

General Registrar's & Electoral Board Workgroup

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2 Minutes

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4 The meeting was called to order on March 17, 2015, at 1:00PM by Co-Chair John
5 Hager. Attending were Jean Jensen, Co-Chair; electoral board (EBs) members
6 William Bell, Renee Andrews, and Robin Lind; general registrar's (GRs) Tracy
7 Howard and Barbara Gunter. Representing SBE was Vice Chair Clara Belle Wheeler.
8 Charles E. Judd, Ex-Officio was present and the Department of Elections (ELECT)
9 was represented by Rose Mansfield, ELECT Board Liaison; Martha Brissette, ELECT
10 Policy Analyst, and members of the public.

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12 Co-Chair Hager submitted the GREB Workgroup Minutes for approval from the
13 January 20, 2015 meeting to the members. There were no additions and or deletions
14 noted to the Minutes. Mr. Lind *moved that the Minutes be approved as submitted.* Ms.
15 Andrews seconded the motion and the GREB Workgroup Members unanimously
16 approved the minutes.

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18 The first order of business was a report from committee members. Ms. Andrews
19 stated that a draft version for the electoral board members job description has been
20 distributed to workgroup members. Ms. Andrews stated that the purpose of the
21 document was twofold: (i) to assist party chairs and judges in their selection
22 method of electoral board members and (ii) as an informational/guidance
23 document for general registrar(s). Ms. Andrews stated that the document was
24 written in general rather than specific as to fit the majority of the localities
25 recognizing that all localities conduct business in a slightly different fashion. Ms.
26 Andrews detailed the different sections of the job description. Ms. Andrews stated
27 that the job description prepared is in preparation of the legislation that is expected
28 to be signed by the governor related to the work of the group on the duties of the
29 general registrars and electoral board members. Ms. Andrews stated that Ms.
30 Brissette assisted in the preparation of the document. General discussion perused
31 on the points and details of the document with suggested changes, deletions, and or
32 additions noted. Ms. Andrews stated the input provided would be incorporated into
33 the document with a draft copy provided to Ms. Mansfield for posting to the ELECT
34 Website. Co-Chair Jensen stated that the finished document will be a beneficial to
35 newly sworn-in electoral board members as it provides a general outline of their
36 responsibilities. Workgroup members thanked Ms. Andrews for her efforts on this
37 project.

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39 The seconded order of business was a discussion on GREB Workgroup Directives-
40 2015. Members discussed the continuing education needs of general registrars and
41 electoral board members. Mr. Judd stated that the general registrar/electoral board
42 handbook could act as a template for the creation of an inclusive electoral board
43 member handbook. Ms. Gunter stated that on-line training could occur at the office
44 of the general registrar if the electoral board member was absent internet services
45 at their home office. Vice Chair Wheeler stated that a previous workgroup
46 developed a continuing education programs for general registrars and electoral

47 board members. Educators from Virginia Colleges have volunteered to support
48 training efforts and certify training with accreditation. Commissioner Cortés offered
49 to provide a briefing on ELECT’s training program and suggested that a presentation
50 could be provided at the workgroup’s next meeting. Co-Chair Jensen accepted the
51 offer and stated that training would be placed on the next meeting agenda. Ms.
52 Gunter stated that a focus on regional training for electoral board members is
53 essential as many localities send one board member to training events as required
54 by code. Mr. Bell stated that it is important to create a base-line for the training of
55 electoral board members by developing and providing basic training classes.
56 Commissioner Cortés stated that the training provided during the summer annual
57 training event fulfills this suggestion and there is an active workgroup working with
58 the ELECT training manager on the classes and substance of the classes.

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60 The next order of business was the Legislative Initiatives. Mr. Judd stated that the
61 GREB Workgroup Bill, HB1433, passed without opposition and is awaiting the
62 governor’s signature. Mr. Lind stated that there was contact with the secretary of
63 administration and he was informed that bills were being reviewed by the governor.
64 Co-Chair Hager noted that the financial compensation bill for general registrars
65 presented did not proceed through the general assembly. Mr. Judd stated that the
66 funding issues listed in the workgroup resolution should be addressed as a group
67 and included in those discussions related to legislative initiatives. The workgroup
68 established a financial priorities list: (i) Address the funding to the Department of
69 Elections; (ii) Address the Director of Elections (general registrars) salaries and (iii)
70 the Reimbursement to localities. Ms. Gunter agreed to send a list of financial
71 orientated questions to Ms. Mansfield for fielding with the Business Manager, Ms.
72 Woo. Co-Chair Jensen asked for a clarification on the outlay of HAVA expenses and
73 expenditures to be provided to the workgroup members. Co-Chair Hager stated that
74 a complete overview of the financial picture is required before discussing future
75 expenditures and initiatives.

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77 The next order of business was the report from the annual VEBA Meeting held on
78 March 7, 2015. Mr. Bell stated that a presentation was given on Redistricting in
79 Virginia. Mr. Bell stated that a common question among general registrars was the
80 issue of dual domicile of college students. Mr. Howard stated that this reoccurring
81 issue has been studied by his office. Mr. Howard stated that in 2009, general
82 registrars submitted their recommendations. Mr. Howard stated that the
83 information is available for review. Co-Chair Hager stated that this issue would fall
84 under the workgroup charter under “study other areas” and would be appropriate
85 for the workgroup to discuss. Co-Chair Jensen stated that the issue of student
86 domicile, as it relates to voting, should be approached as a legislative issue not a
87 political issue. Mr. Howard stated that he has been following this issue for over 20
88 years and has enlisted the aid of the local colleges by establishing an on-campus
89 voting office similar in protocol to those offices established on military bases.
90 Trained volunteers are sworn in as deputy registrars and are provided the
91 resources to conduct and complete registration efforts for college students. The
92 desire is to have third-party registration groups’ check-in with these voting offices

93 before conducting registration drives. Mr. Howard stated that he engaged the local
94 university in discussion regarding this concept. The local university expressed
95 acceptance and enthusiasm regarding the concept of on-campus voting offices. Mr.
96 Judd stated that State Board of Elections should take this concept statewide. Co-
97 Chair Jensen request that Mr. Howard present a presentation at a future workgroup
98 meeting regarding the concept of on-campus voting offices and present the
99 handbook developed to the workgroup members. Mr. Lind suggested that Mr.
100 Howard work on on-campus voting offices be used as a model to present to the State
101 Board of Elections.

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103 Co-Chair Jensen inquired if there were additional reports and there were none. The
104 workgroup floor was opened to public discussion. General public comments were
105 provided by audience members on varying subject matter.

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107 Co-Chair Jensen asked if there were any further comments and there were none. Co-
108 Chair Jensen *that the workgroup adjourn*. Mr. Bell seconded the motion and the
109 workgroup unanimously approved the motion.

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111 The next meeting of the GREB Workgroup is set for May 12, 2015 at 10:00 AM at the
112 Washington Building, 1100 Bank Street, Richmond, Virginia; Room B27.

113 There being no further business, the GREB Workgroup adjourned at 3:40PM.

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Co-Chair Jean Jensen

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Co-Chair John Hager