

General Registrar's & Electoral Board Workgroup

1
2 Minutes

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4 The meeting was called to order on April 28, 2016 at 10:00AM by Co-Chair John
5 Hager. Attending were electoral board (EBs) members William Bell, Renee
6 Andrews, and Robin Lind and general registrars (GRs) Tracy Howard and Larry
7 Haake. Charles E. Judd, Ex-Officio was present and the Department of Elections
8 (ELECT) was represented by Rose Mansfield, ELECT Board Liaison. SBE, Vice Chair
9 Clara Belle Wheeler was present representing SBE. Members of the public were
10 present.

11
12 Co-Chair Hager opened the meeting with a moment of silence in memory of Martha
13 Brissette, ELECT Policy Analyst, who passed away recently. Co-Chair Hager stated
14 that Ms. Brissette was a loved and valued member of the workgroup and the entire
15 election community.

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17 Co-Chair Hager submitted the GREB Workgroup minutes for approval from the
18 March 22, 2016 meeting to the members. Mr. Lind *moved that the minutes be*
19 *approved as amended.* Mr. Judd seconded the motion and the GREB Workgroup
20 Members unanimously approved the minutes.

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22 The next order of business was the report from the GREB Workgroup Membership
23 Nominating Committee presented by Mr. Lind. Mr. Lind reported that the committee
24 was charged with selecting an individual to fill the vacant co-chair position and an
25 electoral board member to complete the workgroup membership. Mr. Lind
26 nominated Katherine Hanley, Secretary of the Fairfax County Electoral Board for the
27 position of co-chair and Al Ablowich, Chairman of the Virginia Electoral Board for
28 the position of workgroup member. Co-Chair Hager asked if there were additional
29 nominations and there were none. Mr. Judd *moved that the GREB Workgroup accept*
30 *the Nominating Committees' recommendations and report and by acumination invite*
31 *the two proposed individuals to the workgroup.* Ms. Andrews seconded the motion
32 and noted that the two individuals were a powerhouse of knowledge and that the
33 mission of the workgroup would be complimented by their membership. The
34 Workgroup unanimously approved the motion.

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36 The next order of business was a Review of Legislation and Report provided by Mr.
37 Lind. Mr. Lind reported that in an effort to support ELECT there were four legislative
38 amendments submitted related to the budget. Mr. Lind stated that one amendment
39 passed that moved all part-time general registrar's to permanent full-time status
40 effective July 1, 2016. Mr. Haake stated that those general registrars' affected
41 expressed concerns that administrators understand that the additional support is
42 required to operate effectively at the local offices and does not replace current
43 staffing. Workgroup members suggested that a communication originating from the
44 ELECT Commissioner; to the local administrators and to local electoral board
45 members, regarding the budgetary concerns and the intent of the legislation be sent
46 immediately. Vice Chair Wheeler suggested that the workgroup draft a letter for the

47 Commissioner regarding this issue. Mr. Lind moved *that the GREB Workgroup draft*
48 *a letter for the ELECT Commissioner regarding funding and staffing of the general*
49 *registrars' office as a result of the legislation that becomes effective July 1, 2016.* Mr.
50 Haake seconded the motion and without further public comment the Workgroup
51 unanimously approved the motion. Co-Chair Hager asked if there was additional
52 input on this subject.

53
54 Mr. Judd stated that the Clerks' of the Courts should be deputized as associate
55 general registrars to handle administrative duties when the general registrars are
56 not available. Mr. Judd stated that it should be understood that this suggestion is not
57 supported by the *Code* and therefore a legislative change would be necessary. Co-
58 Chair Hager stated that Mr. Judd's suggestion would be explored during the year.

59
60 The next order of business was the Business Strategy for 2016. Mr. Lind presented a
61 draft GREB Work Plan-2016, working document developed for initial review by
62 workgroup members. Mr. Lind stated that the role position title of general registrar
63 should be purged in documents and replaced with Director of Elections to reflect the
64 recent change. The workgroup discussed the following objectives;

- 65
66 ❖ Roles and Responsibilities of Electoral Board Members
67 ❖ Examine State Funding Mechanisms for Localities
68 ❖ Evaluate Staffing of Directors of Elections Offices
69 ❖ Standards for and Recognition of Continuing Education
70 ❖ Funding and Staffing Levels of ELECT
71 ❖ Study other Areas as Deemed Necessary

72
73 Vice Chair Wheeler suggested that the Clerks' of the Courts and the line of
74 communication between Elect and their offices needs reexamination. GREB
75 Workgroup Members discussed asking ELECT for clarification of the roles and the
76 responsibilities between the two entities. Co-Chair Hanley stated that it is important
77 that the political parties have the GREB document "Roles and Responsibilities of
78 Electoral Board Members" before making a recommendation to the Judges. Co-Chair
79 Hager suggested incorporating this item into the GREB Workgroup Plan. Co-Chair
80 Hager requested that Cameron Sasnett, General Registrar of Fairfax County, speak to
81 the role of the Clerk of the Courts, as related to elections, and the space
82 requirements utilized to store election materials. Mr. Sasnett provided an overview,
83 as applicable, to the county for which he serves.

84
85 Co-Chair Hager directed the 2016 Work Plan Committee to finalize the draft
86 document and to submit the document to the Clerk for posting. Mr. Lind stated that
87 revisions would occur immediately. Co-Chair Hager asked if there were any public
88 comments and there were none. Co-Chair Hager asked if there was additional input
89 from the workgroup members.

90
91 Mr. Lind stated that during the annual VEBA Conference in Hot Springs, Virginia a
92 Best Practices Award – *Jensen/Hager Award* was presented to two localities. Mr.

93 Lind stated the award for a jurisdiction with less than 50,000 voters was presented
94 to Walt Latham of York County, Virginia. Mr. Lind stated that the award for a
95 jurisdiction with more than 50,000 voters was presented to Larry Haake of
96 Chesterfield County, Virginia.

97
98 Co-Chair Hager moved *that the workgroup adjourn*. Mr. Lind seconded the motion
99 and the workgroup unanimously approved the motion.

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101 There being no further business, the GREB Workgroup adjourned at 10:30PM. The
102 next scheduled meeting of the GREB Workgroup is June 28, 2016 at 5:00PM - Double
103 Tree Hotel in Midlothian, Virginia.

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107 Co-Chair – Katherine Hanley

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112 Co-Chair John Hager

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