

TOWN OF OAKLAND
CANVASSING BOARD MEETING MINUTES
JANUARY 13, 2026
6:30 P.M.
OAKLAND MEETING HALL

CALL TO ORDER

Member Heard called the Canvassing Board to order at 6:30 p.m. in the Oakland Meeting Hall, 221 N. Arrington Street, Oakland, FL.

ROLL CALL

MEMBERS PRESENT: Shane Taylor
Mike Satterfield
Kathy Heard
Elise Hui (Alternate)

MEMBERS ABSENT: None

APPROVAL OF INDEPENDENT OR MANUAL AUDIT

Member Heard explained this is the first time the Town has had the option to select something other than a manual audit, as the manual audit was previously the only type available through the Supervisor of Elections. In June 2023, the Clear Ballot Clear Audit system was approved for use in Florida by the Florida Division of Elections. This statewide approval allows counties to implement the Clear Ballot audit system to audit election results. The Orange County Supervisor of Elections Office is recommending that all towns and cities utilize the independent audit conducted through the Clear Ballot system.

Member Heard further explained the differences between a manual audit and independent audit (*see Attachment A*). Discussion ensued between the two along with the advantages of using the Clear Ballot technology.

MOTION: Member Heard, seconded by Member Satterfield, moved to approve the use of the Independent Audit for the March 10, 2026 Election. Motion carried unanimously.

VOTE-BY-MAIL BALLOTS

- a. Approval and Order for the Supervisor of Elections to Open and Process Vote-By-Mail Ballots when at least one Canvassing Board Member is present on Election Day, March 10, 2026 after 9:00 AM.

Member Heard explained this is a routine procedure for the Supervisor of Elections office, and she will be at the Supervisor of Elections office by 9:00 a.m. to oversee the processing of the vote-by-mail ballots. This process is open to the public and all are welcome to attend. Discussion ensued regarding which member will attend the Supervisor of Elections office on the morning of Election Day. Member Heard stated she will volunteer to be in attendance at 9:00 a.m.

MOTION: Member Satterfield, seconded by Member Taylor, moved to approve for the Supervisor of Elections office to open and process vote-by-mail ballots when at least one Canvassing Board member is present on Election Day. Motion carried unanimously.

- b. Approval for the Supervisor of Elections to do Duplication Processing on defective or damaged ballots as they are discovered on Election Day, March 10, 2026, after 9:00 a.m. when at least one (1) Canvassing Board member is present. The Supervisor of Elections Office will present the duplication to the Canvassing Board for Final Approval on Election Day, March 10, 2026, when the Canvassing Board meets at 3:00 p.m.

Member Heard explained this is also a routine procedure for the Supervisor of Elections office. If they receive a vote-by-mail ballot that is damaged and cannot be processed through the tabulator, they will duplicate the ballot and run the duplicated ballot through the tabulator; however, the ballot will not count until the duplicated ballot is verified and approved by the Canvassing Board at their 3:00 p.m. meeting on March 10, 2026.

MOTION: Member Satterfield, seconded by Member Taylor, moved to approve the duplication processing on defective or damaged ballots as they are discovered on Election Day, March 10, 2026, after 9:00 a.m. when at least one (1) Canvassing Board member is present. Motion carried unanimously.

ADJOURNMENT

The meeting was adjourned at 6:40 p.m.

TOWN OF OAKLAND:


KATHY HEARD, CMC

Attachment A	Manual Audits	Independent, Automated Audit
Time and Cost Savings	<ul style="list-style-type: none"> • Early voting and absentee ballots need to be sorted before the audit begins • Manual processes can be slow and costly 	<ul style="list-style-type: none"> • Early voting and absentee ballots are sorted digitally • Can reduce audit time by over 90% • Can reduce audit cost by over 20% per election • Audits on demand without additional sorting
Recount Avoidance	<ul style="list-style-type: none"> • Multiple hand counts required • Can't resolve close races • Not transparent to all stakeholders 	<ul style="list-style-type: none"> • Scan once, and all contests are verified completely and quickly. 100% of precinct and races are audited • Visually resolve contested election, with an independent system • Communication tool to candidates, parties, and media
Risk Reduction	<ul style="list-style-type: none"> • Small sample size, with 1-2 contests audited • "Report Card" after the election • High risk of ballot-handling errors • No backup • No ballot images for record retention 	<ul style="list-style-type: none"> • Flexible audit sample and all contests are automatically tabulated • Early warning opportunity to correct discrepancies • Reduced ballot-handling errors • Digital high-resolution backup of all ballot images for record retention