

VR User Group Meeting Notes
June 7, 2001

Meeting agenda items are in regular font. Meeting content is in *italics*.

Group 2 Invitees: Bill Batchner, Brad King, Deb Tappe (Waseca County), Diane Teff (Anoka County), Gary Poser (Anoka County), Joan Manthe (Waseca County), Karen Myers (Blue Earth County), Karen Ruehling (Sibley County), Lynn Boraas (Carver County), Maria Gilbertson (Sherburne County), Michelle DesJardin (Hennepin County), Patty O'Connor (Blue Earth County), Robin Anthony, Tom Ferber (Washington County)

Group 1 Invitees: Annette Peters (Rice County); Bob Bruns (Nicollet County); Chris Samuels (Ramsey County); Dani Connors-Smith (City of Minneapolis), Irene Meier (Anoka County); Joyce Peterson (Hennepin County); Laurie Braun (Rice County); Mary Kay Kes (Scott County); Susanne Griffin (City of Minneapolis)

1. Update on VEMS (6-6)

PROBLEM VOTERS:

- o Reworked the recording of problem voter's history records. This deals with Voters that voted twice in an election and Voters that voted in the wrong precinct.

APPLICATIONS:

- o Optimized the functionality of Applications Approval to remove the possibility of locking out users.

PRECINCT SPLIT FIELDS:

- o Increase size of ALL instances of Precinct Split text boxes to accommodate longer descriptions.

SECURITY:

- o Added user "State" with blank password and "Admin" permissions. This login is associated with NO counties and will be used by the state.

SYSTEM SETTINGS:

- o Configured system settings to allow transferring voters from one county to another county.
- o Added code "XTO" to tblCodesRemote to accommodate "Transfer to other county".

Application feedback from Group:

Moving a voter form one county to another changes the elections in which they voted to the new county.

If you move a voter within your own county, their registration date should not change because it should not affect when they are purged.

2. Update on Data Conversion

- Rerun of pilot county data done May 29 produced much better results. Fewer than 1% of voter records could not be assigned districts. A dramatic improvement over the previous 18%.
- 32 counties accepted the draft precinct finder provided by ARRAN Technologies.

- Complete extract is complete and delivered to election.com
 - Will receive final conversion of 2 counties (Sibley and *Dakota*) from election.com for use during training. Therefore, will get an advance look at the results of the final data conversion process.
3. Phased approach to implementation.

Objective: Decrease stress on the county users and minimize the impact on the OSS in order to maximize responsiveness to users that need assistance.

- Restrict users to only Phase I functions in the system: entering VR cards and defining block ranges. Remove that restriction after Phase 2 & 3 training is completed. *This will include entering an Application, viewing and modifying voter records, reports and precinct finder cleanup functions.*
- Stick to “train the trainer” approach: the users that attend training will be the first line of response for other users at the county. The OSS will request that only users that have attended training contact the HelpDesk. The HelpDesk will screen incoming calls to enforce this approach.
- Training will include a recommended strategy for obtaining support, as follows:
 - Refer to the manual provided at training
 - Seek assistance from the county user that attended Phase I training
 - Visit the HelpDesk website for responses to commonly asked questions.
 - THEN call or e-mail the HelpDesk.
 - If reporting an application error, be VERY SPECIFIC.
- Documentation provided at Phase 1 training will support Phase 1 functions.
- Should pilot counties be given a test copy of the application and data in order to conduct ongoing testing in areas beyond Phase 1 functions? *YES*. This can be provided. However, the HelpDesk will not be able to respond to calls on functions outside of those covered in training. Instead, those questions or issues should be sent to Monica Crocker for addition to the list of outstanding issues to test and address (*What was I thinking when I volunteered for THIS?*).
- All counties will be given access to a training environment they can access for ongoing training at their own offices. This will be a complete copy of the application and the data (*all 87 counties*). It will provide a SAFE means of training other staff members or practicing skills learned during training.
- A similar approach will be used for Phase 2 & 3 functions and support.
- The Elections Division will communicate the approach to implementation, training and support in Phase I training. They will also develop a plan for ongoing training and communicate that to all users. *They plan to do an overview on VEMS during the Summer Conference on August 9-10.*

- Any county that will need to conduct an election during this timeframe (*such as Beltrami*) will get extra attention and assistance.
4. Should counties set up their own elections in VEMS in 2001 or should the Elections Division do that for them and then pass on that responsibility to the counties in 2002? *Counties should set up their own elections. They need to learn it. Plus, it will include school district combinations that the Elections Division will not be able to do.*
 5. The "Must Validate Address to Create a Voter" switch will be turned back ON for production rollout of application.
 6. Other areas of Mapper that should be Read Only? *Can currently find voter and print reports (including final Daily Activity report) which is all that is needed. Can the HelpDesk generate state reports?*
 7. Other
 - a. *PVC generation. Tape is run Monday morning and sent to Intertech. Intertech usually has them in the mail by the following Thursday.*
 - b. *Clarification of residence versus mailing address and city in VEMS versus Mapper. Will use mail city/state/zip to complete residence address AND mailing address, if applicable.*
 - c. *Action Items for OSS:*
 - i. *Produce list of optional addresses from Mapper and provide to the counties as a way for them to both clean up those addresses and to validate that they converted properly.*
 - ii. *Add status and reason code: Cancelled-Moved Out of State.*
 - iii. *Check to see how permanent absentees are marked in records that were converted as permanent absentees versus those that were designated as permanent after conversion.*
 - iv. *Will the State General election have separate IDs for each county or will they all be the same?*
 - v. *Check how the address is entered in Find Voter.*
 - vi. *Check with Bill and Jim to see if UCC training will slow VEMS down.*
 - vii. *Follow up on Public Information list for Hennepin County*
 - d. *Hint from Gary Poser: Entering the actual name of the district in the description is what will show on the districts tab for the voter. This is very worthwhile for cities and school districts, but you should include the CODE as the first part of the description.*