

MINUTES

City of Charlottesville Electoral Board Meeting of July 19, 2018

The meeting was called to order by the Chair at 5:50 pm on Thursday, July 19, 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 and Election Manager Melissa Morton.

On a motion by the Vice Chair, seconded by the Chair, the agenda was approved unanimously.

On a motion by the Chair, seconded by the Vice Chair, the minutes of the May 23, 2018 and June 12-13, 2018 meetings were unanimously approved without change.

Public Comment

There were no members of the public present at this meeting.

Report of the General Registrar

The General Registrar had, on July 18, provided the Board members with a written report along with copies of the budgets for both the current and upcoming fiscal years. Several budget items prompted questions from the Board, including the amounts shown for full time salaries, the purchase of office supplies and the allocation of funds for travel. When informed that the travel budget for the new fiscal year included funds for concurrent travel within Virginia for the General Registrar, Deputy Registrar and the Election Manager to take their first class towards national certification, which the Deputy and Election Manager had each specifically told the GR that they want to start, the Chair expressed concern about having all three key personnel absent at the same time. The other Board members agreed that this was unwise but, in the ensuing discussion, the questions were not resolved and further discussion was postponed to a future meeting.

The Election Manager provided the Board with a draft schedule for the November General Election and received concurrence from the Board members on the dates for activities requiring Board participation. She also informed the board of a staff commitment to complete election preparation at an earlier date than in recent elections.

Discussion of Comments and Observations from the June Annual Training

Observations were shared on several important topics addressed at the training in Richmond including movement toward the conduct of post-election audits, election

security and reducing the confusion of voters in the use of the DMV website to update their registration. Also discussed was the statutory requirement to count all ballots before issuing them to voters. It was agreed that we meet the requirement by counting the ballots in advance (as we print them) by means of sequential numbers applied to each ballot. The count is verified by marking the ballot inventory sheet as each ballot is issued. And, lastly, the staff and Board agreed to adopt the practice used by the Prince William General Registrar to print provisional ballots in each precinct, as needed, using the Touch Writer ballot marking devices. These ballots will be in a style that cannot be scanned by the precinct scanners. Adopting this practice will eliminate the need to print a quantity of provisional ballots in advance and distribute them to each precinct.

Executive Session

At 6:50 p.m. there was a motion by the Chair to close the meeting for the purpose of conducting a discussion of personnel matters. This motion was seconded by the Secretary and approved unanimously.

The board reconvened in open session at 8:15 p.m. and the Chair moved to certify, by recorded vote, that only matters exempted from the open meeting requirements were discussed in the closed session. This motion was seconded by the Vice-chair and approved unanimously. Copies of the motion closing the meeting and the certification following the closed session are attached to these minutes.

Next meeting

The next meeting will take place in the office of the Charlottesville General Registrar at 5:45 pm on Monday July 30, 2018.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted:

James Nix, Secretary

Anne Hemenway, Chair

Jon Bright, Vice Chair