

Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134
Date: Tuesday, January 17, 2023 at 11:10:38 AM Eastern Standard Time
From: GeneralCounsel
To: AO Records
CC: GeneralCounsel
Attachments: 1.17.23 Documents.zip, How to appeal the withholding of information under 552.024.pdf

EXTERNAL SENDER

Good morning,

Consistent with our December 27 email, please find the attached zipped folder containing documents responsive to your request for information under the Public Information Act, Chapter 552 of the Texas Government Code.

The responsive information includes file names, locations, and other computer information that “has no other significance than its use as a tool for the maintenance, manipulation, or protection of public property.” Open Records Decision No. 581 at 7 (1990). The Attorney General’s Open Records Division has concluded that this type of information is not subject to the Public Information Act and thus need not be released in response to a public-information request. *See* Open Records Decision No. 581 at 7; OR2022-35050 at 2 (file names and locations); OR2019-09843 at 2 (username and password information). Accordingly, this information has been redacted from the attached production.

The information you requested contains the home address, home telephone number, emergency contact information, social security number, and/or family member information of a public employee or official. As allowed by section 552.024 of the Texas Government Code, this public employee or official has chosen to make this personal information confidential. Section 552.024 allows us to withhold this specific information without requesting a ruling from the attorney general. You have the right to appeal our decision to withhold this information from you. Instructions for appeal are also attached. If you do not want to appeal, you do not need to do anything else.

We appreciate your patience as we continue to process your request in accordance with the terms of the PIA. We require additional time to review our records and produce additional responsive documents. We will provide you additional responsive documents on a rolling basis—to the extent such information is not excepted from disclosure under state or federal law—with our next production by 5:00 p.m. on February 14, 2023. *See* Tex. Gov’t Code § 552.221(d).

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Sent: Tuesday, December 27, 2022 12:01 PM
To: 'AO Records' <records@americanoversight.org>
Cc: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134

Good afternoon,

We appreciate your patience as we continue to process your request in accordance with the terms of the PIA. We require additional time to review our records and produce additional responsive documents. We will provide you additional responsive documents on a rolling basis—to the extent such information is not excepted from disclosure under state or federal law—with our next production by 5:00 p.m. on January 17, 2023. *See* Tex. Gov't Code § 552.221(d).

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Sent: Tuesday, November 22, 2022 3:31 PM
To: 'AO Records' <records@americanoversight.org>
Cc: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134

Good afternoon,

As a follow-up to our October 21, 2022 email, please find the attached zipped folder containing documents responsive to your request for information under the Public Information Act, Chapter 552 of the Texas Government Code.

The information you requested contains access device information that is collected, assembled, or maintained by or for a governmental body. This information is confidential under section 552.136 of the Texas Government Code. Section 552.136 allows us to withhold this specific information without requesting a ruling from the attorney general. You have the right to appeal our decision to withhold this information from you. Instructions for appeal are attached. If you do not want to appeal, you do not need to do anything else.

The responsive information also includes file names, locations, and other computer information that “has no other significance than its use as a tool for the maintenance, manipulation, or protection of public property.”

Open Records Decision No. 581 at 7 (1990). The Attorney General's Open Records Division has concluded that this type of information is not subject to the Public Information Act and thus need not be released in response to a public-information request. See Open Records Decision No. 581 at 7; OR2022-35050 at 2. Accordingly, this information has been redacted from the attached production.

We require more time to continue reviewing our records and produce additional responsive information. We will provide you additional responsive documents on a rolling basis—to the extent such information is not excepted from disclosure under state or federal law—with our next production by 5:00 p.m. on December 27, 2022. See Tex. Gov't Code § 552.221(d).

Sincerely,

Adam Bitter
General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Sent: Friday, October 21, 2022 4:03 PM
To: 'AO Records' <records@americanoversight.org>
Cc: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134

Good afternoon,

As a follow up to our September 23 email, we appreciate your patience as we complete the review of your request in accordance with the terms of the PIA. We require additional time to review our records and produce any additional responsive documents. We will provide you any additional responsive documents—to the extent such information is not excepted from disclosure under state or federal law—by 5:00 p.m. on November 22, 2022. See Tex. Gov't Code § 552.221(d).

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Sent: Friday, September 23, 2022 2:57 PM
To: 'AO Records' <records@americanoversight.org>
Cc: Sam Taylor <SMTaylor@sos.texas.gov>; GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134

Good afternoon,

Consistent with our September 9 email, please find the attached zipped folder containing documents

responsive to your request for information under Chapter 552 of the Texas Government Code.

The responsive documents contain personal, non-governmental email addresses that are considered confidential under section 552.137 of the Texas Government Code. The attorney general authorized all governmental bodies to withhold certain email addresses without first requesting an attorney general opinion in Open Records Decision No. 684 (2009). Thus, this information has been redacted.

The responsive information includes file names, locations, and other computer information that “has no other significance than its use as a tool for the maintenance, manipulation, or protection of public property.” *See* Open Records Decision No. 581 at 7 (1990). The Attorney General’s Open Records Division has concluded that this type of information is not subject to the Public Information Act and thus need not be released in response to a public-information request. *See* Open Records Decision No. 581 at 7; OR2019-14210 at 2 (May 29, 2019) (file names and locations). Thus, this information has been redacted.

We appreciate your patience as we continue to process your request in accordance with the terms of the PIA. We require additional time to review our records and produce additional responsive documents. We will provide you additional responsive documents on a rolling basis—to the extent such information is not excepted from disclosure under state or federal law—with our next production by 5:00 p.m. on October 21, 2022. *See* Tex. Gov’t Code § 552.221(d).

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Sent: Friday, September 9, 2022 3:07 PM
To: 'AO Records' <records@americanoversight.org>
Cc: GeneralCounsel <GeneralCounsel@sos.texas.gov>; Sam Taylor <SMTaylor@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134

Good afternoon,

Consistent with our August 19 email, please find the attached zipped folder containing documents responsive to your request for information under Chapter 552 of the Texas Government Code.

The responsive documents contain personal, non-governmental email addresses that are considered confidential under section 552.137 of the Texas Government Code. The attorney general authorized all governmental bodies to withhold certain email addresses without first requesting an attorney general opinion in Open Records Decision No. 684 (2009). Thus, this information has been redacted.

The responsive information includes file names, locations, and other computer information that “has no other significance than its use as a tool for the maintenance, manipulation, or protection of public property.” *See* Open Records Decision No. 581 at 7 (1990). The Attorney General’s Open Records Division has concluded that this type of information is not subject to the Public Information Act and thus need not be released in response to a public-information request. *See* Open Records Decision No. 581 at 7; OR2019-14210 at 2 (May 29, 2019) (file names and locations); OR2019-09843 at 2 (Apr. 11, 2019) (username and password information). Thus, this information has been redacted.

We appreciate your patience as we continue to process your request in accordance with the terms of the PIA.

We require additional time to review our records and produce additional responsive documents. We will provide you additional responsive documents on a rolling basis—to the extent such information is not excepted from disclosure under state or federal law—with our next production by 5:00 p.m. on September 23, 2022. *See* Tex. Gov't Code § 552.221(d).

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Sent: Friday, August 19, 2022 9:36 AM
To: 'AO Records' <records@americanoversight.org>
Cc: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134

Good morning,

Consistent with our July 22 email, please find the attached zipped folder containing documents responsive to your request for information under Chapter 552 of the Texas Government Code.

The responsive information includes file names, locations, and other computer information that “has no other significance than its use as a tool for the maintenance, manipulation, or protection of public property.” *See* Open Records Decision No. 581 at 7 (1990). The Attorney General’s Open Records Division has concluded that this type of information is not subject to the Public Information Act and thus need not be released in response to a public-information request. *See* Open Records Decision No. 581 at 7; OR2019-14210 at 2 (May 29, 2019) (file names and locations). Thus, certain information has been redacted.

We appreciate your patience as we continue to process your request in accordance with the terms of the PIA. We require additional time to review our records and produce additional responsive documents. We will provide you additional responsive documents on a rolling basis—to the extent such information is not excepted from disclosure under state or federal law—with our next production by 5:00 p.m. on September 9, 2022. *See* Tex. Gov't Code § 552.221(d).

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Sent: Friday, July 22, 2022 10:26 AM
To: 'AO Records' <records@americanoversight.org>
Cc: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134 (2 of 2)

Good morning,

Please find the second batch attached.

As stated below, we appreciate your patience as we continue to process your request in accordance with the terms of the PIA. We require additional time to review our records and produce additional responsive documents. We will provide you additional responsive documents on a rolling basis—to the extent such information is not excepted from disclosure under state or federal law—with our next production by 5:00 p.m. on August 19, 2022. *See* Tex. Gov't Code § 552.221(d).

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <>
Sent: Friday, July 22, 2022 10:25 AM
To: 'AO Records' <records@americanoversight.org>
Cc: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134 (1 of 2)

Good morning,

Consistent with our July 8 email, please find the attached zipped folder containing documents responsive to your request for information under Chapter 552 of the Texas Government Code. Due to file size, an additional email will follow containing another zipped folder.

The responsive documents contain email addresses of the general public. An email address of a member of the public is confidential under section 552.137 of the Texas Government Code. The attorney general authorized all governmental bodies to withhold an email address of a member of the public without first requesting an attorney general opinion in Open Records Decision No. 684 (2009). Thus, this information has been redacted.

We appreciate your patience as we continue to process your request in accordance with the terms of the PIA. We require additional time to review our records and produce additional responsive documents. We will provide you additional responsive documents on a rolling basis—to the extent such information is not excepted from disclosure under state or federal law—with our next production by 5:00 p.m. on August 19, 2022. *See* Tex. Gov't Code § 552.221(d).

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Sent: Friday, July 8, 2022 4:41 PM
To: 'AO Records' <records@americanoversight.org>
Cc: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134

Good afternoon,

Consistent with our June 17 email, please find the attached zipped folder containing documents responsive to your request for information under Chapter 552 of the Texas Government Code.

The responsive documents contain email addresses of the general public. An email address of a member of the public is confidential under section 552.137 of the Texas Government Code. The attorney general authorized all governmental bodies to withhold an email address of a member of the public without first requesting an attorney general opinion in Open Records Decision No. 684 (2009). Thus, this information has been redacted.

The information you requested contains a credit card, debit card, charge card, or access device number that is collected, assembled, or maintained by or for a governmental body. This information is confidential under section 552.136 of the Texas Government Code. Section 552.136 allows us to withhold this specific information without requesting a ruling from the attorney general. You have the right to appeal our decision to withhold this information from you. Instructions for appeal are attached. If you do not want to appeal, you do not need to do anything else.

We appreciate your patience as we continue to process your request in accordance with the terms of the PIA. We require additional time to review our records and produce additional responsive documents. We will provide you additional responsive documents on a rolling basis—to the extent such information is not excepted from disclosure under state or federal law—with our next production by 5:00 p.m. on July 22, 2022. See Tex. Gov't Code § 552.221(d).

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Sent: Friday, June 17, 2022 4:18 PM
To: 'AO Records' <records@americanoversight.org>
Cc: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134

Good afternoon,

Regarding our May 27 email, we appreciate your patience as we continue to process your request in accordance with the terms of the PIA. We require additional time to review our records and produce additional responsive documents. We will provide you additional responsive documents on a rolling basis—to the extent such information is not excepted from disclosure under state or federal law—with our next production by 5:00 p.m. on July 8, 2022. See Tex. Gov't Code § 552.221(d).

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Sent: Friday, May 27, 2022 2:41 PM
To: 'AO Records' <records@americanoversight.org>
Cc: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134

Good afternoon,

Regarding our April 29 email, we appreciate your patience as we continue to process your request in accordance with the terms of the PIA. We require additional time to review our records and produce additional responsive documents. We will provide you additional responsive documents on a rolling basis—to the extent such information is not excepted from disclosure under state or federal law—with our next production by 5:00 p.m. on June 17, 2022. See Tex. Gov't Code § 552.221(d).

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Sent: Friday, April 29, 2022 3:31 PM
To: 'AO Records' <records@americanoversight.org>
Cc: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134

Good afternoon,

Consistent with our April 1 email, please find the attached zipped folder containing documents responsive to your request for information under Chapter 552 of the Texas Government Code.

The responsive documents contain email addresses of the general public. An email address of a member of the public is confidential under section 552.137 of the Texas Government Code. The attorney general authorized all governmental bodies to withhold an email address of a member of the public without first requesting an attorney general opinion in Open Records Decision No. 684 (2009). Thus, this information has been redacted.

We appreciate your patience as we continue to process your request in accordance with the terms of the PIA. We require additional time to review our records and produce additional responsive documents. We will provide you any additional responsive documents—to the extent such information is not excepted from disclosure under state or federal law—by 5:00 p.m. on May 27, 2022. See Tex. Gov't Code § 552.221(d).

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Sent: Friday, April 1, 2022 2:24 PM
To: 'AO Records' <records@americanoversight.org>
Cc: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134

Good afternoon,

We appreciate your patience as we continue to process your request in accordance with the terms of the PIA. We require additional time to review our records and produce additional responsive documents. We will provide you any additional responsive documents—to the extent such information is not excepted from disclosure under state or federal law—by 5:00 p.m. on April 29, 2022. *See* Tex. Gov't Code § 552.221(d).

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Sent: Monday, March 21, 2022 3:32 PM
To: 'AO Records' <records@americanoversight.org>
Cc: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134

Good afternoon,

Regarding our February 28 email, we appreciate your patience as we continue to process your request in accordance with the terms of the PIA. We require additional time to review our records and produce additional responsive documents. We will provide you any additional responsive documents—to the extent such information is not excepted from disclosure under state or federal law—by 5:00 p.m. on April 1, 2022. *See* Tex. Gov't Code § 552.221(d).

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Sent: Monday, February 28, 2022 4:38 PM
To: 'AO Records' <records@americanoversight.org>
Cc: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134

Good afternoon,

Consistent with our February 7 letter, please see the attached document containing information responsive to Items 1-5 of your request. We appreciate your patience as we continue to process this portion of your request in accordance with the terms of the PIA. We require additional time to review our records and produce additional responsive documents. We will provide you any additional responsive documents—to the extent such information is not excepted from disclosure under state or federal law—by 5:00 p.m. on March 21, 2022. *See* Tex. Gov't Code § 552.221(d).

We received your clarification with respect to Items 6 and 7 and will address this clarified portion of the request on March 4, 2022.

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Sent: Monday, February 7, 2022 3:51 PM
To: 'AO Records' <records@americanoversight.org>
Cc: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134

Good afternoon,

Please see the attached letter in response to your request for information under Chapter 552 of the Texas Government Code.

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: GeneralCounsel
Sent: Wednesday, January 26, 2022 2:03 PM
To: 'AO Records' <records@americanoversight.org>
Subject: RE: Public Information Request (TX-SOS-22-0092) PIR 22-0134

Thank you for contacting the Office of the Texas Secretary of State. This email acknowledges receipt of your request for information under the Public Information Act, and we will process it in accordance with Chapter

552 of the Texas Government Code.

We will let you know if we have any questions or need clarification.

Regards,

Office of the Texas Secretary of State

From: AO Records <records@americanoversight.org>
Sent: Monday, January 24, 2022 2:28 PM
To: GeneralCounsel <GeneralCounsel@sos.texas.gov>
Subject: Public Information Request (TX-SOS-22-0092)

CAUTION: This email originated from OUTSIDE of the SOS organization. Do not click on links or open attachments unless you are expecting the email and know that the content is safe. If you believe this to be a malicious or phishing email, please send this email as an attachment to informationsecurity@sos.texas.gov.

Dear Public Information Officer:

Please find attached a request for records under the Texas Public Information Act.

Sincerely,

--

Sarah Wishingrad

Pronouns: she/her

Paralegal

American Oversight

records@americanoversight.org

www.americanoversight.org | @weareoversight

PIR: TX-SOS-22-0092

From: Beva Kellison
Sent: Tuesday, February 8, 2022 10:02 AM
To: Chad Ennis
Cc: Beva Kellison
Subject: DocShare Trainings

Chad this site is full of learning materials, there are some videos to watch also.

Username: [REDACTED]

Password is [REDACTED]

Beva Kellison
Forensics Audit Division
The Office of the Secretary of State
1019 Brazos, Austin, Texas 78711
bkellison@sos.texas.gov

From: Beva Kellison
Sent: Tuesday, February 15, 2022 11:28 AM
To: Olga Rosca
Cc: Beva Kellison
Subject: FW: Minolta Printers

You and I are going to meet with Dianne Gattuso on Thursday at 10:30 to learn how to build out the division phone system.

