

May 1, 2019 Electoral Board Meeting Minutes

Elizabeth Bouldin-Clopton, Chair, called the Electoral Board Meeting to order at 8:48a on May 1, 2019.

In attendance: Elizabeth Bouldin Clopton, Chair; Frank Lucente, Vice Chair, Robert Horowitz, Secretary and Lisa Jeffers, Director of Elections. Mr. Lucente arrived a few minutes late.

Ms. Bouldin-Clopton moved, and the Minutes from the March 12, 2019 Electoral Board Meeting were approved and signed.

The Board with the guidance of the Director of Elections determined the number of Officers of Election that each Ward will require for the June 11, 2019 Republican Primaries. It then chose which Officers of Election will be assigned to which Ward. The Board appointed different Officers of Election to fill Chief and or Assistant Chief positions in certain Wards due to openings in those positions for this Primary.

The Board discussed the budget issues we face during the 2020 fiscal year. The City Manager and the Budget Committee met with Robert Horowitz, Secretary and Lisa Jeffers, Director of Elections. We explained and defended budget proposals: replace at least one if not both part time Registrars for one Full time registrar, increase the Director of Elections pay to reflect pay scales of other Director of Elections in similar situations with as many years of experience, training, and recognition; noting as well that the Commonwealth reimburses the City for 69% of her salary. The Board also reviewed the need for additional funds for the numerous primaries and elections that will take place during the 2020 budget year: at least 2 primaries (Presidential and Federal /State positions) City elections, and funding for preparation of the 2020 Presidential/Congressional and State official elections due to deadlines before the 2021 budget. We indicated new legislation that the Commonwealth legislators passed and would probably be signed into law by the Governor. Indeed, the most challenging new requirement was approved: the 9 days of No Excuse Absentee voting; however, the Election Commission will not specify requirements until November of this year.

At the request of the Electoral Board, Ms. Jeffers obtained a payroll review of other directors and similar positions in Waynesboro. The Director of Human Resources fulfilled that as a FOIA response, though it was not requested as such. The Board discussed the disparity between the Director of Elections and other City Directors or equivalent positions. The staff section of each Director did not list the 2 part-time Registrar positions of the Registrar. In addition the review did not make note that the Director of Elections/ Registrar is responsible for and works with the Electoral Board in managing, training, assigning, handling payroll, etc. for the 45 or more Officers of Election who are hired by the Electoral Board and work with The Director of Elections to ensure fair, secure, efficient elections.

It was determined that the Board will review the city's budget proposal and contact the budget committee and city council to work with them to resolve those issues that are in question. Mr. Horowitz will provide Ms. Bouldin-Clopton and Mr. Lucente the documents and materials that were presented to the budget committee.

The training of Officers of Election for the upcoming June Republican Primaries to nominate candidates for 20th District House of Delegate seat and the 24th District State Senate seat were discussed. It was agreed to have four training sessions over a two-day period. On Wednesday May 29th the Chiefs and Assistant Chiefs for each Ward will review procedures in the morning session beginning 9a. The afternoon session beginning 1p will involve training for Ward A and D Officers of Election conducted by their respective Chiefs and Assistant Chiefs. On Thursday, May 30th the morning session training beginning at 9a will be for the Officers of Election for Wards B & C conducted by their respective Chiefs and Assistant Chiefs. The afternoon session on the 30th beginning at 1p will be for the CAP Officers of Election. The training will be conducted by Mr. Horowitz and Ms. Jeffers with assistance from Mr. Lucente and, when possible, Ms. Bouldin-Clopton. Special attention will be made to review procedures for new the Poll book system and the

May 1, 2019 Electoral Board Meeting Minutes

Voting Machines. Training will again be held in conference room on third floor. Ms. Jeffers will reserve the room for our use.

Every four years the Electoral Board must determine if the current Director of Elections/Registrar is to be given another 4-year term. The Board discussed the excellent work Ms. Jeffers has performed during their terms. Mr. Lucente moved, and Ms. Bouldin-Clopton seconded that Ms. Jeffers be approved for 4 more years as Director of Elections/Registrar beginning in June 2019. The approval was unanimous. Mr. Horowitz, Secretary, signed the form declaring that decision.

The Electoral Board determined it would meet monthly, as recommended by ELECT. It will meet the 1st Wednesday of every month at 8:30a, with possible exceptions due to member date conflicts or Holiday weeks. The next meeting will be June 5th, 2019. The July meeting will be held on July 10th due the prior 4th of July Holiday week. The meeting in August will be held August 7th. The format will be continued each month. Ms. Bouldin-Clopton moved, and Mr. Lucente seconded that the fore mentioned Electoral Board meeting schedule be approved. It passed unanimously.

Ms. Bouldin-Clopton suggested we not only provide the three-day required notice of an Electoral Board Meeting to the Waynesboro City web site, but we also have it listed in the local newspapers, The News Virginian's, Calendar of Events. After a brief discussion, Mr. Horowitz moved, and Mr. Lucente seconded to submit notices of the Electoral Board Meetings made at least three days in advance to the News Virginian's Calendar of Events. Approval was unanimous.

The next Electoral Board Meeting will be at 8:30a on June 5, 2019.

The Chair made a motion to adjourn that was seconded by the Secretary. The meeting was adjourned at 10:22a

Elizabeth Bouldin-Clopton, Chair _____ Date _____

Frank Lucente, Assistant Chair _____ Date _____

Robert Horowitz, Secretary _____ Date _____