

1 **General Registrar’s & Electoral Board Workgroup**

2 Minutes

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4 The meeting was called to order on May 12, 2015, at 10:00AM by Co-Chair Jean
5 Jensen. Attending were electoral board (EBs) members William Bell, Renee
6 Andrews, Bill Thomas, and Robin Lind; general registrar’s (GRs) Tracy Howard,
7 Larry Haake, and Barbara Gunter. Representing SBE was Vice Chair Clara Belle
8 Wheeler. Charles E. Judd, Ex-Officio was present and the Department of Elections
9 (ELECT) was represented by Rose Mansfield, ELECT Board Liaison; and members of
10 the public. Co-Chair John Hager was absent. Mr. Thomas arrived at the meeting at
11 10:25AM and Mr. Judd departed the meeting at 12:15PM.

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13 Co-Chair Jensen submitted the GREB Workgroup Minutes for approval from the
14 March 17, 2015 meeting to the members. There were no additions and or deletions
15 noted to the minutes. Mr. Haake *moved that the minutes be approved as submitted.*
16 Mr. Bell seconded the motion and the GREB Workgroup Members unanimously
17 approved the minutes.

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19 Co-Chair Jensen discussed with members the obligations remaining and required by
20 the closure of the group on December 31, 2015. Co-Chair Jensen stated that an
21 interim report was due to SBE in July, 2015 and a final report presented to SBE after
22 December 31, 2015. Co-Chair Jensen stated that after discussions with Co-Chair
23 Hager that Mr. Howard and Ms. Gunter would prepared the interim report to be
24 presented at the SBE Board Meeting on July 27, 2015. Mr. Howard and Ms. Gunter
25 accepted the tasking. The workgroup established two future meeting dates: (i) June
26 30, 2015 and (ii) July 27, 2015.

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28 The first order of old business was “Status of Legislative Initiatives” presented by
29 Robin Lind. Mr. Lind stated that HB43, sponsored by Delegate Cole, and SB1092,
30 sponsored by Senator Vogel, to revise the duties and responsibilities of the general
31 registrars and electoral board members, was signed by the Governor with an
32 effective date of July 1, 2015. The general registrars will be given the additional title
33 of Director of Elections as a result of this legislation. Additionally, the electoral
34 board members responsibilities regarding absentee ballots and campaign finance
35 were moved to the general registrars’ office. Mr. Lind stated that future legislative
36 initiatives should solely bear the workgroup signature and should be considered a
37 product of the workgroup efforts. Co-Chair Jensen stated that the workgroup
38 should explore avenues to educate the public, general registrars, electoral board
39 members, local administrators, and political parties on the efforts of the workgroup
40 regarding the duties of the general registrars and electoral board members. Co-
41 Chair Jensen suggested that training and or informational sessions could be
42 conducted during the annual meetings of the general registrars and electoral board
43 associations.

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45 The second order of old business was Future Legislative Approaches presented by
46 Co-Chair Jensen. Co-Chair Jensen stated that input for future legislative initiatives

47 should be submitted in November, 2015 to precede the filing deadline. Co-
48 Chair Jensen stated that a review of the workgroup's directives would ensure that
49 the efforts are focused and consolidated. Mr. Judd stated that the timeline and the
50 focus of legislative initiatives should be an agenda item for the July, 2015 meeting to
51 allow adequate preparation for session. Co-Chair Jensen directed Mr. Bell to present
52 the information under agenda item "HB2070" during this portion of the meeting. Mr.
53 Bell stated when "HB2070", as amended by the Governor to the House and the
54 Senate, contained a line that stated that electoral board members and general
55 registrars must complete the statement of economic interest semi-annually and
56 submit the report to their local authorities. Mr. Judd stated that the amendment to
57 HB2070 mirrors all boards and commissions in the Commonwealth. Mr. Howard
58 stated that HB2070 was not a matter that the workgroup should consider. Mr.
59 Haake moved *that the workgroup members table the matter of HB2070 and until the*
60 *June, 2015 meeting.* Ms. Andrews seconded the motion and without public comment
61 the workgroup unanimously approved the motion.
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63 The first order of new business was the Survey Charts presented by Larry Haake.
64 Mr. Haake stated that the agenda item to be presented by Ms. Andrews, Electoral
65 Board Job Description, would be combined with his presentation. Ms. Andrews
66 stated that the job description provided members contained tracked changes. Ms.
67 Andrews stated that the word "ensure" was utilized in the job description because of
68 the varying degrees of activity and or involvement among electoral board members
69 in the localities. Co-Chair Jensen stated that by identifying the responsibilities of the
70 electoral board members the workgroup has initiating uniformity with all the
71 variables of the locality taken into consideration. Mr. Haake stated that the goal of
72 the job description was to give flexibility to the electoral board members in
73 "ensuring" that the responsibilities of the general registrars' office are assigned and
74 completed. Mr. Haake stated that the survey charts are reflective of the job
75 description. Mr. Haake reviewed the summaries of the survey and the charts with
76 workgroup members.
77

