

# VEMS User Group Meeting Minutes



i) June 28, 2002

a. Board Room - 60 Empire Drive, St. Paul

**Chairperson:** Kathy Sibbel - Project Manager (OSS)

**Attendees:** Michele DesJardin (Hennepin Co.)      Cindy Kerr (Dakota Co.)  
Morli McNally (Dakota Co.)                      Tom Ferber (Washington Co.)  
Marie Clare (Dakota Co.)                      Judy Wertheimer (Washington Co.)  
Gary Poser (Anoka Co.)                      Diane Teff (Anoka Co.)  
Annette Peters (Rice Co.)                      Michele McNulty (OSS)  
Andrew Lokken (Ramsey Co.)                      Bill Batchner (OSS)  
Eric Bergstrom (Ramsey Co.)                      Linda Becker (OSS)  
Joe Mansky (Ramsey Co.)                      Kim Carlson (OSS)  
Irene Meier (Anoka Co.)                      Scott Simmons (OSS)  
Jim Myhre (Ottertail Co.)                      Lucy Botzek (MACO)  
Mary Kay Kes (Scott Co.)

**Other Presenters:**

Michele McNulty (OSS)  
Ted Lautzenheiser (Arran Technologies, Inc.)

## **1. Introductions, Meeting Structure and Agenda Review (Kathy Sibbel)**

Refer to the attendee list above and to the meeting agenda.

## **2. Candidate Filing and Test Results (Michele McNulty & Ted Lautzenheiser)**

A pilot test and an all-county test had been conducted for the new Candidate Filing module of the Election Reporting System. Test results from county and OSS users were reviewed.

Ted Lautzenheiser demonstrated screens changes that had been made from the test results. There is an Adobe picture for Candidate Affidavits that the general public can view. This Affidavit is optional. Group members raised no concerns and had no comments following the presentation other than some technical operating questions.

Other items discussed:

- A question was asked if a county could view a report showing who has filed in other counties. The answer is yes.
- When a name is entered in the Office Sought box in the Affidavit for Candidacy screen, such as State Senator 20, you must scroll through the dropdown box, instead of entering the entire position.
- Added "incumbent" into the judge seat.
- Specific reports will be developed to assist with recounts.

## **3. Election Setup (Linda Becker):**

OSS will set up a basic election for each county. It will include the:

- Election name
- Election date
- One contest

Counties will:

- Add any addition contests and candidates if desired which will activate the districts
- Check Poll Sites Tab-check that all polling places are there, accurate and have the correct linkage
- Consolidations Tab-Check Precinct assignments
- Parameters Tab-run count of voters
- Ballots Tab-create ballots
- Schedule Tab-check all 4 Milestones

MN OSS will begin setting up elections for counties that have completed their Redistricting. Due date for MN OSS election setup is July 15.

OSS will send an email to notify the counties and give instructions. The elections names will be:

- 9-10-02 State Primary
- 11-5-02 State General Election

There are no consolidations this year.

#### **4. Polling Place / Precinct Finder (Bill Batcher):**

Bill reviewed the current Precinct Finder screens. Some changes will include:

- Address is broken up with the instructions to the polling place inserted – Move the instructions after the City, State, Zip.
- For Even house numbers include even numbers, such as 184 through 972; For Odd house numbers us odd numbers, such as 481 through 719
- Ballot to be linked to the Precinct Split code
- Will check for valid Polling Place addresses.

#### **5. Redistricting & PVC Printing Update (Kim Carlson):**

Kim presented a spreadsheet with the current status of Redistricting for each county. It also contained the number of PVCs and RNCs printed in June. A special note to everyone to be aware that if regular PVCs were sent a couple weeks prior to the counties sending out RNCs, some people may receive 2 cards.

#### **6. Wrong Polling Place Letter (Scott Simmons):**

Scott presented the latest version of the Wrong Polling Place letter. Some issues were:

- If we discover that a mistake was made, (i.e. wrong range on our precinct finder, etc.), what do we do about it?
- MN OSS needs to have an internal discussion regarding status code links to voters, voters that are transferred to and from another county, and second notice letters.
- The text of the letter was agreed to by consensus of the Group.

#### **7. Absentee Balloting (Kathy Sibbel):**

AB Task Force completed requirements. They were sent to election.com, and design specifications were approved 6/14. Anticipate getting the AB code build from election.com early next week.

