

Notes from
VR User Group Meeting
January 18, 2001

Attending: Annette Peters, Chris Samuels, Diane Teff, Gary Poser, Irene Meier, Joyce Peterson, Karen Myers, Karen Ruehling, Laurie Braun, Linda Becker, Lynn Borass, Maria Gilbertson, Mary Kay Kes, Michelle DesJardin, Mike Cunniff, Patty O'Connor, Susanne Griffin (plus 2), Tom Ferber.

1. Meeting Schedule

Divide into two groups:

<u>Name</u>	<u>County</u>	<u>Group1</u>	<u>Group2</u>
Annette Peters	Rice	X	
Bob Bruns	Nicollet	X	
Chris Samuels	Ramsey		
Cindy Schultz	McLeod		
X Deb Tappe	Waseca		X
Diane Teff	Anoka		X
Gary Poser	Anoka		X
Irene Meyer	Anoka	X	
Joan Manthe	Waseca		X
Joyce Peterson	Hennepin	X	
Karen Myers	Blue Earth		X
Karen Ruehling	Sibley		X
Laurie Braun	Rice	X	
Linda Becker	Dakota	X	
Lynn Boraas	Carver		X
Maria Gilbertson	Sherburne		X
Mary Kay Kes	Scott	X	
Michelle DesJardin	Hennepin		X
Mike Cunniff	Hennepin	X	
Patty O'Connor	Blue Earth		X
R. Bunting	Benton		
Susanne Griffin (3)	Minneapolis	X	
Tom Ferber	Washington		X
Viola Manderud	Otter Tail		
?			
Sandy Jordan	Wadena		
Michelle Richter	Wadena		
Lisa Wegscheid	Wadena		

Group 1 Proposed Meeting Schedule: The first Thursday of each month at 9:30 a.m. through July: February 1, March 1, April 5, May 3, June 7, July 5 (tentative).

Group 2 Proposed Meeting Schedule: The third Thursday of each month at 9:30 a.m. through July: February 16, March 15, April 19, May 17, June 21, July 19 (tentative).

Anybody that wants to come to BOTH groups can do so.

Special Exemption: Viola Manderud

2. Verify VR Data Conversion constraint

New system will not include transaction history from Mapper. However, we will research the ability to convert name changes and Wrong Polling Place Letters sent.

3. Communication Mechanisms

- E-mails from Robin
- E-mails from Monica (mostly administrative)
- Project Website off the SOS HelpDesk page-targeted for Friday, January 19. This will include posting of all communications related to project and documents for review by counties.

4. Input regarding use of VEMS functionality based on Demo

Do duplicate check ONLY statewide. Skip the county only search.

Ability to add underage voters? Yes. Secretary of State's Office should define minimum age entered.

In general, any voter rules within system settings should be modified by the State only. And the state should run the update underage voters process as part of roster production.

How will the system handle non-registered absentee ballot applications?

How will the system handle crediting voting history for absentees if bar code scanners are used?

Send counties information on system requirements needed to run VR. Will the system work with Netscape or is Explorer a requirement? Which version will be required?

Send counties purchasing and model information on bar code scanners.

How will system handle Election Day registrations-adding and crediting voter history, if bar code scanners are used?

Some counties want to be able to print from a single label maker (one wide).

Will counties be able to print their own rosters? When will this decision be made? Will the counties have an option?

5. Discussion of Precinct Finder: Challenges & Strategies

USPS standards change cities, such as Eagan and Apple Valley, to their post office, which is St Paul.

Defined a focus group to explore precinct finder issues and suggest solutions.

Group members are: Irene Meier Anoka County, Judy Wertheimer Washington County, Karen Ruehling, Sibley County and Lynn Boraas Carver County. Robin Anthony from the Secretary of State's Office will be leading this team. The team's purpose is to assist the Secretary of State's Office with a plan to assist counties in updating and creating their precinct finders prior to the implementation of the new system.

Other potential cleanup required prior to conversion: add school districts, add zip codes, insert default birth dates (01/01/1800), and, of course, enter all VR cards and conduct purge.

6. Overview of Training Approach

<u>What</u>	<u>When</u>	<u>Where</u>	<u>Note</u>
Pilot User Training:	Beginning of May	Metro	
Basic User Training:	Mid June	Statewide	1/2Day
Elections Training	Mid June	Statewide	1/2Day
Comprehensive Training:	Beginning of July	St Cloud & Metro	

7. Upcoming VR User Group tasks for January:

Training Survey-to be delivered, completed & returned electronically, if possible
 Review Business Process Document
 Review Training Plan
 ? Review Test Plan

8. Questions/Concerns

User Group Meeting Schedule
 User Group Meeting Responsibilities
 Statutory Requirements
 Implementation Schedule/Approach
 Pilot

9. Next meeting: February 1, 2001, 555 Park, St Paul. Contact Monica at 651-297-4814 if you have any questions.