

Monday, September 17, 2018 Electoral Board Meeting Minutes

Elizabeth Bouldin-Clopton, Chair of the Waynesboro Electoral Board, called the meeting to order at 12:33p. Ms. Bouldin-Clopton was unable to attend in person, so the Board agreed to use one of the two yearly permitted Electronic Meetings. We were on speakerphone and all members could hear and be heard.

In attendance were Elizabeth Bouldin-Clopton, Chair, Mr. Robert Horowitz, Secretary of the Waynesboro Electoral Board, and Mr. Richard Burcaw, the new member just recently approved. Ms. Lisa Jeffers, Director of Elections, contributed information during the meeting.

The first order of business was the Reorganization of the Electoral Board. New member Richard Burcaw was in attendance for his first Board Meeting.

Mr. Horowitz noted that he and Mr. Burcaw after attending the Ward A scheduled training meeting for the new KnowInk Pollbooks, had a brief discussion where Mr. Horowitz briefed Mr. Burcaw on some of his new responsibilities while showing him the special access 3rd floor of the Gorsuch Building conference room that also has the secure storage area where the election materials are kept. They also briefly discussed the coming Electoral Board Meeting's agenda.

Ms. Bouldin-Clopton and Mr. Horowitz welcomed Mr. Burcaw to the board. Then Ms. Bouldin-Clopton reviewed the circumstances of the last reorganization and the responsibilities and demands of the Secretary of the Board. She noted that usually Board members chosen by different parties hold either the Secretary or Chair position. Due to the changes that had taken place before the resignation of the board member Mr. Burcaw replaced and the subsequent time since when there were only two active members of the board backlogs have been fulfilled and other procedures have been improved and work on still others are in progress. She, also, discussed changes that have helped improve the performance of the Officers of Election and EB canvassing of the election on the day after the election. Special notice was noted of the contribution made by Lisa Jeffers, Director of Elections, Robert Horowitz, EB Secretary, Jim Wilson, Chief of Ward B, and Jack Plummer, Chief of Ward C, for creating and revising The Checklist for Opening and Closing of the Election by the Officers of Election at each ward.

Since Mr. Burcaw was new to the board, Ms. Boudin-Clopton presented a proposal that would permit the uninterrupted functioning of the board while Mr. Burcaw became familiar with his general board member responsibilities. Since he is filling a term that is to expire February 28, 2019, he agreed. If Mr. Burcaw is willing to stay on and request his place on the board be renewed, it was agreed that we would keep the present organization structure at least until after he has been on the board for at least one full year. Should any member request it, this decision can be reviewed sometime in the future. It was also discussed that Mr. Burcaw would attend the annual training provided to all Electoral Board Members, but which must be attended by new members in their first year.

The Electoral Board reorganization was agreed upon as follows:

Elizabeth Bouldin-Clopton will be Chair, Mr. Richard Burcaw will be Vice-Chair and Mr. Robert Horowitz will be Secretary.

To comply with state regulations, Mr. Burcaw will provide a letter confirming that he agrees to be Vice-Chair until we hold a reorganization sometime in the future.

Mr. Burcaw moved that we accept the reorganization structure, as noted above. Robert Horowitz seconded the motion. There was no further discussion. Ms. Bouldin-Clopton asked for a vote. The motion was carried unanimously.

Mr. Horowitz presented the Minutes from the August 17, 2018 Electoral Board Minutes. Ms. Bouldin-Clopton moved that the minutes be approved as is. Mr. Horowitz seconded the motion. There was no further discussion and Ms. Bouldin-Clopton asked for a vote. The motion was carried unanimously.

The Board addressed personnel issues at Ward C and CAP. Robert Horowitz, as secretary, will follow-up on the Boards recommendations and report back to the Board.

The Board reviewed the October Officer of Election Training review for procedures and review of the new Pollbooks for the November 6, 2018 general election. The following was agreed to by all board members:

The Wednesday Meeting for Chiefs and Assistant Chiefs would retain its scheduled time from 8a-12p. Likewise, the CAP training for that day would be 1p-4p.

The Individual Ward training sessions would have their times changed. The Chiefs and Assistant Chiefs would still conduct the training for their specific Ward with the supervision of and the assistance of Electoral Board Members and the Director of Elections. The Thursday, October 18 & 19 meetings will have two sessions each day, one for each Ward. The first session would be 9a-12p and the second session would be 2p-5p each day.

Ms. Bouldin-Clopton, with the approval of the other members, adjourned the meeting at 12:49p.

Submitted by:
Robert Horowitz
Secretary

Elizabeth Bouldin-Clopton
Chair of Waynesboro Electoal Board _____

Richard Burcaw
Vice-Chair of Waynesboro Electoral Board _____

Robert Horowitz
Secretary of Waynesboro Electoral Board _____