

VR User Group Meeting Notes
July 5, 2001

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

Group 2 Attendees: Deb Tappe (Waseca County), Diane Teff (Anoka County), Gary Poser (Anoka County), Joan Manthe (Waseca County), Karen Ruehling (Sibley County), Lynn Boraas (Carver County), Maria Gilbertson (Sherburne County), Michelle DesJardin (Hennepin County), Robin Anthony, Tom Ferber (Washington County)

Group 1 Invitees: Chris Samuels (Ramsey County), Irene Meier (Anoka County), Joyce Peterson (Hennepin County), Mary Kay Kes (Scott County), Susanne Griffin (City of Minneapolis)

1. Phase 2 & 3 Training Outline from Robin
 - a. *Move Precinct Finder to immediately after lunch.*
2. Feedback on Phase 1 Training
 - a. *Less lecture and more hands on practice*
 - b. *Slow system response time is the top complaint about Phase 1 training*
3. Long term training plan
 - a. *Precinct finder cleanup for rural counties (Aug-Oct)*
 - b. *Will continue to travel outstate*
 - c. *Planning two more VEMS training sessions in September for additional county staff (to mirror what is covered in Phases 1-3)*
 - d. *In 2002, regular quarterly VEMS training*
 - e. *Spring refresher regarding election management and ENR*
 - f. *Manuals will be posted on the website, in sections*
 - g. *Precinct Finder guidance needed: address format, where to start, how to get complete/accurate information, how to handle those voters who only provide a PO Box*
4. Schedule ongoing meetings
 - a. *Schedule next meeting to correspond with Tracy's visit*
 - b. *After July-once a month for the first year*
 - c. *August 2001 schedule is to be determined-first or third Thursday?*
5. Update on VEMS-input from users
 - a. *Purge should be a two step process: search for all records with a registration date of more than 4 years ago and then of those, search for those that have not voted in the last 4 years*
 - b. *Application date-use date card signed OR, if that is missing, use date voter entered into VEMS*
 - c. *If application source is EDR, have the application date default to the date of the last election and make the registration date default to the date of the last election*

- d. *Election setup will include default registration cutoff and application cutoff dates*
 - e. *Many printer setup issues*
 - f. *Moving a voter-voting history changes to new county*
 - g. *Searches should default to statewide*
6. Update on Data Conversion
- a. *Voter history has been corrected-Xs should be AP or AB*
 - b. *Transaction history has been corrected*
 - c. *Still 4-5 outstanding data conversion issues*
 - d. *Many of the data problems that have been identified by counties are not data conversion issues-they simply reflect what was in Mapper*
 - e. *Source codes in VEMS are not the same as Mapper. Some concern about the loss of PUBLIC as a source during the data conversion process.*
 - f. *Conversion of "Challenged" to "Challenged-Postal Return" should just be "Challenged" because it is misleading as is*
7. Question: Include "Local" in pick list of government levels when setting up elections?
No-just County is sufficient for now.
8. Other
- a. *User login and password creation*
 - b. *Communication/HelpDesk issues*
 - i. *Shadowing-were asked permission to shadow the first time but not the second (reported by Anoka)*
 - ii. *Need to communicate VEMS updates/fixes to county users and send list of changes*
 - iii. *Need to communicate when VEMS is or will be down via an e-mail AND a posting on the webpage*
 - iv. *Tips of the day should not include any required tasks for the counties, since they may not read those right away*
 - v. *Post issues list on webpage and current status of effort to address it. Send an email when it is corrected.*
 - vi. *Communicate the outstanding city/township issue and the proposal to correct it using a Utility*
 - vii. *Communicate to counties that they should not make any changes to VEMS until all application and data conversion issues have been addressed?*
 - c. *TO DO-determine consistent election naming and numbering conventions*
 - d. *How do school district numbers that are less than 3 digits display?*
 - e. *How long will Mapper be available?*
 - f. *Change legislation to allow use of "U" (unlisted) checkbox for phone numbers?*
9. ***Will User Group volunteer to act as tutors for other users? All present members of the User Group agreed to do so. Robin will add the list of their names to the next Ballot Bulletin.***