

**Denver Election Commission
200 W. 14th Avenue Commission Meeting Room
May 18, 2004
4:00 p.m.**

Present: Sandy Adams, Commissioner
Susan Rogers, Commissioner
Victoria Ortega, City Attorney's Office
Frank Sullivan, Denver Democrats
Michael Francis, Citizen
Karon Majeel Hatchett, Executive Director
Robert Asmus, Staff
Alan McBeth, Staff

(Commissioner Vaden was not present.)

Commissioner Rogers called the meeting to order at 4:02 p.m.

I. Approval of Minutes

Commissioner Adams moved that the minutes of the April 20, 2004 Election Commission Meeting be approved. Commissioner Rogers seconded the motion, which passed unanimously.

II. Executive Director Report (Please see attached report for detailed information.)

A. Revenue for April, 2004: \$665.25
Revenue Year to Date: \$208,535.83

B. Spanish Language Advisory Board Update

Please see the attached report on the most recent Spanish Language Advisory Board activities.

Ms. Hatchett indicated that she is researching getting a "free booth" at the upcoming People's Fair (June 5 and 6) and at the Juneteenth celebration for Voter Registration.

Commissioner Rogers asked about voter registration at the recent Cinco de Mayo celebration in Civic Center Park.

Denver Election Commission
May 18, 2004
Page 2

Mr. McBeth responded that over 200 voter registration forms were filled out, with about half of them from Denver.

C. Legislative Update

See Executive Director Report.

Ms. Hatchett indicated that the County Clerks Association will meet this Thursday to discuss 10 pieces of legislation. More information will be available after the Thursday meeting.

D. El Paso County Site Visit Update

Ms. Hatchett indicated that the Commission plans to visit El Paso County. She indicated that May 26th would work for Commissioner Vaden and asked if it were a feasible date for Commissioners Rogers and Adams. Rogers noted that the date will not work for her, and suggested that Commissioners Vaden and Adams, and Ms. Hatchett, attend without her.

E. Hip-Hop Summit

Ms. Hatchett attended the "Summit" event and noted that the Hip-Hop concert was cancelled. The Summit drew 50-65 participants to its seminars. She indicated that the media's reports that the entire event had been cancelled reduced the number of attendees.

F. SOS Election Training Conference

Ms. Hatchett noted that the Secretary of State provided national speakers at its event last week, and that the Commission's two new employees attended – and found it extremely informative.

G. 2004 County Clerk's Summer Conference

Ms. Hatchett indicated that the conference will be held in Colorado Springs from June 6 to June 10, 2004. Election information will be presented on June 8th.

Commissioner Adams asked if Commissioners should attend the conference and meet at that time with the El Paso County Clerk – rather than planning the visit noted in item "D" above. Ms. Hatchett indicated that she would investigate the feasibility of such a combined visit and would report to the Commissioners.

Denver Election Commission

May 18, 2004

Page 3

H. Information Technology Update

Ms. Hatchett reported that Rocky Rushing and Anthony Rainey (DEC's IT department) have met with the city's IT department (DOIT) concerning the recent 19 hour "downtime" during which Commission staff could not access the voter registration system. To avoid the repeat of such an occurrence, the Commission is negotiating with DOIT to keep the Commission's server on site and within the control of Commission staff.

Hatchett also noted that she, Mr. Brennan (Voter Registration Supervisor), Mr. Rushing (IT) and Mr. Rainey (IT) are paying a visit to the Secretary of State on Friday to discuss the Help America Vote Act (HAVA). She noted that the Commission's Voter Registration software has compatibility problems with the Secretary of State's chosen software for the HAVA-required statewide voter registration system

III. Old Business

A. DEC Voter Registration Services Pricing Policy

Karon Hatchett recommended that standard reports be priced at \$50.00, customized reports be priced at \$85.00 (\$50.00 + \$35.00 "set up") and that absentee reports (cumulative + daily updates) be priced at \$100.00. In the following discussion, Commissioner Rogers indicated that she is opposed to raising prices. Commissioner Adams noted that the Commission should attempt to recover some costs, and that reports that are "subsidized" by the Commission are used by very few people but are paid for by all taxpayers.

After some discussion, Commissioner Adams moved that standard reports (including the entire voter file) should cost \$40.00, that customization should cost an additional \$35.00 (total cost: 75.00) and that absentee reports (cumulative report and daily updates) should cost \$100.00. Commissioner Rogers seconded the motion, which passed unanimously.

B. Stakeholders Committee Meeting Update

Ms. Hatchett indicated that the Commission is waiting for Councilwoman Boigon to finalize a facilitator and "focus group" dates. On behalf of Commissioner Vaden, Hatchett asked if the Commission is going forward with plans for the meeting. Commissioner Rogers pointed out that the issues of concern to Ms. Boigon deal with Campaign Finance and other Secretary of State issues – which are not under the control of the Election Commission.

Denver Election Commission

May 18, 2004

Page 4

Commissioner Adams suggested that the Commission cease trying to arrange a Stakeholders Meeting. She moved that the meeting be postponed indefinitely. Commissioner Rogers seconded the motion, which passed unanimously.

C. Voter Identification Outreach Update

Mr. McBeth (Communications) noted that speaking engagements for Commissioners have been arranged at 20 Neighborhood Associations, and that more associations would be contacted. He also noted that many associations do not have meetings, but want to print the new ID requirements in their newsletters. Mr. McBeth noted that he would supply the ID information as soon as the executive director approves the press release on this topic. Ms. Hatchett indicated that she would review and approve the release.

Commissioner Rogers encouraged Mr. McBeth to explore all avenues of outreach, and to seek the assistance of Channel 8.

