important from their perspective. **Attached you will find this document. We hope it helps!**

#### **Executive Orders Regarding Essential Employees and Essential Businesses**

Yesterday on our call, there were some questions about designation of essential employees and essential businesses based on state emergency declarations. Elections Personnel is considered “essential” and per the [CISA Guidance](#), which is advisory not a directive. On our call and on a later GCC/SCC call, the private sector supporting the elections have asked that they be considered essential as well. Attached are examples of the NM Public Health Order and MS Executive Order.

#### **DOD’s Federal Voting Assistance Program (FVAP) – International Airport Closures Impact on Ballots from UOCAVA Voters**

David Beirne, Director of FVAP reached out yesterday to share this release regarding impact of international airport closing on UOCAVA ballots. [Important Information for UOCAVA Voters and Election Officials During COVID-19 Pandemic](#).

FVAP is encouraging UOCAVA voters to:

1. **Register and request your ballot through FVAP.gov:** Use the Federal Post Card Application (FPCA) at FVAP.gov to simultaneously register and request an absentee ballot.
2. **Consider asking that your ballot be sent to you electronically:** Voters in countries currently experiencing, or likely to experience, mail disruptions should select an electronic option for receiving their blank ballot from their election official.
3. **Consider state ballot submission alternatives:** Refer to your state's instructions on FVAP.gov for available options for returning your voted ballot. Most states allow voters to submit ballots online.

Don’t forget to check out the [NASS Issue Briefing on Elections/COVID](#) – See what states are doing

Thanks so much. Stay safe this weekend and thank you for all you do. You all are awesome!  
Leslie

Leslie Reynolds  
Executive Director  
National Association of Secretaries of State (NASS)  
444 N. Capitol Street, NW Suite 401

Washington, DC 20001  
202-624-3525  
<https://www.nass.org/>

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**From:** Scutchfield, Jennifer S (SOS)  
**To:** "David Harris"  
**Subject:** FW: Update, 3/27: Notes from Today's Call, Resources from OR/WA, Funding Details  
**Date:** Monday, March 30, 2020 2:41:00 PM  
**Attachments:** NASED COVID-19 Call 3.27.20.docx  
Emergency Election Grants State Breakdown[2].pdf  
**Importance:** High

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See below regarding 20% match.

Jenni Scutchfield  
Assistant Secretary of State  
Kentucky Secretary of State – Michael G. Adams

---

**From:** Amy Cohen [mailto:acohen@nased.org]  
**Sent:** Friday, March 27, 2020 7:53 PM  
**To:** Amy Cohen <acohen@nased.org>  
**Subject:** Update, 3/27: Notes from Today's Call, Resources from OR/WA, Funding Details  
**Importance:** High

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We made it to Friday, which I really only know because the little icon on my computer tells me so.

A few more items to close out the week:

- COVID-19:
  - Thank you to everyone who joined the NASED call earlier today with Dan Bentley from USPS. Attached are the notes, along with Dan's contact information. Let me know if you have questions about the attached.
    - Our next call will **be Friday, April 3 at noon ET**. 646-876-9923,,231633811#. Be there or be square.
    - If you have particular topics you want to discuss or have specific guests of interest, please tell your regional rep so we can tailor these calls to meet your needs.
  - On the call, Oregon and Washington were asked for resources states could use to help figure out staffing. If you come across a resource that is really valuable, please share that with me so I can pass it on to the group.
    - Oregon provided ballot returns per day and historic costs per ballot and voter
    - Washington provided their annual reports.
  - Senate Rules provided the attached details about the \$400M in election funding included in the COVID response bill that the President signed today. As I mentioned last night, **there is a 20% state match**.

- An outstanding question is whether matching funds have to be spent on COVID-19 activities. We will have to wait for EAC guidance on that.
- VVSG 2.0:
  - The EAC held a public hearing today via Zoom on the VVSG 2.0 requirements. Many were unable to join the call because there was a capacity issue. The video is [available here](#).
  - The Commissioners said that they intend to hold two more public hearings in the coming months.

