Attendees: Lisbeth Becker, Ann Kilby, Anne-Marie Mastroianni, Dorothy Mrowka, Jack Richmond, and Stuart Wells. Guests: Sue Larson, ROV President; Sue DeCarli and Camille Mogelnicki of Wethersfield; Mike Wyman, ROV; Stephen Watkins, ROV;

 and Douglas Lary Election Moderator Windham County.

**Lisbeth opened the meeting at 10:00 a.m.**

**Accept Minutes from prior meeting:** Ann Marie Mastroianni made a motion to accept January 25, 2018 meeting minutes. Dorothy Mrowka seconded this motion. All voted in favor of this motion.

**NCOA and ERIC –**

Using the ERIC data,

* knowledge of EXCEL is helpful, such as:
	+ hiding columns
	+ enlarging columns

 EXCEL training to the ROV would be helpful

* headers on the columns can be more descriptive to understanding the data
* Timing of ERIC and NCOA would suggest opportunity to consolidate information. NCOA data within ERIC can be duplicate information that was provided in CANVASS NCOA’s data. We would like to explore with Matt Waggner of ROAST to take ERIC NCOA data and separate into 2 files:
1. One file containing the duplicates which was included in the Canvass NCOA data file
2. Second file containing the remaining file which the ROV would investigates to determine if the 683 or CVR letter needs to be issued.

Ann Kilby and Lary Douglas will work on this topic.

**Duplicate CVRS voter registration data**

Steve Watkins has found in some instances where a town has a duplicate record with his town and the other town is the town which should keep the voter registration data, the ROV of the new town updates their record manually but does not pulled the voter registration data from his town.

* Does ROV with old record need to send Duplicate letter to voter if Active or Inactive prior to deleting the record?
* The ROV should be careful when pulling a voter registration data to their town. They should compare date of birth, last name, first name.
* Add Voter ID on the voter registration card
* ROVAC provide additional training
* Sometimes Steve Watkins on new voter registration from the new DMV voter registration section of CVRS and this new applicant is not registered in any CT town, the CVRS system does not provide a “New Voter” button. It was decided that the next time this occurs, Steve should create a print screen of this situation and send it to Steve Mason. No one in the group have encountered this situation.

Suggestion was made to asks SOTS - “Is there a “ruling” on clarification on what should be tasks be performed for the duplication process?

**Stress Test**

There will be two Stress Testing will occur this year.

1. Before the primary; This test will occur on June 12th from 1 to 2 p.m. Ann will send an email to the President of the Town Clerk Association for the Town Clerk to participate. Ann will provide hand-outs to the distribute at the 2018 Spring ROVAC conference.

**Impact of DMV Changes On Processes Written In Statute**

Lisbeth Becker asks the committee members to investigates and document where in the CT statute discusses the DMV voter registration process. This information will be discussed at our May meeting.

**Old Business - Status on Past Topics**

1. **Where are we with EMS and proposed changes**
2. **Batch processing for Canvassing**
3. **Provide CSV file for all reports created in CVRS**
4. **Include “town code” with CVRS ID on Change Detail Removal Report**
5. **When printing the on-line voter registration card, remove the top part of the voter registration from printing.**
6. **DMV changes**

Since the Chairperson is a communication point to the SOTS on this committee, recommendation was made that the Chair, Lisbeth Becker and Secretary, Ann Kilby go to Hartford and personal meet with SOTS staff on these topics.

**Other Topics:**

**When CVRS is changed that affects the DMV voter registration process**

Recommendation was made that SOTS should send an email notices stating these types of changes were made. Detailed information still will be provided in the **“read more” section under Application Updates on the front page of CVRS.**

**When CVRS is encountering major problems**

Recommend to SOTS that an ALERT email be sent out to the ROVs stating the CVRS is down or is not working problems.

These two above topics should be presented by Lisbeth Becker to SOTS when they meet with the SOTS personnel.

**Counting the Write-In Ballots**

This was a topic brought up by Ted Bromley at January meeting. Attendees suggested:

 Tape an informational sign stating be placed in the back of the ballot box stating that only Write-In Votes should only be counted.

 Have the Moderator signed the “Opening and Closing Procedures” documentation included in the Moderator Return Document. The signing of this documentation means that the Moderator performs each step in these procedures correctly

* Have Lisbeth Becker sends an email to the ROVAC Education Committee to have a training session on this topic for the Fall ROVAC conference.

**Our Highest Priority This Year**

It was agreed by all attendees we should communicate to the SOTS that the proposed EMS changes that this committee has provided should be implemented this summer. In January, the Technology Committee presented its request with samples prepared by Stuart Wells. We asked and were assured that we would be included in ongoing discussions. There has been no response to date. We agreed that we need to push to raise the visibility on this topic. Stuart Wells remains the point person along with Marla Cowden.

**Next Meeting:**

Next Meeting is scheduled for May 31, 2018 10: 00 am at Riverfront Community Center, 300 Welles Street, Glastonbury. Please supply your agenda items to Lisbeth Becker by May 17, 2018.

**Meeting adjourned at 11:12 am.**

Sincerely,

Ann M. Kilby, Secretary