From: Dianne Gattuso
Sent: Tuesday, February 15, 2022 10:23 AM
To: Beva Kellison <BKellison@sos.texas.gov>
Subject: RE: Minolta Printers

Sounds great

From: Beva Kellison <BKellison@sos.texas.gov>
Sent: Tuesday, February 15, 2022 10:19 AM
To: Dianne Gattuso <DGattuso@sos.texas.gov>
Cc: Beva Kellison <BKellison@sos.texas.gov>
Subject: RE: Minolta Printers

I have a webinar at 9 that I have to watch, and it is a legal one so it will run a bit long. Will 10:30 be okay with you?

From: Dianne Gattuso
Sent: Tuesday, February 15, 2022 10:17 AM
To: Beva Kellison <BKellison@sos.texas.gov>
Subject: RE: Minolta Printers

Great.. just set up a tme

From: Beva Kellison <BKellison@sos.texas.gov>
Sent: Tuesday, February 15, 2022 10:14 AM
To: Dianne Gattuso <DGattuso@sos.texas.gov>
Cc: Beva Kellison <BKellison@sos.texas.gov>
Subject: RE: Minolta Printers

Sure no problem, however, it will need to be Thursday as I should be teleworking tomorrow myself. Thanks for all your help Dianne

Beva

From: Dianne Gattuso
Sent: Tuesday, February 15, 2022 10:13 AM

To: Beva Kellison <BKellison@sos.texas.gov>

Subject: RE: Minolta Printers

Can we do this tomorrow... I am teleworking and [REDACTED] Just set a time for tomorrow and we work on this... will that be okay with ya... if not tomorrow... I will be in the office on Thursday too

From: Beva Kellison <BKellison@sos.texas.gov>

Sent: Tuesday, February 15, 2022 9:56 AM

To: Dianne Gattuso <DGattuso@sos.texas.gov>

Cc: Beva Kellison <BKellison@sos.texas.gov>; Olga Rosca <ORosca@sos.texas.gov>; Chad Ennis <CEnnis@sos.texas.gov>

Subject: RE: Minolta Printers

Dianne, would it be possible to sit down with you sometime today if you are available and build out this phone system? Olga will be taking over with the division needs so I will bring her with me. Is it something we need access to?

Beva

From: Dianne Gattuso

Sent: Wednesday, February 9, 2022 10:15 AM

To: Beva Kellison <BKellison@sos.texas.gov>

Subject: RE: Minolta Printers

Yes – They are located here in Austin... The contact person Mike Resa...

From: Beva Kellison <BKellison@sos.texas.gov>

Sent: Wednesday, February 9, 2022 9:53 AM

To: Dianne Gattuso <DGattuso@sos.texas.gov>

Cc: Beva Kellison <BKellison@sos.texas.gov>

Subject: Minolta Printers

Dianne:

I am looking at this PO but I am not seeing where the printer came from? Did you order it through the Konica Minolta website?

Beva Kellison

Forensics Audit Division

The Office of the Secretary of State

1019 Brazos, Austin, Texas 78711

bkellison@sos.texas.gov

From: Beva Kellison
Sent: Tuesday, February 15, 2022 1:43 PM
To: Chad Ennis
Cc: Beva Kellison
Subject: FW: Technology Needs for FAD

Sensitivity: Personal

Chad:

Dan came by to see you. He sent this out in December (see email below) but hasn't gotten anything back on it. He needs to try and anticipate our needs as a new/growing division. I have entered in some numbers in red for you to adjust to whatever you think. He needs this document back fairly quickly because of the delayed shipping times of everything. Let me know so I can get this in process.

| | 3-Jan | 10-Jan | 17-Jan | 24-Jan | 31-Jan | Total |
|---------------------------------------|-------|--------|--------|--------|--------|-------|
| Laptops | 12 | 5 | 5 | 5 | 3 | 30 |
| AT&T Cell Service Laptops / Hot Spots | 6 | | | | | |
| Desk Phone | 5 | | | | | |
| Monitors | 20 | | | | | |
| Keyboard/mouse | | | | | | |
| iPhone | 6 | | | | | |

Thanks;
Beva

From: Dan Teczar
Sent: Tuesday, February 15, 2022 1:28 PM
To: Beva Kellison <BKellison@sos.texas.gov>
Subject: FW: Technology Needs for FAD
Sensitivity: Personal

Hey Beva!

Thanks again for chatting with me. See below table I referenced and feel free to adjust the dates, add line items and fill in the numbers needed.

I am on meetings starting now until about 4pm, then on again at 4:30. I will try to stop by if I get a break in between any of those, otherwise will aim for 4pm to stop by.

Thanks
Dan

From: Dan Teczar

Sent: Tuesday, December 21, 2021 2:34 PM

To: Keith Ingram <KIngram@sos.texas.gov>; Christina Adkins <CAdkins@sos.texas.gov>; Kristi Hart <khart@sos.texas.gov>

Cc: Shamika Fehr <sfehr@sos.texas.gov>; Dara Stone <DStone@sos.texas.gov>

Subject: RE: Technology Needs for FAD

Sensitivity: Personal

See below as an update from our reseller on the dates the items will arrive:

Laptops – 1/31/2022

DOCKS – 3/3/2022

Bags – 1/13/2022

As a follow up to below, please let us know if anything else is needed.

Thanks

Dan

From: Dan Teczar

Sent: Thursday, December 9, 2021 3:02 PM

To: Joe Esparza <JEsparza@sos.texas.gov>; Keith Ingram <KIngram@sos.texas.gov>; Dara Stone <DStone@sos.texas.gov>

Cc: Shamika Fehr <sfehr@sos.texas.gov>

Subject: Technology Needs for FAD

Sensitivity: Personal

All,

Just to summarize upcoming technology needs for FAD, the request was for 12 laptops for January 3rd and 5 laptops every week after that until 30 total.

As of today, we have 24 laptops on hand available to distribute thanks to some help from Traci & Robert's group with the intent to reissue laptops to them when we get more stock. We ordered an additional 30 laptops, they are likely a 60 day lead time.

The 24 laptops is a moving target. We will distribute at least 4 next week and 2 of the 30 are for IT. That leaves us with the need of 8, given the needs of the rest of the agency does not increase, hard to predict.

In order to fill that gap of 8 it would be helpful to answer the following questions:

1. How many FAD or FAD Support (FADS) FTEs will not be working remote, even if for the initial 60 days that could use a tower instead of a laptop?
2. Are there any current Elections FTEs that are not currently using their laptop and/or could use a tower in Rudder/Exec?

In addition, to round out this request, are there other items needed including a iPhones, full workstation setup with dual monitors, keyboard, mouse and other accessories needed for this? Note that the new laptops will come cellular capable, meaning we will not need hot spots for those, we can add AT&T service to the laptop if needed. Otherwise we will need to buy hot spots for existing laptops if there is a need.

Not sure who would be on point for this, but it would be helpful if someone could tells us what is needed per below.

| | 3-Jan | 10-Jan | 17-Jan | 24-Jan | 31-Jan | Total |
|--|--------------|---------------|---------------|---------------|---------------|--------------|
| Laptops | 12 | 5 | 5 | 5 | 3 | 30 |
| AT&T Cell Service Laptops / Hot Spots | | | | | | |
| Desk Phone | | | | | | |
| Monitors | | | | | | |
| Keyboard/mouse | | | | | | |
| iPhone | | | | | | |

Thanks

Dan

From: Beva Kellison
Sent: Thursday, February 3, 2022 10:10 AM
To: Chad Ennis
Cc: Beva Kellison
Subject: FW: Technology Needs for FAD

Sensitivity: Personal

Chad, we will need to sit down sometime next week and go over the table below so we can get this in. I also need your permission to send an email to HR requesting 5 iPhones with Hotspot Capabilities for yourself and the 4 auditors so IT can get those rounded up for us. They will need to add this request to the New Employee Setup document.

Beva

From: Dan Teczar
Sent: Thursday, December 9, 2021 3:02 PM
To: Joe Esparza <JEsparza@sos.texas.gov>; Keith Ingram <KIngram@sos.texas.gov>; Dara Stone <DStone@sos.texas.gov>
Cc: Shamika Fehr <sfehr@sos.texas.gov>
Subject: Technology Needs for FAD
Sensitivity: Personal

All,

Just to summarize upcoming technology needs for FAD, the request was for 12 laptops for January 3rd and 5 laptops every week after that until 30 total.

As of today, we have 24 laptops on hand available to distribute thanks to some help from Traci & Robert's group with the intent to reissue laptops to them when we get more stock. We ordered an additional 30 laptops, they are likely a 60 day lead time.

The 24 laptops is a moving target. We will distribute at least 4 next week and 2 of the 30 are for IT. That leaves us with the need of 8, given the needs of the rest of the agency does not increase, hard to predict.

In order to fill that gap of 8 it would be helpful to answer the following questions:

1. How many FAD or FAD Support (FADS) FTEs will not be working remote, even if for the initial 60 days that could use a tower instead of a laptop?
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| Desk Phone | | | | | | |
| Monitors | | | | | | |
| Keyboard/mouse | | | | | | |
| iPhone | | | | | | |

Thanks

Dan

From: Dan Teczar
Sent: Tuesday, February 15, 2022 1:28 PM
To: Beva Kellison
Subject: FW: Technology Needs for FAD

Sensitivity: Personal

Hey Beva!

Thanks again for chatting with me. See below table I referenced and feel free to adjust the dates, add line items and fill in the numbers needed.

I am on meetings starting now until about 4pm, then on again at 4:30. I will try to stop by if I get a break in between any of those, otherwise will aim for 4pm to stop by.

Thanks
Dan

From: Dan Teczar
Sent: Tuesday, December 21, 2021 2:34 PM
To: Keith Ingram <KIngram@sos.texas.gov>; Christina Adkins <CAdkins@sos.texas.gov>; Kristi Hart <khart@sos.texas.gov>
Cc: Shamika Fehr <sfehr@sos.texas.gov>; Dara Stone <DStone@sos.texas.gov>
Subject: RE: Technology Needs for FAD
Sensitivity: Personal

See below as an update from our reseller on the dates the items will arrive:

Laptops – 1/31/2022
DOCKS – 3/3/2022
Bags – 1/13/2022

As a follow up to below, please let us know if anything else is needed.

Thanks
Dan

From: Dan Teczar
Sent: Thursday, December 9, 2021 3:02 PM
To: Joe Esparza <JEsparza@sos.texas.gov>; Keith Ingram <KIngram@sos.texas.gov>; Dara Stone <DStone@sos.texas.gov>
Cc: Shamika Fehr <sfehr@sos.texas.gov>
Subject: Technology Needs for FAD
Sensitivity: Personal

All,

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| Desk Phone | | | | | | |
| Monitors | | | | | | |
| Keyboard/mouse | | | | | | |
| iPhone | | | | | | |

Thanks

Dan

From: Sam Taylor
Sent: Tuesday, January 4, 2022 1:19 PM
To: John Scott; Joe Esparza; Adam Bitter; Keith Ingram; Christina Adkins; Kristi Hart
Subject: FYI - Hill Column: Texas and other state audits should restore voter confidence in our elections — but will they?

Sensitivity: Personal

Texas and other state audits should restore voter confidence in our elections — but will they?

Merrill Matthews

The Hill

January 4, 2022

<https://thehill.com/opinion/campaign/588137-texas-and-other-state-audits-should-restore-voter-confidence-in-our>

Former President Trump has been pushing states, including Texas, to audit their 2020 election results in the hope of exposing voter fraud that he claims cost him the election. But the states that have done those audits have confirmed the accuracy of their election results. And Texas just provided the most recent evidence.

Election-related bills were all the rage in state legislatures in 2021. The National Conference of State Legislatures (NCSL), an association of sitting state legislatures, reports that 3,676 election bills were introduced in state legislatures last year, the highest number since NCSL started tracking that issue in 2001. But only 285 of those bills actually became law in 42 states, close to the historical norm for odd-numbered years. Several of those laws included a requirement for an election audit.

An “election audit” can refer to several types of actions. According to NCSL, “Most states, use a traditional fixed percentage audit, in which a small percentage of precincts or machines are selected for a comparison of the official count to a hand tally.” Texas has just announced the Phase 1 results of its election audit. And the findings should calm some people’s fears.

On Dec. 31, the office of Texas Secretary of State John B. Scott released the results in the “Phase 1 Progress Report.” The report focused on four counties: Dallas, Tarrant (Fort Worth), Collin (just north of Dallas) and Harris (Houston).

Three of those counties (Dallas, Harris and Tarrant) voted for Joe Biden in 2020, though historically Republican Tarrant County went for Biden by only 0.2 percentage points. Except for

San Antonio and Austin, and some counties in the South and West, Texas is a very red state, and Trump easily won it.

According to the secretary's report: "In Collin County, precincts 126, 209 and 66 were chosen for the partial manual count. Among these three precincts, the results provided to the SOS office showed a 17-vote discrepancy between electronic and hand counts."

In Dallas County, the discrepancy between the electronic and hand counts in seven precincts was 10 votes. The Harris County audit included 10 precincts, and the discrepancy was five votes. And Tarrant County had seven precincts in its audit and the vote discrepancy was zero. State officials, not the counties, picked the precincts to be examined.

To be clear, "discrepancy" does not necessarily mean fraud. In fact, the three counties with discrepancies provided general explanations, which included human error in the initial counts.

The secretary's report also outlines the state's other election-related efforts, which include assessing the accuracy of voting machines, checking the statewide voter registration list, checking for ineligibility due to death, felony conviction or lack of citizenship, and other issues such as being registered to vote in another state.

All are important tasks that states can and should be doing on a regular basis.

But Texas is not the only state to do an audit. Arizona and Michigan have also enacted GOP-led audits. The Arizona audit of Maricopa County, the state's largest, found that Biden won, and by 360 additional votes.

The Michigan audit, conducted by Republicans in the state's Senate, released their report last June. The lead author of the report, Oversight Chairman Ed McBroom (R-Vulcan) included a statement with the report asserting, "This committee found no evidence of widespread or systematic fraud in Michigan's prosecution of the 2020 election." McBroom concedes that the committee did find several issues that needed addressing.

Of course, the state of Georgia conducted a hand recount of the presidential contest that confirmed its election results. Georgia Secretary of State Brad Raffensperger (R) never found the nearly 12,000 votes Trump encouraged him to find.

With Texas weighing in with its Phase 1 results, the effort to prove widespread election fraud that might have changed a state's presidential election outcome is zero for four. And note that the legislature in all four states mentioned above is controlled by Republicans. That's also true of the other two states accused of widespread fraud that cost Trump the election: Wisconsin and Pennsylvania.

These election audits should alleviate some of the concerns expressed by voters, especially Republican voters. But, apparently, they haven't so far.

Yes, there is voter fraud, but thankfully such cases are typically limited to one or a handful of people. Even that small number can make a difference in tight elections, primarily in low-turnout local and runoff races. But it has very little impact on statewide elections.

With November midterm elections coming – and as we approach the anniversary of the Jan. 6 riot – it's critical that voters feel confidence in the basic accuracy and security of their state election systems. The really good news is that all the evidence so far indicates they can.

Merrill Matthews is a resident scholar with the Institute for Policy Innovation in Dallas, Texas. Follow him on Twitter @MerrillMatthews.

From: Erika Castillo
Sent: Thursday, February 3, 2022 9:36 AM
To: Stephanie Alvarado
Subject: Issuetrak #47597

Hello and good morning,

Matthew emailed me back and asked if I would provide a side car number. On the set up form under additional comments it states 'side car should include all FAD Auditors' with that being said do I have to give Matthew all of the FAD new employees.....but how do I know if it is a new line? Thanks girl 😊

| PHONE REQUIREMENTS (please check all that apply) |
|--|
| Primary Line: <u>new line required</u> (not ACD; this phone number will appear in the address book) |
| Number of Lines: <u>1</u> (list line appearances in "Additional Comments") |
| <input checked="" type="checkbox"/> Mobility Cell Number: <u>unknown</u> |
| <input type="checkbox"/> Intercom: _____ |
| <input checked="" type="checkbox"/> Voicemail <input checked="" type="checkbox"/> Add <input type="checkbox"/> Reset |
| <input type="checkbox"/> Voicemail to Email: _____ |
| <input checked="" type="checkbox"/> Side Car (list lines in order in "Additional Comments") |
| <input type="checkbox"/> Shared Phone Line: _____ |
| <input type="checkbox"/> ACD Group: _____ Agent Phone Number: _____ |
| <input checked="" type="checkbox"/> Supervisor Rights to ACD |
| <input checked="" type="checkbox"/> Cisco Reports Rights to ACD |
| <input checked="" type="checkbox"/> Monitoring |
| <input checked="" type="checkbox"/> Jabber ID: <u>CEnnis@sos.texas.gov</u> |
| Primary Device for Jabber: <input checked="" type="checkbox"/> Laptop or <input type="checkbox"/> Tower |
| Additional Comments: Side Car should include all FAD Auditors Director will need state cell phone. |

From: Erika Castillo
Sent: Thursday, February 3, 2022 10:00 AM
To: Kristi Hart
Cc: Stephanie Alvarado
Subject: Issuetrak #47597

Good morning Kristi,

DIR emailed me back and have more questions about the above issuetrak. May you please provide me a list of all names and phone numbers for FAD auditors. Thank you! 😊 Have a great day.
Stay warm.

