

Virginia Elections Benchmark Index Workgroup
Final Minutes
February 26, 2019

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2 Minutes

3 The Virginia Elections Benchmark Index Workgroup (“the Workgroup”) meeting was
4 held on Tuesday, February 26, 2019, in the Patrick Henry Building, 1111 E. Broad St.
5 Richmond, VA 23219. The meeting was called to order at 2:10 P.M.

6 The first item on the agenda was to approve the minutes from the January 15
7 Workgroup meeting. Barbara Tabb requested the minutes be deferred to the next meeting due to
8 Secretary White not being present for the meeting. *Chairwoman Allison Robbins moved to have*
9 *the January 15th minutes deferred from the Agenda. Ms. Tabb seconded the motion, and the*
10 *motion passed unanimously.*

11 The next item on the agenda was to approve the agenda. Ms. Tabb asked to defer item
12 No. 6. Mission Statement from the agenda due to Ms. White not being present. *Chairwoman*
13 *Robbins moved to approve the amended agenda, removing item No. 6 “Mission Statement”. Ms.*
14 *Tabb seconded the motion, and the motion passed unanimously.*

15 The next item on the agenda was to go over the Adoption of the Electoral Board (EB)
16 Measurement draft. Vice Chair Al Ablowich provided the Workgroup with a report that provided
17 four EB Measurement TABs; EB Collective, EB Individual, EB in COV, and ELECT 106.01.
18 *This report is in the Working Papers for the February 26, 2019 meeting.* Vice Chair Ablowich
19 stated that the chart shows whether the local EB or the Department of Elections (ELECT)
20 conducts the measurements of specific code sections. The Chair stated that the Workgroup
21 needs to create a system in which the EB and ELECT keep track of both measurements and
22 benchmarks.

23 Ms. Tabb advised to divide the specific codes to determine how each area can be
24 measured, and what entity will measure them. Chairwoman Robbins suggested the group start
25 with the 2015 list of code, and create a list of potential measures to determine what’s needed and
26 what’s not needed. Once all the work has been compiled, Chairwoman Robbins suggested
27 ELECT create a spreadsheet to show how each requirement can be measured.. Ms. Tabb
28 suggested using the GR/EB handbook to help with obtaining the information needed for the GR
29 and EB groups. Chairwoman Robbins and Mr. Howard will work on the GR Measurable, Ms.

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30 Tabb and Vice Chair Albowich will work on the EB measurable, while Shihan Wijeyeratne will
31 work on ELECT measurable.

32 Chairwoman Robbins asked the Workgroup to create a form for each Electoral Board to
33 use when appointing a General Registrar to all duties of the registrar. *Chairwoman Robbins*
34 *moved to adopt the EB measurement format as a benchmark for Electoral Board, General*
35 *Registrar, and ELECT. Al Ablowich seconded the motion, and the motion passed unanimously.*

36 The next item on the agenda was to go over the Adoption of the General Registrar
37 (“GR”) Measurements. Shihan Wijeyeratne informed the group that the GR/EB Handbook
38 provides information specifically needed for the General Registrar and Electoral Board. Mr.
39 Howard will work on the GR Measurable, Ms. Tabb and Vice Chair Albowich will work on the
40 EB measurable, while Shihan Wijeyeratne will work on the ELECT measurable.


41 The next item on the agenda was to go over the Benchmark Report to VEBA. Ms. Tabb
42 and Chairwoman Robbins will be attending the Homestead to present the benchmark to VEBA.
43 Ms. Tabb suggested that they present VEBA with a timeline of information from the start of the
44 Benchmark. Chairwoman Robbins and Ms. Tabb both agreed to create a 10 page PowerPoint that
45 outlines the work that is being done and a sample page of where to find the information
46 presented.

47 The Workgroup discussed future meeting dates again. Chairwoman Robbins and Ms.
48 Tabb agreed to meet at the Homestead for a quick meeting before their presentation. The
49 Chairwoman then set a goal to meet again on April 9, 2019, during which members will go over
50 the Homestead Presentation, and the GR, EB and ELECT Measurable.

51 The Chairwoman moved to adjourn the meeting. Al Ablowich seconded the motion, and
52 the motion passed. The meeting was adjourned at approximately 3:42 PM.

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55 Secretary

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58 _____
59 Chair

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Vice Chair