

Minutes
City of Virginia Beach
Electoral Board
Meeting of July 15, 2019

The Virginia Beach Electoral Board Meeting was called to order by D.A. Ablowich, Chairman at 10:00 AM, Wednesday, July 15, 2019, in Building 14, Municipal Center, Virginia Beach, 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, §2.2-3707 and are prepared in accordance with Robert's Rules of Order 11th Edition.

A motion by T. Barrow to approve the agenda for this meeting was properly seconded and approved by voice vote.

There were no citizens or delegations present to address the Board.

A motion by T. Barrow to approve the minutes of the previous Board meeting held on June 11, 2019 was properly seconded and approved by voice vote.

The purpose of this meeting is:

- a. Annual Evaluation of the General Registrar/Director of Elections COV §24.2-109.1
- b. Election Center Status
- c. VEBA Email Recommendation
- d. Meeting Summary - Page Program meeting with VBCPS Administration
- e. Voting System Security Program – review and revision
- f. Security/Planning Agreement with Polling Location Hosts

Annual Evaluation of the General Registrar/Director of Elections COV §24.2-109.1

At 10:10 AM, A. Ablowich moved to recess into a closed meeting pursuant to the exemption from open meetings allowed by §2,2-3711(A)(1) of the Code of Virginia, as amended, for the following purpose: Discussion of the annual performance review of the Director of Elections/ General Registrar. This motion was properly seconded and approved by voice vote. Those present during the closed meeting were the three Electoral Board members and the Director of Elections/General Registrar D. Patterson.

At 11:50 AM T. Barrow moved to re-convened in open session. The motion was properly seconded and approved by voice vote.

Certification of Closed Meeting: Chair A. Ablowich made a motion which was properly seconded that the Electoral Board certifies that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered. The motion passed unanimously by voice vote.

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The certification of the Annual General Registrar Performance Review, Appendix 3 of Form SBE-109.1, will be forwarded to ELECT.

Election Center Status

D. Patterson reported that interior work has continued on the new facility site and a move-in date of mid-August is still being planned. There was a general discussion of the ownership interest of the business partners of the new facility. D. Patterson will be meeting with the IT Department this week to discuss the fiber optic installation. She will also be talking with B. Shockley about confirmation of the move-in date.

VEBA Email Recommendation

There was a discussion pertaining to the verbal suggestions from VEBA that electoral board members get a specific email address for electoral board business. D. Patterson will check with the city to determine if electoral board members can get a city email address.

Meeting Summary - Page Program meeting with VBCPS Administration

Discussion deferred until a subsequent meeting.

Review of locally produced forms

D. Patterson provided copies of several documents and forms: letter sent to citizens interested in becoming officers of election; Gold Star Standards Officer of Election oath. The Precinct Checklist was provided separately by email from C. Shortridge. Board members are requested to review these forms and provide comments and suggested changes to D. Patterson.

Voting System Security Program – review and revision

The Voting System Security Program document is due for its annual review. A. Ablowich will provide a copy via email to Board members. This document will likely require changes to reflect the new facility. Discussion of this topic will continue at the next Board meeting.

Security/Planning Agreement with Polling Location Hosts

Discussion of this topic will continue at the next Board meeting.

Other Business

D. Patterson made several brief reports. She reported that T. Links, ES&S representative, stated that a new high-speed tabulator, the DS450, is undergoing certification tests and may be available soon for use in CAP. She also stated that T. Links was made aware of the EasyVote software capabilities. There have also been discussions with the city IT department about EasyVote. At the VRAV August 11-14 meeting in Williamsburg she will be speaking about the 2020 General Election preparation. Training for the November 2019 General Election officers of election will take place October 7-12 in the Virginia Beach Convention Center.

The next regular meeting of this board will be scheduled at a later date.

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Having completed its work, the board meeting was adjourned at 1:17 PM July 15, 2019.



D.A. Ablowich, Chairman



Lauralee Grim, Vice Chairman



Timothy E. Barrow, Secretary