

VEMS User Group Meeting Minutes



i) August 6, 2002

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

Chairperson: Kathy Sibbel - Project Manager (OSS)

Attendees: Michelle DesJardin (Hennepin Co.)
Morli McNally (Dakota Co.)

Marie Clare (Dakota Co.)

Gary Poser (Anoka Co.)
Diane Teff (Anoka Co.)
Eric Bergstrom (Ramsey Co.)
Irene Meier (Anoka Co.)
Judy Wertheimer (Washington Co.)
Cindy Kerr (Dakota Co.)
Patty O'Connor (Blue Earth Co.)
Karen Myers (Blue Earth Co.)
Laurie Braun (Rice Co.)
Mary Schwendig (Dakota Co.)
Deb Tappe (Waseca Co.)

Donna Morelan (Rice Co.)
Bill Batcher (OSS)
Linda Becker (OSS)
Kim Carlson (OSS)
Joann Swanberg (OSS)
Scott Simmons (OSS)
Lucy Botzek (MACO)

Other Presenters:

Lisa Kramer (OSS)
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. Election Results System (Ted Lautzenheiser)

Ted demonstrated the ERS including Local Election Candidate Filing. Some additional changes have been implemented into the system, including ballots. When entering the first 4 offices, press enter, and the first 4 offices will appear plus 3 additional open lines to enter more offices.

If you have any questions, contact Michele McNulty.

3. Redistricting - (Kim Carlson)

All but 3 counties have completed Redistricting. Ramsey County will apply its Redistricting later this week using the Redistricting Utility.

4. Voter Registration Status Report – (Kathy Sibbel):

The VR Statistics report that had been produced in Mapper was circulated. There is a SLA requirement to have the report reproduced in VEMS.

The report will include:

- County id and name
- Adds - Number of voters added during a month
- Status changes - Number of voters who changed status during a month
- Precinct changes - Number of voters who changed precincts during a month
- Moved in – Number of voters who moved into the county during a month
- Moved out – Number of voters who moved out of the county during a month
- Total changes by day for the entire month.

There will be a county report with the number of activities for each day of the month, plus a statewide list showing each county's grand totals.

Kathy will submit the requirements to election.com to code the new report.

5. Absentee Balloting - (Linda Becker):

Linda demonstrated the AB module as it was demonstrated at the MACO Conference on 8/1.

Some features include:

- Both registered and non-registered AB voters can be entered using the Application Tab.
- For registered voters, the address automatically fills in.
- Reason codes are not changeable. Linda will ask election.com if they can be changed.
- Application date should be filled in. This is a fix that election.com is working on.
- Printer defaults are 1. Absentee 2. In-House 3. In-House Dymo
- The AB sheet labels are Avery 5160.
- "Create Ballot for Future Elections" allows you to select 1 future election.
- DYMO330 – All printers are set to this.
- Registered voters generate 4 labels:
 1. Voter address – used to mail ballot to voter
 2. Voter address – placed on the back of the ballot envelope as the return address
 3. Polling place address – placed on the front of the ballot envelope to be sent to the county
 4. Informational label for the county's use
- Non-registered voters have a 5th label – placed on the Voter Registration card that is sent to the county.
- If a non-registered voter does not enter their birth date, enter 1/1/1850. This is a "place holder" for the date. When the Voter Registration card is received, the proper birth date will be entered.
- For Non-registered voters a designation that correspondence is being sent does appear. For registered voter, it does not appear. This error has been reported to election.com.
- For Military Reports – uncheck the "Valid Voter Only" field and check the "Federal"

Linda will:

- Make sure the Active-Registered (re-registered)
- Get more information on Patty O'Connor's printer for labels

- Check that county numbers are correct in AB
- Check to see if “0” prints out on the labels in the county code, such as “01”
- Add registration – must be before close of registration date
- Add Military ID/SSN on the MN-AB Voter List and MN-AB Voter List with no Birth Date. This is the DL field.
- Military report – sort options should be either by Application Number or by Alpha name.

