

## **MINUTES**

### **City of Charlottesville Electoral Board Meeting of February 5, 2020**

The meeting was called to order by the Chair at 5:47 p.m. on Wednesday, February 5, 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 A. Morton, and Deputy Registrar Martin Mash.

On a motion by the Chair, seconded by the Vice Chair, the agenda was unanimously approved without change.

On a motion by the Chair, seconded by the Vice Chair, the minutes of the January 7, 2020 meeting were unanimously approved without change.

#### **Public Comment**

Ms. Sharon Webb, co-chair of the Charlottesville Democratic Committee was present for the meeting. She made no comment but did ask several questions during the meeting.

Ms. Moriah Davis, a reporter for television station WVIR, was present for part of the meeting. She requested a comment from the Board on the implications of the Iowa caucuses for the local Presidential Primary. The meeting was paused for a few minutes to enable Ms. Davis to conduct a brief on-camera interview with the Chair.

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

Ms. Morton presented the Board members with a written report that included an update on personnel actions and her efforts to reorganize the office staff and rearrange the office layout in preparation for absentee/early voting in the fall. She informed the Board of some ADA compliance issues at several polling places and her plan to inspect all of them in the company of city facilities staff next week. Ms. Morton also updated the Board on preparation for the March 3 Presidential primary outlining the training schedule for election officials and necessary Board participation. This schedule includes mandatory training for all officials on the new Electronic Poll Book (EPB) software to be used for the first time in this election. Ms. Morton had set up three EPBs for familiarization of the Board members with the operation of the new software following this meeting.

In addition to the printed report Ms. Morton provided the Board with information on the status of spending in the current year budget and negotiations on the budget for the fiscal year beginning on July 1, 2020. Spending for the current year is within budget but she highlighted a continuing concern with the FY 2020 budget, specifically the fact that the City has not approved funding for printing ballots for the November 3, 2020 General Election. The Board members expressed dismay that this vital Presidential Election expenditure should be in question.

### **Appointment of Officers of Election**

Mr. Mash presented applications for 11 individuals wishing to be reappointed as officers of election plus three requesting first-time appointment. In addition, there was one other applicant that was recommended for rejection by the General Registrar. The board reviewed the applications, accepted the Registrar's recommendations, and, on a motion by the Chair, seconded by the Vice Chair, unanimously approved the following for appointment to a three-year term:

#### **Reappointed**

Herb Beskins  
John Donnolly  
Barbara Dulaney  
Mary Jensen  
Ann Loper  
George Loper  
Barbara Seidler  
Michale Powers  
John Seidler  
William Siegal  
Dennis Trissel

#### **First time appointment**

Asia Astrid Abdulu  
Helen Atkins  
Sophie Skinner

### **Update on Absentee Voting and Officer of Election Assignments**

Ms. Morton distributed copies of a VERIS cumulative control report providing details on the progress of absentee voting as of the close of business on the date of the meeting. In-person absentee voting has been slow but there has been a good demand for mailed ballots presumably an indication that, while interest in the primary may be high, many voters remain undecided.

To date, 1000 absentee ballots have been printed. Printing of 10,000 election-day ballots is scheduled for 12, 13 and 14 February with additional printing to follow if the volume of absentee voting suggests it is needed.

Mr. Mash provided the Board with rosters of Election Officials assigned to each precinct for the March 3 Presidential Primary. All leadership positions have now been filled for this election.

### **Election Security**

Ms. Morton provided the Board with a printed schedule for completing and submitting the Election Security Assessment mandated by statute. The Vulnerability and Risk Assessment will be completed by February 14 and the updated security plan completed by February 21. The Board members will review the plan and submit a report of the security plan and procedures to the Department of Elections by March 1.

Ms. Morton recommended to the Board the appointment of Voter Equipment Technician and Assistant Registrar Grant Armstrong to be our new Information Security Officer. Following a short discussion, the Chair moved that Mr. Armstrong be appointed to this position. The Vice Chair seconded, and the vote was unanimous.

The next meeting of the Board will take place in the office of the Charlottesville General Registrar at 7:00 p.m. on March 3, 2020 in conjunction with the primary election and canvass.

The meeting was adjourned at 7:10 p.m. but the Board members remained to receive training on the new EPB software.

*Respectfully submitted:*

James Nix, Secretary

Anne Hemenway, Chair

Jon Bright, Vice Chair