

**DRAFT Minutes of the Washington County Clerks & Treasurers Association,  
Thursday, October 26, 2017, The Charlmont, Morrisville**

5:30PM – Social hour, 6:00PM – Dinner

Attendance: President Carol Dawes, Barre City; Treasurer Bobbi Brimblecombe, Marshfield; Lisa Walker, Stowe; Tammy Legacy, Roxbury; Patti Lewis, Fayston; Lisa Koitzsch, Fayston; Donna Kelty, Barre Town; Rosemary Morse, Berlin; Maureen Harvey, Duxbury; Elizabeth Chase, Morristown; Rosie Laquerre, East Montpelier; Kristan Langlois, Hyde Park; Kimberly J Moulton, Hyde Park; Mitzi Fleming, Morristown; Sam Haskins, Morristown; Linda Martin, Wolcott; Anne Mullings, Johnson; Mark Shilling, Cambridge; Jan Perkin, Johnson; Nancy LaRose, Waterville; Candy Vear, Eden; Donna Whitcomb, Eden; Rosemary Audet, Johnson; Belinda Clegg, Wolcott, Judy Robert, Calais.

Sam

**Meeting called to order at 6:54 pm by President Carol Dawes**

Introductions were made.

**Approval of minutes from August 31st meeting**

Mark Schilling asked that the spelling of his last name be corrected. Patti Lewis made a motion to approve the minutes as corrected. Tammy Legacy seconded. The motion carried with one abstention.

**Treasurer's Report by Bobbi Brimblecombe**

Membership dues are owed. No news was reported, as nothing has changed from the last meeting.

**Program: Vital Records – upcoming changes in the law.**

Rich McCoy, Director of Center for Statistics from the Vermont Department of Health, provided a presentation on upcoming changes to vital records administration. A handout was provided related to Act 46 “An Act Relating to Vital Records.” Highlights of the presentation:

- A bill was introduced in 2016 that did not pass, but a study group was formed. A report was issued based on the study group. Six recommendations were made and a new bill was drafted. In-depth testimony was taken, the bill passed, and was enacted July 1, 2018.
- Key changes to vital records systems: language is updated for clearer definitions; no longer using typewriters; electronic dissemination of records; simplified process for amendments and changes; fewer requirements for court procedures for changes; procedures streamlined.
- A statewide system and database for all birth and death certificates will be formed. The marriage system will stay basically the same.
- Clerks will no longer make photocopies of paper originals in the vault to create certified and informational copies. Clerks will need to enter into the statewide system the ID number of the engraved certified paper for tracking.

- Non-certified copies/informational copies do not require the requestor form information. Anyone can have access to informational copies.
- Requestor forms will need to be kept 6 months to a year—decision will be made during rule making.

**A question and answer period followed with these highlights:**

- Requestors need to be legal adults or emancipated. This form will help prevent fraud, and has already reduced fraud in other states that use this system.
- Out-of-state people will need to fill out requestor form and send photocopy of ID for clerks to ensure name matches and date is current. A web portal will allow people to order online.
- Funeral directors will have to fill out requests forms. ID requirements will be tailored for this group.
- A communications plan is being developed for the public in spring.
- A group of clerks is working on the process and will be reaching out to other clerks. Communication will be via letter, email, and web.
- This new system will allow births records and death certificates to be matched, marking the birth certificate as deceased. This prevents fraud.
- Hacking of system possible? No system is foolproof. Security is strong.
- If a record is in the vault but not in the electronic system, there will be a procedure. The requestor will need to wait.

Carol Dawes thanked Rich McCoy.

**Selection of program & location for January meeting**

Senate and House Government Operations Chairs will be invited as presenters for the upcoming meeting. The meeting will be at the Steak House on the Barre-Montpelier Road. The April meeting will focus on records retention. Other possible locations for meetings were discussed.

**Other business**

None

**Adjourn at 8:14.**

Respectfully submitted,

Judy Robert, Town Clerk, Calais

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- A request form will be required before a certified copy is printed. Only certain people (parents, siblings, children, etc.) will be able to get certified copies of vital records. A template for the form will be provided.
- A form of ID of the requester will be required, and a list will be provided of acceptable IDs (driver's license, etc.)
- There is liability protection for clerks regarding the potential for fraud.
- Originals of paper records in the vault do not get destroyed. Clerks will be notified by Vital Records every time a record is updated or amended.
- Fees will not change.
- Towns can opt out of the vital records system. This is the decision of the town clerk. A new clerk can opt in later.
- There will be fraud alerts for some records for birth certificates of missing children or for requesters who have been convicted of identity theft.
- There will be public access to a searchable database, but not for full documents.
- There will be trainings on the changes after Town Meeting day 2018, in April and May.
- Birth certificates will go directly from the hospital to vital records, and clerks will have electronic access.
- The public can come to clerks from any town and ask for a certified copy from any town in order to improve customer service.
- The marriage vital records process will not change significantly and will not change in the foreseeable future.
- Benefits of these changes: reduced workload, electronic access to every record, correcting records will be at vital records, fewer court procedures, and ability to print lists.
- Access to vault: the Health Department was required to create rules in this area. It will involve a sign-in and sign-out of vault. Draft rules will be made and clerks can provide feedback.

Birth certificates will look more like death certificates.