

General Registrar's & Electoral Board Workgroup

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2 Minutes

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4 The meeting was called to order on November 18, 2014, at 1:00PM by Co-Chair Jean
5 Jensen. Attending were John Hager, Co-Chair; electoral board (EBs) members
6 William Bell, Renee Andrews, Bill Thomas, and Robin Lind; general registrar's (GRs)
7 Larry Haake, Tracy Howard, and Barbara Gunter. Representing SBE was Chairman
8 Charles E. Judd and the Department of Elections (ELECT) was represented by ELECT
9 Policy Analyst Martha Brissette and ELECT Liaison Rose Mansfield and members of
10 the public.

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12 Co-Chair Jensen submitted the GREB Workgroup Minutes for approval from the
13 October 7, 2014 meeting to the members. There were no additions or deletions to
14 the Minutes and the GREB Workgroup Members unanimously approved the
15 minutes.

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17 The first order of business was the Registrars Report presented by Larry Haake,
18 General Registrar; Chesterfield County. Mr. Haake stated that all members of the
19 workgroup have been provided a copy of the survey results pertaining to the duties
20 of the electoral boards and the general registrars. Questions were asked to members
21 of the elections community to determine the workload of the two entities. The
22 parameters utilized were (i) Is this task completed by the general registrar's? , (ii) Is
23 this task completed by the electoral board member's? , (iii) Is this task a joint effort
24 between the general registrar and electoral board member(s)?. Mr. Haake stated
25 that the questions covered officer of elections, polling places, ballots, voting
26 equipment, and a series of questions on absentee voting and campaign finance.

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28 Mr. Haake reviewed the particulars of the results generated from the questions
29 asked of the general registrars' and the electoral board members in the survey. Mr.
30 Haake stated that 90 general registrars's responded and 60 electoral board
31 members responded to the survey. Ms. Gunter stated that the response rate of 71%
32 from the general registrars' was excellent given that the questions were queried
33 during a general election. Ms. Andrews stated that a review of the survey results
34 indicates that the general registrars are performing tasks unbeknownst to their
35 electoral board and the level of tasking has increase progressively throughout the
36 years. The workgroup members stated that this analysis was a shared sentiment.
37 Mr. Haake stated that with the time constraints place on this workgroup, the
38 recommendation would be to extend the workgroup so that each of the areas
39 surveyed could be examined further and a charge of action could be initiated. SBE
40 Chairman Judd stated that the survey reinforced the need and value of the GREB
41 Workgroup and stated that the information contained within would enlighten
42 members of the general assembly. Co-Chair Jensen asked for the other reports to be
43 delivered before a recommendation from the GREB Workgroup is presented.

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45 Chairman Judd stated that in the interest of uniformity the definitions of the duties
46 and responsibilities of general registrars and electoral board members should be

47 established and outlined by the workgroup. Ms. Andrews stated that the variation of
48 duties performed by the electoral board members has changed with the passage of
49 time and that assignment to a local electoral board is the result of a political
50 appointment. Co-Chair Jensen stated that the electoral board membership serves
51 the purpose of overseeing the elections as a representative of their party. Co-Chair
52 Jensen stated that the variation of responsibilities among electoral board members
53 is the root cause of the lack of uniformity.

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55 The second order of business was a report covering the cost of administering voter
56 registration presented by Martha Brissette, ELECT Policy Analyst. Ms. Brissette
57 reviewed the statistics compiled and provided an analysis to the workgroup
58 members. Chairman Judd inquired about the reimbursement of the salaries of the
59 general registrars. Sharon Woo, ELECT Business Manager addressed the business
60 questions presented by the workgroup. Co-Chair Jensen requested that the rate of
61 reimbursements to the localities be added to the agenda of the next meeting. SBE
62 Chairman Judd stated that it will be difficult to establish uniformity across the
63 commonwealth if the localities are reimbursed at decreasing levels for election
64 related expenses.

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66 The next order of business was the GREB Workgroup resolution presented by Robin
67 Lind, Secretary; Electoral Board Goochland County. Mr. Lind stated the resolution
68 contains the recommendations of the GREB Workgroup. Mr. Lind stated the three
69 recommendations are the results of the findings of the survey and the
70 recommendation of the workgroup. Discussion developed addressing the points of
71 the resolution. Chairman Judd informed the workgroup that the approved
72 resolution would be presented to SBE Board Members at the next SBE Board
73 Meeting. Mr. Lind *moved that the changes in the resolution be adopted by November*
74 *21, 2014, and submitted to the State Board of Elections.* Mr. Howard seconded the
75 motion. The GREB Workgroup voted unanimously to adopt the resolution and to
76 submit the document to SBE.

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78 Co-Chair Jensen inquired if there were additional reports and there were none. The
79 workgroup floor was opened to public discussion. Mary Jo Fields with the Virginia
80 Municipal League and Jim Campbell from the Virginia Association of Counties
81 (VACo) provided general comments.

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83 The next meeting of the GREB Workgroup is set for December 3, 2014 at 3:00 PM in
84 the Washington Building-Room B27, 1100 Bank Street, Richmond, Virginia.

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86 There being no further business, the GREB Workgroup adjourned at 3:20PM.

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Co-Chair Jean Jensen

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Co-Chair John Hager