

Minutes
City of Virginia Beach
Electoral Board
Meeting of September 24, 2019

The Virginia Beach Electoral Board Meeting was called to order by D.A. Ablowich, Chairman at 2:30 PM, Tuesday, September 24, 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 and Christine Lewis, Deputy 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 one citizen, Mr. Phil Kearley, who attended the Board meeting to raise issues pertaining to conduct of people at polling locations in the 82nd House District during the November 2018 elections.

A motion by L. Grim to approve the minutes as corrected of the previous Board meeting held on September 13, 2019 was properly seconded and approved by voice vote.

The purpose of this meeting is:

- a. Review Status of 577 Central Dr.
- b. November Election Preparation Status
 1. Training/ Incident Reporting
 2. Election Material Distribution – Bldg 20A
 3. Warehouse -- equipment testing and preparation
 4. CAP Spreadsheet Addendum for Hand Counter Ballots
- c. ELECT Memo – HB 2178 Voter Registration System Security
- d. Polling Location Physical Security of Election Equipment

Status of 577 Central Dr.

Ms. Becky Kubin and Mr. Dana Harmeyer from the City Attorney's office were present to discuss the status of the building at 577 Central Drive. A discussion followed pertaining to several options available for the use of the Central Drive property. This topic is scheduled for the City Council's agenda on Tuesday, October 1. D. Patterson will discuss future Building 14 requirements with T. Nicholas. She will discuss with ELECT the possibility of two offices of the GR that have separate services available to the public.

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November Election Preparation Status

a. Training/ Incident Reporting. Training material had been updated since last election based upon comments received from electoral board members and others using the material. During training sessions for Chiefs/Asst. Chiefs incident reporting procedures should be emphasized. There was a discussion about changing the oath of office form for election officials. A discussion pertaining to the SOR format followed, with the need identified to ensure that the poll book count and DS200 count for each House of Delegates contest was recorded in split precincts.

b. Election Material Distribution – Bldg. 20A. Election Day material for Chiefs has been moved from the warehouse to Bldg. 20A. Parking for pick-up on Monday before the election will be in the Bldg. 19 lot. Spaces will have to be reserved for Chiefs/Ass't. Chiefs.

c. Warehouse – equipment testing and preparation. Equipment preparation will be done at the warehouse 7-9 October. Candidates and party representatives will be invited to observe the L&A Testing at 10:00 AM, Tuesday, October 8.

d. CAP Spreadsheet Addendum for Hand Counter Ballots. There was a discussion of the spreadsheet that is proposed for use in CAP for hand counted ballots. ELECT may have a recommended form for this purpose. Building 14 conference room has been reserved October 22-25 for CAP pre-processing if required,

ELECT Memo – HB 2178 Voter Registration System Security. The SBE December meeting will address specific electoral board requirements. After that meeting, our Board will discuss and plan for our responsibilities.

Polling Location Physical Security of Election Equipment. D. Patterson was requested to provide from a polling location the form used and data collected to identify the contact information and security features of that location.

Other Business

The Building 14 Copy Room is being used for processing mail absentee ballots as it provides more room for their processing.

Input into the city's CIP is being prepared and will include requests for additional laptop computers, a DS-450 scanner, DS-200 scanner/tabulators, and printers.

Requests for speakers at future events include: January 9 First Lynnhaven Baptist Church, and February/March at the Adult Learning Center.

The next regular meeting of this board will be held on November 6, 2019 at 9:00 AM for the canvass of the November 5 General and Special Elections.

Having completed its work, the board meeting was adjourned at 5:52 PM September 24, 2019.

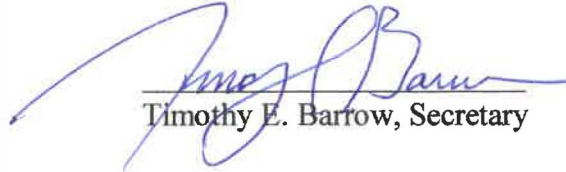
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D.A. Ablowich, Chairman



Lauralee Grim, Vice Chairman



Timothy E. Barrow, Secretary