

Minutes
City of Virginia Beach
Electoral Board
Special Meeting of November 29, 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: Tim Barrow, Secretary. Lauralee Grim, Vice Chairman was not present due to a previous personal schedule conflict. Also present were Donna Patterson, Director of Elections/General Registrar; Deputy Registrar Christine Lewis; Shirley Stanton, Cindy Shortridge, Christian Logan, and Tracy Gibson registrar staff; Tina Sinnen, Clerk of the Circuit Court; Pam Walizer and Nancy White, Clerk staff. 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 special board meeting was to address specific issues pertaining to the recount procedures and administrative support for three city council elections, specifically:

- a. Recount current status and plans
- b. Recount procedures
- c. Recount officials training
- d. Recount vendor support

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

Recount current status and plans. A. Ablowich summarized the results of the preliminary hearing conducted on Monday November 26, 2018, with the Chief Judge of the Circuit Court Glenn Croshaw and the attorneys representing the six candidates involved in the three recount elections. Recount plans centered on starting the recounts on Monday, December 17, 2018, in Building 19 at the Municipal Center.

Recount Procedures

Initial discussions with the vendor indicated that one DS850 high speed tabulator with possibly a second for backup would be available for the recount. Subsequent discussions with the vendor determined that three DS850s would be made available for the recount. Using only DS200 tabulators was not considered to be a viable option because of the number of machines that would be required and slow speeds for processing ballots. Further discussion proceeded on how best to use the three DS850s. Three basic software program configurations were considered:

- a. Program each DS850 to process ballots for one of the three recount elections
- b. Program all three DS850s to tabulate ballots from all three elections

c. Program all three DS850 for a single election for Day 1, then program all three DS850 using a different memory stick for the second election for Day 2, then program all three DS850 using a different memory stick for the third election for Day 3.

After considering the advantages and disadvantages of each, it was concluded that the preferred option is to configure the three DS850s to tabulate the results of all three recount elections.

Two DS850s would be used with four equipment technicians provided by the vendor to be used as supplemental recount officials to tabulate ballots. The third DS850 would be used in the event of a failure of one of the other two machines. Additionally 4 DS200 tabulators will be configured and tested to serve as backup tabulators.

The general process will be for one recount team of four recount officials to receive the ballots for a designated precinct. They will proceed to a DS850 tabulator where the equipment technicians will assist by inserting the ballots for that precinct into the tabulator. The recount team will take the ballots from the DS850 tabulators, sorted into three stacks of ballots (tabulated ballots, write-in ballots, over/undervote ballots), to their table for hand counting ballots not tabulated by the DS850. This will require the recount team to make three passes through the ballots rejected by the DS850 to provide the total candidate votes for the statement of results (SORs). The output of the recount team will be three SORs for that precinct, one for each election being evaluated. Contested ballots will be identified by a standard form attached to each contested ballot indicating why it could not be evaluated, and returned separately. The Clerk of the Court will receive the completed SORs and all ballots from the recount team upon completion of their work for that precinct.

Recount Officials Training

Training of recount officials is scheduled for 8:30 AM -10:00 AM, Monday December 17, 2018, in Bldg. 19. Equipment technicians provided by the vendor will also receive the recount team training. T. Sinnen will cause subpoenas to be issued for officials to appear at 8:00 AM, will provide a check-in desk, issue credentials or badges, and assign recount individuals to specific teams. She will administer the oath to recount officials. T. Sinnen will control time of lunch breaks by the timing that precinct ballots are issued to the recount teams. C. Lewis will make arrangement for lunch for the recount officials and for coffee during the recount period. A. Ablowich will work with D. Patterson and C. Lewis to develop a training syllabus for recount officials. A. Ablowich will draft a Do's and Don't's document for use by recount officials and candidate representatives. D. Patterson will contact the City Manager to identify a reserved parking area for recount officials, and arrange for a shuttle service, if required. It is anticipated that the Chief Judge of the Circuit Court will be present to open the recount proceedings and address the recount participants.

Recount for the three elections will begin at 10:30 AM.

Recount Vendor Support

The three DS850s will be delivered on Friday, December 14, to Building 19. Room "C" has been designated as the Clerk of the Court's area, and will be provided with a new lock for access only by her or her staff.

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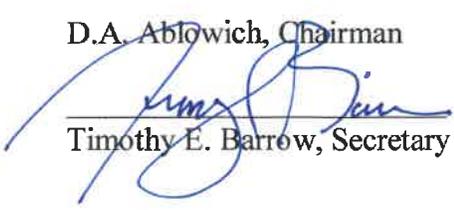
L&A Testing will be done on Saturday, December 15. C. Lewis will coordinate with T. Sinnen for the test deck of ballots.

C. Lewis will check to determine if an additional two equipment technicians may be available from the vendor for use with the third DS850, currently identified as a backup machine.

Having completed its work, the board meeting was adjourned at 12:37 PM Thursday, November 29, 2018.



D.A. Ablowich, Chairman


Timothy E. Barrow, Secretary