

MINUTES

City of Charlottesville Electoral Board Meeting of August 8, 2019

The meeting was called to order by the Chair at 5:47 p.m. on Thursday, August 8, 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), Director of Elections and General Registrar, Melissa Morton and Acting Deputy Registrar Jamie Virostko.

On a motion by the Chair, seconded by the Vice Chair, the agenda was amended to eliminate an executive session and unanimously approved.

On a motion by the Chair, seconded by the Vice Chair, the minutes of the July 30, 2019 meeting were unanimously approved without change.

Public Comment - No members of the public were present for this meeting.

Registrar's Report

Ms. Morton provided the Board members with an update on the progress of the following priority issues:

- 1) Hiring a new Deputy Registrar.
- 2) Information on the upcoming demonstration of new electronic poll books (EPBs) under consideration for purchase. Two vendors have been scheduled to demonstrate their EPBs in late August. The Vice Chair requested that additional vendors be approached for demonstrations. In the discussion that followed, the Registrar presented the possibility of leasing rather than purchasing the new EPBs. Members of the Board requested a cost comparison of purchasing and maintenance vs. leasing (which would presumably include maintenance costs). The Registrar responded that one vendor was already preparing a report with a breakdown of those figures.
- 3) The November 5, 2019 Election Calendar. The Registrar also provided the Board members with a detailed draft election calendar
- 4) Memorandum of Understanding (MOU) between the Electoral Board and the City Manager. The Registrar provided Members of the Board with an MOU draft that had been prepared by the City Attorney. Prior to the meeting with the City

Manager, the Board will review the City Attorney's draft and make revisions as deemed necessary.

Appointment of Officers of Election

Ms. Morton presented an application for an individual wishing to become an officer of election. The board reviewed this application and, on a motion by the Chair, seconded by the Secretary, Brenda Fortune was unanimously approved for appointment to a three-year term.

Other Business

The Vice Chair voiced concerns about the challenges of implementing early voting. Early voting is scheduled to begin taking place October 24-31, 2020 in conjunction with the November 3, 2020 Presidential election. The law establishing the early voting period was passed by the General Assembly earlier this year. While further details will not be available until implementing legislation is passed during the 2020 Assembly Session, costs anticipated for implementing this major change in the voting process must be included in the budget to be submitted before the end of this calendar year. While it is impossible to accurately predict the number of Charlottesville voters who will take advantage of the early voting period, Members of the Board and the Registrar agree that the number could greatly exceed the number of City residents who normally vote absentee-in-person during a Presidential election. Accommodating the potential volume of foot traffic, while maintaining the level of security of a polling place, will present challenges in terms of physical space and staffing at the current Voter Registration Office location. The Board believes that establishing a second location for early voting may prove necessary. The Chair will schedule a meeting of the Board and the City Manager to discuss this issue as soon as possible.

The next meeting of the Board will take place in the office of the Charlottesville General Registrar at noon on Monday, September 16 in conjunction with Logic and Accuracy testing in preparation for the start of absentee voting on Friday, September 20.

The meeting was adjourned at 7:40 p.m.

Respectfully submitted:

James Nix, Secretary

Anne Hemenway, Chair

Jon Bright, Vice Chair