Attendees: Lou Battipaglia, Lisbeth Becker, Marla Cowden, Anna Dickerson, Paul Duarte, Ann Kilby, Anne-Marie Mastroianni, Kevin McCarthy, Dorothy Mrowka, Jack Richmond, and Stuart Wells. Guests: Ted Bromley and Shirley Surgeon of SOTS; Sue DeCarli, DROV and Camille Mogelnicki, ROV of Wethersfield; Stephen Watkins, ROV of East Hartford, and Douglas Lary Election Moderator Windham County;

**Lisbeth opened the meeting at 10:02 a.m.**

**Accept Minutes from prior meeting:** Ann Marie Mastroianni made a motion to accept November 30, 2017 meeting minutes. Dorothy Mrowka seconded this motion. All voted in favor of this motion.

* **ELECTION MANAGEMENT INFORMATION SYSTEM (EMIS) Shirley Surgeon, SOTS**
  + **The usage of EMIS at the last November 2017 election**.
    - It was not mandatory to use EMIS for this election. However, participation by Towns was 90%. Prior to the Election, the system was tested in Westport, Norwalk and Waterbury, due in part to their complex local district designs.
    - The EMIS system had to be reconfigured to meet the requirements of all the communities to be utilized for the November 2017 Municipal Election. The system in this election was a test and was considered “Unofficial”.
    - 7 training sessions were held; one of which was organized by Darien.
    - The Town Clerk had a major role in the EMIS setup for this municipal election. Whereas the State Election (2018 Nov. Election), the SOTS do 90% of the EMIS setup.
    - Issues found in using EMIS in November were:
      * the calculation of the unknown did not work properly;
      * problems with cross endorsements of Minor Party candidates; problems were discovered where some towns had different district setup for Judge of Probate;
      * From Shirley’s perspective, need to document terminology for example the “ballot order” which means the order of candidates appearing on the ballot;
      * problems with Representative Town Meetings (non-partisan and partisan)
    - In a State Election, variability of the towns and cities is not as much of a factor as with Municipal Elections. One option cannot fit all CT towns. This was a challenge to the EMIS system.
    - Camille Mogelnicki suggested providing an email when modifications are made to the EMIS or there is a problem with EMIS. *Ted suggested implementing a Release Notes similar to CVRS where this information is available at the login screen of the product.*
    - Ted suggested adding to the section where poll equipment is recorded.
    - Marla Cowden and many attendees stated that the SOTS staff did a great job for the November 2017 Election. Ted Bromley stated Shirley is 100% dedicated on EMIS and this system was developed in house. Also, other states are now using our system.
  + **Additional Comments on EMIS**
    - Lisbeth Becker asked the attendee for comments about how the system could be enhanced to meet the need for speedy response at the end of the night as well as improve accuracy:
      * Stuart Wells asked SOTs to consider certain changes to EMS to reduce data entry errors. Stuart provided handouts to demonstrate the impact on the current grid. He is proposing additional entries of the # of blanks and # of write-ins. In other words, enter all stats from the tabulator tape. A calculation to total the entries and compare to the tape total would be made with the goal to be a “0” balance difference. If a non-zero balance total is calculated, that would indicate that one or more numbers were entered incorrectly in that column.
      * Ted and Shirley understand Stuart Wells’s idea. The concern expressed was expressed by registrars in cities where they are cumulating data from up to 30 districts.
      * Ted suggested having a **“turn on or off button”. The Head Moderator** would determine the efficacy of using the balancing feature.
      * Ted and Shirley will present this idea to PCC, and agreed that ROVAC input would make sense. It was agreed that Stuart Wells and Marla Cowden would represent ROVAC.
    - **Broaden Use of EMIS**
      * Marla Cowden would like to the EMIS be Registrar of Voters Database. Right now, we EMIS is SOTS and Town Clerk Data Management System. The first phase of the EMIS ROV Database is to hold poll worker information including emergency information, payroll information (not confidential information (social security information) is incorporated into EMIS. Ted suggested adding to the section where poll equipment is recorded and asked Marla to email him with the data that we need to capture.

