

MINUTES of the
GREB WorkGroup
August 23, 2016

The GREB WorkGroup (WorkGroup) met on Tuesday, August 23, 2016, at 10:00 a.m. in the Speaker's Conference Room, 6th Floor, General Assembly Building, Richmond. Co-Chair John Hager, former Lt. Governor; Co-Chair Katherine K. Hanley, Secretary of the Fairfax County Electoral Board; State Board of Elections (SBE) Secretary Clara Belle Wheeler; former SBE Chair Charlie Judd; Director of Elections Larry Haake, Chesterfield County; Director of Elections Barbara Gunter, Bedford County; Electoral Board Secretary Robin Lind, Goochland County; Electoral Board Secretary William Bell, Isle of Wight; Electoral Board Secretary William Thomas, City of Richmond; and Electoral Board Chairman Al Ablowich, City of Virginia Beach, were present. Also in attendance were Olga Hernandez and Therese Martin, representing the League of Women Voters (LWV), and Mary Jo Fields representing the Virginia Municipal League (VML).

Ms. Hanley called the meeting to order at 10:00 a.m. On a motion from Co-Chair Hager, seconded by Mr. Lind, the proposed Agenda was adopted unanimously and Beth Dixon Methfessel was appointed as temporary Recording Secretary. Ms. Hanley pointed out that the meeting would be recorded.

Ms. Hanley called for a motion to approve the draft minutes of the July 27, 2016 meeting. Mr. Thomas moved to approve the minutes. It was seconded and the motion carried, with Mr. Ablowich abstaining. Mr. Lind will request Rose Mansfield, Virginia Department of Elections (ELECT), to post the final minutes.

Under the Report from the Subcommittee on Work Plan Development, Mr. Haake reported that the GREB WorkPlan (a copy attached and made a part of this record) has been revised based on the WorkGroup's input. Mr. Hager raised a discussion about Charge 4, Funding of ELECT, specifically, will funding ELECT go beyond its current capabilities to include support for local general registrars and electoral boards so it can better serve their constituents?

After discussion, Mr. Bell moved, with Mr. Lind seconding the motion, that a new Charge be added, as Charge 5, stating that the WorkGroup will seek information on the organizational transition of ELECT in regards to information technology and other services for the election community. The WorkGroup will invite Commissioner Edgardo Cortés to present an update to clarify the transition especially with respect to support services. Based on the Commissioner's report, a decision will be made on how to solicit information from the election community on how ELECT can better serve them. The WorkGroup will evaluate and may develop follow-up recommendations. The motion passed unanimously.

With respect to Charge 6, Recodification, Ms. Hanley informed the WorkGroup of her findings on the most effective way of cleaning up 24.2, either through the Code Commission or through legislative services. During discussion, it was pointed out that the changes

recommended in the WorkGroup's review of 24.2 are more substantive than organizational. Since the Code Commission primarily performs editing and organizational functions, Mr. Judd suggested that the GREB continue with its successful strategy in passing the necessary legislation for substantive changes. Ms. Hanley will pursue information in order to determine if the changes suggested by the WorkGroup's review of 24.2 require legislative action or can be handled through the Code Commission.

After discussion, Mr. Judd moved, with Ms. Wheeler seconding, that Charge 7 be amended to read as follows, "Having previously recognized the need for recodification of 24.2 and recommending that to the State Board of Elections, which received and agreed with said recommendation, the WorkGroup should continue to look at ways to get the job done in the most effective, efficient and least costly way possible." The motion passed unanimously.

Mr. Bell moved, with Mr. Lind seconding, that the GREB WorkPlan, revised on July 27, 2016, with further revisions on August 23, 2016, be adopted. The motion passed unanimously. Ms. Hanley will forward Mr. Haake the August 23, 2016 revisions and he will update the WorkPlan.

Mr. Hager queried the WorkGroup as to how the newly revised WorkPlan would be carried out. It was determined as follows:

- As to Charge 1, Evaluate Staffing, the survey for staffing of the General Registrar/Director of Elections will be discussed.
- As to Charge 2, Standards for and Recognizing of Continuing Education, Mr. Bell will provide research on the continuing education programs for clerk, revenue, and treasurer and additional compensation for same.
- As to Charge 3, Examine State Funding Mechanisms for Localities, Mr. Haake, Mr. Judd, and Mr. Lind will continue to provide oversight. Mr. Haake will forward to the WorkGroup the list of localities with Treasurer salaries and state reimbursement based on population as compared to General Registrar salaries and state reimbursement based on population.
- As to Charge 4, Funding of ELECT, Mr. Lind, Mr. Judd, and Mr. Haake will continue to provide oversight.
- As to Charge 5, [Untitled], Ms. Hanley will contact Commissioner Cortés and invite him to the next GREB meeting.
- As to Charge 6, Roles and Responsibilities of Electoral Board Members, Ms. Hanley moved, with Ms. Wheeler seconding the motion, that the Secretary of the WorkGroup send a formal letter to the SBE requesting the adoption of the WorkGroup's recommendation for the definition, job description, and summary of duties for Electoral Board members. The motion passed unanimously.
- As to Charge 7, Recodification, Ms. Hanley will pursue clarification as stated above. Mr. Lind and Mr. Haake will provide the WorkGroup's previous review of 24.2.
- As to Charge 8, Other Issues, please forward any such issues to Ms. Hanley and Mr. Hager.

Under Discussion of Proposed SBE Training Standards for Officers of Election (draft copy attached and made a part of this record), Mr. Haake moved, with Mr. Bell seconding the

motion, that the Minimum Training Standards for Officers of Election as Developed by Each Locality and as Developed by ELECT, be approved. The motion passed unanimously. Mr. Haake will present the standards to SBE at their August 30, 2016 meeting.

Under Discussion on Survey for Staffing of General Registrar/Director of Elections, Ms. Gunter presented the summary of the survey. She reported that 128 of the 133 localities responded. After discussing the results of the survey, Ms. Gunter will forward all of the locality responses to each of the questions to the WorkGroup. The WorkGroup thanked Ms. Gunter for her effort in providing such valuable data. Ms. Hanley informed the WorkGroup that a cost of elections survey would be coming from the General Registrar of Fairfax County.

Under Public Comments, the LWV asked for and received copies of the survey and the training standards. The LWV noted that the electronic posting of the minutes helps the local leagues monitor the local electoral boards. Ms. Hanley cautioned on the use of draft minutes as an up-to-date source of information. Mr. Lind and Mr. Bell have requested an Attorney General's opinion to clarify the requirement for posting draft minutes. VML commented that the importance of election administration should be recognized and appropriately funded by the state.

The next GREB meeting will be held at 10:00 a.m. on Tuesday, September 20, 2016. Mr. Judd will follow-up on reserving the Speaker's Conference Room.

The final item for the good of the order was a lively singing of Happy Birthday to Co-Chair Hager.

There being no further business, Ms. Hanley adjourned the meeting at 12:31 p.m.

Respectfully submitted,
Beth Dixon Methfessel
Temporary Recording Secretary