

Minutes
City of Virginia Beach
Electoral Board
Meeting of September 10, 2018

The Virginia Beach Electoral Board Meeting was called to order by D.A. Ablowich, Chairman at 10:02 AM, Wednesday, September 10, 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, Christine Lewis, Deputy Registrar, Christian Logan, registrar staff and Kenneth Chandler, Deputy City Manager. 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 is to:

- a. Hearing from Citizens and Delegations *
- b. Approval of Minutes –August 1, 2018 Electoral Board meeting
- c. General Registrar - goals for 2018-19
- d. Election Preparation
 - (1). Campaign Finance Workshops Review
 - (2). October Officer of Election Training Preparation
 - (3). Ballot and Absentee Mailing Preparation
 - (4) Electronic Pollbook software updates
- e. Election Center Facility RFP Status
- f. DOE/GR Invitations for Programs
- 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 that appeared to speak.

Approval of Minutes –August 1, 2018 Electoral Board meeting. Upon a motion by T. Barrow and properly seconded, the minutes of the Electoral Board meetings of August 1, 2018 were approved by voice vote.

General Registrar - goals for 2018-19. The proposed goals and objectives for the Director of Elections/General Registrar had been discussed at the previous electoral board meeting. The draft Appendix 1 to the Annual General Registrar Performance Review had been provided to board members and the general registrar to this meeting. Upon a motion by T. Barrow and properly seconded, these goals were approved by voice vote, the Appendix 1 signed and placed in the general registrar's personnel file.

Election Preparation

a. Campaign Finance Workshops Review. On Friday, September 7, Tammy Alexander, Department of Elections (ELECT) staff, presented a program on the use of COMET for campaign finance reporting to about ten candidates and campaign treasurers. The content of the presentation was well received by those in attendance. D. Patterson will provide feedback to ELECT on the presentation.

b. October Officer of Election Training Preparation. Senior Registrar C. Shortridge joined the meeting to discuss plans for officer of election training for the November General and Special Elections. Train with eleven sessions between Thursday, October 25 and Tuesday, October 30.ing will be held in the Virginia Beach Convention Center. Chiefs/Assistant chiefs and those completing five year increments of service as election officials will be recognized. Three reception/orientation training sessions for about 175 new officers of election will be held in September. Student page training will be conducted October 16 and October 18 at the Central Library. CAP training will be held on November 1 in Building 14. C. Shortridge departed meeting.

c. Ballot and Absentee Mailing Preparation. L. Kane joined the meeting to provide information on absentee ballot preparation. K. Chandler provided a summary of the city's preparedness for Hurricane Florence. Printing of ballots is dependent upon a determination of the residency status of a city council candidate. After a discussion that considered the residency investigation status, the location of the ballot printer in New Bern, NC, the impending arrival of Hurricane Florence, and the mailing deadline of September 21, it was concluded that ballot printing should begin the following day. The initial printing will be 6000 ballots. At this time there are about 1200 mail ballots. There are about 341 UOCAVA ballots. Including 207 email and 134 mail. L. Kane departed the meeting

d. Electronic Pollbook software updates. C. Logan provided a brief summary of the software improvements that the vendor Robis, Inc. was making to the electronic pollbook (EPB) software. The networking synch problem has been identified by the vendor and a solution is awaiting testing. C. Logan will perform independent testing of our EPBs. The city's IT Department application and database components are also involved. It is anticipated that the software corrections will be provided to all EPBs next week.

There was a discussion about satellite voting locations for in-person absentee voting. The Bayside and Great Neck Recreation Centers will be used for the November

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election. The importance of finding a suitable location for satellite voting in the Kempsville area for the next presidential election was emphasized.

Election Center Facility RFP Status. D. Patterson reported that there was only one respondent to the RFP that was seeking bids for a new facility. It was deemed to be non-responsive, and the city staff and real estate attorney is looking at one options in the Lynnhaven Mall area. D. Patterson was requested to ask city staff to seek out other options while pursuing the single site they have identified.

Building 23 will be available for this November election, but the material staging area will be moved from the old cafeteria area to the former STIR offices. D. Patterson will work out security arrangements with B. Schockley.

DOE/GR Invitations for Programs. There was a general discussion about organizations requesting a program, voter registration, or general voter information from the registrar's office in the weeks prior to an election. The consensus was that the Director of Elections/General Registrar is in the best position to determine the availability of the staff's ability to provide program information based on the election preparation. The city's web site could be used to provide to the public the types of programs and information that is available from the general registrar, and the times when election preparation would restrict the availability of public programs.

Other business.

There will be an active shooter webinar held on September 25 and September 26.

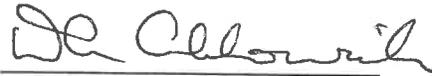
Hurricane preparedness may result in city office closures beginning Wednesday afternoon. The city's emergency preparedness office meets tomorrow morning to evaluate the situation.

The Election Management app being developed by the city's IT department is nearing completion and will be backed up with the Google doc used in previous elections.

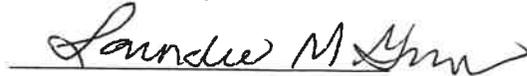
D. Patterson reporting an incident where spoofing email was received and identified by the IT Department.

The next meeting of the Electoral Board will be held on November 7, 2018 at 9:00 AM to canvass the results of the November 6 General and Primary elections..

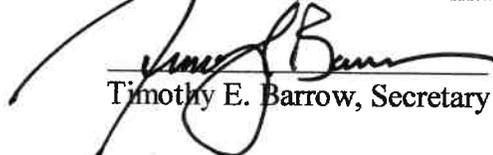
Having completed its work, the board meeting was adjourned at 12:12 PM Wednesday, September 10, 2018.



D.A. Ablowich, Chairman



Laurie Grim, Vice Chairman



Timothy E. Barrow, Secretary