Kindly,
Erika Castillo

From: Stephanie Gomez <[REDACTED]>
Sent: Monday, February 14, 2022 8:37 AM
To: Secretary
Cc: Keith Ingram; Adam Bitter
Subject: Letter re 2022 Primary
Attachments: 2.14.22 SOS Letter re 2022 Primary.pdf

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Dear Secretary Scott,

Please find attached a letter from 30 civil rights organizations urging that you take immediate action to ensure the 2022 primary runs smoothly. We look forward to receiving your response.

Stephanie Gómez, MSW, MPP
she/her/ella
Associate Director
[Common Cause Texas](#)

February 14, 2022

The Honorable John B. Scott
Secretary of State
P.O. Box 12887
Austin, TX 78711

Via email: secretary@sos.texas.gov

Dear Secretary Scott,

Our democracy is built upon the freedom to vote. As voters, advocates, and Texans, we are alarmed at a series of recent high profile failures by the Secretary of State's Office under your leadership that have threatened Texans' access to the ballot box during the 2022 primaries. These problems come after many years of growing public mistrust in the impartiality and fairness of your Office, and have triggered a crisis of confidence specifically in your ability to serve as Texas' Chief Elections Officer. **It is your responsibility as Secretary of State to make sure that this year's primary runs smoothly, and if you do not take immediate action to restore trust in your Office and stop this pattern of repeated failures, you risk permanently losing the trust of Texans in your ability to faithfully and impartially administer elections.**

In recent years, a series of decisions by the Secretary's Office has created a dangerous impression that it is regularly being used to suppress voting for people of color, workers, and people with disabilities, instead of ensuring free and fair elections in Texas. In 2019, one of your predecessors used flawed data from the Department of Public Safety in an attempt to purge naturalized citizens from the voter rolls, which collapsed after a judge ruled that the effort exemplified "the power of government to strike fear and anxiety to intimidate the least powerful among us."¹ In 2020, another of your predecessors forced Harris County to abandon a plan to proactively send mail ballot applications to every registered voter, and worked with Governor Abbott to slash the number of mail ballot drop off sites on the eve of the 2020 election.

As if that were not bad enough, shortly before your appointment, the Secretary's Office ordered a highly partisan review of the 2020 election in four counties, without providing any basis to question those results. Coming only hours after former President Donald Trump demanded that Governor Abbott add a sham election review bill to the agenda of the third special legislative session, the review appeared to most observers as nothing more than an obvious political favor that Governor Abbott asked the Secretary's Office to provide. Furthermore, your own appointment as Secretary of State after serving as a "Stop the Steal" lawyer working to overturn the 2020 election—an effort you have yet to fully repudiate—naturally raised questions about whether elections would be administered fairly and impartially this year.

¹ Alexa Ura, *Texas will end its botched voter citizenship review and rescind its list of flagged voters* Texas Tribune (Apr. 26, 2019), <https://www.texastribune.org/2019/04/26/texas-voting-rights-groups-win-settlement-secretary-of-state/>.

All of these factors helped to create and fuel a crisis of confidence in the Secretary of State's Office as we entered the 2022 primary season. You could have chosen to make it your top priority to rebuild public faith and trust in your Office after years of missteps. Instead, you doubled down on the weaponization of your Office for partisan gain, such as by refusing to confirm your Office's prior announcement that the 2020 election was "smooth and secure." More alarmingly, you made clear that continuing the sham partisan election review would be your "first and foremost" priority, seemingly over and above administering the upcoming primary and serving Texas voters:

It's the first thing I asked about today...It's gonna be the first thing we talk about in the morning. It is the first thing we talk about before we go to lunch. It is the first thing we talk about when we come back from lunch. It's gonna be the last thing we talk about at the end of the day.²

Even in "normal" times, making a useless election review your top priority would have been a substantial waste of taxpayer money and resources. But it should have been your more urgent priority in that same period of time to ensure the successful implementation of Senate Bill 1 – a massive 76-page voter suppression bill passed in 2021 that rewrote large sections of the Election Code.

The effects of your apparent neglect in the last few months are now being felt by Texas voters across the state. Your Office failed to provide adequate and timely guidance to counties about how to handle a number of the new rules, such as the new requirement to provide an ID or Social Security number on mail ballot materials or the curing process when the numbers provided do not "identify" the voter. Your Office rolled out a new mail ballot tracker website only in mid-January, without any attempt to educate voters about the new system. To this day, many voters have no idea that they can now track their mail ballot applications and ballots online, significantly undermining the usefulness of the website.

Incredibly, your Office even initially failed to secure enough paper to print voter registration forms and announced that you would ration applications in the weeks before the registration deadline. This was a seismic blunder that threatened many thousands of eligible voters, and which you worked to fix only after a massive public outcry. And the recent revival of the citizenship review process has already wrongly flagged too many voters as "non-citizens," thereby threatening a repeat of the 2019 debacle.

² Patrick Svitek, *Texas' new secretary of state doesn't deny Joe Biden's 2020 victory, but he's still prioritizing an election audit*, Texas Tribune (Oct. 28, 2021), <https://www.texastribune.org/2021/10/28/texas-secretary-of-state-john-scott-election-audit/>.

In the weeks ahead, you must ensure that county election officials have clear and practical guidance on how to implement all of the new election laws, especially Senate Bill 1. You must aggressively expand efforts to educate voters about all of the recent changes, including (as just one example) the new mail ballot tracker website. You must work with counties to protect voters who are facing a new wave of voter intimidation and political violence, including potentially from newly emboldened partisan poll watchers inside polling places. And there must not be anything like the six hour long lines that Texas saw during the March 2020 primaries.

You have already squandered too much time in your first months in office chasing down conspiracy theories and doing political favors for politicians. If you once again fail to work to earn the trust of Texas voters during the primary, you risk permanently and irrevocably losing their trust in your administration of the state's elections.

Sincerely,

American Council of the Blind of Texas (ACBT)
APAPA-TX
Austin Asian Community Civic Coalition
Avow
Battleground Texas
Common Cause Texas
Emgage Action
Far Northwest (Travis County) Progressives
Fayette County Democratic Party
Grassroots Leadership / Texas Advocates for Justice Houston
Houston in Action
Indivisible TX Lege
Justice Strategies LLC
Mi Familia Vota
MOVE Texas
National Council of Jewish Women
NEIGHBORHOODS FIRST ALLIANCE
Our Vote Texas
Progress Texas
REV UP Texas
Texas AFL-CIO
Texas Civil Rights Project
Texas Coalition of Black Democrats
Texas Freedom Network

Texas Rising
The Good Deed Corps
Waco NAACP
West Street Recovery
Young Black Lawyers' Organizing Coalition (YBLOC)
Youth Rise Texas

cc: Keith Ingram
Director of Elections
Via email: kingram@sos.texas.gov

Adam Bitter
General Counsel
Via email: abitter@sos.texas.gov

From: Beva Kellison
Sent: Monday, February 14, 2022 1:19 PM
To: Olga Rosca
Cc: Beva Kellison
Subject: RE: Adobe Acrobat

Okay, I put in a ticket hopefully they will give it to you soon

From: Olga Rosca
Sent: Monday, February 14, 2022 1:05 PM
To: Beva Kellison <BKellison@sos.texas.gov>
Cc: Chad Ennis <CEnnis@sos.texas.gov>
Subject: RE: Adobe Acrobat

Beva,

Thank you very much.

From: Beva Kellison
Sent: Monday, February 14, 2022 1:04 PM
To: Olga Rosca <ORosca@sos.texas.gov>
Cc: Beva Kellison <BKellison@sos.texas.gov>; Chad Ennis <CEnnis@sos.texas.gov>
Subject: RE: Adobe Acrobat

Yes, I have access, I will put in a ticket for them to give you access. Hopefully, they will have given that to you by tomorrow and I can show you how to enter in a ticket.

Beva

From: Olga Rosca
Sent: Monday, February 14, 2022 1:01 PM
To: Beva Kellison <BKellison@sos.texas.gov>
Subject: FW: Adobe Acrobat

From: Olga Rosca
Sent: Monday, February 14, 2022 12:36 PM
To: Chad Ennis <CEnnis@sos.texas.gov>
Subject: RE: Adobe Acrobat

Chad,

I emailed John Rodriguez requesting everyone from my team to have the full version of Adobe Acrobat, also to make it part of the basic software package for all in hires in the Division. He told me that I need to have access to issuetrak which allows me to create tickets for requests. He sent me the link, unfortunately I don't have access to it. Usually only managers of the division have access to create tickets.

Beva should be able to do it.

I called Beva couple minutes ago, probably she's on her lunch.

Thank you,

From: Chad Ennis

Sent: Monday, February 14, 2022 12:13 PM

To: Olga Rosca <ORosca@sos.texas.gov>

Subject: Adobe Acrobat

Olga,

I would like everyone on the team to have the full version of Adobe Acrobat. Please put in a request to have it installed for you, Darla, and Beva. Also, please put in a second request to make it part of the basic software package for all in hires in the Division.

Thanks,

Chad

Chad Ennis

Director – Forensic Audit Division

Texas Secretary of State



From: Kelvin Bass <Kelvin.Bass@senate.texas.gov>
Sent: Friday, February 11, 2022 9:45 AM
To: Adam Bitter
Cc: Joe Esparza; Vince Leibowitz
Subject: RE: election audit

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thanks Adam!

From: Adam Bitter <ABitter@sos.texas.gov>
Sent: Thursday, February 10, 2022 6:50 PM
To: Kelvin Bass <Kelvin.Bass@senate.texas.gov>
Cc: Joe Esparza <JEsparza@sos.texas.gov>; Vince Leibowitz <Vince.Leibowitz@senate.texas.gov>
Subject: RE: election audit

Kelvin,

Thanks for your email. Our website has experienced intermittent issues today, but the link should be working now. That said, I have attached a PDF of the Phase 1 Progress Report so that you'll have a copy of the report separate from the Internet version.

Please let me know if you have any questions or need additional information from our office.

Best regards,

Adam

Adam Bitter
General Counsel
Office of the Texas Secretary of State
(512) 475-2813
abitter@sos.texas.gov

From: Kelvin Bass <Kelvin.Bass@senate.texas.gov>
Sent: Thursday, February 10, 2022 4:31 PM
To: Adam Bitter <ABitter@sos.texas.gov>
Cc: Joe Esparza <JEsparza@sos.texas.gov>; Vince Leibowitz <Vince.Leibowitz@senate.texas.gov>
Subject: FW: election audit

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Adam --

Good afternoon! I've tried several times today to access the link below to the Phase 1 Progress Report on the 2020 Election Audit. I've been unsuccessful.
Please advise.

thanks
Kelvin Bass

From: Vince Leibowitz <Vince.Leibowitz@senate.texas.gov>
Sent: Wednesday, February 2, 2022 1:13 PM
To: Kelvin Bass <Kelvin.Bass@senate.texas.gov>; Louis Bedford, IV <Louis.BedfordIV@senate.texas.gov>
Subject: election audit

Adam says they've done NOTHING on the ground or even talked to the counties yet. They've done this update as of the end of 2021, and it was mainly voter list hygiene. There is a small report after this release:

<https://www.sos.state.tx.us/about/newsreleases/2021/123121.shtml>

Vince Leibowitz
Legislative Director
Office of State Sen. Royce West
512.463.0123 (o)

From: Adam Bitter
Sent: Thursday, February 10, 2022 6:50 PM
To: 'Kelvin Bass'
Cc: Joe Esparza; Vince Leibowitz
Subject: RE: election audit
Attachments: Texas SOS Phase 1 Progress Report.pdf

Kelvin,

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Adam Bitter
General Counsel
Office of the Texas Secretary of State
(512) 475-2813
abitter@sos.texas.gov

From: Kelvin Bass <Kelvin.Bass@senate.texas.gov>
Sent: Thursday, February 10, 2022 4:31 PM
To: Adam Bitter <ABitter@sos.texas.gov>
Cc: Joe Esparza <JEsparza@sos.texas.gov>; Vince Leibowitz <Vince.Leibowitz@senate.texas.gov>
Subject: FW: election audit

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thanks
Kelvin Bass

From: Vince Leibowitz <Vince.Leibowitz@senate.texas.gov>

Sent: Wednesday, February 2, 2022 1:13 PM

To: Kelvin Bass <Kelvin.Bass@senate.texas.gov>; Louis Bedford, IV <Louis.BedfordIV@senate.texas.gov>

Subject: election audit

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<https://www.sos.state.tx.us/about/newsreleases/2021/123121.shtml>

Vince Leibowitz

Legislative Director

Office of State Sen. Royce West

512.463.0123 (o)

The State of Texas

Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
www.sos.texas.gov
www.votetexas.gov



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Fax: 512-475-2811
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John B. Scott
Secretary of State

December 31, 2021

Phase 1 Progress Report: **Full Forensic Audit of November 2020 General Election**

On September 23, 2021, the office of the Texas Secretary of State (SOS) announced a full forensic audit of the November 2020 General Election in Collin, Dallas, Harris and Tarrant counties. Combined, a total of 3,885,875 votes were cast in these four counties in the November 2020 election – approximately 35% of the roughly 11.3 million votes cast statewide.

During Phase 1 of the full forensic audit, the SOS announced it would review available data and documents concerning the security and accuracy of voting systems used in each of the four counties, as well as the counties' work to maintain the accuracy of their respective lists of registered voters.

The below progress report on Phase 1 of the full forensic audit outlines the SOS's findings within four categories:

- I. Completion of the statutorily required partial manual count of electronic voting system ballots;
- II. Completion of statutorily required Election Security Assessments (ESAs) and dedication of remediation funds to address any gaps in security;
- III. Maintaining the accuracy of the statewide voter registration database; and
- IV. Identifying potential non-U.S. citizens who are registered to vote in Texas and who cast a ballot in the November 2020 election, individuals registered in Texas and another state who cast more than one ballot in the November 2020 election, and potential votes cast in the name of deceased people.

This information, together with [each of the four counties' timely responses to the SOS's pre-audit survey](#), will help guide the SOS's in-person [comprehensive document examinations conducted in Phase 2](#). To the extent any information was not made available to our office before the publication of this report, the SOS will endeavor to include any outstanding data figures in the final forensic audit report released after the completion of Phase 2.

I. Partial Manual Count of Electronic Voting System Ballots

Pursuant to [Section 127.201 of the Texas Election Code](#), Texas counties are required to initiate a partial manual count of electronic voting system ballots within 72 hours of the polls closing, and are required to complete the partial manual count not later than the 21st day after Election Day. The purpose of this requirement is to ensure that votes cast and counted on electronic voting systems were tabulated accurately. To be used in Texas elections, voting systems must be certified

by the U.S. Election Assistance Commission (EAC) and certified by the State of Texas through an examination by the SOS and the Office of the Texas Attorney General, under [TEC Chapter 122](#). All information regarding voting system certification is [available on the Texas SOS web site](#).

Under [TEC Section 127.201](#), counties are required to conduct a manual count in at least one percent of the election precincts or in three precincts, whichever is greater, in which an electronic voting system was used in a general election. The SOS is responsible for choosing the race(s) and precinct(s) used to conduct the partial manual count in a general election. For the November 2020 Election, the office of Texas Railroad Commissioner was chosen as the race for which counties conducted their respective partial manual counts. In order to protect the security and integrity of the voted ballots, the SOS has provided alternate Election Day locations for the partial manual count for counties that are part of the [Countywide Polling Place Program \(CWPP\)](#). This is done to ensure that the accuracy of the voting system equipment is thoroughly audited in a specific location while also ensuring that fewer election office personnel are handling voted ballots from across the county. None of the four counties reported any discrepancies in Election Day ballots counted electronically versus those counted by hand.

Under [Sec. 127.201\(e\)](#), counties are required to deliver a written report of the results of the partial manual count to the SOS within three days of completing the count.

