

## **Minutes for Electoral Board Meeting held on Friday, August 17, 2018**

At 8:32a on Friday, August 17, 2018 the Electoral Board (henceforward EB) Meeting was called to order. In attendance: Elizabeth Bouldin-Clopton, Chair, Robert Horowitz, Secretary of the Waynesboro Electoral Board, and Lisa Jeffers, Waynesboro Director of Elections. The Republican Electoral appointee has yet to be approved. Two members constitutes a quorum and two were present.

Minutes from July 6, 2018 meeting were approved and signed. Secretary will have draft copy replaced with approved copy on City Web site.

Until new member of the Board joins, the proposed scheduling of regular monthly meetings will be postponed. The EB chose Wednesday, September 12<sup>th</sup> and Monday October 15<sup>th</sup> at 8am, as the next two EB meetings.

The board went into Executive Session at 9am to discuss personnel issues.

Having resolved the issues under discussion, the board came out of Executive Session at 9:15a and continued discussion on pending Election of November 6, 2018.

It was unanimously agreed that a handout and discussion pertaining to the responsibilities and prohibitions against certain discussions and actions by Officers of Election (henceforward OE): what they can and cannot do, will be discussed and a handout provided to each OE at their respective Ward training session in October.

### **Election Day Preparations.**

Discussions, plans for and recommendations for the November 6, 2018 election were commenced.

At the suggestion of Ms. Bouldin-Clopton, Chair, all local security resources including City IT, Fire Department, EMS, Police, Sheriff, City Manager and City Council will be contacted by Lisa Jeffers, Director of Election to put them on notice for the Tuesday, November 6, 2018 election.

Two weeks before election, Robert Horowitz, Secretary of EB, will notify maintenance about moving Election Equipment and cages to their respective Ward sites on Monday, November 5, 2018. The contacts for each Ward location will also be reminded of the upcoming election within one month before the election.

### **Training on New Equipment:**

Lisa Jeffers, Director of Elections and Robert Horowitz, Secretary of EB will attend formal training from KnowInk on the new election's equipment on Tuesday, August 21, 2018 at 10a. This date had to correspond to the vendors training schedule availability.

The training will be Ward by Ward. Full day sessions may be necessary for each ward, however until that is determined, the following training session dates and times are subject to change depending on the training experience of Ms. Jeffers and Mr. Horowitz:

Initial new equipment OE training will be schedule precinct by precinct:

Monday, September 17, 2018 OE, from Wards yet to be determined, each Ward will be trained in 4-hour, sessions:

Session 1: 8a-12p and Session 2: 1p-5p.

Wednesday, September 19, 2018 OE, from Wards yet to be determined, each Ward will be trained in 4-hour sessions:

Session 1: 8a-12p and Session 2: 1p-5p.

The Registrar's Office/EB Office will have at least one setup of the new Knowink equipment so any OE or EB member can come in at their convenience, as long as they give proper notice to the Registrar, to work with and train on the equipment. This applies to any who attended the formal OE training and need a refresher, as well as, any OE who could not attend the training and want to be trained.

**Official Training for Election Day:**

Once again, we will try to schedule training by Ward. If unable to train with their designated Ward, an OE can attend whatever session fits their schedule.

Wednesday, October 17, 2018 8a-12p: Chiefs and Assistant Chiefs to review procedures and have open discussion to find ways to maintain good practices and improve on performance. Review new equipment so Chiefs and Assistant Chiefs can conduct some of OE training.

CAP training from 1p-4p

Thursday, October 18, 2018 from Wards yet to be determined, each Ward will be trained in 4-hour sessions:

Session 1: 8a-12p and Session 2: 1p-5p.

Friday, October 19, 2018 from Wards yet to be determined, each Ward will be trained in 4-hour, sessions:

Session 1: 8a-12p and Session 2: 1p-5p.

Discussion proceeded on list the OE that would be contacted to work on November 6<sup>th</sup> Election Day.

Verified that new passwords for Optical Scan Voting Equipment was approved and will be programmed by vendor.

The Clerk of Court was contacted as to the status of the expected new member of the board. There was nothing to report. Once again, we noted that we will not be able to schedule a permanent monthly meeting date of the EB until the new member officially joins the Board.

Chair asked if there was any other new business. No one had anything to add.

Meeting was closed at 9:45a.

Elizabeth Bouldin-Clopton  
Chair Waynesboro Electoral Board \_\_\_\_\_

Robert Horowitz  
Secretary Waynesboro Electoral Board \_\_\_\_\_