

VIRGINIA ELECTIONS BENCHMARK INDEX WORKGROUP

DRAFT Minutes

July 23, 2019

1 Minutes

2 The Virginia Elections Benchmark Index Workgroup (“the Workgroup”) meeting was
3 held on Tuesday, July 23, 2019, in the Patrick Henry Building, 1111 E. Broad St. Richmond, VA
4 23219. The meeting was called to order at 2:05 P.M.

5 The first item on the agenda was to approve the minutes from the May 12, 2019 meeting.
6 Vice Chair John Nunnally moved *to approve the May 13, 2019 minutes*. Barbara Tabb seconded
7 the motion, and the motion passed unanimously.

8 The next item on the agenda was to approve the agenda. Michele White asked to defer
9 item No. 4. Selection of New Vice Chair from the agenda due to everyone not being present.
10 Jacqueline Anderson requested to add the *General Registrar and Electoral Board Benchmark*
11 *Indices* to the agenda. John Nunnally *moved to approve the amended agenda, removing item No.*
12 *4, and adding General Registrar and Electoral Board Benchmark Indices*. Michele seconded the
13 motion, and the motion passed unanimously.

14 The next item on the agenda was the General Registrar and Electoral Board Benchmark
15 Indices presented by Jacqueline Anderson. Ms. Anderson informed the Workgroup that the
16 spreadsheet provides what should be worked on as they finish reviewing the Benchmark
17 template spreadsheet. She explained that the first page offers examples of Assessment Criteria’s
18 (examples mostly from Colorado), which includes items audited, deadlines, and quality. Ms.
19 Anderson informed the Workgroup that Colorado uses a color scale but advised that they could
20 use a numeric scale or a combination of both. She explained that the examples for items audited
21 in Colorado were based on the ADA compliance at there polling places.

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22 The deadlines can be provided or may need to be determined. Ms. Anderson stated that
23 the Workgroup would have to provide criteria for assessing quality for the requirements. She
24 explained the rating scales can be numeric, visual a weighted score, or provide percentages in
25 each assessment for deadlines or quality. Ms. Anderson provided the Workgroup with examples
26 of different checklist that can be used to conduct the measurements of each requirement and a
27 scorecard once complete. The Workgroup discussed having the benchmarks for every election.

28 Chairwoman moved the Workgroup recess at 3:05 P.M. The Workgroup reconvene at
29 3:18 P.M.

30 The next item on the agenda was the Benchmark Template Spreadsheet. The Workgroup
31 completed the Benchmark Spreadsheet. Ms. Tabb informed the Workgroup that the next step
32 would be to review the remaining content of the spreadsheet. She advised each member should
33 determine if the content is delegatable, determine if the content should or should not be included
34 in the spreadsheet and if it is benchmarkable. Michele White informed the Workgroup that she
35 will create a county expectations list. Chairwoman Robbins stated that the next step would be to
36 determine what the appropriate deadlines are for each code section, how often the code sections
37 are measured and who measures them. Ms. White stated that she would draft a General Registrar,
38 Electoral Board, and ELECT evaluation.

39 Chairwoman Robbins *moved to adjourn the meeting*. Barbara Tabb seconded the motion,
40 and the motion passed unanimously. The meeting adjourned at approximately 4:20 P.M.

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47 Secretary

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49 Vice Chair

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51 Chair