

## MEMORANDUM

TO: Margaret A. Jurgensen  
Election Director

FROM: Christine Rzeszut  
Operations Manager



and

Janet Ross  
IT Manager



DATE: February 21, 2020

SUBJ: Tabletop Exercise with D3P (Defending Digital Democracy Project) Held  
on December 16, 2019

We appreciated the opportunity to participate in the bootcamp. Anytime that election officials of multiple jurisdictions come together to share experiences and encourage one another is a positive learning experience. Ensuring security in the election system is paramount.

As a necessary tool, D3P instructors advise that setting up an operations center much like the current BOE call center used during early voting and Election Day. It was taught that the center's success will depend on staff structure. Bringing together multiple team players with various responsibilities and a broad base of knowledge will help meet the challenge of managing incidents as they arise.

A communication pathway was demonstrated. It was a software tool that recorded events and resolutions. After observing the tabletop challenge, it was evident that communication among all groups/stakeholders leads to positive outcomes. Gathering all components of varying incidents allow officials to see potential hazards and facilitate quick and sound judgement. Communication and knowledge transfer allow staff to catch and respond to incidents avoiding any critical failure.