

Minutes  
City of Virginia Beach  
Electoral Board  
Meeting of October 18, 2017

The Virginia Beach Electoral Board Meeting was called to order by D.A. Ablowich, Chairman at 1:30 PM, Wednesday, October 18, 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. 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 –September 12, 2017 Electoral Board meeting
- d. Davis Corner/Newtown Precinct Voters
- e. Election Preparation Status
- f. Robis EPB Software
- g. Other such business as may be properly be brought before the Board

Upon a motion by L. Grim 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.

.Approval of Minutes. Upon a motion by T. Barrow and properly seconded, the minutes of the Electoral Board meetings of September 12, 2017 were approved by voice vote.

Davis Corner/Newtown Precinct Voters. The Board discussed corrective action to take pertaining to about 120 voters in the Davis Corner precinct were not moved into the Newtown Precinct when the boundary line was adjusted in March 2015. It was agreed that action is required to ensure voters are assigned to their correct precinct. The time to implement corrective action was discussed. In the absence of a motion to initiate the emergency polling location changes, the routine administrative corrective action will take place following the November 2107 General Election.

Election Preparation Status

a. Virginia Beach City Public Schools will have a representative present during the chiefs' training sessions to address issues of concern to the public schools used as polling locations.

b. Presently absentee ballot pre-processing will take place beginning on Election Day. D. Patterson will check with assistant registrar responsible for absentee voting, Laura Kane, to determine if it is reasonable to move the start time to an earlier date.

c. Installing the new Robis EPB software is progressing satisfactorily. There will be a mock election conducted Thursday and Friday of this week to ensure the installed software is working properly on all laptops used in each of our precincts.

Robis EPB Software. The city's IT department is involved with the Robis EBP software because a city's server is required for installation. COMIT support is required on testing Saturday, October 25. COMIT will also have a representative attend the Robis training later today.

Other business.

L. Grim led a discussion pertaining to inputs to the Virginia Beach City Public Schools calendar for FY 2018-19 and 2019-20. It was agreed that it would be appropriate for the General Registrar to forward a letter indicating the date of election in March 2020 for the Presidential Primary and the June 2019 and June 2020 primary elections.

T. Barrow led a discussion pertaining to preparing a joint letter with the Clerk of the Circuit Court to the City Manager that outlines the joint space requirement and the necessity that these requirements be incorporated into a specific acquisition plan. This issue is time sensitive and should be completed by December of this year.

The Board recessed at 1:55 PM to participate in the Robis training for the new electronic pollbook software.

The board reconvened at 4:55 PM to continue discussion of the agenda items.

Other business.

The polling location within Kellam High School for the November 7 General Election will be the schola, a more favorable place than previously assigned. Improved signage outside the school in the street access and parking lots will also be in place.

A discussion of the city's legislative agenda package followed, specifically, the desire to pursue no excuse absentee voting. This subject is a matter of interest and no action was taken.

The city's website for the General Registrar contains a page listing candidates for office in the next election. D. Patterson will ensure that any such listing of candidates is consistent with the wording of the official ballot, including designation of party affiliation.

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The polling location for Newtown precinct should be reviewed to determine if the new education building constructed with an adjacent church would offer a better facility for voting.

The next meeting of the Electoral Board will convene at 9:00 AM, Wednesday, November 8, 2017, for the purpose of conducting the canvass for the November 7, 2017 General Election.

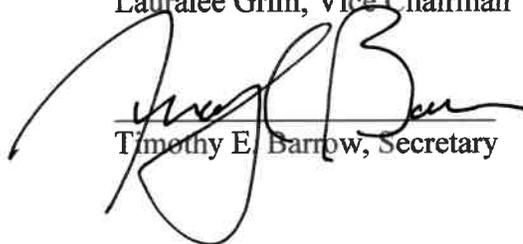
Having completed its work, the board meeting was adjourned at 5:50 PM Wednesday, October 18, 2017.



D.A. Ablowich, Chairman



Lauralee Grim, Vice Chairman



Timothy E. Barrow, Secretary