78 Workgroup members' perused conversation regarding changes to the *code*
79 *language.* Mr. Haake stated that the reference to exclusive and or joint duties of the
80 general registrar and electoral board member will be included in the review. Mr.
81 Haake stated that recommendations on a job description utilizing those parameters
82 will be presented at the June, 2015 GREB Workgroup Meeting. Mr. Bell moved *that*
83 *the electoral board job description prepared by the GREB Workgroup be approved as*
84 *the final version.* Mr. Judd seconded the motion. Co-
85 Chair Jensen asked if there were any comments and there were none. The
86 Workgroup unanimously approved the motion.
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88 The next order of business was the Department of Elections (ELECT) training
89 initiatives and the Financial Overview presented by Edgardo Cortés, ELECT
90 Commissioner. Commissioner Cortés stated that ELECT is preparing for the annual
91 training to be conducted in July, 2015. Commissioner Cortés stated that on the first
92 day of the training there will be a "Boot Camp" geared towards newly appointed

93 general registrars and electoral board members. Commissioner Cortés stated that
94 an advisory board consisting of general registrars and electoral board members
95 assisted ELECT in the developing the agenda and format for the annual training.
96 Commissioner Cortés stated that over 500 attendees are expected at the annual
97 training event. Commissioner Cortés stated that the agenda for the training will be
98 distributed in the near future.
99

100 Commissioner Cortés provided a financial overview to the members. Commissioner
101 Cortés provided a synopsis of the Help America Vote Act (HAVA) and its' associated
102 funds. Commissioner Cortés stated that there has been a reduction in general fund
103 monies to ELECT over the last couple of years. ELECT has been utilizing HAVA
104 monies to satisfy the federal mandates driven by HAVA. Commissioner Cortés
105 stated that the HAVA funds will be exhausted in the near future. Commissioner
106 Cortés stated that roughly 60% of general operating funds are pulled from HAVA
107 monies. Commissioner Cortés reviewed the costs, expenditures, and associated
108 numbers from fiscal year 2007 to the fiscal year 2019. Commissioner Cortés
109 reported that funds were received from the general assembly to assist with the
110 programs that support election night reporting. Commissioner Cortés stated that
111 ELECT received additional funds for the list maintenance program. Commissioner
112 Cortés stated that the request for new equipment funds was rejected. Commissioner
113 Cortés stated that financial resources are expended to secure voter data while
114 providing access to the general registrar's. Workgroup members thanked
115 Commissioner Cortés for the presentation.
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117 The next order of business was the General Registrars' Office Staffing Report
118 presented by Barbara Gunter. Ms. Gunter stated that population numbers, based on
119 Weldon Cooper, were charted to indicated the increase in population in the
120 localities and those numbers were compared to the total number of registered
121 voters. Ms. Gunter stated that comparison was then aligned to the staffing survey
122 conducted in September, 2014. Ms. Gunter stated that the numbers reflect a 23%
123 increase in population, a 59% increase in the total number of registered voters, and
124 a staffing increase of 87% in localities that participated in the survey. The total full-
125 time equivalent positions added during that same time period reflects an increase of
126 87%. The larger locality staff increases have kept pace with growth in their localities
127 while many small to mid-size localities reflected an increase of 60-80% which
128 actually equates to three or four hours a week in additional staff
129 support. Discussion followed regarding the required tasking of small localities.
130 Those small localities must complete the same tasks as larger localities requiring the
131 Registrar to perform all duties with little or no assistance. Workgroup members
132 noted that reduced access to services occurs in localities served by part-time voter
133 registration offices.
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135 The next order of business was the Voting Offices-On-Campus presented by Tracy
136 Howard. Mr. Howard stated that as a result of third-party registration groups
137 working on college campus prior to elections, the concept of establishing a voting
138 office on campuses matured. The idea is to staff those offices with students, as

139 sworn deputies, from the campus who are trained by Virginia General Registrars on
140 Virginia Election Law. Mr. Howard stated that through changes of the *code* the
141 process has changed the registration process. The students would also have the
142 opportunity to apply for their absentee ballot at these voting offices. Mr. Howard
143 stated that this program would kick-off, in his locality, at Radford University
144 beginning in August, 2015. Co-Chair Jensen stated that this concept would reduce
145 the number of students who come to the polls, to vote, and discover that they are
146 not registered. Mr. Howard stated that other localities have requested the training
147 materials to this program and are considering implementing a similar program in
148 their localities. The workgroup members applauded Mr. Howard's efforts on this
149 program.

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151 Co-Chair Jensen inquired if there were additional reports and there were none. The
152 workgroup floor was opened to public discussion. General public comments were
153 provided by audience members on varying subject matter.

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155 Co-Chair Jensen asked if there were any further comments and there were none. Mr.
156 Lind moved *that the workgroup adjourn*. Mr. Bell seconded the motion and the
157 workgroup unanimously approved the motion.

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159 The next meeting of the GREB Workgroup is set for June 30, 2015 at 10:00 AM at the
160 Washington Building, 1100 Bank Street, Richmond, Virginia; Room B27.

161 There being no further business, the GREB Workgroup adjourned at 1:00PM.

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165 Co-Chair Jean Jensen

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171 Co-Chair John Hager