* **How Do We Avoid Write-In Ballots Being Re-Submitted Into The Tabulator?**
* The double counting of WRITE IN BALLOTS is an ongoing problem. Best practice is to run the tapes prior to opening the back of the Black Box. This is recommended within the *Opening and Closing Procedures*. Perhaps incorporating a signature on the *Procedures* by the Moderators would help. It was decided that we would recommend to the Education Committee a presentation on this topic at either the Spring or Fall Conference.
* **Status of DMV Changes and future meetings allowing for end use input of processes**
* On Monday, January 22, 2018, CVRS with DMV assistance implemented to support the address suppression feature. For an individual who qualifies for address suppression and makes the request through the DMV, Registrars need to be able to correctly assign a voting district. The CVRS system is now set up to accept the suppression. The address would show on the Registrar’s screen only once in the Voter Registration Change Process and the CVRS system would automatically set the voter registration information to turn on the address suppression capability. This capability is a turn-on and turn-off capability.
* On January 22, SOTs and the DMV turned on the capability to suppress for everyone who did not want to have their address suppressed. Immediately when DMV and Steve Mason realized the mistake, they immediately “turn on address suppression the capability” for only person who requests and meets the legal requirement.
* SOTS working with DMV have created next phase of DMV/CVRS modifications which incorporated information from last Fall ROVAC conference. They are requesting Bond Funding from the Legislature to proceed with DMV/CVRS modifications.
  + - ROVAC members will be involved in the ongoing discussions.
* Ted is also working on the FOI issue with voters who have their address suppressed to ensure compliance with existing FOI requirements.
* Marla Cowden suggested printing the party on the DMV Reports would be very helpful.
* **Stress Test**
* Ann Kilby discussed with Thomas Miano who is the SOTS’ Agency Information Technology Manager. Thomas would like to run a Stress Test before the August Primary and November Election.
  + The team agrees that we would conduct the **Stress Test on June 12th** from 1 to 2 p.m. Both the Registrar of Voters and Town Clerks would participate. Ted would like the following functions be performed:
* 20 minutes of data entry
* 20 minutes of generating reports (The reports do not need to be printed). We would want official voter list, alpha report, and change detail report at least executed.
* 20 minutes of using the inquiry function
* *Ann would coordinate this effort to announce this test at ROV and Town Clerk Spring Conference.*
* **CVRS Updates and Conversion to Excel Reports (CSV format)**
* Conversion to Excel Reports (CSV format)

Thomas Miano is researching the possibility of providing this feature. His concern is the performance of this feature on the CVRS system.

* Change Detail Report

Ann Kilby would like to see the Town Name instead of the CVRS user name on the Change Detail Report. Ted stated it can be done but utilize the Town Tax Code and CVRS user name. This is great alternative. Ann was asked to send Ted an email on this enhancement.

* Batch Processing For Canvassing

Ted proposed that CVRS would automate put the voter in “Inactive Status” after 30 days from printing the CVR letter. This change would be reported in the Change Detail Report. Ann was asked to send Ted an email on this enhancement.

* Canvassing During A President Election Year

It was discussed what is the reason why we cannot do our Canvass in January during the President Election Year. We could mail the CVR Letters, but would not change the voter’s status until after the Presidential Primary (April). Ted will investigate this issue.

* **Printer Program For Making 5 by 8 registrations cards**
* Lisbeth is utilizing a program provided by the Southington Registrars that allows for the printing of only the bottom half of the card. One requirement would be to have a printer that allows the printing of a 5” by 8” card. Currently, Staples cuts their stock paper to 5 by 8 registration cards. We ask Ted if we could ask the office supplies vendor to provide special pricing for this product. Ted stated he would investigate if we can purchase under the State contract.
* Marla stated that Matt Wagner has a batch printing program. This program also produces labels for address changing rather than printing the entire card.
* **Who Voted – changed to report for purposes of converting to Excel**
* Ann Marie Mastroianni stated the CVRS’ Phone List provides a report with Voter Election History for a specific election date with the voter name and address.
* **Poll Books**
* There is no poll book that can meet the current SOTS poll book requirements.
* One of the major stumbling blocks seems to be the updating in batches feature. There is concern that in the midst of batch processing, a person would be able to vote twice. The second issue is that with networked computers, the fear is that if one machine fails, all the machines are impacted and the data on who has voted is lost. For further information on the systems reviewed, go to the UCONN website.
* Denise Merrill has asked the SOTS poll book team do review and analyze all the requirements to determine if we can eliminate any requirements.
* Concerns about uploading data into CVRS by “Pilot” programs such as Voter Checklist were expressed. Ted seems to feel that Homeland Security has that feature under assessment.
* Ted expressed concern about those folks who are accessing CVR outside their Town’s network using “PC anywhere”. Please do not be surprised if these unapproved entries are shut down with no notice.

**Next Meeting:**

Next Meeting is scheduled for March 29, 2018 10: 00 am at Riverfront Community Center, 300 Welles Street, Glastonbury. Please supply your agenda items to Lisbeth Becker by March 15, 2018.

**Meeting adjourned at 12:00 pm.**

Sincerely,

Lisbeth Becker, Chair and Ann M. Kilby, Secretary