In Collin County, precincts 126, 209 and 66 were chosen for the partial manual count. Among these three precincts, the results provided to the SOS office showed a 17 vote discrepancy between electronic and hand counts. Collin County indicated that the discrepancy between the electronic count and hand count in these precincts was due to the use of direct-recording electronic (DRE) voting machines in curbside voting for individuals who are physically unable to enter the polling place. The DREs that Collin County employed for curbside voting do not produce a paper record and therefore were not included in the manual count. The SOS office will verify this explanation during its on-site examination of records in Collin County as part of Phase 2 of the full forensic audit.

Collin County Partial Manual Count November 2020

| Precinct | Mail Ballot Electronic Count | Mail Ballot Hand Count | Early Voting In Person Electronic Count | Early Voting In Person Hand Count | Election Day Electronic Count | Election Day Hand Count | Count Discrepancy |
|----------|------------------------------|------------------------|---|-----------------------------------|-------------------------------|---------------------------|-------------------|
| 126 | 198 | 197 | 2,906 | 2,899 | 175 | 175 | 8 |
| 209 | 32 | 32 | 611 | 609 | 308 | 308 | 2 |
| 66 | 141 | 137 | 1,266 | 1,263 | 127 | 127 | 7 |
| | | | | | | Total Discrepancy: | 17 |

In Dallas County, precincts 1062, 1111, 1726, 2003, 3401, 4046 and 4269 were included in the partial manual count. Among these seven precincts, the results of the partial manual count provided to the SOS office showed a 10 vote discrepancy between electronic and hand counts. The 10 vote discrepancy in early in-person votes in precinct 1111 appears to have resulted from a data entry error by county officials when transmitting the partial manual count report to the SOS. The SOS office will verify the cause of this discrepancy during its on-site examination of records in Dallas County as part of Phase 2 of the full forensic audit.

Dallas County Partial Manual Count November 2020

| Precinct | Mail Ballot Electronic Count | Mail Ballot Hand Count | Early Voting In Person Electronic Count | Early Voting In Person Hand Count | Election Day Electronic Count | Election Day Hand Count | Count Discrepancy |
|----------|------------------------------|------------------------|---|-----------------------------------|-------------------------------|---------------------------|-------------------|
| 1062 | 2 | 2 | 16 | 16 | 142 | 142 | 0 |
| 1111 | 23 | 23 | 540 | 550 | 427 | 427 | 10 |
| 1726 | 121 | 121 | 805 | 805 | 91 | 91 | 0 |
| 2003 | 294 | 294 | 1,764 | 1,764 | 336 | 336 | 0 |
| 3401 | 0 | 0 | 3 | 3 | 142 | 142 | 0 |
| 4046 | 50 | 50 | 434 | 434 | 137 | 137 | 0 |
| 4629 | 51 | 51 | 656 | 656 | 0 | 0 | 0 |
| | | | | | | Total Discrepancy: | 10 |

In Harris County, precincts 130, 188, 553, 600, 668, 783, 791, 924, 948 and 952 were included in the partial manual count. Among these 10 precincts, the results of the partial manual count provided to the SOS office showed a 5 vote discrepancy between electronic and hand counts. Because Harris County employed DRE devices during the November 2020 General Election, a hand count of ballots cast on DRE systems was impossible. Therefore, Harris County was only able to provide electronic and manual count figures for mail ballots cast. Harris County indicated that the 5 ballot discrepancy occurred due to an error in the manual counting of mail-in ballots. The SOS office will verify this explanation during its on-site examination of Harris County's records as part of Phase 2.

Harris County Partial Manual Count November 2020

| Precinct | Mail Ballot Electronic Count | Mail Ballot Hand Count | Count Discrepancy |
|----------|------------------------------|---------------------------|-------------------|
| 130 | 352 | 348 | 4 |
| 188 | 68 | 68 | 0 |
| 553 | 127 | 127 | 0 |
| 600 | 354 | 353 | 1 |
| 668 | 278 | 278 | 0 |
| 783 | 15 | 15 | 0 |
| 791 | 3 | 3 | 0 |
| 924 | 0 | 0 | 0 |
| 948 | 0 | 0 | 0 |
| 952 | 7 | 7 | 0 |
| | | Total Discrepancy: | 5 |

In Tarrant County, precincts 1061, 1460, 2381, 3160, 4285, 4452 and 4591 were included in the partial manual count. Among these seven precincts, the results of the partial manual count provided to the SOS office showed a 0 vote discrepancy between electronic and hand counts.

Tarrant County Partial Manual County November 2020

| Precinct | Mail Ballot Electronic Count | Mail Ballot Hand Count | Early Voting In Person Electronic Count | Early Voting In Person Hand Count | Election Day Electronic Count | Election Day Hand Count | Count Discrepancy |
|----------|------------------------------|------------------------|---|-----------------------------------|-------------------------------|---------------------------|-------------------|
| 1061 | 17 | 17 | 103 | 103 | 594 | 594 | 0 |
| 1460 | 109 | 109 | 1,295 | 1,295 | 106 | 106 | 0 |
| 2381 | 14 | 14 | 287 | 287 | 437 | 437 | 0 |
| 3160 | 118 | 118 | 1,358 | 1,358 | 402 | 402 | 0 |
| 4285 | 23 | 23 | 331 | 331 | 0 | 0 | 0 |
| 4452 | 69 | 69 | 2,029 | 2,029 | 0 | 0 | 0 |
| 4591 | 89 | 89 | 1,780 | 1,780 | 0 | 0 | 0 |
| | | | | | | Total Discrepancy: | 0 |

II. Election Security Assessments

Pursuant to [Section 279.003 of the Texas Election Code](#), all 254 Texas counties are required to undergo an Election Security Assessment (ESA) to identify potential gaps in the cybersecurity and physical security postures of each county's election office, and recommend steps the county must take to address the issues identified. In 2018, the EAC [released \\$23,252,604 in Help America Vote Act \(HAVA\) funds to strengthen the security of Texas' election infrastructure](#). While a portion of those funds were used to conduct the ESAs at no cost to the counties, additional funding was reserved for remediation in the event that county elections offices needed assistance to fill gaps in their respective cybersecurity postures.

Contracts for the ESAs were executed with each county through the Texas Department of Information Resources (DIR) Managed Security Services (MSS) program. Although the results of these assessments are confidential under state law, we are able to disclose the following information regarding each county's request for remediation funds to enhance election security:

- **Collin County's** ESA was completed in July 2020. The county requested \$120,000 in federal HAVA funds, which required \$16,000 in matching funds from the county. Collin County used a portion of these funds for security enhancements that included additional ballot scanners and security cameras.
- **Dallas County's** ESA was completed in February 2019. The county requested \$120,000 in federal HAVA funds, requiring a \$16,000 match from the county. Security enhancements included products to secure band service to help improve and secure network communication between E-pollbooks and the data center. The combination of features provide for an end-to-end, highly secure encrypted environment to transport voter registration data.

- **Harris County**'s ESA was completed in February 2020. The county requested \$120,000 in federal HAVA funds, which required \$16,000 in county matching funds. Security enhancements included E-pollbook software development and maintenance.
- **Tarrant County**'s ESA was completed in October 2020. The county requested \$120,000 in federal HAVA funds, requiring a \$16,000 county match. Security enhancements included: upgrading and repairing election equipment containers used to transport and secure equipment during distribution to polling locations; curbside voting equipment; security components for the voter registration system; and security cameras and video surveillance equipment.

III. Accuracy of Statewide Voter Registration List¹

The National Voter Registration Act of 1993 (NVRA) requires states to adopt and implement procedures to maintain accurate and current voter registration lists. Additionally, states are required to implement a voter registration list maintenance program that makes a reasonable effort to remove ineligible persons from the voter lists in accordance with the NVRA and state law.

Likewise, the Texas Election Code (TEC) enumerates the importance of maintaining accurate voter registration lists through defining the acquisition of data from other specified agencies, outlining the procedures and processes required of the SOS and county voter registrars, and identifying the criteria used to match this information with the statewide voter registration list. Specifically, Sections [18.068](#) and [18.0681](#) of the Texas Election Code require the SOS to conduct comparative reviews of the statewide voter registration list with information received under [TEC Chapter 16](#). Following the identification of matched records, the SOS is required to send this information to county voter registrars for further review. It is the responsibility of the county voter registrar to review these records on the grounds of eligibility and/or to eliminate duplicative records to ensure the accuracy and integrity of the county voter list.

Each county voter registrar, pursuant to [TEC Section 18.061](#), is required to provide to the SOS on an expedited basis the information necessary to maintain the registration list for their respective counties. This includes the electronic submission of all voter registration related maintenance activities. Data collected and represented in this progress report is dependent on the electronic submission of information from the counties included in this audit to the statewide voter registration database. All four counties currently use an independent voter registration system.

Please note that removal of ineligible and/or deceased voters from the statewide voter registration list in and of itself does not indicate that any illegal votes were cast. These maintenance activities are prescribed by state law to ensure the integrity and accuracy of the statewide voter registration list. Voter list maintenance is performed on a regular and ongoing basis in Texas to prevent ineligible voters from casting ballots and to prevent individuals from casting ballots using another person's voter registration information.

¹ The data in this section reflects information in the SOS's statewide voter registration database as of December 7, 2021.

Ineligibility Due to Death

[Section 18.068](#) of the Texas Election Code requires a quarterly comparison of the statewide voter registration list to identify all potential deceased voters. To meet this requirement, the SOS implemented a comparative analysis of the statewide system to records provided by the Local Registrars of Death, Clerks of the Court, the Bureau of Vital Statistics, the Electronic Registration Information Center (ERIC), and the Social Security Administration, in accordance with the Texas Election Code.

Based on the matching criteria outlined in [TEC 18.068](#) and the SOS's administrative rules ([1 Tex. Admin. Code § 81.6\(a\)](#)), records that are strong matched with the above identified sources are cancelled by the state system. 'Strong' matches are those whose last name, date of birth, and full Social Security Number are all an exact match. Records that are considered 'weak' matches, on the other hand, require an additional review process to be conducted by each individual county voter registrar. Since November 2020, 190,227 strong matched records have been cancelled by the state and 67,551 weak matched records have been provided to county voter registrars statewide for further review. Overall, since November 2020, a review of the voter registration system indicates that 257,778 potential deceased voters were identified through the statewide voter registration system, resulting in the identification and cancellation of 224,585 voter registrations for deceased voters.

An overview of the data of the counties included in this audit is indicated below for the time period of November 2020 to the present.

Cancellation of Deceased Voter Registrations

| County | Strong Matches Cancelled by State | Weak Matches Provided to County | Number of Reviews Completed by County | Number of Reviews Remaining Unresolved | Weak Matches Cancelled by County | Total Number of Cancellations |
|----------------|-----------------------------------|---------------------------------|---------------------------------------|--|----------------------------------|-------------------------------|
| Collin | 4,074 | 1,674 | 1,619 | 55 | 815 | 4,889 |
| Dallas | 12,507 | 6,153 | 6,153 | 0 | 2,419 | 14,926 |
| Harris | 19,064 | 11,361 | 11,356 | 5 | 4,850 | 23,914 |
| Tarrant | 11,876 | 4,740 | 4,730 | 10 | 2,079 | 13,955 |

Ineligibility due to Felony Conviction

[TEC Section 16.003](#) requires the Department of Public Safety (DPS) to prepare and file an abstract of final judgment of a felony conviction for any person 18 years of age or over each weekday. The SOS compares this information to the statewide voter registration records and provides this information to county voter registrars for further review.

A review of the [cancellation trend reports](#) indicates that 1,628 potential felon voters were identified, investigated and had their voter registrations cancelled statewide since November 2020. Specifically, a review of data related to the felon process for the respective counties examined in this audit found the following information since November 2020:

Cancellation of Felon Voter Registrations

| County | Number of Reviews Remaining Unresolved | Total Number of Cancellations |
|----------------|--|-------------------------------------|
| Collin | 114 | 0 |
| Dallas | 46 | 16 |
| Harris | 65 | 13 |
| Tarrant | 103 | 4 |

The SOS has limited visibility into all notices provided to county voter registrars from various local and court authorities, which occur independent of the statewide system. However, when these records are cancelled, those cancellations are ultimately reported in the SOS's statewide voter registration database.

Ineligibility due to Non-U.S. Citizenship

[TEC Section 18.068](#), [TEC Section 16.0332](#), and [Section 62.113](#) of the Government Code require the SOS to compare the statewide voter registration records to identify any possible non-U.S. citizen records and to provide this information to county voter registrars for further review. Voting records in need of review are identified through a comparison of voter registration records, data provided by DPS, and information reported under [Section 62.113](#) of the Texas Government Code.

Based on the matching criteria outlined in the TEC, all records that matched with the above identified sources are sent to county voter registrars for further review. As with the felon process, information obtained through the numerous court authorities prevents the SOS from tracking the overall number of notices provided to county voter registrars from these sources as some notifications are independent of the statewide system. However, all voter registration cancellations are reported to the SOS through the statewide voter registration system. Since November 2020, a review of the cancellation trend reports suggest that 74 potential non-U.S. citizen voters were identified, investigated and voter registrations cancelled statewide from data provided by local and court authorities, including responses to jury summons in which an individual indicated that he or she is not a U.S. citizen.

Beginning in September of 2021, the SOS [implemented a comparative process utilizing DPS citizenship data pursuant to a 2019 settlement agreement](#). Since that time, 11,737 possible non-U.S. citizen voter records have been sent to county registrars for review statewide. Of the 11,737 records, 278 voting records have been cancelled due to confirmation of non-U.S. citizenship by the county. Additionally, 2,049 voter records have been cancelled for failure to respond to a notice from the county voter registrar requesting documentation of proof of citizenship. Overall, 2,327 voting records have been removed from the active statewide voter registration list as a result of this agreed-upon process, which has now been codified into state law.

A review of data specifically related to this maintenance activity for Collin, Dallas, Harris and Tarrant counties is listed below. Voting records currently under review and/or pending response from a voter as part of the examination process are not reflected as this information has not been electronically submitted to the statewide voter registration system. It is important to note that some

voter records may have been examined and resolved as part of the deceased, felony, and/or duplicate process.

Cancellation of Non-U.S. Citizen Voter Registrations

| County | Number of Records Provided to County | Number of Cancellations for Confirmed Non-U.S. citizenship | Number of Cancellations for Failure to Respond to Notice of Examination | Number of Reviews Remaining in State System | Total Number of Cancellations |
|----------------|---|---|--|--|--------------------------------------|
| Collin | 327 | 0 | 0 | 14 | 0 |
| Dallas | 1,385 | 5 | 1,188 | 0 | 1,193 |
| Harris | 3,063 | 0 | 0 | 11 | 0 |
| Tarrant | 708 | 1 | 0 | 528 | 1 |

Due to the lack of data available to track the status of this maintenance activity, the SOS requested an update from all Texas counties on the agreed-upon noncitizen review process. Collin County indicated that 273 notices had been sent to possible noncitizens requesting proof of citizenship and the review of these records remains in progress at this time. Tarrant County indicated that it was in the process of reviewing each of the records and confirming citizenship documentation with DPS. No status update was provided from Dallas or Harris County. Dallas County has reported no outstanding reviews to complete. The SOS will work to determine what steps were taken to investigate these records in Harris County.

The NVRA requires that states complete their generalized programs to remove voters from the rolls not later than 90 days before a federal primary or general election ([52 U.S.C. § 20507\(c\)](#)). The SOS has provided notice to county registrars that the 90-day period for the March 1, 2022 primary election has begun. Under the NVRA, the only permissible voter removal programs that voter registrars may undertake until after the primary election, and any subsequent primary runoff election, is to remove voters who voluntarily cancel their voter registration, voters who are deceased, and voters who are finally convicted of a felony or adjudicated mentally incompetent for voting.

Duplicate Registration Records

[TEC Section 18.0681](#) requires the SOS to periodically compare the county voter registration records to determine if any voters have more than one voter registration record on file. Upon completion of the statewide database comparative process, potentially duplicative records are sent to county voter registrars with the oldest registration record for further investigation.

If the duplicative records are within the same county, the voter registrar may merge the records following a determination that each record belongs to the same voter using the procedure for the correction of registration records under [TEC Section 15.022](#). If the records are located in more than one county, the registrar of the county with the oldest record may deliver a written confirmation notice in accordance with [Section 15.051](#) or cancel the registration of the voter in accordance with [Section 16.031\(a\)\(1\)](#), provided that the voter's record in the county with the newest registration record is not on the suspense list.

A review of the [cancellation trend reports](#) from the statewide voter registration system indicated that during the timeline included in this audit, 11,803 duplicative records were within the same county of registration. This figure does not include records that were reviewed and merged within the same county of registration to retain voting participation information. Additionally, the review reveals that 437,559 duplicative records were cancelled for voters having a voter registration record in more than one county. Overall, the state review process resulted in the identification and removal of 449,362 duplicate voter registrations from the statewide voter registration list.

