

# Adopted Minutes for Electoral Board Meeting of April 4, 2018

250 S. Wayne Avenue, Suite 205

Waynesboro, VA 22980

8:00 A.M.

Adopted:

Electoral Board Meeting was called to order at 8:08 AM Wednesday, April 4, 2018.

Minutes from the March 6, 2018 Electoral Board Meeting were reviewed. Elizabeth Bouldin-Clopton, Chair, moved to approve minutes, seconded by Robert Horowitz, Secretary; approved unanimously.

The Secretary was present on April 12<sup>th</sup> for the programming of the CAP voting machine for in person absentee voters for the May 1<sup>st</sup> election. On March 29<sup>th</sup> he was there with the Registrar to witness the programming and testing of the voting machines for the May 1<sup>st</sup> election for Wards A, B, C & D; as well as, the testing of the backup voting machine.

## **Discussion on Electoral Board Member replacement for Mary Alice Downs, whose resignation was effective April 1, 2018.**

Besides the fact that the EB will not be at fully staffed for the coming May 1<sup>st</sup> Local General Election, it would be best for the integrity of the voting process to have bipartisan representation observing the election day activities, training the Officers of Election and conducting the Canvass after the election. Not having heard from the Waynesboro Republican Party that they have nominated a replacement, the Board and the Registrar, Lisa Jeffers, agreed that we should reach out to the Waynesboro Republican Party Chair Ken Adams to remind him that a candidate should be appointed soon, or to at least have the Waynesboro Republican Party send a representative on Election Day and especially on the day after the election for the canvass.

Elizabeth Bouldin-Clopton moved, and Robert Horowitz seconded the following motion: Robert Horowitz, EB Secretary, will contact Mr. Adams, Chair of the Waynesboro Republican Party, to remind him of the importance that his party should make nominations for an Electoral Board Member, as soon as possible. Mr. Horowitz should also request that they make arrangements for a member of their party to be present on Election Day and at the Canvass of Votes on the days after the election. Motion passed unanimously.

## **The Board began discussion of the upcoming preparations for the May 1<sup>st</sup> Election:**

The Registrar notified the Board that Kathy Hiserman representing the Waynesboro Public Library has confirmed that the Library facilities for the Election Precinct Ward B would be available for the day before and the day of the elections for May, June (a Primary) and November.

The Secretary will contact the Ward A precinct, Basic Methodist Church, to verify the coming Elections for May, June & November.

The Secretary will contact Karen Gowen at Wayne Hills to get the keys for Ward C a week before the election. The Secretary of the Registrar, Lisa Jeffers, will give the WARD C Chiefs the key on the Monday (April 30<sup>th</sup>) before the May 1<sup>st</sup> election.

The Secretary and the Registrar will prepare a letter for the City Shops, so they know when to delivery and pick up the voting equipment for the May 1<sup>st</sup> election.

An Electoral Board Member will be at a specific ward at setup on election day morning. They will, as these board members did during the last election, rotate their visits to each of the Wards during the entire election day. A schedule of the rotation and where they will be for closing will be determined.

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The Secretary will make a list of responsibilities, contacts and deadlines as the year progresses. This format will be helpful to the other Board members and a guide for any future Secretaries.

The Registrar has been working on the Laptop and Pollbooks. The old program with patches has been replaced. She has returned to a basic format, that will be evaluated by the State.

### **The Board discussed the April training for Officers of Election:**

There will be three training sessions. The CAP Special Ward members will have a separate training from other Officers of Election to be held on Wednesday, April 18<sup>th</sup> at 2 PM. The Chiefs, Assistant Chiefs and newly appointed Officers of Election will meet at 9 AM on Wednesday April 18<sup>th</sup>. All the other Officers of Election (except CAP) will meet at 8 AM on April 19<sup>th</sup>. All sessions will do mock elections with voting equipment, folders, signs, poll books, etc. The Chiefs and Assistant Chiefs will lead the 2 full mock ups that the April 19<sup>th</sup> training will include. In this way every OE will setup, close and help cast/prepare Provisional Votes. At each session the Registrar will begin with a review of the general information pertaining to the election day procedures with special attention to the Provisional Voting methodology.

Because they will be away and, therefore, unavailable to meet at the scheduled O of E training on April 18<sup>th</sup> & 19<sup>th</sup>, Jack & Kathy Plummer, Officers of Election, are approved for different training dates, to be determined at a future time,

The Registrar will prepare an Agenda for each training session, so we can stay focused and be as efficient as possible.

### **Executive Session**

The Secretary moved and was seconded by the Chair to go into Executive Session. It passed.

After 20 minutes in Executive Session the Chair moved, and the Secretary seconded closing the Executive Session and return to the regular meeting. It passed and the Electoral Board Meeting reconvened.

### **Discussion on City Budget and the Registrar/EB budget portion.**

The key position for a full time Assistant Registrar to replace one of the two existing Part-time Assistant Registrar positions proposed by the Registrar was eliminated from the City Budget recommended to the City Council by Mr. Hamp, City Manager. The Board determined it must address this issue.

The Chair moved that at least one member of the Electoral Board & the Registrar should meet with the Finance Committee to determine what action the EB can take to reinstate the proposed position of the Full Time Assistant to the budget. In addition, other concerns about the budget, from matters that had not been addressed in the proposed budget that now should be considered due to information learned at training sessions the Board had at the annual VEBA meetings, should be addressed as well. The Secretary seconded the motion. It passed unanimously.

The Board determined that it will coordinate the budget preparation efforts with the Registrar for the future. Beginning after the November election, the Board will schedule Registrar and EB budget work sessions for the 2020 fiscal year.

### **The Board discussed an accident that an employee of the Registrar's Office had.**

A Part-time Assistant Registrar had an unfortunate car accident on March 26<sup>th</sup>. Everyone at the meeting expressed their concern for this employee and wish her a quick recovery.

The Registrar spoke with her the next day, May 27<sup>th</sup>. The employee was not specific as to the nature of all her injuries and the time that will be necessary for her to recover. Subsequent attempts by The Registrar and the Secretary to

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reach the employee failed. As of the end of the April 4<sup>th</sup> Electoral Board Meeting, we had not heard from this Part-time Assistant Registrar, nor had she reported to work as scheduled for 9 AM on April 4<sup>th</sup>. The Registrar has made arrangements with the other Part-Time Assistant Registrar to work additional hours, if that is deemed necessary.

### **Review of Voting Security Plan**

The planned discussion on a review of the Voting Security Plan was postponed until the next scheduled meeting of the Electoral Board later this month. The only item of security that was discussed was the agreement that we will change voting machine and Laptop/Pollbook passwords after each election or primary.

The next Electoral Board Meeting was scheduled for April 24, 2018 at 8 AM.

The Secretary moved that the Board Meeting be adjourned; seconded by the Chair and approved unanimously.

The Board meeting was adjourned at 9:22 AM.

Submitted by

Robert Horowitz  
Secretary of Waynesboro Electoral Board

Elizabeth Bouldin-Clopton, Chair \_\_\_\_\_

Robert Horowitz, Secretary \_\_\_\_\_