



**ROVAC BOARD MEETING MINUTES
DECEMBER 13, 2018
NEWINGTON TOWN HALL**

Members Attending: Sue Larsen (S. Windsor), Tim Beeble (Bethel), Darlene Burrell (Suffield), Peter Gostin (New Britain), Bunny Lescoe (Willimantic), Anne-Marie Mastroianni (Bethlehem), Kevin McCauley (Bristol), Chris Prue (Vernon) & Dianne Slopak (Norwich).

Ex-Officio Member Attending: Melissa Russell (Bethlehem)

Non-Voting Board Members Attending: Lisbeth Becker (Glastonbury) – Technology Comm.

Guests: Linda Cultrera (Newington) – Host & Cheryl Roberts (Preston) – Deputy Treasurer

Meeting was called to order by President Sue Larsen at 10:04 AM

I. Minutes from last Meeting: (November 8, 2018)

Dianne S. moved to accept minutes for November 8, 2018 / Peter G. seconded.

Minutes approved.

(1) Abstention(s): Bunny L.

II. Treasurer's Report:

Peter G. emailed the Board financial reports that reflect the ROVAC & Conference checkbooks and Judy Beaudreau Fund for October & November, 2018, as well as the Conference Summaries Budgets for Fall 2018 and Spring 2019 & for informational purposes, a Monthly Fee Report from Peoples Bank.

ROVAC Checkbook in October had a starting balance of \$66,253.25 and with income of \$5,020.00 and expenses of \$3,208.74, left us a current balance of \$68,064.51.

Total outstanding checks: 0

Standing Balance: \$68,064.51.

Judi Beaudreau Scholarship Fund balance for October: \$1,507.68.

Conference Checking Account for October: Starting Balance of \$1,485.27, with balance income / transfers of \$0.00 and expenses of \$0.00, left a balance of \$1,485.27.

ROVAC Checkbook in November had a starting balance of \$68,064.51 and with income of \$380.00 and expenses of \$202.70, left us a current balance of \$68,241.81.

Total outstanding checks: 0

Standing Balance: \$68,241.81.

Judi Beaudreau Scholarship Fund balance for October: \$1,507.74.

Conference Checking Account for October: Starting Balance of \$1,485.27, w/ balance income / transfers of \$0.00 and expenses of \$0.00, left a balance of \$1,485.27.

Discussion ensued on Fall Conference budget.

Reports placed on file for auditors.

III. County Reports:

- **Fairfield:** Tim B. reported having a meeting on December 11th. 32 members attended. In the future, will be scheduling at a different host town for each meeting. Discussed and created data base for poll workers for county members to draw from. Next meeting will be in February, 2019.
- **Hartford:** Darlene B. reported next meeting is tentatively scheduled for January 8th, 2019, but may be pushed back to January 15th depending on availability of guest speaker Tom Miano (SOTS - IT).
- **Litchfield:** No Report
- **Middlesex:** No Report
- **New Haven:** No Report
- **New London:** Dianne S. reported meeting in November. Discussed election and issues with EDR. Lines long early, likely because of forecasted rain, very few complaints. January 17th is next scheduled meeting.
- **Tolland:** Chris P. reported for Mike Wyman (Tolland) that a holiday dessert party meeting was held in Willington last week. Sue L. was in attendance, which added to the higher than expected turnout. Discussed legislative, EDR & EMS issues. Hoping for EMS changes. Mansfield EDR discussed and the college towns, where there are more issues.
- **Windham:** Bunny L. reported having a meeting in November and the heavy rains contributed to a poor showing. Reviewed a few common issues with EDR, EMS, Primary, etc. Next meeting will be in February.