A review of data specifically for Collin, Dallas, Harris and Tarrant counties is listed below for the timeframe of November 2020 to the present.

Cancellation of Duplicate Voter Registrations

| County | Number of Cancellations Within the Same County | Number of Cancellations Outside the County | Number of Reviews Remaining in State System | Total Number of Cancellations |
|----------------|--|--|---|-------------------------------|
| Collin | 200 | 19,564 | 66 | 19,764 |
| Dallas | 81 | 39,717 | 1 | 39,798 |
| Harris | 1,117 | 53,255 | 7,801 | 54,372 |
| Tarrant | 615 | 30,160 | 28 | 30,775 |

IV. Non-U.S. Citizen Voters, Cross-State Duplicate Voters and Deceased Voters

Non-U.S. Citizen Voters

As noted above, the SOS comparative process utilizing DPS citizenship data [pursuant to a 2019 settlement agreement](#) has identified 11,737 possible non-U.S. citizen voter records statewide. Those records have been sent to county voter registrars for further review. Potential non-U.S. citizen records do not indicate an illegal vote has been cast, and are not resolved until the county investigation is complete and the voter has been removed from the statewide voter list due to non-U.S. citizenship.

In the four counties included in this audit, the breakdown of the possible non-U.S. citizen voter records were as follows:

| County | Possible non-U.S. citizen voter records identified |
|----------------|--|
| Collin | 327 |
| Dallas | 1,385 |
| Harris | 3,063 |
| Tarrant | 708 |

The SOS is actively reviewing the 2,327 voting records that have recently been cancelled throughout the state as part of this review process for voter participation history. Of those 2,327, county voter registrars reported 278 registered voters as confirmed non-U.S. citizens. The SOS, in coordination with county voter registrars, continues to verify the number of non-U.S. citizens registered to vote statewide to identify those that may have voted in the November 2020 election.

All records with voting history suggesting the potential of an illegal vote cast will be referred to the Office of the Attorney General (OAG) for further investigation, pursuant to [Sec. 31.006 of the Texas Election Code](#).

While several counties took action promptly to work their potential non-U.S. citizen matches, others did not begin investigating or send notices of examination until mid to late November of 2021. As a result, the 30-day window in which the registrant could provide proof of U.S. citizenship fell *after* the federally-required NVRA moratorium on voter registration cancellations had begun. This means that many potential non-U.S. citizens identified through the agreed-upon process would have until, at the latest, May 25th, 2022 to respond to a notice of examination before their voter registration is cancelled.

Cross-State Duplicate Voters

[Section 18.062](#) of the Texas Election Code requires the SOS to participate in an interstate crosscheck program to prevent duplication of registration in more than one state or jurisdiction. As a member of the Electronic Registration Information Center (ERIC), the State of Texas—through the SOS’s Elections Division—works with the 31 other member states to compare voter registration lists and voter participation records to identify voters whose addresses may have changed, as well as to identify any voters who may have voted in more than one state or jurisdiction.

The SOS, in collaboration with other states, is currently conducting a thorough review of voters who may have voted in more than one state or jurisdiction as well as voters that have been identified through the cross-state program as deceased. This extensive review includes the sharing of information such as voter identification verification and voter participation records.

Though this collaborative work is still in progress with other states or jurisdictions, the SOS is actively engaged in a review of 509 voter records in which the voter may have cast a vote in the 2020 November General Election in more than one state or jurisdiction. Initially, the work involves the elimination of any records that were erroneously matched due to missing or incomplete data and/or data entry errors to clearly identify remaining records that warrant further investigation. The continued review of the remaining records is expected to be completed in January 2022, contingent upon timely information sharing from other ERIC member states in which cross-state duplicate votes may have been cast. Upon completion of the review process, all records indicating potential illegal voter registration and/or voter participation across more than one state or jurisdiction will be referred to the OAG for further investigation. Below is a breakdown of the information specific to the counties included in this audit review.²

| County | Number of Potential Cross-State Voters Under Review |
|----------------|--|
| Collin | 9 |
| Dallas | 12 |
| Harris | 27 |
| Tarrant | 12 |

² These figures are current as of December 29, 2021.

Deceased Voters

Additionally, the SOS has completed an initial review of 236 potentially deceased voters who were recorded as having voted in the 2020 November General Election. Like the cross-state review process, the initial work involves the elimination of any records that were erroneously matched due to missing or incomplete data and/or data entry errors to clearly identify remaining records that warrant further investigation. Of the 236 potential deceased voters included on the initial review list, 169 have been eliminated as erroneous matches. The investigation of the remaining 67 records is ongoing and is expected to be completed in January 2022. Below is a breakdown of the information specific to the counties included in this audit review.³

| County | Number of Potentially Deceased Voters Under Review |
|----------------|---|
| Collin | 3 |
| Dallas | 9 |
| Harris | 4 |
| Tarrant | 1 |

³ These figures are current as of December 29, 2021.

From: Erika Castillo
Sent: Thursday, February 3, 2022 11:22 AM
To: Kristi Hart
Cc: Stephanie Alvarado
Subject: RE: Issuetrak #47597

Hello Kristi,

Do you know the point to number for the ACD Group? Thank you! 😊

Kindly,
Erika Castillo

From: Kristi Hart
Sent: Thursday, February 3, 2022 10:06 AM
To: Erika Castillo <ECastillo@sos.texas.gov>
Subject: RE: Issuetrak #47597

The request should include:

Chad Ennis
Beva Kellison
Olga Rosca

All will be new phones and new phone lines.

From: Erika Castillo <ECastillo@sos.texas.gov>
Sent: Thursday, February 3, 2022 10:00 AM
To: Kristi Hart <KHart@sos.texas.gov>
Cc: Stephanie Alvarado <SAlvarado@sos.texas.gov>
Subject: Issuetrak #47597

Good morning Kristi,

DIR emailed me back and have more questions about the above issuetrak. May you please provide me a list of all names and phone numbers for FAD auditors. Thank you! 😊 Have a great day.
Stay warm.

Kindly,
Erika Castillo

From: Erika Castillo
Sent: Thursday, February 3, 2022 10:21 AM
To: Kristi Hart
Cc: Stephanie Alvarado
Subject: RE: Issuetrak #47597

Hi Kristi,
Sounds good. Great thank you. 😊 I will forward this to DIR.

Kindly,
Erika Castillo

From: Kristi Hart
Sent: Thursday, February 3, 2022 10:06 AM
To: Erika Castillo <ECastillo@sos.texas.gov>
Subject: RE: Issuetrak #47597

The request should include:

Chad Ennis
Beva Kellison
Olga Rosca

All will be new phones and new phone lines.

From: Erika Castillo <ECastillo@sos.texas.gov>
Sent: Thursday, February 3, 2022 10:00 AM
To: Kristi Hart <KHart@sos.texas.gov>
Cc: Stephanie Alvarado <SAlvarado@sos.texas.gov>
Subject: Issuetrak #47597

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Stay warm.

Kindly,
Erika Castillo

From: Kristi Hart
Sent: Thursday, February 3, 2022 11:23 AM
To: Erika Castillo
Cc: Stephanie Alvarado
Subject: RE: Issuetrak #47597

There is no acd..they are just direct lines for now.

From: Erika Castillo <ECastillo@sos.texas.gov>
Sent: Thursday, February 3, 2022 11:22 AM
To: Kristi Hart <KHart@sos.texas.gov>
Cc: Stephanie Alvarado <SAlvarado@sos.texas.gov>
Subject: RE: Issuetrak #47597

Hello Kristi,

Do you know the point to number for the ACD Group? Thank you! 😊

Kindly,
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Subject: RE: Issuetrak #47597

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Beva Kellison
Olga Rosca

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Subject: Issuetrak #47597

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DIR emailed me back and have more questions about the above issuetrak. May you please provide me a list of all names and phone numbers for FAD auditors. Thank you! 😊 Have a great day.
Stay warm.

Kindly,
Erika Castillo

From: Dara Stone
Sent: Friday, February 11, 2022 8:12 AM
To: Chad Ennis
Cc: Dara Stone
Subject: RE: Jobs to post

Good morning Chad,

I have received approval to post the Attorney IV position, the position is live in CAPPS Recruit and will be listed on the SOS Website under Veteran Hold later this evening.

Below is the link in CAPPS Recruit:

Happy Friday!

Dara Stone, PHR
Director of Human Resources
P: (512)463-5592

From: Chad Ennis <CEnnis@sos.texas.gov>
Sent: Thursday, February 10, 2022 4:46 PM
To: Dara Stone <DStone@sos.texas.gov>
Subject: RE: Jobs to post

Here is the job description.

From: Dara Stone
Sent: Thursday, February 10, 2022 4:29 PM
To: Chad Ennis <CEnnis@sos.texas.gov>
Subject: RE: Jobs to post

Wonderful, I will start the PAR for approval to post for the Attorney.

Thank you.

Dara Stone, PHR
Director of Human Resources
P: (512)463-5592

From: Chad Ennis <CEnnis@sos.texas.gov>
Sent: Thursday, February 10, 2022 4:27 PM
To: Dara Stone <DStone@sos.texas.gov>
Subject: RE: Jobs to post

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Program Specialist V (Trainer) 2 positions

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Director – Forensic Audit Division
Texas Secretary of State



From: Chad Ennis
Sent: Thursday, February 10, 2022 4:46 PM
To: Dara Stone
Subject: RE: Jobs to post
Attachments: Attorney IV position.docx

Here is the job description.

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Wonderful, I will start the PAR for approval to post for the Attorney.

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Chad Ennis
Director – Forensic Audit Division
Texas Secretary of State



Attorney IV – FAD Attorney

JOB DESCRIPTION:

Performs advanced and/or managerial (senior-level) legal work. Work involves directing and planning legal activities for the Forensic Audit Division; interpreting laws, regulations, and rules; preparing legal documents; rendering legal advice and counsel; consulting with attorneys; and drafting bills for legislative consideration. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

- Directs and plans legal activities for the division.
- Oversees and reviews laws, rules, and regulations affecting division operations and administration; and makes recommendations for changes.
- Oversees the drafting of legal documents, bills, administrative rules, and amendments for legislative consideration.
- Advises on the interpretation, application, and enforcement of agency laws and regulations.
- Advises the Director on various topics requiring legal knowledge and advice.
- Provides legal advice and opinions on policy decision making to the Director and identifies appropriate legal solutions.
- Provides updates on pertinent legal issues affecting the Division.
- Consults with the Director to develop appropriate solutions to the legal needs of internal business operations.
- Participates in the division's strategic planning process.
- May supervise the work of others. Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in legal work. Graduation from an accredited law school with a Juris Doctor (JD) degree. Member in good standing with the State Bar of Texas. Experience working for or directly with the Texas Legislature.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of legal principles, practices, and proceedings; of state and federal laws, regulations, and rules; and of agency administrative rules and regulations.

Skill in identifying problems and reviewing related information to develop and evaluate options and implement solutions; in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in reconciling differences.

Ability to prepare legal documents; to formulate, coordinate, and establish policies and procedures; to conduct research; to interpret and apply laws; to summarize findings; to prepare cases for trial; to conduct hearings; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be licensed as an attorney by the State of Texas.

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From: Dara Stone
Sent: Thursday, February 10, 2022 4:18 PM
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No sir, you may send to anyone you choose at this time. But thank you for checking.

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To: Dara Stone <DStone@sos.texas.gov>
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Thanks Dara! Very exciting. If I want to send this to a non-Veteran, do I need to wait until Monday?

Chad

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Attachments: Rating Log.xlsx

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I just received approval today to post the Research Specialist and Trainer/Auditor positions. I have posted both of these in CAPPs Recruit, and they will be listed on our website late this evening or tomorrow morning. On the website, they will be on Veteran Hold; this hold is necessary to allow Veterans the first opportunity to apply for the positions, the hold last for 3 days. However, in CAPPs Recruit, they do not feature this veteran hold option, so the positions are live in their system. Once the Veteran Hold expires, we will update the posting on our website to OPEN, and the link will be included for the applicants to jump right to CAPPs Recruit and apply. The positions will be listed as OPEN on Monday, February 14.

(I have included the CAPPs live links for you below – and you may share it if you choose.)

Research Specialist III

I have also attached the Rating Log for you to review, feel free to make changes as necessary.

Program Specialist V (Trainer) 2 positions

I need the following to post the Attorney IV position:

Salary \$7,500 (this is the salary for similar positions in Elections)
If you are good with this I can prepare the PAR for approval to post this position.

Job Description

Rating Log

Interview Questions (with points assigned to each question)

Let me know if you have further questions, I will be teleworking tomorrow, but feel free to call me.

Thanks.

*Dara Stone, PHR
Director of Human Resources
P: (512)463-5592*

From: Chad Ennis <CEnnis@sos.texas.gov>
Sent: Thursday, February 10, 2022 3:00 PM
To: Dara Stone <DStone@sos.texas.gov>
Subject: RE: Jobs to post

Hey Dara,

What do we need to do to get the four jobs (2x auditors, researcher, attorney) posted? Auditors should be exactly what we posted before.

Let me know if you need anything further from me,
Chad

From: Chad Ennis
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To: Dara Stone <DStone@sos.texas.gov>
Subject: RE: Jobs to post

I like it.

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Hi Chad,

I made a few small changes to help with rating applicants. Please review and let me know if you are good with the suggestions. I am also asking for \$5,000/month salary for this position.

Thank you.

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Yea, so , EXEC and Director positions do not have to go through the hiring process, and unfortunately, I have not received a job description for you or Zac – but I do have a couple other docs (attached) that you may find helpful.

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Director – Forensic Audit Division
Texas Secretary of State



Research Specialist III

RESEARCH, WRITING, AND COMMUNICATIONS SPECIALIST

JOB DESCRIPTION:

Perform routine research work with respect to elections and election systems. Prepare official reports for the Forensic Audit Division for both internal and external use summarizing election audit results, best practices, and other reports as required to meet the goals of the Division. Work also includes communicating with legislative and executive staff concerning election audits, procedure, and the work of the Division. This position will require a high-level coordination and teamwork with the Elections Auditors, the Director, and other staff. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES WORK PERFORMED:

- Summarize and document results of election audits in an easily understandable fashion.
- Research and summarize best practices for elections procedures in Texas and nationwide.
- Brief legislative and executive staff as requested.
- Perform related work as required.
- Some travel required.

REQUIRED QUALIFICATIONS

- Graduation from an accredited four-year college or university with major in public affairs, research, communications, or related field. Related work experience may be substituted for educational requirement.
- Experience working with the Texas Legislature.
- Proficiency in the use of Microsoft Office – Outlook, Word, Excel, PowerPoint

PREFERRED QUALIFICATIONS

- Work experience with research
- Experience writing reports
- Experience with data compilations.
- Familiarity with Texas election procedure and election policy.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong verbal and written communication skills.
- Skills in instructing others, in facilitating workshops, and in the use of a computer and applicable software.
- Ability to provide technical assistance or guidance to peers and external clients.

- Ability to formulate learning objectives, to develop training objectives, to evaluate the effectiveness of training, to assess training needs, to communicate effectively, and to assign and/or supervise the work of others.
- Work experience with web-based applications.
- Ability to handle difficult situations and to identify and solve problems.
- Strong analysis, problem-solving and decision-making skills
- Excellent computer skills in Microsoft Office applications.
- Ability to multitask, prioritize, remain focused, and be flexible to changes.
- Ability to maintain a professional demeanor in interaction with others.
- Ability to adhere to approved work schedule and maintain attendance and punctuality.
- Ability to work overtime and extended hours on projects.
- Ability to develop, plan, and implement short- and long-range goals.
- Highly organized; ability to manage multiple projects simultaneously and meet deadlines
- Ability to engage in a collaborative, results-oriented team environment
- A desire to self-reflect, give/receive feedback and continuously improve
- Ability to lift and carry boxes weighing up to thirty (30) pounds.

Information for Veterans, Reservists, or Guardsmen

The following MOS codes are generally applicable to this position: 15P, 36B, 42A, 56M, 68J, 88H, 88N, 89A, 89B, 92A, 92Y, AZ, LS, MC, PS, RP, SN, YN, 641X, 741X, 360, 018, 0100, 0111, 6046, 0102, 0170, 4430, 3A1X1, 8A200. Please include any of these codes in the State of Texas application to better determine whether the minimum qualifications for this posting have been met.

