

**Secretary of State Equipment Certification Advisory Committee**

(A.R.S. § 16-442)

1700 West Washington Street, 7<sup>th</sup> Floor  
Phoenix, Arizona 85007 & via Conference Call  
(602) 542-8683 fax (602) 542-6172

**FINAL COPY**

**Meeting Minutes of May 20, 2019**

**I. Call to Order**

Chairman Janine Petty, Assistant State Election Director, Secretary of State's Office, called the meeting to order at 10:04 a.m.

**II. Welcome & Roll Call**

**Committee Members Present:**

Janine Petty - Chairman  
Dr. Jim Helm  
Peter Silverman, Esq.

**Committee Staff Present:**

Tanner Robinson – Elections Specialist & Staff  
Kara Karlson – Assistant Attorney General

Chairman Petty began by introducing Election Systems & Software (ES&S) staff, along with the committee and staff members present.

**III. Approval of Minutes from April 16, 2019 Meeting**

Mr. Peter Silverman, Attorney, Baskin Richards, reminded the committee that the previous meeting minutes needed to be approved prior to continuing with the application for review.

Dr. Helm, Information Technology Program Chair, Arizona State University, motioned to approve the previous committee meeting minutes from April 16, 2019. Mr. Silverman seconded the motion, and the motion was carried unanimously.

**IV. Review of Voting Equipment Application for Certification of Engineer Change Orders to hardware components of the Collapsible Ballot Bin and ExpressVote Booth from Election Systems & Software (ES&S)**

Chairman Petty introduced the engineering change orders as submitted. She discussed their approval by a federal testing lab and the Election Assistance Commission (EAC).

Ms. Susan Paulson-Parmer, State Certification Manager, ES&S, stated that the support components were added for simple rigidity changes and were de minimis in nature.

**V. Discussion & Recommendations Regarding the Certification of Engineer Change Orders to hardware components of the Collapsible Ballot Bin and ExpressVote Booth from Election Systems & Software (ES&S)**

The committee offered no comment regarding the application as submitted.

Dr. Helm moved that the committee recommend that the application for certification of Engineer Change Orders to hardware components of the Collapsible Ballot Bin and ExpressVote Booth from ES&S be approved. Chairman Petty seconded the motion, and the motioned was carried unanimously.

**VI. Adjournment**

Mr. Silverman motioned to adjourn. Dr. Helm seconded the motion, and the motion was carried unanimously.

The meeting was adjourned at 10:09 a.m.