

Minutes
City of Virginia Beach
Electoral Board

Meeting of September 29, 2016

The Virginia Beach Electoral Board Meeting was called to order by D.A. Ablowich, Chairman at 9:32 AM, Thursday, September 29, 2016 with other Electoral Board members present: Lauralee Grim, Vice Chairman and Tim Barrow, Secretary. Also present was Donna Patterson, General Registrar. These minutes constitute the account of proceedings required by the Code of Virginia §24.2-107 and are prepared in accordance with Robert's Rules of Order 11th Edition.

The purpose of this meeting is to:

- a. Hearing from citizens and delegations
- b. Approval of Minutes – August 4, 2016
- c. Preparation Status for November 8, 2016 General and Special Elections
 1. Absentee Ballot – In-person and mail status
 2. Officer of Election Training
 3. Voting equipment preparation
 4. Polling location concerns
 5. Emergency Procedures for November Election
- d. Other such business as may be properly be brought before the Board.

Following a motion by T. Barrow and properly seconded, the proposed agenda was discussed and approved by voice vote.

a. Hearing from citizens and delegations. Ms. Linda Munden appeared before the Board and requested to be reinstated as an officer of election.

b Approval of Minutes. Upon a motion by T. Barrow and properly seconded, the minutes of the Electoral Board meetings of August 4, 2016 were approved by voice vote.

c. Absentee Voting – In-person and mail status. D. Patterson provided a status of absentee voting preparation. About 5,500 paper ballots have been mailed in the initial mailing to absentee voters, including about 900 email ballots. Absentee ballot requests are arriving at about 200 – 300 per day. There was a discussion pertaining to U.S. Postal Service standards for delivery of mail. There is a concern of the Board that there could be a number of ballots returned after 7:00 PM on Election Day and therefore not eligible for counting. D. Patterson was requested by the Board to determine if a notice could be provided to absentee voters to promptly return their ballots.

d. Officer of Election Training. A schedule for Board participation in officer of election training has ben promulgated. No additional training sessions are anticipated. Ten of the new lookup devices will be available for training.

e. Voting equipment preparation. Training for the high speed tabulator will be done by an ES&S representative on October 4 from 9:00 AM until 3:00 PM. D. Patterson will designate those to be trained, including CAP officers of election. In addition to the rental of the high speed tabulator, we have an additional 25 DS200 ballot scanning machines. Political party representatives will be invited for the L&A testing for the

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in-person voting machines at 10:00 AM, Tuesday, October 11. D. Patterson provided a summary of ballot preparation, DS200 software configuration, and review of contract invoices. Board members discussed the Statement of Results (SOR) pertaining to recording results from the two DS2000, if used.

f. Polling location concerns. D. Patterson will discuss potential problems with police and emergency management personal. Traffic problems are of concern at some precincts. It is likely that the General Registrar will receive more requests for election preparation information that may fall under FOIA requirements.


g. Emergency Procedures for November Election. There will be a preliminary meeting tomorrow with emergency management and police representatives to discuss a possible agenda for a subsequent meeting and invitation to other officer pertaining to emergency management planning.

h. Other business. Job descriptions and training for precinct assistants was discussed. Five precinct assistants will be used for this November's General Election, and their duties will be discussed with them at a meeting to be held tomorrow.

Senior Registrar Cindy Shortridge participated in a discussion with Board members pertaining to Ms. Linda Munden' request to serve as an officer of election. It was the Board's consensus that Ms. Munden be employed an officer of election in the Colonial Precinct and C. Shortridge requested to determine if she could be used there.

The next meeting of this board will be held at 9:00 AM, Wednesday, November 9, 2016, for the purpose of the canvass of the November 8 General and Special Elections. It is anticipated that the canvass will be conducted on Wednesday, Thursday, and the following Monday and Tuesday. The canvass will not be convened on Friday as it is a national holiday.

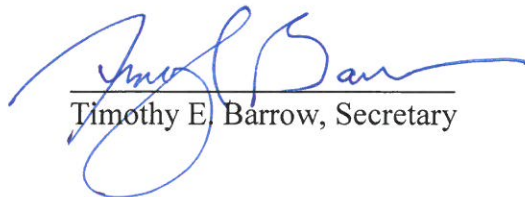
The Board adjourned the meeting at 12:43 PM Thursday, September 29, 2016.



D.A. Ablowich, Chairman



Lauralee Grim, Vice Chairman



Timothy E. Barrow, Secretary