6. Election Setup - (Kim Carlson):

Office of the Secretary of State (OSS) will set up the primary and general election in VEMS. A timeline for this set up and identification of OSS and county responsibilities will be documented in an email statewide. Periodic communications will be sent out in the coming months.

7. MACO Conference – (Patty O’Connor):

The Auditors decided to do one distribution list and not break it down for the OSS Distribution List.

8. Notice of Last Registration – (Linda Becker)

The letter is formatted in certain ways so that it can be folded and mailed. Make sure the election is active.

Linda will send out instructions regarding the Letter of Last Registration. (Aug. 21 deadline)

9. Other Items:

- Distribution List-
The lists have been divided as follows:
 - All Counties – contains County Auditor, Election Director and Election Staff contact information.
 - County Auditor Contact – contains County Auditor contact information
 - Election Staff Contact – contains Election Director and Election Staff email information.

- Wrong Polling Place Letter –
The letter has been approved by the Secretary as drafted. Currently, VEMS can create the labels to be used for sending out the letter. We need to create business requirements for how the letter is to be created in the system. Do we need 3 different letters with according to 1st notice, 2nd notice and 3rd notice?

- Roster / Master List Printing –
A schedule dates by which each county needs have all changes ready for Roster printing will be developed within the next week and published to the counties.

Washington Co. requested a countywide Master List on a CD, as well as a paper copy. Joann Swanberg will determine if this is possible.

- Court Ordered Protection
The group had a discussion on voters with Court Ordered Protection status. They wanted to know how this information is reflected on a voter record and what information is provided on numerous reports such as Rosters, Public Information Lists and Master Lists. Further investigation needs to occur.

Next Meetings:

September 26, 2002
60 Empire Drive – Board Room on first floor

November 21, 2002
60 Empire Drive – Room 106

Agenda Items for next meeting:

Debriefing on:

- Printing Rosters / Master Lists
- ENR
- Primary Election in general

Meeting Evaluation

- A. What did you like about the meeting and want to continue doing?
- a. Getting the Action Item, and Progress Tracker documents and other pre-read information before the meeting.
 - b. Demonstrations, such as the AB and ERS.
 - c. Lunch – Rotate pizza and box lunches
- 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. Nothing

Parking Lot

- No items this meeting.

Action Items:

Bill Batcher:

- Pilot Washington Co. Master List on a CD Rom.

Kathy Sibbel:

- Submit VR Statistics requirements to election.com.
- Add Driver's License field on MN-Absentee Voter List & MN-Absentee Voter List with no Birth Date reports for non-registered military voters.
- Report speed issue to election.com regarding Letter of Inefficient Last Registration.
- Coordinate Wrong Polling Place requirements with Scott.

Scott Simmons & Election Division:

- Determine how to proceed with Wrong Polling Place Letter.

- Does DPS notify Driver's License Bureau regarding last day to register to vote?
- Candidate Lists - Check web site instructions about PI printing.
- Candidate Lists - Check with Customer Services (Millie Cardinal and Mike Nelson) regarding instructions for PI lists. (OSS provides these to customers and not counties).

Article I. Linda Becker & Kim Carlson:

- Check that county numbers are correct in AB and give to counties.
- Accepted in the wrong precinct - what happens then?
- Make sure the Active-Registered (re-registered)
- Get more information on Patty O'Connor's printer for labels
- Check to see if "0" prints out on the labels in the county code, such as "01"
- Add registration - must be before close of registration date
- Add Military ID/SSN on the MN-AB Voter List and MN-AB Voter List with no Birth Date. This is the DL field.
- Military report - sort options should be either by Application Number or by Alpha name.
- Court Ordered Protection - designator to show up on Roster. Should the address appear on the Roster, too?
- Send out instructions regarding Letter of Inefficient Last Registration. (Aug. 21 deadline)