IV. Committee Reports:

- **Conference** – Chris P. reported April 15 -17, 2019 will be our Spring Conference dates, highlighting that this is a Monday – Wednesday time frame, at the Cromwell Red Lion. Renovations are supposed to be completed prior to our conference. Member room rates will be \$94/Night. Registration is planned to open on January 15, 2019, which should include credit card capability, as it is being built into the new program. Contract stipulations have changed from one deposit payment to multiple, broken down to \$2,000, \$2,000 & a final payment of \$6,000 due in March. Also, balance due for conference must be paid in full 5 days prior to conference. Fees will remain the same.
Fall Conference - Site visit in Southbury at the Heritage Hotel is in the works, although likely too small a venue for ROVAC needs. Crowne Plaza Danbury & Southbury would like consideration, as well. Farmington Marriott is also a possibility.
Dianne S. asked that Chris P. delegate more with committee members.
- **Education** – Melissa R. reported a meeting is scheduled next Tuesday, December 18th in South Windsor at 10 am. Plan is to get spring conference agenda in order much earlier. With many not aware or not in possession of, a possible class would be to re-introduce the tabulator “Supervisory Instructions” with regard to re-setting, duplicating memory cards, etc. The Committee still struggling with continuing education data requirements with UCONN/SOTS. Asking for President Sue L. and the Executive Board to get on top of the matter in order to perhaps find a system that works for all of us. Data entry and reporting is very involved and should require hiring a person to accomplish this task of filing qualified hours from class attendance. Asking for Counties to encourage all members to sign into and log onto the system to get familiar and update as needed will be a big help to ensure education credits are up to date prior to Conference will be a huge help in getting started with the new system. The current bar coding model is continually being looked at for improvements and suggestions/recommendations will be considered.
- **Technology** – Anne-Marie M. reported for Lisbeth B. that a meeting was held last Thursday, December 6th. Lisbeth B. was unable to attend, so Ann Kilby presided over the meeting. Peggy Reeves, Ted Bromley, Shirley Surgeon & Tom Miano from SOTS were present. COG Monitor Doug Leary also attended and was a silent observer. Committee member Stuart Wells (Norwalk) & Shirley Surgeon are going to work on a summary page for EMS that you can review prior to submitting all your information. Committee Member Marla Cowden (Westport) advocated for an ad-hoc committee to review aging tabulators and to establish game plan for future replacements and/or new ones. With increasing numbers of failing tabulators, consensus that LHS should hire additional technicians to service the large number of tabulators in the state, rather than remaining with the one-person service model currently in place. Peter G. informed the board that LHS hired an additional technician (Steve) this past election that is assisting in the work load. Discussion about reporting options (such as GEM Software) and pushing SOTS to consider once again. Other states utilizing safely and should be implemented in CT. Glastonbury ran 2030 ballots through the State’s Audit system option and completed audit in two hours. Stuart W. has also rewritten his Tabulator Handbook. Ted Bromley discussed the issue with towns taking voters improperly, creating larger numbers of duplicates. Need to intensify educating registrars on CVRS and the proper selecting of voters. Re-introduce simple suggestions to SOTS to help alleviate this ever increasing problem is recommended; one

being to add the former first name and not just last. Questioning DMV changes that have happened or are going to be changing in the coming year, without proper communication with ROVAC (the end-user). Need to re-establish a channel of communication between DMV and ROVAC via the Technology Committee, so we are better prepared for their process changes. DMV should also evaluate their personnel to ensure there are no misunderstandings on their process changes or expectations.

- **Handbook:** Darlene B. reported preliminary work reviewed by Sue L. and will require a bit more embellishing for a final draft. January meeting will polish it up.
- **Certification:** Anne-Marie M. reported that a meeting is scheduled for February 13, 2019 where they will finalize a draft Poll Worker Training Manual in order to bring to SOTS for approval. Intended to improve efficiency of how poll worker training is implemented in each town and to be more uniform in doing so. This will become part of the certification curriculum.
- **Legislative:** Sue L. reported for Tim D. that a December 20 meeting is scheduled and will decide on final agenda moving forward.
- **Ways & Means:** No Report

V. Old Business:

- **Newbie Day** - Sue L. announced that ROVAC Newbie Registrar Day is scheduled for Saturday, March 2, 2019 at 9 am and will be held in Vernon at Center 375 (a.k.a. YMCA) building (in the gym) located at 375 Hartford Turnpike. Chris P. will be coordinating the logistics. This class is only for new registrars, not deputies. A secondary Newbie Deputy Day will most likely be scheduled for the end of March, 2019 and will be open to new deputies and for those who feel they need more training. We will have live CVRS and (2) screens with PowerPoint. All Board members are expected to take part. Breakfast and lunch will be provided to all who participate. Sue L. will coordinate who will be teaching what lesson.

