

Virginia Elections Benchmark Index Workgroup
FINAL Minutes
April 9, 2019

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2 Minutes

3 The Virginia Elections Benchmark Index Workgroup (“the Workgroup”) meeting was
4 held on Tuesday, April 9, 2019, in the Martha Brissette Conference Room, 1100 Bank St.
5 Richmond, VA 23219. The meeting was called to order at 2:00 P.M.

6 The first item on the agenda was to approve the minutes from the January 15 meeting and
7 the February 26 meeting. *Vice Chair Ablowich moved to approve the January 15th and February*
8 *26th minutes. Robert Barnette seconded the motion, and the motion passed unanimously.*

9 The next item on the agenda was to approve the agenda. Ms. Tabb *moved to approve the*
10 *April 9 agenda. Vice Chair Ablowich seconded the motion, and the motion passed unanimously.*

11 The next item on the agenda was to go over the updated spreadsheet of Electoral Board
12 “EB”, General Registra, “GR”, and Department of Elections, “ELECT” requirements. Vice Chair
13 Ablowich provided the Workgroup with the EB Requirements. *This report is in the Working*
14 *Papers for the April 9, 2019 meeting.* Vice Chair, Ablowich informed the group that the
15 requirement column has been adjusted to fit into the spaces. Chairwoman Robbins suggested The
16 Workgroup work through each column and discuss which responsibilities of the EB can be
17 delegated. Commissioner Piper stated that it is the responsibility of each electoral board to
18 ensure the code is followed regardless of where the task is or was delegated to the GR. If the GR
19 fails to complete a job, it will still fall under the responsibility of the EB. Chairwoman Robbins
20 stressed that they are measuring the EB performance, even though the EB did not complete the
21 work. The Chairwoman stated that a form is needed when the GR is appointed that identifies their
22 delegated duties so that they are aware of what is expected of them.

23 Commissioner Piper asked the workgroup if they were using the GR/EB Handbook when
24 obtaining the information for the GR and EB spreadsheets. Vice Chair Ablowich stated that he
25 did not use the GR/EB Handbook, but rather obtained the information directly from the Virginia
26 Code Title 24.2. Jacqueline Anderson stated that the previous member Shihan Wijeyeratne
27 created the ELECT spreadsheet using the GR/EB handbook. Commissioner Piper suggested that

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28 once all the information is obtained for the index, to add the GR/EB handbook notes to the
29 ending benchmark.

30 Chairwoman Robbins asked if anyone did not understand the format of the spreadsheet.
31 Ms. Anderson stated that the Index and Data Source Column could possible confuse someone
32 reading the spreadsheet. The Workgroup agreed to remove the Index column and keep the Data
33 Source column. Ms. Anderson then stated that the Measure and Benchmark titles on the EB
34 spreadsheet should be renamed due to the meaning of the spreadsheet. The workgroup agreed the
35 Measure column should be renamed Frequency, and the Benchmark column should be renamed
36 to Deadline. The Baseline column should potentially show pass/fail in the future.

37 The Workgroup then discussed self-evaluations. Commissioner Piper stated that self-
38 evaluations can be done but only on certain things. Chairwoman Robbins gave an example that
39 someone cannot do a self-evaluation on attending an annual training. Vice Chair Ablowich
40 explained that his spreadsheet identifies whether ELECT or the Secretary conducts the
41 evaluation on a certain policy. The Vice Chair stated that if ELECT were to evaluate EB
42 members, ELECT must be fully informed on the task that was completed by the electoral board.

43 Commissioner Piper suggested that Ms. Anderson merge the information collected into
44 one spreadsheet, and then the group will determine which requirement can or cannot be
45 measured. Once the measurable requirements are combined, then The Workgroup will be able to
46 assess the baseline or determine if a baseline is possible at this time. Commissioner Piper
47 suggested to add a quality measurement or a pass/fail measurement column. The Commissioner
48 stated that after everyone has added their input, at the next meeting The Workgroup can go
49 Review each measurement together and determine the quality or pass/fail.

50 The next item on the agenda was the review of the SBE Resolution. Ms. Anderson read
51 SBE Resolution Item #3. Chairwoman Robbins stated that she was under the impression that
52 Item # 3 would compare resources from different localities. Commissioner Piper explained he
53 wanted it to show that you cannot compare resources between localities. The Chairwoman
54 confirmed that the Resolution included Virginia v. Colorado comparison showing each state is
55 completely different. The data collected indicates that each states cannot be compared.

56 Commissioner Piper suggested that the Workgroup release the measurements before the
57 June 30th review and request an extension from the State Board of Elections for six months to a

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58 year. The Commissioner stated that for the June 24th State Board of Elections meeting the
59 Benchmark document should be completed and agreed upon by the Workgroup; and presented to
60 the Board along with the extension request.

61 The Workgroup discussed future meeting dates. Chairwoman Robbins suggested
62 to have a work session the day before the May 14th Board meeting to go over information needed
63 for the June meeting. The Workgroup set a goal to meet on May 13, 2019.

64 Vice Chair Ablowich moved to adjourn the meeting. Chairwoman Robbins seconded the
65 motion, and the motion passed unanimously.

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Secretary

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Vice Chair

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Chair

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