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Subject: RE: Jobs to post
Attachments: General Counsel IV_ Adam.Bitter_FY2020.docx; SAO - Attorney IV.pdf

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Director – Forensic Audit Division
Texas Secretary of State



GENERAL DESCRIPTION

Performs highly advanced and/or managerial (senior-level) legal work. Work involves directing and planning the agency's legal activities; interpreting laws, regulations, and rules; preparing legal documents; rendering legal advice and counsel; consulting with attorneys; preparing cases for hearings or trial; advising on the drafting and negotiation of contracts; and drafting bills for legislative consideration. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Directs and plans legal activities for the agency.

Oversees and reviews laws, rules, and regulations affecting agency operations and administration; and makes recommendations for changes.

Oversees the drafting of legal documents, bills, administrative rules, and amendments for legislative consideration.

Advises on the interpretation, application, and enforcement of agency laws and regulations.

Advises the governing body of the agency on various topics requiring legal knowledge and advice.

Advises agency management on programs and issues involving legal risks.

Advises on the drafting and negotiation of contracts and legal documents.

Provides legal advice and opinions on policy decision making to agency management and identifies appropriate legal solutions.

Provides updates on pertinent legal issues affecting the agency.

Provides representation for the agency with the Office of the Attorney General in civil and criminal actions brought by or against the agency.

Consults with agency management to develop appropriate solutions to the legal needs of internal business operations.

Participates in the agency's strategic planning process.

Formulates, coordinates, and establishes agency policies and procedures.

Serves as the agency's designated public information coordinator and ethics advisor.

Coordinates efforts in pursuit of the goals, objectives, and mission of the agency.

Testifies at hearings, trials, and legislative hearings.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in legal work. Graduation from an accredited law school with a Juris Doctor (JD) degree. Member in good standing with the State Bar of Texas. Experience working for or directly with the Texas Legislature.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of legal principles, practices, and proceedings; of state and federal laws, regulations, and rules; and of agency administrative rules and regulations.

Skill in identifying problems and reviewing related information to develop and evaluate options and implement solutions; in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in reconciling differences.

Ability to prepare legal documents; to formulate, coordinate, and establish policies and procedures; to conduct research; to interpret and apply laws; to summarize findings; to prepare cases for trial; to conduct hearings; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be licensed as an attorney by the State of Texas.



Attorney IV

Salary Group: B27
Class Code: 3505

| <u>CLASS TITLE</u> | <u>CLASS CODE</u> | <u>SALARY GROUP</u> | <u>SALARY RANGE</u> |
|--------------------|-------------------|---------------------|-----------------------------|
| ATTORNEY I | 3502 | B21 | \$48,278 - \$78,953 |
| ATTORNEY II | 3503 | B23 | \$55,184 - \$90,393 |
| ATTORNEY III | 3504 | B25 | \$63,104 - \$103,491 |
| ATTORNEY IV | 3505 | B27 | \$76,356 - \$129,137 |
| ATTORNEY V | 3506 | B29 | \$92,390 - \$156,256 |

GENERAL DESCRIPTION

Performs advanced (senior-level) legal work. Work involves organizing and planning legal activities, coordinating the preparation of legal documents, coordinating and providing advice regarding various hearings, interpreting laws and regulations, and rendering legal advice and counsel. May supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Organizes and coordinates legal and administrative activities.

Coordinates and advises on the preparation of legal opinions, briefs, contracts, proposals, and reports.

Coordinates, formulates, and establishes policies and procedures.

Coordinates and advises on administrative, regulatory, evidentiary, and enforcement hearings.

Coordinates and advises staff and the public on legal matters and on the interpretation and application of agency regulations and state and federal laws.

Coordinates case preparation for court trials and represents the agency in matters before a court as appropriate.

Enforces agency regulatory provisions and prosecutes violations.

Reviews drafts of laws, rules, and regulations affecting agency operations; and bills or amendments for legislative consideration.

Schedules hearings, interrogates witnesses, and prepares decisions on administrative appeals of decisions and rulings.

Prepares appeals of decisions and orders.

Prepares subpoenas requiring the appearance of witnesses, records, and documents for hearings and civil litigations.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in legal work. Graduation from an accredited law school with or a Juris Doctor (JD) degree. Member in good standing with the State Bar of Texas.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of legal principles, practices, and proceedings; of state and federal laws, rules, and regulations; and of agency administrative rules and regulations.

Skill in legal research, writing, and analysis; in the use of a computer and applicable software; in using reasoning and logic; in identifying and solving complex problems; in prioritizing workloads; in mediation and negotiations; and in using judgment to identify courses of action.

Ability to plan and organize work, to conduct and advise on hearings, to prepare opinions and briefs, to prepare cases for trial, to interpret and apply laws, to communicate effectively, and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be licensed as an attorney by the State of Texas.

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To: Chad Ennis
Cc: Dara Stone
Subject: RE: Jobs to post
Attachments: Copy of Rating Log - Election Auditor.xlsx; Program Specialist V -Election Auditor.docx; Program Specialist V -Interview (Election Auditor).docx; Applicant Rating Log-Attorney IV.xls; Attorney Interview Questions IV.doc; Job Description - Attorney IV.docx

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Program Specialist V Election Auditor

JOB DESCRIPTION:

Perform complex consultative services and technical assistance work related to the auditing of election processes, and election security. Work includes planning, developing, and implementing audits of election related process, activities, security practices and laws. Responsibilities will include the development and implementation of an auditing program for local election officials. This position may include training, leading, and/or prioritizing the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

- Plan, coordinate, and implement an election auditing program based on identified needs related to election processes, election security, and election law.
- Performs polling place and election security reviews, as needed.
- Examines information technology control elements to mitigate risks regarding the confidentiality, integrity, and availability of voter information.
- Perform related work as assigned.
- Must be willing to travel 50% of the time.

REQUIRED QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major coursework in information technology/security, computer information systems, business administration, government, public affairs/administration, or a related field. Related work experience may be substituted for educational requirement.
- A minimum of 3 – 5 years of work experience related work experience

PREFERRED QUALIFICATIONS:

- Work experience with City, County, State and/or Federal Election processes.
- Work experience in a local elections office.
- Working knowledge of web applications supported by the Texas Secretary of State.

Knowledge, Skills and Abilities

- Strong verbal and written communication skills.
- Skills in instructing others, in facilitating workshops, and in the use of a computer and applicable software.
- Ability to provide technical assistance or guidance to peers and external clients.

- Ability to formulate learning objectives, to develop training objectives, to evaluate the effectiveness of training, to assess training needs, to communicate effectively, and to assign and/or supervise the work of others.
- Work experience with web-based applications.
- Ability to handle difficult situations and to identify and solve problems.
- Strong analysis, problem-solving and decision-making skills
- Excellent computer skills in Microsoft Office applications.
- Ability to multitask, prioritize, remain focused, and be flexible to changes.
- Ability to maintain a professional demeanor in interaction with others.
- Ability to adhere to approved work schedule and maintain attendance and punctuality.
- Ability to work overtime and extended hours on projects.
- Ability to develop, plan, and implement short- and long-range goals.
- Highly organized; ability to manage multiple projects simultaneously and meet deadlines
- Ability to engage in a collaborative, results-oriented team environment
- A desire to self-reflect, give/receive feedback and continuously improve
- Ability to lift and carry boxes weighing up to thirty (30) pounds.

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Program Specialist V – Election Auditor
INTERVIEW QUESTIONS

Applicant's Name: _____ Date: _____

- Have you read the job description and are you capable of performing each of the duties listed in the job description?
- Do you understand that in your application you have given us permission to contact any and all previous employers?
- Will you provide additional references if requested?

Interview Questions

1. What aspects of this job description interested you and led you to make an application for this position? (Max 5 pts)

2. Have you had any exposure to the Texas election laws, local government laws, or the Texas legislative process? (Max 5 pts)

3. What experience do you have in working with local elections? (Max 10 pts)

4. What experience do you have with auditing or monitoring of legal compliance? (Max 10 pts)

5. What experience do you have working in a high profile, high pressure environment with fast turnaround times? (Max 5 pts)

6. What aspect of working on a team do you feel to be the most challenging? Can you describe a time when you felt that a co-worker was not “pulling their weight” to meet team goals and tell us how you dealt with the situation? (Max 5 pts)

7. Can you describe a time when you were asked to take on additional job duties/tasks due to a shortage in staffing/resources? How did you feel about having to take on additional duties and how did you manage the day? (Max 5 pts)

8. How experienced are you with the following programs? (Max 12 pts)

| Applications/Programs | Basic = 1 pts. | Intermediate = 2 pts. | Advanced = 3 pts. |
|-----------------------|----------------|-----------------------|-------------------|
| Microsoft Word | | | |
| Excel | | | |
| PowerPoint | | | |
| Outlook | | | |

9. Why are you leaving your current position/Why did you leave your last position (*or any employment position held where applicant did not provide a reason for leaving*)?

10. Is the employment information contained in your application accurate and complete? Have you ever been terminated from a job? Have you ever been asked to resign in lieu of being terminated? Would you describe the circumstances that led to the termination or resignation?

6. What aspect of working on a team do you feel to be the most challenging? Can you describe a time when you felt that a co-worker was not “pulling their weight” to meet team goals and tell us how you dealt with the situation? (Max 5 pts)

7. Can you describe a time when you were asked to take on additional job duties/tasks due to a shortage in staffing/resources? How did you feel about having to take on additional duties and how did you manage the day? (Max 5 pts)

8. How experienced are you with the following programs? (Max 12 pts)

| Applications/Programs | Basic = 1 pts. | Intermediate = 2 pts. | Advanced = 3 pts. |
|-----------------------|----------------|-----------------------|-------------------|
| Microsoft Word | | | |
| Excel | | | |
| PowerPoint | | | |
| Outlook | | | |

9. Why are you leaving your current position/Why did you leave your last position (*or any employment position held where applicant did not provide a reason for leaving*)?

10. Is the employment information contained in your application accurate and complete? Have you ever been terminated from a job? Have you ever been asked to resign in lieu of being terminated? Would you describe the circumstances that led to the termination or resignation?

INTERVIEW QUESTIONS

Applicant's Name: _____

Have you read the job description and are you capable of performing each of the duties listed in the job description?

Do you understand that in your application you have given us permission to contact any and all previous employers?

Will you provide additional references if requested?

As you can see from the job description, the duties of this position are varied. You may be asked to assist a fellow staff member in making a determination on a legal question one minute, take a telephone call from an election official about an upcoming election the next minute, all while working on your draft of training materials for an upcoming seminar.

The following questions relate to your ability to prioritize and handle multiple tasks or projects, which is a required skill and ability for this position.

1. First, can you tell us about a time when you were responsible for or involved in a major project that had a deadline or time constraints that could not be changed. Describe the role you played, how you organized the work/tasks/activities of the project for which you were responsible, and what factors you considered when determining the order in which the tasks would be accomplished/completed. (5 pt max) Score:_____

2. Describe a typical workday and/or a normal work load in one of your most challenging work experiences. What types of interruptions did you typically encounter on a daily basis while trying to perform your duties and how did you deal with them. (5 pt max) Score:_____

3. Can you describe a time when you were asked to take on additional job duties/tasks due to a shortage in staffing/resources? How did you feel about having to take on additional duties and how did you manage the day? (5pt Max) Score:_____

4. Have you ever had work experience that involved answering the telephone? Can you tell us about the nature of the calls and the average number of calls or volume of calls you received and/or returned? (5pt Max) Score:_____

5. Have you ever had work experience that involved answering emails? Please describe the nature of the emails and the average number of emails received and answered. (4pt Max) Score:_____

6. Tell us about any past experiences you've had training or teaching others. What methods do you find work best? Describe the challenges, if any, you faced and how you handled them. (5 pts max) Score:_____

7. Describe any work experiences you've had that emphasized production goals and/or that involved work that was time-sensitive. How do these types of work environments fit your personal work style? (4 pts max)

8. Describe any work experiences that required you to deal with the public on a daily basis. Describe a time when you were called on to resolve a customer complaint or to deal with a difficult customer. (4 pts max)

9. What aspect of working on a team do you feel to be the most challenging? Can you describe a time when you felt that a co-worker was not “pulling their weight” to meet team goals and tell us how you dealt with the situation. (3 pts max)

10. What computer applications, other than Microsoft Word, are you familiar with, and how would you describe your knowledge or skill level?

| Applications/Programs | Basic = 1 pts. | Intermediate = 2 pts. | Advanced = 3 pts. |
|-----------------------|----------------|-----------------------|-------------------|
| Microsoft Word | | | |
| Excel | | | |
| Access | | | |
| PowerPoint | | | |
| Outlook | | | |

11. Is the employment information contained in your application accurate and complete? Have you ever been terminated from a job? Have you ever been asked to resign in lieu of being terminated? Would you describe the circumstances that led to the termination or resignation?

Involuntary termination/resignation in lieu of termination not fully disclosed on application presented to the office may be used as a basis for not hiring applicant.

12. Why are you leaving your current position/Why did you leave your last position (or any employment position held where applicant did not provide a reason for leaving)?

If the response provided demonstrates that the applicant may not have sufficient skills or abilities required for the position, any prior score awarded for the applicable skill or ability will be adjusted.

13. What aspects of the job interested you and led you to make an application for this position? (3 pts max)

14. Have you ever visited or used our web site to obtain information? If so, what areas of our web site have you found most useful?

15. Have you had any exposure to the Texas election process and/or local government laws? If yes, please explain.

- 8 pts. Election process
- 5 pts. Non elections, local government only
- 1 pt. Educational exposure only

16. Describe any public speaking experience you have.

- 6 pts. Work
- 3 pts. School
- 2 pts. Other

17. Do you have experience translating English documents into Spanish? Please explain.

Ex:

- 6 pts. Legal documents
- 4 pts. Non-legal government or business documents
- 2 pts. School papers
- 2 pt. Any other types of documents

18. You would be required to work all uniform election days which may involve working occasionally on Saturdays and/or late evenings, would this cause any conflicts?

- 1 pt No
- 0 Yes

19. Are you willing to travel to conduct election schools or serve as an election inspector?

- 1 pt Yes
- 0 No

20. Have you had any legislative experience in tracking legislation? Please explain.

- 2 pts Drafting Legislation (drafting and/or revising proposing bills)
- 2 pts. Tracking Legislation (using computer software to track and locate the status of a legislative bill, prepare written analyses about bills).

Attorney IV

GENERAL DESCRIPTION

Attorney IV – Performs advanced (senior-level) legal work. Work involves organizing and planning legal activities, coordinating the preparation of legal documents, coordinating and providing advice, interpreting laws and regulations, and rendering legal advice and counsel. May supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates and Advises local election officials, candidates, and the general public on election-related matters by telephone and in writing.

Draft administrative rules for the Texas Register to implement election laws.

Draft and track legislation relating to election laws.

Coordinates and Conducts educational presentations (in-person and web based) concerning the Texas election laws.

Draft and render legal opinions.

Confer with and advise interested parties and their attorneys on election-related legal matters.

Perform related work as assigned such as preparing handbooks, brochures, and forms.

GENERAL QUALIFICATION GUIDELINES. Application for employment must reflect how you meet the required and preferred qualifications.

MINIMUM REQUIRED QUALIFICATIONS

Experience and Education

Attorney IV - Experience in legal work. Graduation from an accredited law school with a Juris Doctor (JD) degree. Member in good standing with the State Bar of Texas. Law clerk or similar experience can be counted toward the legal experience. Legal research and writing experience as a licensed attorney. Must be licensed to practice law 10 years, with a minimum of 4 years experience with Texas Election laws.

Additionally, this position requires:

- a resume to be submitted with application; and
- a writing sample, of no more than 10 pages, must be submitted with the application.

Licensure

Must currently be licensed to practice law in the State of Texas.

Knowledge, Skills, and Abilities

This position requires demonstrated skill in:

- legal research, writing, and analysis; and
- use of personal computers, word processing software including Microsoft Word and Excel, and Adobe Acrobat.

This position requires demonstrated ability to:

- analyze complex legal problems and interpret laws and regulations; and
- communicate legal opinions in an understandable and usable manner; and

Attorney IV

- work cooperatively with others in a professional office environment; and
- provide excellent customer service; and
- manage multiple priorities.

MINIMUM PREFERRED QUALIFICATIONS

Knowledge of Texas Election Law.

Legislative experience.

Experience speaking before a public audience.

Ability to speak Spanish.

Information for Veterans, Reservists, or Guardsmen

The following MOS codes are generally applicable to this position: 15P, 36B, 42A, 56M, 68J, 88H, 88N, 89A, 89B, 92A, 92Y, AZ, LS, MC, PS, RP, SN, YN, 641X, 741X, 360, 018, 0100, 0111, 6046, 0102, 0170, 4430, 3A1X1, 8A200. Please include any of these codes in the State of Texas application to better determine whether the minimum qualifications for this posting have been met.