VI. New Business:

- **Sullivan & LeShane Fee Schedule** – Sue L. received an email from S & L outlying changes to their contract with ROVAC in 2019. The past and current one-year contract was for \$15,000 in legal fees and \$3,000 in public relations fees. S & L is now asking ROVAC for a two-year contract that reflects an increase to \$17,000 in legal fees and \$3,000 in public relations fees. Noting that this is the first increase since hiring the firm and the public relations fee remains the same.
Chris P. motioned to accept the terms of a new two-year contract, increasing the legal fees to \$17,000/year. Seconded by Dianne S. Motion approved unanimously.
- **Items Discussed with SOTS** – Sue L. informed the Board of a meeting that took place immediately following the Technology Committee meeting with SOTS where several items of concern were discussed. Sue L., Tim DeCarlo (Wtby.) & Chris P. represented ROVAC and Ted Bromley, Peggy Reeves and Shirley Surgeon represented SOTS. The bulk of the conversation revolved around EDR. The following are highlights of this meeting...

1. **SOTS Legislation for EDR in the polling places.** A very prepared Tim D. explained to SOTS the logistical obstacles and issues that make that proposal very difficult and seems to have influenced a decision for SOTS to back away from this legislation. Possible compromise may be to allow EDR locations on Campus in college towns.
2. **Voter ID issues at the polls.** Still having “best practice” issues with poll workers about what are acceptable forms of ID at the polls. Suggestion that posters or larger signage be produced by SOTS, rather than the current small table top signs. Also, that better checker training be implemented, so there is a better grasp of acceptable ID options. Do not produce your own ID requirement signs, since they may miss some vital information or options.
3. **IVS not being set-up at many towns’ EDR locations.** Perhaps SOTS needs to send out a current update on EDR requirements. ROVAC needs to focus on this more through “best practices” at training and conferences to impress upon the importance of statutory requirements.
4. **Amendments to reporting after the election.** Some towns did not amend initial EMS report until after the 72 hour (Recount Date) requirement or had to be coaxed by SOTS to do so. Need to look into EMS as possibly being a common issue in reporting with these towns who failed to follow requirements or is it a user issue. Discussion ensued.
5. **Local boards of finance not supporting hiring/training of poll workers.** SOTS receives many calls from registrars about their respective town legislative bodies/boards of finance not allowing funding for sufficient or additional poll workers. Suggest that a class or training be implemented by ROVAC at conference, Newbie Day or the like to give pointers on how to approach budgets and local legislative bodies/boards of finance to educate and secure proper funding.
6. **School Superintendents/Principles communication & relations.** Important to establish good relationship and communications between every school polling location to avoid logistical issues/nightmares on Election Day or when setting up for the election. Be sure, in advance, that the site is clear of unknown programs, newly waxed or polyurethane just applied to floors. More than one location across the state experienced these issues.
7. **Use of the Super-User to reset passwords.** ROVAC needs to re-educate the members about how to use the CVRS Super-User password when the individual passwords are lost or forgotten within the office. Make registrars aware of the Super-User option and capability and to also include this information at the Registrar Newbie Day & for “best practice” in the future. This Super-User password will also change every 90 days for the new security protocol.
8. **Elections Calendar** – Asked SOTS to make available elections calendar for phones and they suggest that at County meetings, time be spent reviewing calendar session.

This should eliminate the “I didn’t know about this or that” complaints. Calendar is likely to be out by February, 2019.

9. **Moderator Opening/Closing Checklist Forms at Polls** – SOTS would like to see standardize forms being used at the polls by the moderators. Many different forms are being used in towns and there should be a uniform checklist used by all towns. ROVAC will implement/re-iterate “best practice” of utilizing what is currently available and provided in the manual.

 10. **ROVAC List of Wants to SOTS** – SOTS asked for a list and likely subject matter for the SOTS Day at conference. Education Committee will come up with some topics to forward to them.
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- **Holiday Salutations – HAPPY, HEALTHY & SAFE HOLIDAYS & NEW YEAR!**

VII. Adjourn:

Motion to adjourn made by Dianne S. and seconded by Chris P. at 12:52 PM.
Motion Approved.

Respectfully Submitted,

Kevin McCauley
Secretary