

Virginia Elections Benchmark Index Workgroup  
FINAL Minutes  
May 13, 2019

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2 Minutes

3 The Virginia Elections Benchmark Index Workgroup (“the Workgroup”) meeting was  
4 held on Monday, May 13, 2019, in the Martha Brissette Conference Room, 1100 Bank St.  
5 Richmond, VA 23219. The meeting was called to order at 1:00 P.M.

6 The first item on the agenda was to approve the minutes from the April 9, 2019 meeting.  
7 Vice Chair Ablowich moved to *approve the April 9, 2019 minutes*. Commissioner Piper  
8 seconded the motion, and the motion passed unanimously.

9 The next item on the agenda was to approve the agenda. Chairwoman Robbins moved to  
10 *approve the agenda*. Robert Barnette seconded the motion, and the motion passed unanimously.

11 The next item on the agenda was to go over the General Registrar (“GR”) and Electoral  
12 Board (“EB”) Benchmark Template Spreadsheet. Commissioner Piper commended Jackie  
13 Anderson for creating a spreadsheet with all the information obtain from Shihan Wijeyeratne,  
14 Vice Chair Ablowich, and Tracey Howard. Commissioner Piper stated that he wants the group to  
15 go through each line of the spreadsheet, to determine what needs to be pass/fail or quality and if  
16 the code is measurable. The commissioner explains some of the columns in the spreadsheet; the  
17 deadline column must be filled in at some point, frequency has mostly been filled in but will  
18 need to be updated, measure by would show who is doing the measuring along with that the  
19 pass/fail column determines if something was completed or not. Quality will show if someone  
20 repeats the same issue.

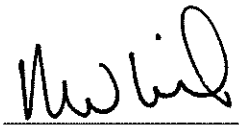
21 First item for discussion was the GR Benchmark Template Spreadsheet. The Workgroup  
22 agreed to move the first four items on the spreadsheet to the EB Spreadsheet. Ms. Robbins  
23 suggested that the Department of Elections create a form that has to be filed with the state for the  
24 delegation of certain duties. She suggested a form listing electoral board duties that might be  
25 delegated to the General Registrar/Director of Elections." This will be held by the state and will  
26 give all of the options that the EB will check a box delegating the day to day responsibility to the  
27 GR. Tracey Howard stated that it would be helpful if there was a list of responsibilities that the  
28 EB could not delegate.

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29 Chairwoman moved the Workgroup recess at 2:35 P.M. The Workgroup reconvene  
30 at 2:45 P.M. The Workgroup continued with the discussion on the GR Benchmark Spreadsheet.

31 The next item for discussion was the EB Benchmark Spreadsheet. The Workgroup  
32 continued to go through each line of the spreadsheet, to determine what needs to be pass/fail or  
33 quality and if the code is measurable. Chairwoman moved the Workgroup recess at 4:00 P.M. The  
34 Workgroup reconvene at 4:10 P.M. The Workgroup continued with deciphering the spreadsheet.

35 Barbara Tabb moved to adjourn the meeting. Michele White seconded the motion, and the  
36 motion passed unanimously. The meeting adjourned at approximately 4:30 P.M.

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39 Secretary

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42 Vice Chair

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45 Chair

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