

Minutes  
City of Virginia Beach  
Electoral Board  
Meeting of May 2, 2018

The Virginia Beach Electoral Board Meeting was called to order by D.A. Ablowich, Chairman at 10:05 AM, Wednesday, May 2, 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 and Christine Lewis, Deputy 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 11<sup>th</sup> Edition.

The purpose of this meeting is:

- a. Hearing from Citizens and Delegations \*
- b. Approval of Minutes – March 8, 2018
- c. June Primary Elections
  - Absentee Ballot and Voting Status
  - Officer of Election Training
- d. Election Center RFP Status
- e. Virginia Beach Cybersecurity Risk Management and Mitigation Plan
- f. Virginia Elections Benchmark Index Workgroup
- g. ELECT Annual Training
- h. Other such business as may be brought before the Board.
- i. Set date of next meeting

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

There were no citizens present to address the Electoral Board.

Upon a motion by T. Barrow and properly seconded, the minutes of the Electoral Board meetings of March 8, 2018 were approved by voice vote.

#### June Primary Elections

Absentee Ballot and Voting Status. Absentee voting for the June primary elections began on Friday April 27. Assistant Registrar Laura Kane joined to meeting and presented a summary of the absentee voting preparation. She described the ballot storage area as the Board observed. Total voting to date by email and mail are 181 in the Democratic primary election and 120 in the Republican primary election. Ten have voted in-person absentee.

Officer of Election Training. Senior Registrar Cindy Shortridge joined the meeting to update the Board on preparation of officers of election for the June primary elections. She described the software application Easy Vote and its use in communicating with election officials and scheduling their training. She briefly discussed initial implementation problems and the cooperation received from the product vendor in

Minutes – Electoral Board Meeting of May 2, 2018

resolving the problems. As assignment letters have been sent and about 200 officers of election have signed up out of about 500 expected.

Instructions to officers of election for the concurrent Democratic and Republican primary elections were reviewed.

Election Center RFP Status. It is anticipated that the election center RFP will be published on May 6 in Sunday's newspaper. Responses to the RFP are required by Tuesday June 5. D. Patterson and C. Lewis are on the RFP Evaluation Team.

Virginia Beach Cybersecurity Risk Management and Mitigation Plan. A. Ablowich initiated a discussion pertaining to Virginia Beach election system cybersecurity. There is currently no requirement for the production of such a plan or a example template or format. He presented a rationale for the importance for the development of a cybersecurity plan and a proposed outline for its development without a specific timeline.

Virginia Elections Benchmark Index Workgroup. A. Ablowich described a new initiative being undertaken by the Department of Elections (ELECT) to review and determine the elements of a successful election. The group is to set benchmarks and metrics for measuring that success. A. Ablowich has been nominated by the Virginia Electoral Board Association as one of three electoral board members to serve on the workgroup.

ELECT Annual Training. Virginia Beach will be represented at the June 25-26 annual training in Richmond by the three Board members, D. Patterson, C. Lewis, L. Kane, and Tracy Gibson. All have registered and hotel reservations made at the host hotel. L. Kane will be a presenter on a panel discussing absentee voting best practices.

Other business.

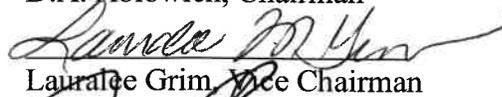
There was a brief discussion pertaining to special elections for possible city council that might occur because of vacancies. D. Patterson has been consulting with the City Attorney's office to ensure that the impact of additional special elections is understood.

D. Patterson led a brief discussion pertaining to the use of special software or equipment to accommodate special needs of officers of election.

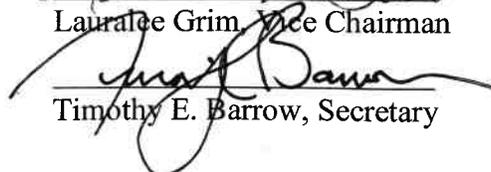
The next meeting of the Electoral Board will be held on Wednesday, June 23, 2018 at 9:00 AM for the purpose of conducting the canvass of the Democratic and Republican primary elections. Having completed its work, the board meeting was adjourned at 12:25 PM, Wednesday May 2, 2018.



D.A. Ablowich, Chairman



Lauralee Grim, Vice Chairman



Timothy E. Barrow, Secretary