

**City of Virginia Beach  
Electoral Board Meeting Minutes**

October 16, 2020

Building 14, Second Floor, Agriculture Conference Room

The Virginia Beach Electoral Board Meeting was called to order by Chairman Marks on Wednesday, October 16, 2020, in Building 14, Municipal Center, Virginia Beach, with other Electoral Board members and staff present: Lauralee Grim, Vice Chairman, Tim Barrow, Secretary, and 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 11<sup>th</sup> Edition.

A motion by T. Barrow to approve the agenda for this meeting was properly seconded and approved by voice vote. On a motion by T. Barrow, the minutes from the September 29 and the October 7 meeting were approved by voice vote.

The main purpose of this meeting was to discuss preparation for election official training and the opening of satellite voting the following week.

Chairman Marks asked for clarification of COVID19 protocols that would be shared with Election Officials and required for citizens voting. For in-person training held in a city building, election official instructions required a face shield or a mask. The Medical Reserve Corps will be providing volunteers on election day to review suggested protocols with citizens who wish to cast a ballot. Chiefs and Assistants will receive instructions regarding health/safety protocols that must be implemented throughout the day.

As of October 15, 60,000 absentee mail ballots had been mailed. Voter registration deadline was extended to October 15 due to a power failure that shut down the entire system on October 13. Over 322,000 voters in Virginia Beach will have the opportunity to cast their ballot in the November election.

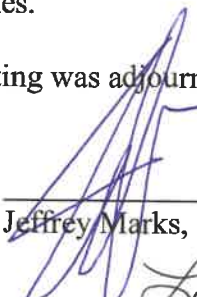
The average number of persons voting early in-person at Building 14 is between 900 and 1000 daily. After satellite in-person voting begins On Monday, October 19, the number voting in-person should really increase. Each of the 4 satellite sites will be staffed with employees from the Office of Voter Registration and Elections (permanent or temporary employees), as well as officials who have worked in a previous election at an election day polling location or satellite site. Machine Technicians will be available for support to all satellite sites.

Regarding election official training, the hybrid model has chiefs, assistant chiefs, new election officials, and selected returning officials attending in-person training. All other election officials have received notice that they must complete training modules developed by the Virginia Department of Elections. Electoral Board members will rotate attendance at the in-person training so that at least one Board Member will be in attendance.

Under other business to brought before the Board, it was pointed out that CAP (Central Absentee Precinct) is open for observers. Regarding the ELECT (Department of Elections) Memo dated September 25, drop off ballot procedure will be implemented for this November following procedures outlined by ELECT. Voters may place absentee ballots in drop off containers at Building 14, Satellite Sites, and voting precincts (Election Day only). The staff has procured sufficient drop-off ballot containers for all sites. This procedure will be reviewed during in-person training and when materials are given to Chiefs the Monday before election.


The next meeting of the Board will be at the Convention Center on October 29, 1:00 PM in preparation for the Canvass. CAP will also be housed at the Convention Center. The IT office is working with the Convention Center staff and staff from the Office of Voter Registration and Elections prepare the site for CAP and the Canvass. This change has been made due to space needs and COVID19 health safety guidelines.

Having completed its work, the board meeting was adjourned.



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Jeffrey Marks, Chair



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Lauralee Grim, Vice Chair

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Timothy E. Barrow, Secretary