Try to enjoy the weekend,

Amy

Amy Cohen  
Executive Director  
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**From:** [Scutchfield, Jennifer S \(SOS\)](#)  
**To:** [Quinn, Heather L \(SOS\)](#); [Adams, Michael G \(SOS\)](#)  
**Subject:** Fwd: Update, March 26: Senate COVID-19 Response Bill Election Funds, Hand Sanitizer, GCC/SCC Sector Specific Plan  
**Date:** Friday, March 27, 2020 11:15:46 AM  
**Attachments:** [Guidance on Use of HAVA Funds for Expenses Related to COVID Updated 3-26-20\[1\].docx](#)  
[Absentee Ballot Postcard Request8.pdf](#)  
[CISA EISSP Final 508.pdf](#)  
[Senate Covid19 Response 3.26.20.pdf](#)  
[IF11456 CRS disrupted elections 3 25 2020 update.pdf](#)

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FYI

Jenni Scutchfield  
Assistant Secretary of State  
Secretary of State - Michael G. Adams  
700 Capital Avenue, Suite 152  
Frankfort, KY 40601  
(502) 782-7417

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**From:** Amy Cohen <[acohen@nased.org](mailto:acohen@nased.org)>  
**Sent:** Thursday, March 26, 2020 8:05 PM  
**To:** Amy Cohen  
**Subject:** Update, March 26: Senate COVID-19 Response Bill Election Funds, Hand Sanitizer, GCC/SCC Sector Specific Plan

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Good evening,

- COVID-19:
  - The Senate Covid-19 Response Bill passed last night, and it is expected to pass the House. See page 668 in the attached. The bill authorizes \$400M in election grants “to prevent, prepare for, and respond to coronavirus, domestically or internationally, the 2020 Federal election cycle.” The EAC is seeking an OMB opinion to get clarity, so there is a lot more information to come, but here is what we know now:
    - States will have 20 days after the election to provide a full accounting of the funds spent on coronavirus to the EAC (ie – Monday, November 23);
    - The EAC will compile information from the states into a report and will submit that report to Congress within 3 days (ie – Thursday, November 26 – Thanksgiving Day);
    - The EAC will disburse funds within 30 days of the date of the bill’s enactment;
    - Any state money that is unobligated on December 31, 2020 must be returned to the Treasury;
    - This money will be distributed like the previous 2020 money which means there

- is a **20% state match** and the Mariana Islands are included.
  - The EAC revised its guidance on the 2020 Funding and it is attached.
  - Dan Bentley from USPS will join **our standing call tomorrow at noon ET**. Dan can only join for the first 30 minutes, but we can always invite him back.
    - **When:** Fridays, noon ET
    - **Where:** 646-876-9923,,231633811#
    - **What:** Discuss challenges, solutions, get advice from your colleagues
  - The Distilled Spirits Council of America put together this interactive map of distilleries making hand sanitizer. There is some overlap with the resource I sent yesterday from the Distilled Spirits Association, but both are helpful.
    - Based on my conversations with associations and with distillers, distillers creating hand sanitizer are complying with FDA regulations and recommendations, so this is a viable, if nontraditional, option.
    - Largest distillers and brewers have, in many cases, already committed to healthcare, so focusing on smaller, craft operations is probably a better bet.
  - The Federal Voting Assistance Program (FVAP) is encouraging UOCAVA voters to request electronic delivery of ballots. They encourage election officials to communicate directly with those voters to advise them of all of their options. As a reminder, international postal service is impacted by quarantines and other measures taken in foreign countries to limit the spread of the virus.
  - Attached is a Congressional Research Service report about disrupted federal elections.
  - West Virginia updated their COOP plan to include a pandemic response, and the provided a fillable county template. I've updated this in the Google Drive folder with COOP plans.
    - West Virginia also shared a postcard absentee ballot request form as well as a creative poll worker recruitment flyer (with a tip of the cap to Ohio for the inspiration!)
  - Everyone's got recommendations:
    - Bob Bauer, Ben Ginsberg, and Nate Persilly, formerly of the Presidential Commission on Election Administration, released this editorial in the New York Times today calling for a similar-style commission.
    - The National Task Force on Election Crises, a group I'd never heard of until this morning, released their 11-page recommendations.
- The final GCC/SCC Elections Infrastructure Sector Specific Plan (SSP) is attached. This document outlines a long-term, strategic direction for the Election Infrastructure Subsector, including its mission, goals, and priorities. The GCC and SCC have developed and approved this SSP jointly to reflect the perspectives of election officials and the private sector and nonprofit organizations that provide services, systems, products, and technology that support the election administration process.
  - This is long, but worth a read and represents the culmination of dozens (maybe hundreds – it was A LOT of work) of hours of work by members of the SSP working group, which is chaired for the GCC by Judd Choate (CO).

- The Kill Chain documentary airs on HBO at 9pm ET.

Talk to you tomorrow!

Amy

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