

Minutes
City of Virginia Beach
Electoral Board
Meeting of August 9, 2017

The Virginia Beach Electoral Board Meeting was called to order by D.A. Ablowich, Chairman at 9:30 AM, Wednesday, August 9, 2017 with other Electoral Board members present: Lauralee Grim, Vice Chairman and Tim Barrow, Secretary. Also present was Donna Patterson, Director of Elections/General Registrar, Christine Lewis, Deputy Registrar, and Cindy Shortridge, Senior 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 ^{was} ~~is~~ to:

- a. Approval of Agenda
- b. Hearing from Citizens and Delegations *
- c. Approval of Minutes –June 14, 2017 Electoral Board meeting
- d. Voting System Security Program - review and signatures
- e. General Registrar - annual review for 2016-17 and set goals for 2017-18
- f. Electronic Pollbook (EPB) software replacement
- g. GR input to the 2018-22 CIP
- h. Polling Locations
 - (1). Kellam High School Polling Location
 - (2). Edwin (027) currently at Kempsville Middle School
 - (3). School Lockdown Impact during an Election Day
 - (4) Emergency Polling Location(s)
- i. Other such business as may be properly be brought before the Board

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

* Speakers representing individuals or organizations are allotted a time of not to exceed five minutes each.

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Hearing from Citizens and Delegations. Ms. Patricia Wright appeared before the Board to request appointment as a chief/assistant chief officer of election.

C. Shortridge departed from the meeting.

Approval of Minutes –June 14, 2017 Electoral Board meeting. Upon a motion by L. Grim and properly seconded, the minutes of the Electoral Board meetings of June 14, 2017 were approved by voice vote.

Voting System Security Program. The Voting System Security Program document discussed and approved at the May 3, 2017 Board meeting was signed and will be forwarded to the Department of Elections (ELECT).

General Registrar annual performance review. At 9:40 AM, A. Ablowich moved to recess into a closed meeting pursuant to the exemption from open meetings allowed by §2,2-3711(A)(1) of the Code of Virginia, as amended, for the following purpose: Discussion of the annual performance review of the Director of Elections/General Registrar. This motion was properly seconded and approved by voice vote.

Those present during the closed meeting were the three Electoral Board members and the Director of Elections/General Registrar D. Patterson.

At 11:22 AM T. Barrow moved to re-convened in open session. The motion was properly seconded and approved by voice vote. In open session, C. Lewis rejoined the meeting. T. Barrow moved to accept the Certificate of Closed Meeting. The motion was properly seconded and approved by voice vote. The certification of the Annual General Registrar Performance Review will be forwarded to ELECT.

Electronic Pollbook software replacement. C. Lewis reported on the progress with the city's finance office in obtaining new electronic pollbook (EPB) software. Target date to have a contract in place is the end of August. Hand-held scanners for use with the EPBs will not be a part of the contract and will be obtained separately.

GR input to the 2018-22 CIP. A discussion of the General Registrar's input to the city's Capital Improvement Program began with a review of the previous year's input. The requirements specified in the previous year's CIP were deemed to be valid. It was suggested that more emphasis could be placed on the importance of space considering the consolidation of functions currently performed in the GR offices, the warehouse equipment storage, Building 23 for staging material prior to an election, and facilities required for training. Support from the Department of Agriculture and Clerk of the Circuit Court's office would be very helpful. Recent fire marshal inspection reports would support some of the space requirements specified in the CIP.

Polling Locations

a. Kellam High School Polling Location. D. Patterson will meet with Kellam H.S. administration to reiterate that the room used for the June 2017 Primary Election was

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unsatisfactory and to identify a suitable space within the school for the November General Election. Outside signage is essential to ensure that voters use the correct parking lot and entrance to the school.

b. Edwin (027) Precinct Polling Location. This precinct's polling location is currently at Kempsville Middle School. The new Kempsville Recreational Center was evaluated to determine if it would be a better location. Because of limited parking near the rear of the building that provided the best access to the meeting rooms, this location was determined to as acceptable as the current location.

c. School Lockdown Impact during an Election Day. Information relative to school lockdown was discussed and its impact if it occurs during an election. The GR staff will discuss with the Virginia Beach City Public School security personnel. It is likely that voting would have to continue based upon an emergency plan, which was subsequently discussed.

d. Emergency Polling Location(s). A formal plan for voting in an emergency situation where voters were restricted from entering the polling location was discussed. Although there are existing procedures to follow in the event of several types of emergencies, the consensus was that consolidating these into a single plan would be beneficial. Board members and GR staff will be requested to provide their input to such a plan.

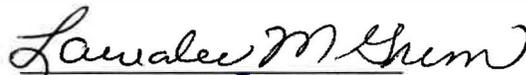
Other business. C. Shortridge returned to the meeting and provided an outline of the election results paperwork workshops to be held in late August. She also provided tentative dates in October for training prior to the November General Election.

The next meeting of the Electoral Board will be held on Tuesday, September 12, 2017 at 2:00 PM.

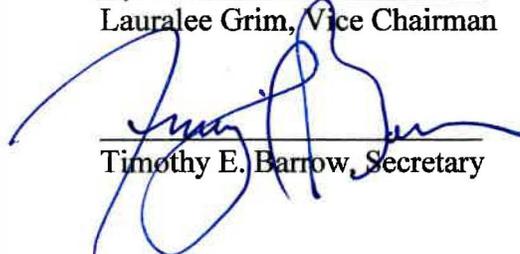
Having completed its work, the board meeting was adjourned at 1:00 PM Wednesday, August 9, 2017.



D.A. Ablowich, Chairman



Lauralee Grim, Vice Chairman



Timothy E. Barrow, Secretary