Reviewed the MN Basic Flow for Absentee Processing, received from election.com.

Labels for VR –

- Placement of the VR label should be positioned where the voter won't mistakenly send the card back to the County Auditor/Election Office.
- The VEMS User Group recommends that the counties write "AB" on the front of the VR card and place the non-registered AB label on the back of the VR Card.

Group decided to "bundle questions". Linda and Kathy would get answers from election.com after the meeting.

Additional Absentee Process Flow document was forwarded to VEMS User Group on Monday.

### **8. SLA List, VEMS Progress Tracking Report (Kathy Sibbel)**

Reviewed the SLA list and the progress from last month.

Reviewed the progress from last month and updated the Progress Tracking Report. Noted that #6 – Find duplicate voter is different from SLA #4. Changed the cross-reference.

### **9. Open Question and Answers**

- Linda investigated and discovered that Anoka County had used a lower case "rd" (3<sup>rd</sup>) in the block ranges. There should be no lower case letters entered. This is something that needs to be reviewed to prevent from happening in the future in all counties.
- Extra Spaces in addresses - Status: MN OSS developers corrected all addresses with extra spaces, dashes, or trailing periods.
- It appears that an extra space is added in the street address when there is no street type used. This will be further investigated and reported to election.com if need be.
- MN OSS developers must identify the appropriate tables. Once this is done, they will create reports showing the names with extra spaces. These reports will be distributed to the counties to clean up the data.

### **10a. Next Meeting:**

Tuesday, Aug. 6

60 Empire Drive – Board Room on first floor

### **10b. Agenda Items for next meeting:**

- Label Printers
- Roster / Master List Production Schedules
- Finalize Redistricting
- Election Setup – Election ID
- Notice of Ineffective Late Registration
- ENR
- Precinct Finder
- VR Statistics (SLA #5) Requirements

### **11. Meeting Evaluation**

- A. What did you like about the meeting and want to continue doing?
  - a. Getting the Action Item update and other pre-read information before the meeting.
  - b. No timer. The meeting was a good pace with ample time for discussion.
  - c. Lunch - Use Three Brothers again
- B. What didn't you like and want to discontinue doing?
  - a. Nothing
- C. What would you like to change for the next meeting?
  - a. Pass around the "Attitude Adjuster " gavel.

### **Parking Lot**

- How to designate multiple Wrong Polling Place letter to voters

### **Action Items:**

#### **Bill Batchter:**

- Send instructions to uninstall MAPPER and InfoConnect to the counties.
- Coordinate with Jim Lawliss or Joann Swanberg when to update the System Web Page to notify everyone that the VEMS application is coming down.
- If the tables can be identified, fix the addresses in VEMS that have lower case and change the, to upper case letters.
- Set up counties to have access to VEMS QA to assist with testing. Get list from Kim of user names.

#### **Kathy Sibbel:**

- Change DOH file format that feeds to VEMS. Have new format and outstanding files (Jan. thru May) imported to VEMS by July 15 to accommodate Hennepin County Redistricting.
- Email Progress Tracking report with Action Items prior to each meeting.
- Schedule and coordinate Absentee Ballot kick-off meeting before beginning QA test for counties – July 15 at 9:30 AM.
- MN OSS developers must identify the appropriate tables. Once this is done, they will create reports showing the names with extra spaces. These reports will be distributed to the counties to clean up the data.

#### **Elections Division:**

- Send a memo to counties explaining the Election Setup

#### **Scott Simmons:**

- How to proceed with Wrong Polling Place Letter. Get approval from Secretary.

#### **Michele McNulty:**

- Email Volunteer Disclosure form to counties, which were not in their packets.
- Let Counties know if there are changes, of if can still use last year's.

#### **Article I. Kim Carlson & Linda Becker:**

- Create VEMS Tip on getting off of the system, when the server is coming down.

- Create VEMS Tip to Kim/Linda a 24-hour notice if need to work late. VEMS is brought down and backups are made after 8 PM.
- Test Find Duplicate Voter Record in More Than One County (Progress Tracker #6 (Progress Tracking #6); Notice of Late Registration (Progress Tracking #28)
- Provide lists of voter names with spaces before their middle name. Send to each county so they can clean up the name.
- Remind counties that they need to enter entire address on PVC address (this does not drop down, as it did in MAPPER.)
- It appears that an extra space is added in the street address when there is no street type used. This will be further investigated and reported to election.com if need be.