

1 MINUTES

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3 The State Board of Elections Board Meeting was held on Tuesday, July 28, 2015.
4 The meeting was held in the Koger Center, Richmond, Virginia. In attendance,
5 representing the State Board of Elections (SBE) was James Alcorn, Chairman and Clara
6 Belle Wheeler, Vice Chair. Also in attendance, representing the Department of Elections
7 (ELECT) was Edgardo Cortés, Commissioner; Elizabeth Howard, Deputy Commissioner;
8 and Rose Mansfield, Clerk. Anna Birkenheier, Assistant Attorney General and Counsel to
9 SBE and ELECT attended. Chairman Alcorn called the meeting to order at 8:10AM.

10 The first order of business was the approval of the Minutes from the State Board
11 of Elections Board Meeting held on June 22, 2015. Chairman Alcorn asked if Board
12 Members had any additions or corrections to the Board Meeting Minutes presented and
13 there were none. Vice Chair Wheeler moved *that the Minutes from the June 22, 2015*
14 *Board Meeting be adopted.* Chairman Alcorn seconded the motion and the Board
15 unanimously approved the Minutes.

16 The second order of business was the Commissioner Report delivered by
17 Commissioner Cortés. Commissioner Cortés reported that the annual workshop for
18 electoral board members and general registrars has 617 individuals in attendance.
19 Commissioner Cortés stated that as of June 1, 2015, ELECT is providing support to the
20 Virginia Election and Registration System (VERIS). This change will allow ELECT to
21 introduce new support programs suggested by the elections community. Commissioner
22 Cortés stated that election night reporting has improved with the last election night
23 reporting event experiencing flawless results.

24 Commissioner Cortés stated that requests from the public for information, lead
25 ELECT to develop a program that would display the election results from past elections.
26 The goal of the project, upon completion, would be to hold historical data from 1776
27 until the current year. The first phase will allow reviewing of materials from 1972 until
28 the current year. Additionally, ELECT will be uploading available images from election
29 documents for viewing by the public. Commissioner Cortés stated that ELECT received
30 an award from Google for participation in the Voter Information Project. This project
31 allows the voter to search the data base to determine what is on their ballot and

32 information regarding their voting location/polls. Commissioner Cortés stated that
33 ELECT has been working on the electronic pollbook program and will bring this
34 operation in-house to increase efficiency and long term management. ELECT will
35 provide a demonstration during the training workshop. ELECT will provide training
36 across the Commonwealth on the electronic pollbooks.

37 Commissioner Cortés stated that the mailing of the annual list maintenance letters
38 will be sent to residents who may have moved out-of-state to have them verify that they
39 have moved so that the process of removing them from the voter rolls of the
40 Commonwealth can occur. ELECT is encouraging residents to utilize the on-line
41 registration portal on the agency website. Commissioner Cortés reported that the new law
42 books will be sent to the elections community in the near future and the documents
43 associated with any changes have been updated. Commissioner Cortés reported that a
44 workgroup has been established to determine changes required to increase efficiency.
45 Commissioner Cortés asked if there were any questions. Vice Chair Wheeler stated that
46 she would like to personally acknowledge the team that worked on the election night
47 reporting and recognized Matt Davis, ELECT CIO, and his entire team for their
48 monumental efforts and a “Job well done”. Chairman Alcorn repeated the sentiment.
49 Commissioner Cortés stated that he would also like to acknowledge Terry Wagoner,
50 Registrar Liaison, for her efforts in coordinating and planning the three day election
51 training event currently underway.

52 The next order of business was the Legal Report presented by Anna Birkenheier,
53 Assistant Attorney General. Ms. Birkenheier stated that there were no updates to provide
54 to the Board Members.

55 The first order of business was the Primary Election Certification, July 21, 2015,
56 presented by Reiko Doğu, Senior Elections Administrator. Ms. Doğu explained the
57 process and the applicable code section, §24.2-679. Ms. Doğu presented the abstracts to
58 board members and the certificates of elections were signed by board members.
59 Chairman Alcorn moved *that the Board certify the results of the July 21, 2015 primary*
60 *elections in the Commonwealth*. Vice Chair Wheeler seconded the motion and without
61 public comment the Board unanimously approved the motion.

62 The next order of business under “New Business” was the Request for Full-Time
63 Status-Charles City County presented by Elizabeth Howard, Deputy Commissioner. Ms.
64 Howard stated that the Virginia Budget authorizes and funds general registrars with a
65 population in most counties under 10,000 and cities under 7,500 to work on a part-time
66 basis for most of the year. The budget does provide funding for the registrars to be
67 compensated to work full-time for the months surrounding each year’s May General
68 Election (March through May), the Budget does not account for other elections, including
69 local elections and primaries. The request from the Charles City County Electoral Board
70 is that the general registrar work full-time for the period of July 6, 2015 through July 24,
71 2015 to handle the July 21, 2015 election. Chairman Alcorn moved *that the Board*
72 *approve the request from the Electoral Board of the County of Charles City County for*
73 *the period of July 6, 2015 through July 24, 2015.* Vice Chair Wheeler seconded the
74 motion. Chairman Alcorn asked if there were any public comments and there was none.
75 The Board unanimously approved the motion.

76 The next order of business was the GREB Workgroup presentation of their
77 Interim Report. Jean Jenson, Co-Chair of the GREB Workgroup stated: “The workgroup
78 members are diverse, hardworking, and cooperative. It has been a pleasure to work on
79 this project. Well run elections are important and the report that is to be delivered to the
80 Board, the interim report, speaks to the concerns expressed by board members. Ms.
81 Jenson acknowledged the particular efforts of workgroup members: Tracy Howard,
82 Barbara Gunter, and Larry Haake in preparing the interim report. We take the
83 responsibility seriously and we are determined to leave a mark when our work is
84 complete. The GREB Workgroup hopes to have the support of SBE and assistance in the
85 work we do in the Commonwealth.”

