

Minutes
City of Virginia Beach
Electoral Board
Meeting of February 1, 2018

The Virginia Beach Electoral Board Meeting was called to order by D.A. Ablowich, Chairman at 1:30 PM, Thursday, February 1, 2018 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 and are prepared in accordance with Robert's Rules of Order 11th Edition.

The purpose of this meeting is to:

- a. Hearing from Citizens and Delegations *
- b. Approval of Minutes – December 4, 2017
- c. Appointment of Officers of Election
- d. Election Center Requirements
- e. Review of precinct boundaries and voter assignment
- f. Other such business as may be brought before the Board.

A motion by T. Barrow and properly seconded, the proposed agenda was discussed and amended to add a review of precinct boundaries and voter assignment. The amended agenda was approved by voice vote.

There were no citizens present to address the Electoral Board.

Upon a motion by L. Grim and properly seconded, the minutes of the Electoral Board meetings of December 4, 2017 were approved by voice vote.

Appointment of Officers of Election. Appointment of officers of election was discussed as required by the Code of Virginia §24.2-115. Senior Registrar Cindy Shortridge was in attendance to assist with the discussion. Current Officers of Election have been appointed for the two year term beginning March 1, 2017 and ending February 28, 2019. There is an Election Official Appointment Form for each officer on file, including their signed oath or affirmation of office. C. Shortridge presented a report "Electoral Board Reappointment-2018" listing 1218 officers of election, including 231 who were first appointed in 2017. Upon a motion by T. Barrow and properly seconded, the report was accepted by voice vote.

C. Shortridge presented a list "Chief/Assistant Chief Changes, 2017 History", prepared for the February 1, 2018 Electoral Board meeting, for review by the Board. This list was discussed as well as an accompanying list of those Chiefs/Assistant Chiefs who have retired.

C. Shortridge provided a "Precinct Gold Star Report" for the June 13, 2017 Primary Elections and the November 7, 2017 General Elections. These reports identified potential issues for future officer of election training. She also provided a report of the student page program, including historical data dating to the 2008 election.

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Election Center Requirements. T. Barrow led a discussion pertaining to requirements for an Election Center containing space for all functions associated with the Director of Elections/General Registrar. He provided a floor plan diagram providing a conceptual illustration of the required space and its functions. This space includes provisions for the Clerk of the Court requirements for secure ballot storage. The Board and DOE/GR approved the plan by consensus, and requested that T. Barrow forward it to the City Manager and staff.

A list provided by the city's Office of Economic Development of potential sites available for lease for a potential election center was discussed. Three sites were selected that were of interest. D. Patterson was requested to arrange for a tour of these sites by Board members. She will also check with B. Shockley to determine if any additional sites have been identified.

Review of precinct boundaries and voter assignment. D. Patterson reported that corrective action to take pertaining to 112 voters in the Davis Corner precinct has been completed. These voters have been notified that they now properly vote in the Newtown Precinct. The boundary line between these two precincts was adjusted in March 2015 and approved by city ordinance.

Additional discussion followed pertaining to a procedure that might be used to identify other voters who may be voting in a precinct other than would be expected because of boundary line changes or mapping issues. This is an ongoing issue and D. Patterson will discuss with other city offices to determine a way forward.

Other business.

Uniformity Training. Uniformity training provided by the Department of Elections will take place on June 25-26, subject to confirmation by ELECT. An RFP was recently issued for a venue contract.

Voting System Security Plan. A. Ablowich noted that this document is due for an annual review and update 60 days prior to the November general elections. He requested comments to be submitted to him and will prepare a revised document for review by Board members.

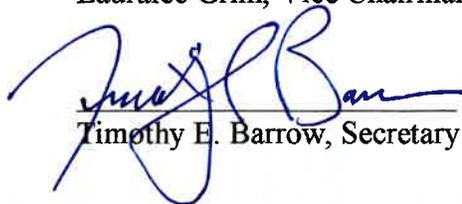
The next meeting of the Electoral Board will be held on Thursday March 8, 2018 at 10:00 AM. Having completed its work, the board meeting was adjourned at 4:45 PM, Thursday February 1, 2018.



D.A. Ablowich, Chairman



Lauralee Grim, Vice Chairman



Timothy E. Barrow, Secretary