

Minutes City of Virginia Beach Electoral Board
Meeting of January 3, 2017

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The Virginia Beach Electoral Board Meeting was called to order by D.A. Ablowich, Chairman at 9:00 AM, Tuesday, January 3, 2017 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. Approval of Minutes – November 9, 2016
- b. January 10, 2017 Special Election – 85th House District

1. Preparation Status

2. Training for Chiefs/Ass't Chiefs Officers of Election – ELECT On-Line

Capability

- c. Building 23 Replacement Capability - Status Report
- d. Officer of Election Evaluation
- e. Neutral Observers
- f. Campaign Finance Compliance Issue – K. Caalim
- g. 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. Approval of Minutes. Upon a motion by L, Grim and properly seconded, the minutes of the Electoral Board meetings of November 9, 2016 were approved by voice vote.

- b. January 10, 2017 Special Election – 85th House District

1. Preparation Status. Election materials are being staged in Bldg. 23 for pick-up by Chief Officers of Election on Monday. The city is providing no advanced funding for this election from their contingency funds. Election cost reimbursements will be requested later in the fiscal year. The General Registrar's office will be open on Saturday, January 7, for absentee voting and to download pollbook information. A discussion followed pertaining to the potential effect of a forecasted winter storm on the election and its preparation.

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2. Training for Chiefs/Ass't Chiefs Officers of Election – ELECT On-Line Capability. C. Shortridge joined the Board to discuss training the Chiefs and Assistant Chiefs for the Special Election. A. Ablowich led a discussion pertaining to ELECT's on-line training for officers of election. This training will be used for training Chiefs/Ass't Chiefs for the Special Election and they will receive the \$20 normally paid for in person training. A. Ablowich will submit written comments of ELECT's on-line training. The on-line training may be modified for specific localities. C. Shortridge and D. Patterson will discuss this with Fairfax County.

3. Canvass. The canvass for the Special Election will begin at 9:00 AM, Wednesday, January 11, 2017. The General Registrar's office will be open Friday January 12, but not to the public. We do not expect that the Circuit Court's staff will be available on that day. Because of the Friday and Monday holidays, ID Only provisional voters will have until noon Tuesday, January 17 to submit acceptable Photo ID's. The Abstract of Results for the election is due by 5:00 PM to ELECT.

c.. Building 23 Replacement Capability - Status Report. No response has been received from the City Manager to our letter of December 14 addressing replacement for the Building 23 capability. D. Patterson will follow-up if no response has been received in another week.

d. Officer of Election Evaluation. C. Shortridge joined the Board to discuss the point paper pertaining to evaluation of officers of election. Points of agreement included: a written record fro the Chief Officers of Election was desirable that would indicate which officers of election had the potential to serve as a Chief, and those officers who were counseled on their performance of duties; and the procedure for evaluation should be incorporated into a formal Electoral Board document, i.e. Training Plan. C. Shortridge will review existing forms completed by Chiefs to determine an appropriate document for their evaluations. A. Ablowich will include the procedure in the next Training Plan revision.

e. Neutral Observers. The point paper pertaining to neutral observers was discussed. This paper was developed as a result of organizations requesting permission to provide observers for the November 8, 2016 General Election and on ELECT's Official Guidance (Undated) RE: Authorized Representatives and Neural Observers. The Board agreed that the concept included in the point paper should be incorporated into a formal Electoral Board document. A. Ablowich will include this in the next revision of the Virginia Beach Electoral Board Voting Systems Security Plan.

f. Campaign Finance Compliance Issue – K. Caalim. C. Shortridge joined the Board to provide information pertaining to former school board candidate K. Caalim second late filing in this election cycle of her campaign finance report and failure to respond to the penalty notice. C. Shortridge will prepare and sent a letter to the Commonwealth Attorney as required by the Code of Virginia §24.2-953.2 and 24.2-946.3.

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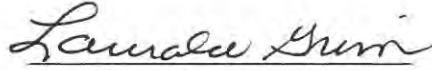
h. Other business. The General Registrar's budget hearing is scheduled for January 20, 2017, at 11:00 AM, in Building 1, Room 350. D. Patterson will send the draft budget to the Board members. VEBA/VRAV Legislative Day is scheduled for January 17 in Richmond. Emergency procedures for the January 10 Special Election will be reviewed in case this becomes a snow event.

The next meeting of this board will be held at 9:00 AM, Wednesday, January 11, 2017, for the purpose of the canvass of the January 10 Special Elections. It is anticipated that the canvass will be concluded on Wednesday if there are no provisional Photo ID ballots. The canvass will not be convened, if required, on Friday or Monday as they are holidays.

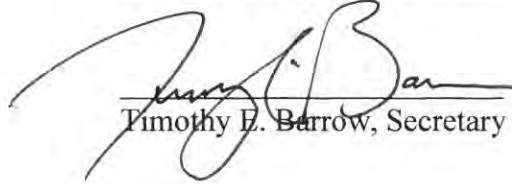
The Board adjourned the meeting at 11:45 AM Tuesday, January 3, 2017.



D.A. Ablowich, Chairman



Lauralee Grim, Vice Chairman



Timothy E. Barrow, Secretary