

VR User Group Meeting Notes
April 4, 2002

Attendees: Bill Batcher, Linda Becker, Kim Carlson, Randall Cutting, Michele McNulty, Scott Simmons (MN OSS); Irene Meier, Gary Poser, Diane Teff (Anoka County); Karen Myers, Patty O'Connor (Blue Earth County); Marie Clare, Cindy Kerr, Mary Schwendig (Dakota County); Dennis Distad (Freeborn County); Michelle DesJardin, Patty Hansen (Hennepin County); Renee Coffey (Ramsey County); Annette Peters, Laurie Braun (Rice County); Mary Kay Kes (Scott County); Karen Ruehling (Sibley County); Joan Manthe (Waseca County); Tom Ferber, Judy Wertheimer (Washington County); Marge Christiansen (MACO); and Robin Anthony, Clayton Taylor (election.com)

- **Red – Linda's Responsibility**
- **Orange – Scott's Responsibility**
- **Navy – Michele's Responsibility**
- **Green – Help Desk or Computer Services Responsibility**
- **Royal Blue – VEMS Efficiency List or Recommendation**
- **Purple – Randall's Responsibility (Redistricting)**
- **Pink - VEMS User Group Responsibility**
- **Slate Blue – Future VEMS User Group Discussion**

Recap from Last Meeting (Scott)

Scott recapped the minutes from the last VEMS User Group meeting.

Redistricting (Randall)

1. Notification Language – Randall passed out the draft wording for the redistricting postal verification card. The group made a few suggestions.

The final wording used on the redistricting postal verification card will be as follows:

Redistricting Notice to Voters

Minnesota law requires that congressional, legislative, county, and local election district boundaries be redrawn every ten years after the census. This "redistricting" process may have changed the location of your polling place and the election districts in which you reside.

The location of your precinct polling place and your election districts are provided on the other side of this card. Your polling place is where you will vote for state, county, and municipal elections beginning with the September 10, 2002, Primary Election. If your school district is having a independent election you may vote at a different location.

If you have any questions about the information on this card, please contact your voter registration office at the phone number listed on the other side.

2. Who is recipient of the voter redistricting verification card (VRC) – At county discretion, the cards may be sent to all registered voters or by household.

Special Meeting and backup/archive matter

Scott recapped the events from the "Special" meeting. Discussed and presented the plan for how to handle the congressional and legislative tasks to be completed.

Absentee Balloting Task Force – (Michele and Linda)

1. The task force will be reviewing the absentee balloting process for all (registered, non-registered, military/overseas and health care facilities) applications within VEMS. A memo was distributed to the participants defining the tasks to be completed. The goal of the task force is to ensure that the processing of any absentee ballot in VEMS meets Minnesota's business rules, statutes and reporting needs. The task force was asked to present their preliminary remarks to the VEMS User Group.
Some of the Preliminary Results were:
 - Documentation needs to be "beefed" up
 - Slow response time when processing an applications
 - Users were not able to get reports or labels
 - When do you print the General labels?
 - Correspondence is being cancelled message appeared – questions on why
 - Numbering system was reviewed
 - How do you randomly switch between printers (Co-Star and regular printers)
 - Is the AB module going to be required statewide? If so, County's will need additional training
2. A recommendation from a member of the group was made to use election.com's availability at this meeting to our advantage. After the meeting was over election.com presented the absentee balloting module and answered questions.
3. The task force was asked to create a flow chart for processing absentee ballots. A telephone conference was scheduled for the following week between members of the task force and election.com.

CrimNet (Scott)

Michele gave a brief overview; this topic was tabled to next meeting.

VEMS Functionality List (Linda)

1. Duplicate Voter Records Task Force – SLA #4 (Linda)
 - a. Reports were distributed to Washington and Ramsey Counties. The goal of the task force will be to:
 - i. Review reports and suggest necessary recommendations
 - ii. Compare voters within a county and those that cross county lines
 - iii. Identify process for determining survivor records
 - iv. Draft documentation
 - v. Make recommendation to the VEMS User Group
 - vi. Finalize documentation
 - vii. Train county's and provide time frame or deadline
 - viii. Report county findings to election.com by September 1, 2002
2. 7 a.m. and June 1st Numbers – SLA # 9A & 9B (Michele)
 - a. Sample roster pages for 7 a.m. and June 1st – summary of statistics in entire group (senate district, etc) were distributed to the group for their review.
 - b. **The group needs to review documentation and give feedback to Michele by Wednesday, April 10th.**
 - c. Comments and questions from the group –
 - i. Want to see more samples of combinations.**
 - ii. When will the 7 a.m. count be done and by whom (county, state)?
 - iii. Who is going to coordinate when to run a statistics report? Numbers should match roster.
3. Multi-County Candidate Entry – SLA # 18 (Michele)
 - a. "Subject matter experts" were requested to assist with numbers 3, 4 and 5. The volunteers from the VEMS User Group were: Diane Teff (Anoka County); Michelle

DesJardin (Hennepin County); Marge Christianson (MACO) and Annette Peters (Rice County)

- b. Some requirements have been written and a flow chart is being designed. The end result is to enter the candidate name and information only ONCE into VEMS. Then all of the appropriate counties would receive the correct candidate filing information.
 - c. Working to develop or revise reports as each step processes new reports.
4. Candidate Rotation Algorithm and Automatic Candidate ID Assignment – SLA #19 (Michele)
 - a. Do we need to include the rotation algorithm into VEMS? The VEMS User Group did not feel that they needed the algorithm.
 5. Move Primary Winners and Candidates to General – SLA #20 (Michele)

Miscellaneous Recommendations to election.com –

1. **MasterList**

The VEMS User Group recommends that the MasterList be sorted alphabetically no matter what the status and reason code is.

2. **Roster and Report Font Format**

The VEMS User Group would like to test different fonts used on rosters and all reports. They recommend the “Arial” font, as it is easier to read. Clayton stressed that the third party printer would need to make changes.

Next Meeting:

May 2, 2002