

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

The Virginia Beach Electoral Board Meeting was called to order by D.A. Ablowich, Chairman at 9:30 AM, Thursday, May 3, 2017, in Building 14, Municipal Center, Virginia Beach, 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, §2.2-3707, and are prepared in accordance with Robert's Rules of Order 11th Edition.

The purpose of this meeting is to:

- a. Approval of Minutes – March 9, 2017
- b. June Primary Preparation
 1. Absentee Ballot Status
 2. Officer of Election Training
- c. New Electronic Pollbook Pilot Project
- d. Voting System Security Plan

The proposed agenda was discussed and accepted by consensus.

Upon a motion by L. Grim and properly seconded, the minutes of the Electoral Board meetings of March 9, 2017 were approved by voice vote.

June Primary Preparation.

Absentee Ballot Status. A total of 508 Democratic ballots and 633 Republican ballots for the primary elections have been mailed.

D. Patterson provided the corrective status taken for the incorrect mailing of primary elections absentee ballots on Friday, April 28. A total of 58, including 51 UOCAVA voters, Democratic Party ballots were sent to voters in the 21st House District who should have received Republican Party ballots. The 58 voters have been informed of the error and correct ballots sent. The error was the result of staff failing to follow proper procedures for ballot verification and reconciliation. D. Patterson will ensure that appropriate writer procedures are prepared and implemented. Because the 51 UOCAVA ballots may now be submitted after the June 13 deadline, an Electoral Board meeting is tentatively scheduled for 5:00 PM, Friday, June 23, based upon the anticipated date of the State Board of Elections to certify the results of the primary elections.

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The Absentee Ballot Incorrect Mailing Procedure was reviewed, revised, and approved by voice vote.

Officer of Election Training. C. Shortridge joined the Board for this discussion.

The Virginia Beach Convention Center will be used for training of officers of election for the June Primary. Cost to use the facility is about \$120/day for water service.

May 22 through May 25 are the training dates. All Chiefs/Assistant Chiefs and a majority of the election officials in each precinct will be trained. Precinct Assistants will also be trained. A discussion was held as to why all election officials were not being trained. Staff will review the procedures used for duel primaries. CAP training will take place 10:00 AM – noon on June 1. D. Patterson will work with the city's media department to provide public information on the primaries.

New Electronic Pollbook Evaluation Project. Christine Lewis and Christian Logan joined the Board for this discussion. She presented the concept for using the EPBs offered by Robis, Inc. in five precincts during the June primary elections to further evaluate this software. The chiefs and two EPB officers will be provided training on the software prior to the election. Robis will provide the laptops with the software and also technical support on Election Day. Scanners will be used for drivers' licenses to access voter records. Our current laptop EPBs with the Advocate software will also be delivered to each of the five precincts and will be available as a backup. A motion by T. Barrow to approve the evaluation project was properly seconded and approved by voice vote.

Voting System Security Plan. A. Ablowich provided the final smooth document dated May 1, 2017. A motion by T. Barrow to approve the document was properly seconded and approved by voice vote. The document will be filed with the General Registrar.

Other business.

a. L. Grim brought to the Board's attention the number of registered voters in the City's largest precincts. Avalon (025), Sigma (031), and Rosemont Forest (064) all have over 4,000 registered active voters. Code of Virginia §24.2-307 requires the General Registrar to notify the governing body whenever the number of voters exceeds 4,000 in a Presidential election, and to revise precinct boundaries such that the precincts have no more that 5,000 registered voters.

Other large precincts that bear watching are: Mt. Trashmore (013), Aragona (016), Windsor Oaks (036), Pembroke (039), College Park (041), Homestead (052), Culver (063), and Corporate Landing (070).

b. Building 23 will be used for the distribution of election material for the July primary elections.

c. Forsyth County, NC election officials will be present during our primary elections. D. Patterson will provide them with the rules of conduct for neutral observers.

d. D. Patterson reports:

1. That she is working with ELECT to provide a portion of the training for the annual training to be conducted June 20-22 in Richmond.

2. That she is working with the City's Payroll Department to ensure that checks paid to officers of election may be directly deposited in their bank accounts.

The next meeting of the Electoral Board will be held on Wednesday, June 14, 2017 at 10:00 AM to conduct a canvass of the Democratic and Republican Parties primary elections.

Having completed its work, the board meeting was adjourned at 12:42 PM Thursday May 3, 2017.



D.A. Ablowich, Chairman

Lauralee Grim, Vice Chairman



Timothy E. Barrow, Secretary