

## General Registrar's & Electoral Board Workgroup

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2 Minutes

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4 The meeting was called to order on September 1, 2015, at 10:00AM by Co-Chair  
5 John Hager. Attending were electoral board (EBs) members William Bell, Renee  
6 Andrews, and Robin Lind; general registrar's (GRs) Tracy Howard, Larry Haake, and  
7 Barbara Gunter. Representing SBE was Vice Chair Clara Belle Wheeler. Charles E.  
8 Judd, Ex-Officio was present and the Department of Elections (ELECT) was  
9 represented by Rose Mansfield, ELECT Board Liaison and Martha Brissette, ELECT  
10 Policy Analyst; and members of the public. Ms. Gunter arrived at 10:20AM and Mr.  
11 Judd departed at 12:00PM.

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13 Co-Chair Hager submitted the GREB Workgroup Minutes for approval from the July  
14 27, 2015 meeting to the members. Mr. Lind *moved that the Minutes be approved as*  
15 *submitted.* Mr. Bell seconded the motion and the GREB Workgroup Members  
16 unanimously approved the Minutes.

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18 The first order of old business was the "Survey Charts" presented by Mr. Haake.  
19 Mr. Haake stated that a list of questions was delivered to the directors of elections  
20 and electoral board members regarding the responsibilities of each office. Mr.  
21 Haake stated that the associated *Code* sections would be presented to the  
22 workgroup for approval. Mr. Haake reviewed the sections of the document with the  
23 workgroup members. Mr. Haake stated that the workgroup would recommend  
24 language changes to the *Code* to complete the process.

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26 Mr. Judd stated that uniformity across the Commonwealth would be the goal  
27 through language changes in the *Code*. Mr. Haake stated that the goal would to make  
28 the electoral boards one of oversight rather than boards of performance. Mr. Judd  
29 stated that the responsibilities of the Director of Elections support the thought  
30 process that all directors should be full-time employees. Mr. Howard stated that the  
31 major responsibility of the electoral board is to certify the elections utilizing the  
32 statement of results. Mr. Lind recommended that ELECT send members of their staff  
33 to electoral board meetings across the Commonwealth to observe their proceedings  
34 and do an analysis of standards of uniformity and compliance. Mr. Bell stated that  
35 there is a fine line between the education process and the compliance portion of the  
36 uniformity and caution should be utilized in placing ELECT staff members in this  
37 position.

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39 Mr. Howard suggested that the goal is training and education of electoral board  
40 members. Mr. Judd stated that the idea of creating an independent administrative  
41 election agency model after the State Corporation Commission, with an independent  
42 five member board, would benefit the Commonwealth and the elections community  
43 and should be revisited. Mr. Lind stated that the suggestion is beyond the scope of  
44 this workgroup and would like to submit data to educate members of the General  
45 Assembly because it is good government and common sense. Co-Chair Hager stated  
46 that the core issue is funding to support the mission of ELECT which should be

47 included in the final report. Ms. Wheeler suggested that an email be sent to the  
48 Directors of Elections to review the results of the survey posted on the ELECT  
49 website. Ms. Andrews moved *that Ms. Mansfield send links to the election community*  
50 *referencing the workgroup documents that should be reviewed and report back to the*  
51 *workgroup the comments received.* Mr. Bell seconded the motion and the workgroup  
52 unanimously approved the motion.

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54 The next order of business was the Business Strategy for Final Resolution & Report  
55 as open discussion by workgroup members. Mr. Lind stated that the salary  
56 discrepancies across the localities between directors of elections should be  
57 addressed in the final report. Mr. Haake stated that he would obtain the financial  
58 data regarding the salaries of the Director of Elections. Mr. Howard stated that  
59 population numbers are utilized for both directors of elections and treasurers of a  
60 locality when determining salaries. Workgroup members discussed the process of  
61 replacing the Help America Vote Act (HAVA) monies that ELECT will require to  
62 operate in their budget to include future resources that will be required to ensure  
63 compliance and uniformity. Mr. Judd stated that uniformity and compliance are a  
64 result of standardized training which requires resources.

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66 Co-Chair Hager noted that budgetary items and requests require submission prior  
67 to the final resolution and report due to the mandated deadlines. The specifics of  
68 the workgroup require detailed definitions prior to outlining budgeting requests  
69 and the support and input of SBE and ELECT will be paramount. Ms. Andrews  
70 inquired if the budget included all directors of elections converting to full-time  
71 status. Mr. Haake stated that ELECT Commissioner Cortés had included this request  
72 in the upcoming budget requests. Workgroup members discussed the compilation  
73 and components of the final report. Mr. Lind stated that it is prudent to focus on the  
74 appropriation act and the budget with amendments to the *Code* as appropriate. Mr.  
75 Howard stated that the draft final resolution and report would be reviewed at the  
76 next workgroup meeting.

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78 Co-Chair Hager asked if there was additional business and there was none. Co-Chair  
79 Hager open the floor to public comment. General public comments and questions  
80 were received by workgroup members. Workgroup members wishes Co-Chair  
81 Hager a happy birthday and sang "Happy Birthday" to celebrate the event. Mr.  
82 Haake announced that Mr. Howard has recently been appointed president of the  
83 Voters Registrars Association of Virginia (VRAV) and graduations were extended.

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85 Co-Chair Hager asked if there were any further comments and there were none. Mr.  
86 Lind moved *that the workgroup adjourn.* Mr. Haake seconded the motion and the  
87 workgroup unanimously approved the motion.

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89 The next meeting of the GREB Workgroup is set for October 6, 2015 at 10:00 AM in  
90 the Washington Building, Richmond, Room B27, Virginia 23219.

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92 There being no further business, the GREB Workgroup adjourned at 12:20PM.

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Co-Chair Jean Jensen

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Co-Chair John Hager

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