IV. New Business

A. 2004 Election Update

Please see attached Executive Director's Report for the update on election-related matters. These include absentee ballots, communications, data entry, election judges, finance, IT, logistics, operations and Spanish language outreach. Ms. Hatchett indicated that all of these task areas are up to date.

Commissioner Rogers indicated that she wants to be sure that the voter registration database is updated and "purged" of ineligible voters. She asked if there were any way to check current records against old (perhaps Secretary of State) records to ensure that the current list does not contain the names of deceased voters. Commissioner Adams noted that she is looking for a way to make election judges' lives easier. She wants judges to be able to generate an informal list of people who are deceased – according to other voters. The Commission could then check such a list for accuracy, and deceased voters' names would be removed from the voter registration database.

Ms. Hatchett noted that voter "challenges" could accomplish the same end. Commissioner Rogers suggested that a form like the "challenge" form be developed to record such information.

Denver Election Commission

May 18, 2004

Page 5

Adams responded that she is seeking a much more informal way to get "other voters" information (on who is deceased) to the Commission. Rogers noted that "correct phone number" information could also be requested.

Ms. Hatchett indicated that she has been told by the Secretary of State's office that Provisional Ballots need not be offered at early voting sites.

B. 2005 Election Preview/Recommendations

Ms. Hatchett has contacted City Attorney David Broadwell, who has indicated that he expects nothing new from City Council on the 2004 ballots. Broadwell has indicated that there may be a May 2005 election, to present a city ballot issue (probably involving authorization for a new Justice Center). Commissioner Rogers added that her interactions with City Council lead her to believe that Council will call a May 2005 election. Rogers also asked if Election Judge training for this year would include a "hands on" component.

Ms. Hatchett answered in the affirmative, indicating that all judges will have to attend an informational "lecture" section and a "hands on" section of the training. Hatchett also noted that finding venues for Election Judge training is a challenge. Schools are charging a fee; the Central Library is free, but inconvenient for many Judges; the Botanic Gardens is reasonably priced. She noted that the Commission is checking with Recreational Centers and other city facilities, in order to offer "regional" venues in all quadrants of the city. Commissioner Adams suggested contacting the Police Protective Association (PPA) for use of its facility, since the Commission regularly conducts elections for the PPA.

Commissioner Rogers suggested that hotels might be good venues for Election Judge training, and asked about the availability of theaters. Ms. Hatchett responded that theaters cost \$150.00 an hour, are too large and have poor lighting. Rogers suggested using city training facilities, the Webb Building atrium and Parks and Recreation facilities. City Attorney Ortega suggested contacting the Workers Training Center and the Department of Public Office Buildings (POB) for possible venues. Ortega asked what form the contracts for such venues takes, and where these contracts are now. Ms. Hatchett promised to provide Ortega with copies of the standard contracts used.

Denver Election Commission

May 18, 2004

Page 6

C. City Budget Reduction Request

Ms. Hatchett directed the Commissioners to the Mayor's letter of May 1, 2004, in which the mayor requests all agencies to prepare a "base budget" (zero base) and two additional budgets. One of these is

to cut 3% from the base and one is to cut 6% from the base. Hatchett noted that the staff is conducting budget meetings, and that it will meet the June 11, 2004 deadline for submission of budget drafts. She noted that it is unlikely that the Commission can cut 3% or 6% from its proposed "bare bones" base budget for 2005. She also indicated that the Mayor has asked for cuts in the 2004 budget, but that the Commission is unlikely to be able to do this. Commissioner Rogers indicated that Provisional Ballots might add to printing and staffing costs for 2004 and 2005.

V. Announcements and Comments by Commissioners, Staff and Guests

Commissioner Adams asked if the proposed El Paso County visit could be combined with the Clerk and Recorders' meeting in Colorado Springs. She noted that if this is not possible, the Commissioners plan to visit El Paso County on May 26, 2004.

Adams also asked about polling places for August. Ms. Hatchett responded that Ms. Kellogg is working on it, and that there are accessibility focus groups being sponsored by organizations representing the disabled population. Surveys are planned, and these groups will help the Commission determine accessibility standards for polling places.

Ms. Hatchett noted that the Secretary of State has utilized state HAVA money to produce and send an "information packet" for each polling place precinct in the state. Denver received its packets last week. Included are new polling place signs explaining Voter ID requirements, and other explanatory material. In addition to Commissioners' speaking engagements on new ID requirements, Ms. Hatchett indicated that she wants to see "feature stories" in metro publications. Commissioner Rogers indicated that she wants the Commission to work with Channel 8 on publicizing the new ID requirements.

Mr. Sullivan asked if the (likely) election in May of 2005 would be a mail ballot election. He indicated his belief that if the election covers a single ballot issue, an all mail ballot would be preferable. Ms. Hatchett indicated that the Commission has not made a decision on this matter.

Denver Election Commission
May 18, 2004
Page 7

Hatchett also noted that Vote Centers are now allowed by law, and that such an approach is also a possibility. She added that Mr. Rainey has a CD that explains Vote Centers.

Mr. Sullivan asked if the political parties would be charged for voter registration database reports. Commissioner Rogers responded in the affirmative, and noted that the parties often purchase a single report of the entire database, and then divide it up into district and precinct reports for party members throughout the county.

Commissioner Rogers indicated that she wants polling places set as soon as possible, and that she wants voters to be sent cards indicating where they vote. Commissioner Adams wants the cards sent "do not forward" so the Commission can determine if voters have moved.

VI. Adjournment

At 5: 04 p.m. Commissioner Adams moved that the meeting be adjourned. Commissioner Rogers seconded the motion, which passed unanimously.

THE DENVER ELECTION COMMISSION

Sandy Adams, Commissioner

Susan Rogers, Commissioner

Attest:

Karon Majeel Hatchett, Executive Director

Dated: _____