

**Minutes**  
**City of Virginia Beach**  
**Electoral Board**  
**Meeting of March 8, 2018**

The Virginia Beach Electoral Board Meeting was called to order by D.A. Ablowich, Chairman at 10:08 AM, Thursday, March 8, 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 – February 1, 2018
- c. Officer of Election Training
- d. Election Center Proceedings
- e. Split Precincts
- f. Cyber Security Issues
- g. ELECT Annual Training
- h. 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 by adding additional topics: additional forms available for canvass; EPB training; Bi-Partisan Policy Group invitation; Disability Law Center letter; and scanning of historical registration documents. 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 February 1, 2018 were approved by voice vote.

Officer of Election Training

Volunteer training for EPB officers is currently in session. These training sessions, developed by C. Shorridge, Senior Registrar, are well attended and have received high marks from those participating. Additional volunteer training for election paperwork will begin the week of March 19. Required training for officers of election for the June Primary election will be the week of May 21. A discussion followed pertaining to who should attend, the course content, and method of material presentation. It was concluded that in addition to the required attendance of chiefs and assistant chiefs, chiefs should designate three or four election officials in their precinct to attend. It was suggested that course material be organized such that certain topics could be emphasized for specific classes.

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A related concern was discussed pertaining to the EPB Officer properly completing the process of checking in a voter. The use of printers to print ballot access cards is one means to ensure a complete voter check-in. C. Lewis will provide additional information on the printers associated with the Robis EPB software.

### Election Center Proceedings.

D. Patterson will forward the email of Gary Arnold, City Architect, which provides a diagram of a proposed concept layout for a Virginia Beach Elections Center. L. Grim and A. Ablowich will review the concept drawing and provide comments to T. Barrow. T. Barrow will act as the Electoral Board's representative in discussions with the General Registrar and City staff on this matter.

### Split Precincts.

It is anticipated that General Assembly House Bill (H.B. ) 767 will become law, This bill restricts the splitting of precincts in a window surrounding the 2020 census and redistricting. Two of Virginia Beach's precincts are approaching the maximum of 5,000 registered voters. These two precincts, Rosemont Forest (064) and Sigma (031) are considered for splitting. Rosemont Forest would be split leaving about 3000 registered voters, creating a new precinct Salem Woods (099) with about 1800 registered voters. Sigma would be split leaving about 3400 registered voters, creating Sandbridge Precinct (100) with about 1400 registered voters. Polling location for Salem Woods will be Parkway Elementary School, Polling location for Sandbridge Precinct will be Tabernacle United Methodist Church. The motion by T. Barrow to split the two precincts as discussed was properly seconded and approved by voice vote.

As a related issue the polling location for Chimney Hill (080) Precinct is currently Beth Chaverim Congregation which is currently for sale. The polling location will be moved to Rosemont Elementary School to avoid any difficulties that might arise upon sale of the Beth Chaverim property.

Because of the splitting of the two precincts, the Central Absentee Precinct will now become number 101.

A city ordinance for the split precinct issue will be on the agenda for the March 20, 2018 on the Virginia Beach City Council.

### Cyber Security Issues.

A. Ablowich initiated a brief discussion pertaining to election systems cyber security as issues associated with this topic are gaining attention in the public coconscious. C. Lewis is a member of the Election Center Security Taskforce. It is anticipated that more requirements will be placed on the election community because of concerns in this area.

### ELECT Annual 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. D. Patterson is on the planning committee for this training, with the next meeting scheduled for March 9. There was a general discussion pertaining to the venue used for ELECT mandatory training, with the consensus that it should not be combined with VRAF/VEBA training or held at the Homestead Resort.

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Other business.

Additional forms available for canvass were addressed by L. Grim. In order to properly reconcile the number of voters checked in with the number of votes cast in a precinct, she suggested that the EPB/DS200 Worksheet and the Ballot Record Report be made available for the canvass after each election. These are locally produced forms and can be made available as requested.

There was a discussion about EPB training and the content of several pages displayed to the EPB officer when checking in a voter. It is recognized that some changes are constrained by the vendor and the possible requirement to re-certify the software. We will continue to offer suggestions for EPB software improvements and work with the vendor to make a better product.

D. Patterson received an invitation from the Bi-Partisan Policy Group to attend a meeting on March 25-26 in Maricopa, AZ. She is not able to attend and offered the opportunity of attending to Board members, who, although grateful for the offer, were unable to accept.

D. Patterson provided the Board with a copy of the Disability Law Center letter dated January 31, 2018. This letter provided copies of their publication "Could This Happen at Your Precinct", and request that it be distributed to each of our precincts. It also requested that the registrar participate in a survey pertaining to training of election officials on voting equipment for voters with disabilities.

C. Lewis reported that Dr. Mansfield, Virginia Wesleyan University (VWU), is undertaking a project to scan into a database historical registration documents. She is communicating with ELECT to determine what data should be redacted from the historical documents before they are made available to the public by VWU.

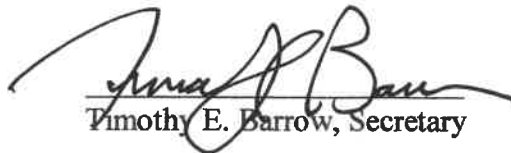
The next meeting of the Electoral Board will be held on Wednesday, May 2, 2018 at 10:00 AM. Having completed its work, the board meeting was adjourned at 4:12:50 PM, Thursday March 8, 2018.



D.A. Ablowich, Chairman



Lauralee Grim, Vice Chairman



Timothy E. Barrow, Secretary