From: Chad Ennis
Sent: Friday, February 11, 2022 8:12 AM
To: Dara Stone
Cc: Dara Stone
Subject: Re: Jobs to post

Thanks Dara! Great news to start the day!

Get [Outlook for iOS](#)

From: Dara Stone <DStone@sos.texas.gov>
Sent: Friday, February 11, 2022 8:11:35 AM
To: Chad Ennis <CEnnis@sos.texas.gov>
Cc: Dara Stone <DStone@sos.texas.gov>
Subject: RE: Jobs to post

Good morning Chad,

I have received approval to post the Attorney IV position, the position is live in CAPPs Recruit and will be listed on the SOS Website under Veteran Hold later this evening.

Below is the link in CAPPs Recruit:

Happy Friday!

*Dara Stone, PHR
Director of Human Resources
P: (512)463-5592*

From: Chad Ennis <CEnnis@sos.texas.gov>
Sent: Thursday, February 10, 2022 4:46 PM
To: Dara Stone <DStone@sos.texas.gov>
Subject: RE: Jobs to post

Here is the job description.

From: Dara Stone
Sent: Thursday, February 10, 2022 4:29 PM
To: Chad Ennis <CEnnis@sos.texas.gov>
Subject: RE: Jobs to post

Wonderful, I will start the PAR for approval to post for the Attorney.

Thank you.

*Dara Stone, PHR
Director of Human Resources
P: (512)463-5592*

From: Chad Ennis <CEnnis@sos.texas.gov>
Sent: Thursday, February 10, 2022 4:27 PM
To: Dara Stone <DStone@sos.texas.gov>
Subject: RE: Jobs to post

Thanks again Dara. Minor edits to the log.

That salary looks good on the attorney. I'll start on the job description.

From: Dara Stone
Sent: Thursday, February 10, 2022 4:10 PM
To: Chad Ennis <CEnnis@sos.texas.gov>
Subject: RE: Jobs to post

Hi Chad,

I just received approval today to post the Research Specialist and Trainer/Auditor positions. I have posted both of these in CAPPS Recruit, and they will be listed on our website late this evening or tomorrow morning. On the website, they will be on Veteran Hold; this hold is necessary to allow Veterans the first opportunity to apply for the positions, the hold last for 3 days. However, in CAPPS Recruit, they do not feature this veteran hold option, so the positions are live in their system. Once the Veteran Hold expires, we will update the posting on our website to OPEN, and the link will be included for the applicants to jump right to CAPPS Recruit and apply. The positions will be listed as OPEN on Monday, February 14.

(I have included the CAPPS live links for you below – and you may share it if you choose.)

Research Specialist III

I have also attached the Rating Log for you to review, feel free to make changes as necessary.

[REDACTED]

Program Specialist V (Trainer) 2 positions

[REDACTED]

I need the following to post the Attorney IV position:

Salary \$7,500 (this is the salary for similar positions in Elections)
If you are good with this I can prepare the PAR for approval to post this position.

Job Description

Rating Log

Interview Questions (with points assigned to each question)

Let me know if you have further questions, I will be teleworking tomorrow, but feel free to call me.

Thanks.

Dara Stone, PHR
Director of Human Resources

P: (512)463-5592

From: Chad Ennis <CEnnis@sos.texas.gov>
Sent: Thursday, February 10, 2022 3:00 PM
To: Dara Stone <DStone@sos.texas.gov>
Subject: RE: Jobs to post

Hey Dara,

What do we need to do to get the four jobs (2x auditors, researcher, attorney) posted? Auditors should be exactly what we posted before.

Let me know if you need anything further from me,
Chad

From: Chad Ennis
Sent: Wednesday, February 9, 2022 2:12 PM
To: Dara Stone <DStone@sos.texas.gov>
Subject: RE: Jobs to post

I like it.

From: Dara Stone
Sent: Wednesday, February 9, 2022 1:55 PM
To: Chad Ennis <CEnnis@sos.texas.gov>
Subject: RE: Jobs to post

Hi Chad,

I made a few small changes to help with rating applicants. Please review and let me know if you are good with the suggestions. I am also asking for \$5,000/month salary for this position.

Thank you.

*Dara Stone, PHR
Director of Human Resources
P: (512)463-5592*

From: Chad Ennis <CEnnis@sos.texas.gov>
Sent: Tuesday, February 8, 2022 11:34 AM
To: Dara Stone <DStone@sos.texas.gov>
Subject: RE: Jobs to post

Here is my first stab at the job I was describing to you. It is really a research/writing/communications hybrid. Let me know what you think! I have no pride in authorship so the more edits/thoughts the better!

From: Dara Stone
Sent: Monday, February 7, 2022 4:43 PM
To: Chad Ennis <CEnnis@sos.texas.gov>
Subject: RE: Jobs to post

Yea, so , EXEC and Director positions do not have to go through the hiring process, and unfortunately, I have not received a job description for you or Zac – but I do have a couple other docs (attached) that you may find helpful.

Dara Stone, PHR
Director of Human Resources
P: (512)463-5592

From: Chad Ennis <CEnnis@sos.texas.gov>
Sent: Monday, February 7, 2022 4:37 PM
To: Dara Stone <DStone@sos.texas.gov>
Subject: RE: Jobs to post

Do you have the posting for the attorney position that Adam just filled? I might like to combine some of the attributes.

From: Dara Stone
Sent: Monday, February 7, 2022 4:35 PM
To: Chad Ennis <CEnnis@sos.texas.gov>
Subject: RE: Jobs to post

Sounds good.

Dara Stone, PHR
Director of Human Resources
P: (512)463-5592

From: Chad Ennis <CEnnis@sos.texas.gov>
Sent: Monday, February 7, 2022 4:34 PM
To: Dara Stone <DStone@sos.texas.gov>
Subject: RE: Jobs to post

Thanks for pulling all of that for me. I am sure that I'll have some questions, so lets plan on talking tomorrow.

Appreciate it,
Chad

From: Dara Stone
Sent: Monday, February 7, 2022 4:29 PM
To: Chad Ennis <CEnnis@sos.texas.gov>
Cc: Dara Stone <DStone@sos.texas.gov>
Subject: RE: Jobs to post

Hi Chad,

We will need the following for each:
Job Description
Interview Questions w/points assigned to each question
Rating Log
Any special testing materials: ie..Spanish Test and Answer Key

I am attaching the information Christina and Keith provided for the current FAD Trainers/Auditors. If you are good with these items, I can proceed to get approval to post.

For the Attorney IV position, I can provide you an example of what was posted for the last Attorney IV we posted in the Elections Division and you can make changes as you see necessary.

Once HR receives the posting materials, we prepare a Personnel Action Request (PAR) and see approval from Budget and Exec to create the job posting. Once approved we will post the position immediately. Jobs are posted in CAPPS Recruit and WIT, and must be posted for 10 business days (we can shorten if there is a rush to fill). When the posting expires, we will notify you and send applications for you to review.

We can visit more about this process when you have minute, but for now review the attachments and let me know your thoughts on the items.

Thank you.

*Dara Stone, PHR
Director of Human Resources
P: (512)463-5592*

From: Chad Ennis <CEnnis@sos.texas.gov>
Sent: Monday, February 7, 2022 3:16 PM
To: Dara Stone <DStone@sos.texas.gov>
Subject: Jobs to post

Dara,

I would like to post 2 auditor positions and the upper level attorney position. What do I need to do to get that in the hopper?

Thanks,
Chad

Chad Ennis
Director – Forensic Audit Division
Texas Secretary of State



From: Beva Kellison
Sent: Wednesday, February 9, 2022 7:11 PM
To: Pepe De La Garza
Cc: Chad Ennis
Subject: Re: Re: Pepe De La Garza wants to access 'Forensic Audit Division'

Will do Pepe, we appreciate it!

Thanks,
Beva

From: Pepe De La Garza <PDeLaGarza@sos.texas.gov>
Sent: Wednesday, February 9, 2022 7:08 PM
To: Beva Kellison <BKellison@sos.texas.gov>
Cc: Chad Ennis <CEnnis@sos.texas.gov>; Pepe De La Garza <PDeLaGarza@sos.texas.gov>
Subject: RE: Re: Pepe De La Garza wants to access 'Forensic Audit Division'

Thank you Beva! I appreciate it! Again, please let me know if you need assistance adding any of the apps or features. I can also help with design if needed. However, the way you all develop the page for the most part is up to you as long as it meets certain policies and is consistent with SOSConnect for the most part. However, being that this is for internal use. We are pretty flexible on design.

Thanks!
Pepe

From: Beva Kellison
Sent: Wednesday, February 9, 2022 6:53 PM
To: Pepe De La Garza <PDeLaGarza@sos.texas.gov>
Cc: Chad Ennis <CEnnis@sos.texas.gov>; Beva Kellison <BKellison@sos.texas.gov>
Subject: Fw: Re: Pepe De La Garza wants to access 'Forensic Audit Division'

You should have access now Pepe

Thanks,
Beva

From: Microsoft Outlook <MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@txsos.onmicrosoft.com>
Sent: Wednesday, February 9, 2022 6:50 PM
To: Pepe De La Garza <no-reply@sharepointonline.com>
Subject: Undeliverable: Re: Pepe De La Garza wants to access 'Forensic Audit Division'



Your message to no-reply@sharepointonline.com couldn't be delivered.

BKellison is not authorized to relay messages through the Office 365 email servers for sharepointonline.com.

BKellison

Office 365

no-reply

Sender

Action Required

Sender not authorized for relay

How to Fix It

The Office 365 settings for sharepointonline.com aren't set up correctly to receive and relay messages from you or your organization.

To fix this issue, forward this non-delivery report (NDR) to your email admin.

Was this helpful? [Send feedback to Microsoft](#).

More Info for Email Admins

Status code: 550 5.7.64

This error was generated by Office 365 because sharepointonline.com isn't set up correctly to route messages from the sending IP address, sending domain, or sender's email address. If you're an admin for sharepointonline.com, try one of the following to fix this issue:

Create a connector for the sending domain - To allow messages from the sender's domain to route messages through your organization's Office 365 email servers, create a connector for this mail flow scenario (in the Office 365 [Exchange admin center](#) > **mail flow** > **connectors** section) and add the sending domain to it. The sending domain must also be set up as an Accepted Domain in your Office 365 configuration, and the sender's certificate subject name must match the sending domain name.

Add the sending IP address or domain to a connector - Create a connector for this mail flow scenario and add the sending server's IP address to its list of allowed sender IP addresses. The sending server will usually be one of your on-premises servers in a hybrid environment, an email server belonging to a business partner, or a smart host email service that you're routing messages through.

For more information about configuring connectors in Office 365, see this article: [Configure mail flow using connectors in Office 365](#).

Original Message Details

Created Date: 2/10/2022 12:50:50 AM
Sender Address: BKellison@sos.texas.gov
Recipient Address: no-reply@sharepointonline.com
Subject: Re: Pepe De La Garza wants to access 'Forensic Audit Division'

Error Details

Reported error: 550 5.7.64 TenantAttribution; Relay Access Denied
[DM6NAM10FT037.eop-nam10.prod.protection.outlook.com]
DSN generated by: SA9PR09MB5184.namprd09.prod.outlook.com

Message Hops

| HOP | TIME (UTC) | FROM | TO | WITH |
|-----|-----------------------|---|---|---|
| 1 | 2/10/2022 12:50:50 AM | SA9PR09MB5181.namprd09.prod.outlook.com | SA9PR09MB5181.namprd09.prod.outlook.com | map |
| 2 | 2/10/2022 12:50:50 AM | SA9PR09MB5181.namprd09.prod.outlook.com | SA9PR09MB5184.namprd09.prod.outlook.com | Microsoft SMTP Server cipher=TLS_ECDHE_RS |

Original Message Headers

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Received: from SA9PR09MB5181.namprd09.prod.outlook.com (2603:10b6:806:4b::17)

by SA9PR09MB5184.namprd09.prod.outlook.com (2603:10b6:806:1e::8) with Microsoft SMTP Server (version=TLS1_2, cipher=TLS_ECDHE_RSA_WITH_AES_256_GCM_SHA384) id 15.20.4975.11; Thu, 10 Feb 2022 00:50:50 +0000

Received: from SA9PR09MB5181.namprd09.prod.outlook.com ([fe80::2152:9251:246c:22fc]) by SA9PR09MB5181.namprd09.prod.outlook.com ([fe80::2152:9251:246c:22fc%5]) with mapi id 15.20.4975.011; Thu, 10 Feb 2022 00:50:50 +0000

From: Beva Kellison <BKellison@sos.texas.gov>

To: Pepe De La Garza <no-reply@sharepointonline.com>, Pepe De La Garza <PDeLaGarza@sos.texas.gov>

CC: Beva Kellison <BKellison@sos.texas.gov>, Chad Ennis <CEnnis@sos.texas.gov>

Subject: Re: Pepe De La Garza wants to access 'Forensic Audit Division'

Thread-Topic: Pepe De La Garza wants to access 'Forensic Audit Division'

Thread-Index: AQHYHg0+g3dqzf6pJUezdjFIva3YxKyL9DFQ

Date: Thu, 10 Feb 2022 00:50:50 +0000

Message-ID:

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(UTC)

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X-MS-Exchange-Transport-CrossTenantHeadersStamped: SA9PR09MB5184

From: Matthew Briseno <matthew.briseno@dir.texas.gov>
Sent: Wednesday, February 2, 2022 5:41 PM
To: Erika Castillo
Cc: Stephanie Alvarado; CCTS Work Orders; Rosalinda Montalvo
Subject: RE: SOS Work Order 307-22-050 / Account [REDACTED]
Attachments: 307-22-050.pdf

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Good evening Ms. Castillo,

Please provide the number of the user and their extension for the side-car. I'll be able to add them then.

Thank you,
Matt

Matthew Briseno | Telecommunications Specialist
(512) 475-2541 | matthew.briseno@dir.texas.gov



From: Erika Castillo <ECastillo@sos.texas.gov>
Sent: Tuesday, February 1, 2022 12:07 PM
To: CCTS Work Orders <cctswork@dir.texas.gov>
Cc: Stephanie Alvarado <SAlvarado@sos.texas.gov>
Subject: SOS Work Order 307-22-050 / Account [REDACTED]

Good Afternoon,

We would like the following request to be completed with work order number: 307-22-050.

Please feel free to contact me if you have any questions.

Kindly,

Erika Castillo
Purchaser
Office of the Secretary of State
(512)463-5607
ecastillo@sos.texas.gov

WORK ORDER# 307-22-050 AUTHORIZED BY Erika Castillo TOTAL W.O. PAGES _____
 DUE DATE ASAP REQUESTED BY Erika Castillo PHONE NO. 35607
 AGENCY/DIVISION NAME Secretary of State/ Elections AGENCY / DIV. CODE(6 DIGIT) 307/
 LOCAL CONTACT Erika Castillo BLDG. JER ROOM NO. _____ TEL. NO. 35607

Brief description of the work to be done:

Check box if there are any BILLING changes on this order

We would like the following items to be ordered with work order number: 307-22-050

New Phone - New VOIP phone and phone line with Voicemail added and Side Car added include all FAD Auditors.

NEW FTE: Chad Ennis/Elections (02-01-2022)

**** Agent will need Jabber capabilities as well with given number. Supervisor rights to ACD. Cisco rights to ACD. Monitoring. Jabber ID- CEnnis**

MATERIAL / EQUIPMENT REQUIREMENTS:

| Type | New Telephone(s) Quantity | Reconditioned Telephone(s) Quantity | Telephone(s) For Exchange Quantity |
|---------------------|---------------------------|-------------------------------------|------------------------------------|
| Single Line Comdial | _____ | _____ | _____ |
| Single Line (ITE-4) | _____ | _____ | _____ |
| Multi Line 12+ | _____ | _____ | _____ |
| Multi Line 12S | _____ | _____ | _____ |
| Multi Line 12 SD | _____ | _____ | _____ |
| Multi Line 24B | _____ | _____ | _____ |
| Multi Line 30 SD | _____ | N/A* | _____ |

*Agency must furnish phone

Remarks: _____

NETPLUS CUSTOMER REF # 307-20-027

TSR # _____

BY: _____

DATE: _____

DATE RECEIVED:(TIME STAMP)

MISCELLANEOUS ITEMS

| ITEM | QUANTITY | TYPE |
|--------------|----------|--------------------------------|
| HEADSET | _____ | (Over Ear/Over Head) |
| HANDSET CORD | _____ | (6,14,25 FT. Ash, Ivory, Grey) |
| LINE CORD | _____ | (6,14,25 Ft. Ash, Ivory, Grey) |

OTHER _____

(DIR TELECOMMUNICATIONS USE ONLY)

Work Start Date: _____ Time Work Started: _____ Total Hours Worked _____
 Work Complete Date: _____ Time Work Finished: _____ Regular Hours Worked _____
 Customer Phone (Completed / Checked): Yes No Customer Signature: _____
 Lead Technician: _____ Crew: _____
 Coordinator Signature: _____ Date: _____

| | Initial | Date | NetPlus Entry | Initial | Date |
|-------------------|---------|-------|------------------|---------|-------|
| Data Base Change | _____ | _____ | _____ | _____ | _____ |
| Data Base call-in | _____ | _____ | Directory Update | _____ | _____ |
| Cabling | _____ | _____ | Reviewed | _____ | _____ |
| Switchroom | _____ | _____ | Posted | _____ | _____ |

From: Beva Kellison
Sent: Tuesday, February 8, 2022 10:11 AM
To: Laura Rhinehart; Chad Ennis
Cc: Dara Stone; Beva Kellison
Subject: RE: Technology Needs for FAD

Sensitivity: Personal

Thank you Laura and Dara for all your patience with us!

