

MINUTES

City of Charlottesville Electoral Board Meeting of August 31, 2016

The meeting was called to order by the chair at 5:05 p.m. in the office of the General Registrar. Those present were Electoral Board members Anne Hemenway (Chair) and Jim Nix (Secretary), General Registrar Rosanna Bencoach, Deputy Registrar Katie Mauller, Assistant Registrar Melissa Morton and Assistant Registrar Patrick Cory. Also present was Jon Bright, the recently nominated but not yet appointed Republican member of the Board.

The agenda was approved unanimously with the addition of one item, the preparation of a detailed list of tasks for the voting machine technicians related to the election.

The minutes of the August 2-4, 2016 meeting were unanimously approved with no changes.

UVa Voter Line Study Proposal

UVa professors Michael Gilbert and Charles Kromkowski have proposed conducting a study of the time voters spend waiting in line to vote employing UVa students as observers at Charlottesville polling locations. They described their proposal, part of a nationwide study designed to provide reliable data on the impact of waiting times on voters. The student observers, working in pairs inside and outside each polling location, will note arrival times of random voters and time their progress through each step in the process. The presenters responded to numerous questions from the Board and staff and offered assurances that the observations would be totally unobtrusive and that the study personnel would not speak with or interact in any way with voters or election officials.

Following the presentation and discussion the chair moved approval of this study. The motion was seconded by the secretary and approved unanimously. Details will be worked out in coordination with the General Registrar. This project requires University approval which is anticipated.

Appointment of election officials

Assistant Registrar Melissa Morton presented the board with applications recently received from twenty-one applicants wishing to serve as election officials. The applications were reviewed by the board and approved unanimously on a motion by the chair. Those so appointed are listed below:

Daniel Stornetta
Thembekile Tshabalocla
Maria Wernstrom
Kim A. Williams
Kimberly Wilson
Lisa Cook
Patty L. Futrell
Daniel R. Connor
Andrew Breen
Kathryn Collins
Jacob Boyd
Shaka Sydnor
Kyle J. Gename
Michael Hopkins
Lisa O. Jones
Jody L. Knowles
Ann Loper
George Loper
Rebecca C. Lystash
Jessica Otey
Katherine R. Shrader

Review of draft ballot

Assistant Registrar Patrick Cory distributed copies of a first draft of the ballot with the candidates listed in the sequence determined by the State Board of Elections (SBE) at its August 30 meeting.

Voting Equipment Needs

Patrick informed the Board that, with the recent purchase of five additional ballot scanners our inventory of V-Drives, the digital storage devices used in the scanners and Touch Writer ballot printing machines, was inadequate and would leave us with no spares in the event of a failure. He recommended that we purchase eight additional V-Drives from Hart InterCivic for a total price of \$548 including shipping. The Board recommended that the General Registrar proceed with this purchase using available capital improvement funds.

Training Schedule for Officers of Election

Assistant Registrar Melissa Morton provided the Board with an updated detailed calendar of events for the remainder of this election cycle on which she highlighted the dates and times for training sessions and other events requiring participation by the

Electoral Board members. Because of the large number of Election Officials required for the Presidential general election, the training of all election officials will be split into two sessions, one on October 5 and the other on October 12. There will be a single training session for Chief Election Officers on October 19. There will be a special training session for "research desk" officers on September 27.

Post-Election Canvass Schedule

The Electoral Board will meet at 9:30 a.m. on Wednesday, November 9 to begin the canvass. The canvass will be suspended at 11:00 a.m. when the Board will initiate the Provisional Ballot Canvass, returning to the regular canvass in the early afternoon. If the non-provisional part of the canvass cannot be completed on Wednesday the board will meet on Thursday, November 10 at a time to be determined. Friday, November 11 is a national holiday so the normal deadline for voters to provide identification to allow their ID provisional ballots to be counted has been extended by the state to noon on Monday, November 14. The Board will not meet on Friday or Saturday but will meet at 1:00 p.m. on Sunday, November 13 to conduct the provisional ballot canvass and again at noon on Monday, November 14 to complete the canvass.

Report by the General Registrar

The General Registrar informed the Board that the approval process for the movement of the Buford Precinct polling location has been completed and the letters notifying the active voters in the precinct have been mailed.

New staff members are now all on board and are working out very well.

A budget summary was presented showing that expenditures for the year were in line with projections. The General Registrar is formally requesting that approximately one third of the funds recently received by the City as partial reimbursement for the costs of running the March 1, 2016 Presidential primary be carried over to be used for one-time costs for recommended security upgrades and some additional minor expenses.

Other business

Film Project

The chair reported on her discussions with UVa Professor Everson concerning his proposal to film Election Day activities at Tonsler precinct. In light of the limited space at Tonsler, he has agreed to film only briefly there and to spend additional time at Johnson, Buford and possibly Carver precincts. His proposal is to film election officials performing their duties with no filming of voters or audio recording that might include identification of voters. While the Board and staff informally approved proceeding with

this project it was acknowledged that agreement by the Chief Election Officials at each precinct involved would be required. To that end, Professor Everson has agreed to attend the upcoming election official training sessions at which he will meet with the chiefs involved. With those conditions agreed the chair moved approval of this proposal. It was seconded by the secretary and approved unanimously.

Task list for voting equipment technicians

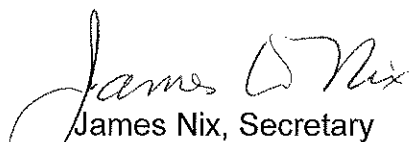
Assistant Registrar Melissa Morton has produced a very comprehensive calendar of events for this election cycle which has been continuously updated. However, even that detailed document does not list all of the specific tasks to be completed by the voting equipment technicians Patrick Cory and Jordan Knox. Many of these, including ballot printing, set up and testing of voting machines and loading of electronic poll books are highly technical and time sensitive and absolutely vital to the conduct of the election. Mr Cory was requested to assemble this list as soon as possible and to enlist the assistance of Fred Schneider, in reviewing it.

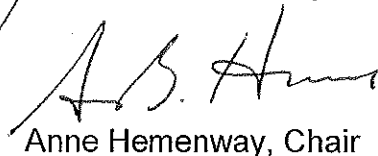
Next Meeting

The next meeting of the Board will take place at 11:30 a.m. on Monday, September 19 to be followed at noon by the logic and accuracy testing of the ballot and equipment to be used for absentee voting.

The meeting was adjourned at 7:00 p.m.

Respectfully submitted:


James Nix, Secretary


Anne Hemenway, Chair

Vice Chair (vacant)