

Waynesboro Electoral Board: Minutes of Meeting held on March 6, 2018 Adopted April 4, 2018

Meeting Called to order at 5pm on Tuesday, March 6, 2018

Minutes from 8/17/17, 9/13/17, 12/13/17, 1/17/18, 2/20/18 & 2/22/18 were presented for approval. Secretary Mary Alice Downs had computer issues that when resolved showed minutes not sent out as thought.

The Electoral Board (EB) discussed Page volunteers for Election Day. Ms. Downs presented notes used in the past for training and informing pages of duties and election procedures. The Board Discussed registering HS students to become voters. Board will contact Waynesboro and Fishburne principals to see if we can assist with voter registration. It was noted by Elizabeth Bouldin-Clopton that in a presidential election year if someone is 18 for November election, they may vote in primary if still only 17 years old at that time.

They also discussed recruiting 18 year-old and older HS and college students to work as Election Officials. Board will reach out to Mary Sullivan to determine how we can reach out to Blue Ridge Mountain Community College students 18 years and older to register and serve as Election Officials. It was agreed that getting youth involved in the election process would be good for them and the Waynesboro community.

Mary Alice Downs former Secretary and currently Vice Chair provided Robert Horowitz, the new Secretary, with contact information and location of keys for each Ward's election site.

Board discussed with Registrar, Lisa Jeffers, need for Assistant Registrar as she requested in budget proposal she sent to City Manager. It was determined that the Assistant Registrar starting hourly wage should be \$15 per hour.

Proposal Approval: This recommendation by the Board that the Assistant Registrar's starting hourly wage be \$15 per hour was moved by Elizabeth Bouldin-Clopton, seconded by Mary Alice Downs and approved unanimously.

Pay of Registrar discussed, as well. It was agreed that her current salary in effect since 2009 was not sufficient. It was near the medium of registrars' pay in the state. Lisa Jeffers, The Waynesboro Registrar is, in the opinion of the Board, an outstanding registrar with many years of experience. Her salary should reflect her expertise, devotion and exceptional work ethic. In addition, the Registrar's request in budget for a 10% increase was determined to be too small, as well. It was decided her salary should be increased to over \$63,000 per year. How to proceed with this proposal was to be determined.

Minutes Approval: Reviewed Electoral Board Meeting minutes noted above. With moderate spelling and grammatical corrections, Elizabeth Bouldin-Clopton moved to approve minutes. It was seconded by Mary Alice Downs and was approved unanimously.

The Board began a review of Voting System Security Plan. Since final version does not have to be submitted until May, 2018, it was agreed that it will be open for discussion, correction and adoption at the next EB meeting on April 4, 2018.

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The Board then discussed and reviewed all office files and EB desk security and protection of contents in case of fire. The Board discussed purchasing fire retardant file cabinets. Registrar Lisa Jeffers has, since 2016, been scanning registration voter records. Depending on the type retardant file cabinets we obtain, the city may have to determine office floor's weight support capability. That determination will factor in the Board's determination of what system it will purchase. Decision will also reflect on pace of scanning essential voter registration documents, EB minutes, etc.

Small fire proof filing cases or boxes may have to be purchased for Officers of Election records and the Electoral Board Seal. The price of this should be reasonable. Elizabeth Bouldin-Clopton has priced these fire-retardant formats at her place of employment and believed they would cost not more than \$100 each. What action will be taken will depend on registrar and Electoral Board budget approval.

One of the immediate actions will be to change locks on Electoral Board desk.

Discussed need for and pricing of new election poll book and laptops or IPADs to replacing aging out of date equipment. If budget is approved, the Board with the advice and guidance of the Registrar will proceed with determining if No-Ink a provider of election programmed IPADs and pollbook solutions that include support will be pursued. If budget is not sufficient, the Registrar and Board will pursue a Dem Tech laptop and pollbook solution that is less expensive but does not include support.

Robert Horowitz and Mary Alice Downs will attend City Council Budget Meeting on March 23, 2018 at 9am to observe and report back to the Electoral Board on the proceedings as they pertain to the Registrar & Electoral Board budget.

The Board reviewed roster of Waynesboro Officers of Election for 2018-2019. The Registrar and Board discussed and adopted a draft of roster noting which OEs were assigned to the Wards to which they will report, who will be Chiefs and Assistant Chiefs at each ward and suggested the OE backups. The final Roster assignments and positions will be approved via email, as soon as, the registrar can submit them to us.

Mary Alice Downs, the Republican representative on the Electoral Board submitted her letter of resignation to the board. Ms. Downs has recently served as Secretary and is presently the Vice Chair of the Board. She has notified the Waynesboro Republican Party Chairman to begin a search for her replacement. Her resignation will be effective April 1, 2018. Ms. Downs' letter will be filed with Electoral Board minutes.

It was agreed that a draft of the minutes of this meeting be sent to appear on the City website with copies sent to each board member no later than March 20, 2018.

Elizabeth Bouldin-Clopton moved that the meeting be adjourned at 6:50p. Seconded by Robert Horowitz and approved. The Electoral Board Meeting of March 6, 2018 came to an end at 6:50p.

Submitted by,

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Robert Horowitz, Secretary

Elizabeth Bouldin-Clopton, Chair_____

Mary Alice Downs, Vice Chair_____

Robert L. Horowitz, Secretary_____