Beva

From: Laura Rhinehart
Sent: Tuesday, February 8, 2022 8:41 AM
To: Beva Kellison <BKellison@sos.texas.gov>; Chad Ennis <CEnnis@sos.texas.gov>
Cc: Dara Stone <DStone@sos.texas.gov>
Subject: RE: Technology Needs for FAD
Sensitivity: Personal

The requests have been added to the tickets.

Laura

From: Beva Kellison <BKellison@sos.texas.gov>
Sent: Tuesday, February 8, 2022 8:02 AM
To: Laura Rhinehart <LRhinehart@sos.texas.gov>; Chad Ennis <CEnnis@sos.texas.gov>
Cc: Dara Stone <DStone@sos.texas.gov>; Beva Kellison <BKellison@sos.texas.gov>
Subject: RE: Technology Needs for FAD
Sensitivity: Personal

Good Morning Laura:

Yes, I can confirm the following

1. Chad
2. Myself
3. Darla
4. Holly
5. Any future auditors.

From: Laura Rhinehart
Sent: Monday, February 7, 2022 4:05 PM
To: Beva Kellison <BKellison@sos.texas.gov>; Chad Ennis <CEnnis@sos.texas.gov>
Cc: Dara Stone <DStone@sos.texas.gov>
Subject: RE: Technology Needs for FAD
Sensitivity: Personal

Beva,

Yes, I can add the request to the tickets. Can you confirm which for which employees I need to make the request for, you, Chad, Darla, and?

Laura

From: Beva Kellison <BKellison@sos.texas.gov>
Sent: Monday, February 7, 2022 3:50 PM
To: Laura Rhinehart <LRhinehart@sos.texas.gov>; Dara Stone <DStone@sos.texas.gov>
Cc: Chad Ennis <CEnnis@sos.texas.gov>; Beva Kellison <BKellison@sos.texas.gov>
Subject: FW: Technology Needs for FAD
Sensitivity: Personal

Division Cell phones. Can we get the items in yellow below added to our new employee setups? If we need to do it a different way now let me now.

Thanks;
Beva

From: Chad Ennis
Sent: Monday, February 7, 2022 1:46 PM
To: Beva Kellison <BKellison@sos.texas.gov>
Subject: RE: Technology Needs for FAD
Sensitivity: Personal

Approved.

Chad

From: Beva Kellison
Sent: Thursday, February 3, 2022 10:10 AM
To: Chad Ennis <CEnnis@sos.texas.gov>
Cc: Beva Kellison <BKellison@sos.texas.gov>
Subject: FW: Technology Needs for FAD
Sensitivity: Personal

Chad, we will need to sit down sometime next week and go over the table below so we can get this in. I also need your permission to send an email to HR requesting 5 iPhones with Hotspot Capabilities for yourself and the 4 auditors so IT can get those rounded up for us. They will need to add this request to the New Employee Setup document.

Beva

From: Dan Teczar
Sent: Thursday, December 9, 2021 3:02 PM
To: Joe Esparza <JEsparza@sos.texas.gov>; Keith Ingram <KIngram@sos.texas.gov>; Dara Stone <DStone@sos.texas.gov>
Cc: Shamika Fehr <sfehr@sos.texas.gov>
Subject: Technology Needs for FAD
Sensitivity: Personal

All,

Just to summarize upcoming technology needs for FAD, the request was for 12 laptops for January 3rd and 5 laptops every week after that until 30 total.

As of today, we have 24 laptops on hand available to distribute thanks to some help from Traci & Robert's group with the intent to reissue laptops to them when we get more stock. We ordered an additional 30 laptops, they are likely a 60 day lead time.

The 24 laptops is a moving target. We will distribute at least 4 next week and 2 of the 30 are for IT. That leaves us with the need of 8, given the needs of the rest of the agency does not increase, hard to predict.

In order to fill that gap of 8 it would be helpful to answer the following questions:

1. How many FAD or FAD Support (FADS) FTEs will not be working remote, even if for the initial 60 days that could use a tower instead of a laptop?
2. Are there any current Elections FTEs that are not currently using their laptop and/or could use a tower in Rudder/Exec?

In addition, to round out this request, are there other items needed including a iPhones, full workstation setup with dual monitors, keyboard, mouse and other accessories needed for this? Note that the new laptops will come cellular capable, meaning we will not need hot spots for those, we can add AT&T service to the laptop if needed. Otherwise we will need to buy hot spots for existing laptops if there is a need.

Not sure who would be on point for this, but it would be helpful if someone could tells us what is needed per below.

| | 3-Jan | 10-Jan | 17-Jan | 24-Jan | 31-Jan | Total |
|--|-------|--------|--------|--------|--------|-------|
| Laptops | 12 | 5 | 5 | 5 | 3 | 30 |
| AT&T Cell Service Laptops / Hot Spots | | | | | | |
| Desk Phone | | | | | | |
| Monitors | | | | | | |
| Keyboard/mouse | | | | | | |
| iPhone | | | | | | |

Thanks

Dan

From: Texas Secretary of State Press Office <TXSoSPress@public.govdelivery.com>
Sent: Friday, December 31, 2021 12:17 PM
To: Adam Bitter
Subject: Secretary Scott Releases Phase 1 Progress Report on Full Forensic Audit of 2020 General Election

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Texas Secretary of State

John B. Scott

For Immediate Distribution
December 31, 2021

Contact: Sam Taylor
smtaylor@sos.texas.gov
(512) 463-6116

Secretary Scott Releases Phase 1 Progress Report on Full Forensic Audit of 2020 General Election

AUSTIN — Texas Secretary of State John Scott today released a progress report upon conclusion of Phase 1 of the state's full forensic audit of the 2020 General Election. The report, which outlines initial findings regarding the security and integrity of Texas' election systems in Collin, Dallas, Harris and Tarrant counties, shows that:

- Statewide, a total of **509** potential cross-state duplicate votes were cast in the November 2020 General Election - meaning these individuals may have cast a ballot in both Texas and another state. Of those, 9 cast ballots in Collin County, 12 cast ballots in Dallas County, 27 cast ballots in Harris County, and 12 cast ballots in Tarrant County.
- Since November 2020, **224,585** deceased voters have been removed from the voter rolls in Texas - indicating the counties are performing their fundamental duties under federal and state law to maintain the accuracy of the statewide voter registration list and mitigate fraudulent activity related to potentially deceased voters. Collin County

removed 4,889 deceased voters, Dallas County removed 14,926 deceased voters, Harris County removed 23,914 deceased voters, and Tarrant County removed 13,955 deceased voters.

- Statewide, a total of **67** potential votes cast in the name of deceased people are under investigation. Of those, 3 were cast in Collin County, 9 were cast in Dallas County, 4 were cast in Harris County and 1 was cast in Tarrant County.
- Statewide, a total of **11,737** potential non-U.S. citizens were identified as being registered to vote. Of these, 327 records were identified in Collin County, 1,385 were identified in Dallas County, 3,063 were identified in Harris County and 708 were identified in Tarrant County. While counties still have a significant number of pending investigations to complete, and have undertaken this list maintenance process to varying degrees, so far Dallas County has cancelled 1,193 potential non-U.S. citizen records, Tarrant County has cancelled one record, and Collin and Harris have not cancelled any potential non-U.S. citizen records. The final findings will be verified during Phase 2 of the full forensic audit.
- In a review of each county's partial manual count report required under Texas law, **three of the four counties reported discrepancies between ballots counted electronically versus those counted by hand**. The reported reasons for these discrepancies are included in the report and will be re-examined, investigated and verified during Phase 2 of the full forensic audit.
- Each of the four counties has dedicated at least **\$136,000** to enhancing their respective election security postures over the past two years - including both cybersecurity and physical security of election equipment. This includes funds provided through Help America Vote Act (HAVA) Election Security allocation to the State of Texas, as well as local matching county funds.

To the extent any information was not made available to the Texas Secretary of State's office before the publication of this report, the SOS office will endeavor to include any outstanding data figures in the final forensic audit report released after the completion of Phase 2.

To read the full Phase 1 progress report, [click here](#).

###

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This email was sent to abitter@sos.texas.gov using GovDelivery Communications Cloud on behalf of: Texas Secretary of State · 707 17th St, Suite 4000 · Denver, CO 80202

From: Erika Castillo
Sent: Tuesday, February 1, 2022 12:07 PM
To: 'CCTS Work Orders'
Cc: Stephanie Alvarado
Subject: SOS Work Order 307-22-050 / Account [REDACTED]
Attachments: 307-22-050.pdf

Good Afternoon,

We would like the following request to be completed with work order number: 307-22-050.

Please feel free to contact me if you have any questions.

Kindly,

Erika Castillo
Purchaser
Office of the Secretary of State
(512)463-5607
ecastillo@sos.texas.gov

WORK ORDER# 307-22-050 AUTHORIZED BY Erika Castillo TOTAL W.O. PAGES _____
 DUE DATE ASAP REQUESTED BY Erika Castillo PHONE NO. 35607
 AGENCY/DIVISION NAME Secretary of State/ Elections AGENCY / DIV. CODE(6 DIGIT) 307/
 LOCAL CONTACT Erika Castillo BLDG. JER ROOM NO. _____ TEL. NO. 35607

Brief description of the work to be done: Check box if there are any BILLING changes on this order
 We would like the following items to be ordered with work order number: 307-22-050

New Phone - New VOIP phone and phone line with Voicemail added and Side Car added include all FAD Auditors.
NEW FTE: Chad Ennis/Elections (02-01-2022)
**** Agent will need Jabber capabilities as well with given number. Supervisor rights to ACD. Cisco rights to ACD. Monitoring.**
Jabber ID- CEnnis

MATERIAL / EQUIPMENT REQUIREMENTS:

| Type | New Telephone(s) | Reconditioned Telephone(s) | Telephone(s) For Exchange |
|---------------------|------------------|----------------------------|---------------------------|
| | Quantity | Quantity | Quantity |
| Single Line Comdial | _____ | _____ | _____ |
| Single Line (ITE-4) | _____ | _____ | _____ |
| Multi Line 12+ | _____ | _____ | _____ |
| Multi Line 12S | _____ | _____ | _____ |
| Multi Line 12 SD | _____ | _____ | _____ |
| Multi Line 24B | _____ | _____ | _____ |
| Multi Line 30 SD | _____ | N/A* | _____ |

*Agency must furnish phone

Remarks: _____

NETPLUS CUSTOMER REF # 307-20-027
 TSR # _____

BY: _____ DATE: _____

DATE RECEIVED:(TIME STAMP)

MISCELLANEOUS ITEMS

| ITEM | QUANTITY | TYPE |
|--------------|----------|--------------------------------|
| HEADSET | _____ | (Over Ear/Over Head) |
| HANDSET CORD | _____ | (6,14,25 FT. Ash, Ivory, Grey) |
| LINE CORD | _____ | (6,14,25 Ft. Ash, Ivory, Grey) |

OTHER _____

(DIR TELECOMMUNICATIONS USE ONLY)

Work Start Date: _____ Time Work Started: _____ Total Hours Worked _____
 Work Complete Date: _____ Time Work Finished: _____ Regular Hours Worked _____
 Customer Phone (Completed / Checked): Yes No Customer Signature: _____
 Lead Technician: _____ Crew: _____
 Coordinator Signature: _____ Date: _____

| | Initial | Date | | Initial | Date |
|-------------------|---------|-------|------------------|----------|-------|
| Data Base Change | _____ | _____ | NetPlus Entry | _____ | _____ |
| Data Base call-in | _____ | _____ | Directory Update | _____ | _____ |
| Cabling | _____ | _____ | DIR Billing Only | Reviewed | _____ |
| Switchroom | _____ | _____ | | Posted | _____ |

From: Dan Teczar
Sent: Thursday, February 3, 2022 10:26 AM
To: Chad Ennis
Subject: Welcome to SOS!
Attachments: RE: Technology Needs for FAD

Sensitivity: Personal

Hello Chad,

Welcome to SOS! Just wanted to introduce myself and check in on your IT needs and if there is anything I can do to help you get started. I am the CIO/Director of the IT Division at SOS.

Just so you are aware, we have had little direction on what is needed for technology for your division, other than to get laptops, which we should have plenty of for the near future. It is not clear to us who will need full work station setups and who will be remote.

We have forwarded attached to Beva to help coordinate what is needed in addition to the laptops.

If you discover there are any software or larger IT purchases needed, please let me know. We pay for the top tier licenses through Microsoft, so one thing you may find useful is we have a ton of tools available through office.com. Just login and browse the tools on the panel on the left hand side, at the bottom of the panel you click All Apps and see a bunch more available.

Feel free to reach out by Teams/phone/email at any time if there is anything I can help you with. I [REDACTED] [REDACTED] will plan to stop by and meet you in person when I get back in the office.

Thanks

Dan Teczar

512-475-2780
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CIO / Director of IT Division
Texas Secretary of state



From: Dan Teczar
Sent: Tuesday, December 21, 2021 2:34 PM
To: Keith Ingram; Christina Adkins; Kristi Hart
Cc: Shamika Fehr; Dara Stone
Subject: RE: Technology Needs for FAD

Sensitivity: Personal

See below as an update from our reseller on the dates the items will arrive:

Laptops – 1/31/2022
DOCKS – 3/3/2022
Bags – 1/13/2022

As a follow up to below, please let us know if anything else is needed.

Thanks
Dan

From: Dan Teczar
Sent: Thursday, December 9, 2021 3:02 PM
To: Joe Esparza <JEsparza@sos.texas.gov>; Keith Ingram <KIngram@sos.texas.gov>; Dara Stone <DStone@sos.texas.gov>
Cc: Shamika Fehr <sfehr@sos.texas.gov>
Subject: Technology Needs for FAD
Sensitivity: Personal

All,

Just to summarize upcoming technology needs for FAD, the request was for 12 laptops for January 3rd and 5 laptops every week after that until 30 total.

As of today, we have 24 laptops on hand available to distribute thanks to some help from Traci & Robert's group with the intent to reissue laptops to them when we get more stock. We ordered an additional 30 laptops, they are likely a 60 day lead time.

The 24 laptops is a moving target. We will distribute at least 4 next week and 2 of the 30 are for IT. That leaves us with the need of 8, given the needs of the rest of the agency does not increase, hard to predict.

In order to fill that gap of 8 it would be helpful to answer the following questions:

1. How many FAD or FAD Support (FADS) FTEs will not be working remote, even if for the initial 60 days that could use a tower instead of a laptop?
2. Are there any current Elections FTEs that are not currently using their laptop and/or could use a tower in Rudder/Exec?

In addition, to round out this request, are there other items needed including a iPhones, full workstation setup with dual monitors, keyboard, mouse and other accessories needed for this? Note that the new laptops will come cellular

capable, meaning we will not need hot spots for those, we can add AT&T service to the laptop if needed. Otherwise we will need to buy hot spots for existing laptops if there is a need.

Not sure who would be on point for this, but it would be helpful if someone could tells us what is needed per below.

| | 3-Jan | 10-Jan | 17-Jan | 24-Jan | 31-Jan | Total |
|--|--------------|---------------|---------------|---------------|---------------|--------------|
| Laptops | 12 | 5 | 5 | 5 | 3 | 30 |
| AT&T Cell Service Laptops / Hot Spots | | | | | | |
| Desk Phone | | | | | | |
| Monitors | | | | | | |
| Keyboard/mouse | | | | | | |
| iPhone | | | | | | |

Thanks

Dan