86 Tracy Howard approached the podium. Mr. Howard stated that the workgroup
87 consists of members of the elections community representing the Virginia Electoral
88 Board Association, Voter Registrars Association of Virginia, former and current SBE
89 Board Members, and current support staff of ELECT. Mr. Howard introduced John
90 Hager (Co-Chair); former Lieutenant Governor and Jean Jenson (Co-Chair); former SBE
91 Secretary. Mr. Howard stated that on May 14, 2014 a resolution was created to form the
92 workgroup with the purpose of studying the statutory duties of the general registrars and

93 electoral board members. Mr. Howard stated that the workgroup began their efforts with
94 10 initial goals and an analysis of existing data. The workgroup gathered new data for
95 analysis in the form of surveys. Mr. Howard stated that the data gathered utilized a
96 starting point of the year 1996. Mr. Howard highlighted the particulars of the findings
97 related to the analysis of the data gathered. Mr. Howard noted that the number of
98 registered voters in Virginia have risen 72% since 1996. Elections held in the
99 Commonwealth increased 32% and absentee ballot usage increased by 335%. The
100 workgroup was responsible for looking at the duties and responsibilities of the general
101 registrars and electoral board members.

102 Mr. Howard stated that the workgroup has formulated a list of recommendations:
103 (i) general registrar compensation increase to the local treasurers, (ii) a revised electoral
104 board member job description, (iii) local office staffing and workload, (iv) voting
105 equipment, (v) education, qualifications, and training of general registrars and electoral
106 board members, (vi) a complete general registrar and electoral board member review of
107 compensation, and (vii) establish minimal training standards and development of
108 resources to be available to election officials for future review. Mr. Howard stated that
109 the workgroup is requesting that SBE adopt a resolution to direct ELECT to forward a
110 copy of the GREB Workgroup Interim Report to the Department of Administration,
111 House Appropriations Committee, Senate Finance Committee, Privileges and Elections
112 Committee of both houses, Speaker of the House, and the President of the Senate to begin
113 immediate discussion on the critical budget shortfall in election administration that has
114 been identified, to date, by the workgroup. Mr. Howard asked if there were questions or
115 comments.

116 Chairman Alcorn stated that the efforts of the workgroup reflect a complete and
117 thorough assessment and those efforts are commendable. Chairman Alcorn asked how
118 SBE can assist the workgroup long term. Mr. Howard stated that if SBE will allow the
119 workgroup to complete the final report, the workgroup will have administrative and
120 legislative recommendations that would benefit from the support of SBE Board
121 Members. The support of ELECT, SBE, VRAV, and VEBA working together on the
122 recommendations of this workgroup would be beneficial to the election community and
123 to the voters of Virginia. Chairman Alcorn asked: "If you had to prioritize the

124 recommendations of this workgroup which item would you like to see handled first?” Mr.
125 Howard replied: “That the General Assembly takes ownership of elections in Virginia.”
126 Vice Chair Wheeler stated that the diligence in which this bi-partisan workgroup
127 performed their charge deserves respect. Vice Chair Wheeler stated that the continued
128 support of the workgroups efforts will be appreciated to include reviewing the workgroup
129 report which is posted on-line. Chairman Alcorn asked if there were public comments
130 regarding the workgroups efforts. Public comments were received by the Board.
131 Chairman Alcorn moved *that the Department of Elections forward a copy of the GREB*
132 *Workgroup Interim Report to the Department of Administration, House Appropriations*
133 *Committee, Senate Finance Committee, Privileges and Elections Committee of both*
134 *houses, Speaker of the House, and the President of the Senate to begin immediate*
135 *discussion on the critical budget shortfall in election administration that has been*
136 *identified, to date, by the workgroup.* Vice Chair Wheeler seconded the motion and
137 without further public comment the Board unanimously approved the motion.

138 Chairman Alcorn moved *that the Board recess for a quick necessity break.* Vice
139 Chair Wheeler seconded the motion and the Board unanimously approved the motion.
140 The Board recessed at 9:10AM. Chairman Alcorn moved *that the Board reconvene.* Vice
141 Chair Wheeler seconded the motion and the Board reconvened at 9:28AM.

142 The next order of business was the Update on Public Comment for the Proposed
143 Voter Registration Form and Regulations presented by Elizabeth Howard, ELECT
144 Deputy Commissioner. Ms. Howard stated that comments were received regarding: (i)
145 form design, (ii) content of the voter registration application and (iii) regulations. Deputy
146 Commissioner Howard explained the details of the changes in each of the categories.
147 Commissioner Cortés stated that the public comment period was currently open and
148 encourage all that wish to have their input included to submit comment through Virginia
149 Regulatory Town Hall. A link is provided on the Department of Elections website.
150 Chairman Alcorn asked if there were public comments. Public comments were received
151 by the Board. Chairman Alcorn thanked everyone for their comments and their
152 participation in the process. Vice Chair Wheeler thanked the general registrars who
153 handle the voter registrations forms on a daily basis so that the process produces: “fair,
154 free, and legal elections in the Commonwealth”.

155 The next order of business was the Other Business and Public Comment
156 period. There was no other business. General public comment was received by the
157 Board. Chairman Alcorn moved *that the Board adjourn*. Vice Chair Wheeler
158 seconded the motion and without further comment the Board voted unanimously to
159 adjourn. The meeting was adjourned at approximately 11:20AM.

160 The Board shall reconvene on September 1, 2015 at 2:00PM in the General
161 Assembly Building, Richmond, Room C Virginia 23235.

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Secretary

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Chair

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Vice Chair

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