

Minutes  
City of Virginia Beach  
Electoral Board  
Meeting of September 12, 2017

The Virginia Beach Electoral Board Meeting was called to order by D.A. Ablowich, Chairman at 2:20 PM, Tuesday, September 12, 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, and Christine Lewis, Deputy 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 11<sup>th</sup> Edition.

The purpose of this meeting is to address the following topics:

- a. Approval of Agenda
- b. Hearing from Citizens and Delegations \*
- c. Approval of Minutes –August 9, 2017 Electoral Board meeting
- d. General Registrar - goals for 2017-18
- e. GR input to the 2018-22 CIP
- f. Election Preparation
  - (1). Summer Workshops Review
  - (2). October Officer of Election Training Preparation
  - (3). Absentee Ballot Preparation
  - (4) Electronic Pollbook software replacement
- g. 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.

Hearing from Citizens and Delegations. There were no citizens present desiring to address the Board.

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

## Minutes – Electoral Board Meeting of September 12, 2017

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

General Registrar Annual Goals and Objectives. The annual goals and objectives for the year 2017-18 as discussed at the previous meeting were approved, and Appendix 1 of the Annual General Registrar Performance Review signed.

GR input to the 2018-22 CIP. D. Patterson reviewed the input provided in August to the city's Capital Improvement Program (CIP). She will be checking with the city to determine if the inside public doors of Building 14 meet ADA requirements. A discussion followed pertaining to what might attract the attention of city leadership to understand the necessity of space accommodations for the proper functioning of the General Registrar's office. D. Patterson will follow-up the CIP input to determine the next step for project approvals and the associated dates.

### Election Preparation.

a. Summer Workshops Review. C. Shortridge, Senior Registrar, joined the meeting to review the comments received from those officers of election attending the summer workshop on paperwork. The reviews from those attending were strongly positive and reflected the thorough preparation and instruction by C. Shortridge and other staff members participating. A total of about 125 participated in the five classroom sessions. The summer workshop program will continue and may be expanded to include additional topics.

b. October Officer of Election Training Preparation. C. Shortridge provided the Board with the draft training class schedule for officers of election. There will be a staff meeting later this week to look at the start time and class duration to ensure there is sufficient preparation time between classes. A discussion followed pertaining to on-line training provided through the ELECT website. C. Shortridge will provide the Board members with a link to the web training location. The election security handout provided to chief officers of election is in need of revision, and staff will initiate this action. C. Shortridge departed the meeting.

c. Absentee Ballot Preparation. Laura Kane, General Registrar's staff, joined the meeting to discuss absentee ballot preparation. About 1,000 paper ballots and 1,000 email ballots are ready to be sent out after the paper ballots are received from the printer. The deadline for mailing requested email ballots is Sept. 23. There are seven ballot styles used for the November General Election. L. Kane described the procedures in place and to be followed to ensure the correct ballot styles are sent to each voter and that all ballots are properly accounted for. L. Kane then departed the meeting.

d. Electronic Pollbook software replacement. C. Lewis reported on the progress with the city attorney's office in reviewing the contract to obtain new electronic pollbook (EPB) software. Robis will send their technicians to Virginia Beach to install the new software in our approximate 400 laptop computers. October 2 is the tentative date. Training on the new software for officers of election was discussed. Details need to be

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worked out, to determine the appropriate place in the instruction for Robis and to ensure appropriate practice training session(s) are conducted prior to instruction of officers of election.

Hand-held scanners for use with the EPBs will not be a part of the contract. The cost of each scanner is about \$350 and would be a significant cost.

Other business. D. Patterson reported on her recent conversation with M. Beason, ES&S, about the late billing problem which was eventually resolved and paid by the city.

The next meeting of the Electoral Board will be held on in conjunction with the EPB software training to be scheduled in October.

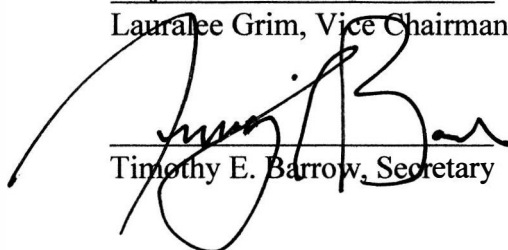
Having completed its work, the board meeting was adjourned at 4:27 PM Tuesday, September 12, 2017.



D.A. Ablowich, Chairman



Lauralee Grim, Vice Chairman



Timothy E. Barrow, Secretary