

## **MINUTES**

### **City of Charlottesville Electoral Board Meeting of April 24, 2018**

The meeting was called to order by the Chair at 12:02 pm in the office of the Charlottesville General Registrar. Those present were Electoral Board members Anne Hemenway (Chair), Jon Bright (Vice Chair), and Jim Nix (Secretary), General Registrar, Rosanna Bencoach, Deputy Registrar Katie Mauller, Election Manager Melissa Morton and Voter Equipment Technician Raenell Lockley.

On a motion by the Vice-chair, seconded by the Chair, the agenda was approved unanimously with one change, the addition of a discussion on the Voting Equipment Security Plan.

On a motion by the Chair, seconded by the Vice-chair, the minutes of the March 20, 2018 meeting were approved unanimously without change.

#### **Public Comment**

The only member of the public present was Mr. Nicholas Del Rosso, representing his father, Mr. Michael Del Rosso, Chair of the Charlottesville Republican Party.

#### **Logic and Accuracy (L&A) Testing of the Absentee Voting Equipment**

Starting at 12:05, absentee test ballots were marked by the three board members in accordance with a test matrix created by the General Registrar. These ballots were then scanned and tallied confirming that the ballots were correctly recorded. The test matrix included a blank ballot and several over-voted ballots. These were rejected by the scanner with the voter given the option to submit as is or be given a replacement ballot. In the past, intervention by an election official would be required to assist voters in such cases but the new version of the Verity software allows voters to make a decision without consulting an election official. The board decided to activate this optional feature for the upcoming primary. Upon successful completion of the L&A the machines to be used for absentee voting were prepared and sealed by the board. The process was completed at 1:00 pm.

#### **Report of the General Registrar**

The General Registrar provided the board members with a written report covering a range of issues. Among them was a recommendation that an additional scanner be purchased for use in the Tonsler precinct to accommodate growing turnout. Capital

improvement funds are available to cover this purchase, which would leave two scanners in reserve for emergencies. A second scanner has been required in Tonsler for higher turnout elections because of the pattern of turnout during the day, leaving only one scanner in reserve. On a motion by the Chair, seconded by the Secretary and unanimously approved, the board agreed to the expenditure this summer of approximately \$5000 for the purchase of one additional scanner.

At the previous meeting, the board raised questions about the budgeting process and whether there were any implications for going over particular line items. The city's Senior Budget and Management Analyst, Ryan Davidson, response, sent by email on April 3, 2018, included:

There are no implications in going over any particular line item. As part of the Annual Budget Appropriation we legally appropriate funding at the department level not the line item level. The line items are there for annual budget planning purposes and for comparison of year-to-year expenses or revenues.

However while we don't appropriate to the line item level, but rather the departmental budget level, we do have "budget stops" in SAP at the category level. Meaning our SAP system will not allow you to overspend the "Other Expenses" category of your budget.

This email, which had been previously forwarded to the board, was discussed in and attached to the Registrar's Report along with an April 4, 2018 email from Assistant City Manager Leslie Davidson which included, "Ryan's assessment is correct regarding budgeting, etc." There were no additional questions or comments about this topic at the April 24 meeting.

### **Report of the Election Manager**

Ms. Morton shared her concerns with the board regarding the need to upgrade our electronic poll books (EPBs). While the software has been upgraded in recent years the laptop computers used as EPBs are quite old and becoming unreliable. Several poll book vendors will be present at the annual training at the end of June with equipment for the board members and staff to evaluate. Ms. Morton will request cost data from the vendors before the training and provide this information to the board.

Ms. Morton provided the board with historic turn-out data upon which to base an assessment of the number of ballots to print for the upcoming primary. Ms. Bencoach and Ms. Morton proposed printing 4000 but the board members found this to be high and authorized printing of 3000 primary day ballots plus 100 absentee ballots. The progress of in-person absentee voting will be monitored for indications of likely turnout on June 12.

Preparation for the June 12 primary is proceeding on schedule. Ms. Morton wanted to commend the election preparation efforts by Ms. Lockley and Ms. McKenney and to thank them for their assistance during her recent absence.

The Secretary reminded the General Registrar of the statutory requirement that the Electoral Board Secretary approve the ballot draft before it is sent to the Department of Elections. This responsibility has not been delegated.

Election staffing is almost complete for the June 12 primary with only one key position still open. The Deputy Registrar reported that, due to the expected light turnout for the primary, only three people will be needed to staff the central absentee precinct; recruitment to fill these positions is underway. Since only a modest number of mailed ballots are expected, these will be scanned with the machine used for in-person absentee voting rather than on the higher speed central scanner.

### **Appointment of Election Officials**

Ms. Morton presented applications from two individuals wishing to become election officials. The board reviewed these applications and on a motion by the Chair, seconded by the Vice-chair and unanimously approved the following were appointed:

Bridget Moss  
Linda Smith

### **Voting Equipment Security Plan**

The Vice-chair has conducted a detailed review of the draft plan and he presented a number of recommended changes to the staff and the other board members. Most were editorial in nature but there were also several substantive amendments. These will be incorporated into the draft and sent to the Department of Elections by the May 1 deadline.

### **Precinct Realignment**

In a follow-up to a discussion at the March meeting, Ms. Bencoach briefed the board members on the steps required to make changes to the current precinct map. The first step is to notify the City Manager and the City Council of the Board's intention to pursue a precinct realignment, which Ms. Bencoach will do. Following the June primary, the registrar will assemble a working group to review the current precinct configuration and recommend changes, which then must be approved by the City Council. Ms. Bencoach, however, strongly recommended that no changes be implemented until after the November 2018 general election. Assistance from the Neighborhood Development

Services department in the form of GIS services will be required for developing a realignment proposal.

**Next meeting**

The next meeting will take place at the Carver Recreation Center at 5:15 pm on Wednesday, May 23, 2018, prior to Election Official training.

The meeting was adjourned at 2:10 p.m.

*Respectfully submitted:*

James Nix, Secretary

Anne Hemenway, Chair

Jon Bright, Vice Chair