

MINUTES

City of Charlottesville Electoral Board Meeting of August 2-4, 2016

The meeting was called to order by the chair at 4:30 p.m. in the office of the General Registrar. Those present were Electoral Board members Anne Hemenway (Chair), Patricia Maruna (Vice Chair), and Jim Nix (Secretary), General Registrar Rosanna Bencoach, Deputy Registrar Katie Mauller, Assistant Registrar Melissa Morton and Assistant Registrar Patrick Cory.

The agenda was approved unanimously with the addition of one item, a discussion concerning the security of our electronic voting machines.

The minutes of the June 7, 2016 meeting were unanimously approved with no changes.

Appointment of election officials

Assistant Registrar Melissa Morton presented the board with applications recently received from nineteen applicants wishing to serve as election officials. Of these one had not yet submitted a voter registration application while another was found to be ineligible to register because of felony convictions. The applications were reviewed by the board, one was rejected, one was placed on hold pending completion of voter registration and the remaining seventeen below were unanimously approved by the board for appointment:

Megan Bird
Diane Lahue
Elizabeth Ward
Kathryn Gallanosa
Brenda Burke
Marsha Tarbert
Jirapan Kaewwanarant
Shaun Wickline
Rev. Ralph Brown Sr
Michael D. Dickens M.D.
Nicole Davenport
Alexandra Nowell
Ian McKenney
Emily Gadek
Megan Washburn
Denis Mason
Theodore Johnson Jr.

Report by the General Registrar

The General Registrar informed the Board that the approval process for the movement of the Buford Precinct polling location is nearing completion. The first reading at City Council was on July 18. The second reading and final approval is expected at the Aug 15 City Council meeting.

In an update of personnel actions Ms. Bencoach informed the Board that the voting equipment technician position and three assistant registrar positions have been filled. All but one have started work and the last one reports for duty on August 8.

The base equivalent hourly rate for Officers of Election has been slightly increased by the city. Ms. Bencoach recommended that the Board add slightly to the mandated raises to round numbers in an effort to simplify the accounting. The resulting increases would total \$3 for a half day and \$5 for a full day for all positions. On a motion by the Chair, seconded by the Vice-chair, this increase was unanimously approved by the Board.

A recent office security inspection conducted by the Charlottesville Police Department led to a recommendation that additional and better locks be installed in the Registrar's office. These recommendations are expected to be implemented with funds that will be carried over from the FY 2016 reimbursement for part of the presidential primary expenses.

Additional telephones will be installed for the general election and additional look-up devices, to be loaded with city and county registration information, are being borrowed from the city for use in the precincts as well as the registrar's office. These enhancements are designed to enable faster response to routing voter questions on Election Day.

Other business

Recently departed Electoral Board member Rick Sincere, attending at the invitation of the General Registrar, was presented with an engraved Jefferson cup commemorating his twelve years of service on the Electoral Board.

The registrar has received a letter from a UVa film professor seeking permission to produce a documentary on the upcoming general election. The letter includes a request to film all day at the Tonsler Precinct. Voters would not be filmed but election officials would be filmed as they work. Reservations were expressed by board members and office staff largely focused on the length of filming time requested, space considerations

at that location and the need for agreement by the election officials in the precinct. The chair will call and meet with the professor and then determine if the request complies with access restrictions specified in the code. The Tonsler precinct election officials will be consulted before any final decision on access is made.

The secretary raised the issue that recent press coverage of hacking related to the upcoming election makes it advisable for the Board and the General Registrar to provide assurance to the voters that local voting machines are not vulnerable to malicious interference. It was suggested that a joint statement with the Albemarle County Electoral Board and registrar would be wise. The secretary will contact county officials to discuss this.

Closed Session

By a unanimous vote on a motion by the chair, the Board moved at 5:35p.m. to executive session in order to prepare the annual performance appraisal for the General Registrar.

At 6:50 p.m. the Board returned to open session and by a unanimous recorded vote certified that only matters exempt from the Virginia FOIA and identified in the motion to convene were discussed in the closed session.

Resignation of Electoral Board member

Board member Patricia Maruna announced that she would be resigning from the Electoral Board effective Friday, August 5, 2016 because she and her family are moving out of the area.

The meeting recessed at 7:05 p.m. and was scheduled to resume at 4:00 p.m. on Thursday, August 4 in order to complete the annual performance appraisal for the General Registrar.

Continuation of the meeting on August 4.

The meeting was reconvened at 4:05 p.m. on Thursday, August 4 with all three members present. By a unanimous vote on a motion by the chair, the Board moved to executive session to finalize the annual performance appraisal and present it to the General Registrar.

At 4:55 p.m. the Board returned to open session and by a unanimous recorded vote certified that only matters exempt from the Virginia FOIA and identified in the motion to convene were discussed in the closed session.

The secretary reported on a conversation earlier this date with the Albemarle County General Registrar Jake Washburn regarding measures to be taken to reassure voters on the digital safety of our voting equipment. Mr. Washburn agreed that a joint statement should be prepared by city and county election offices regarding the security of our voting equipment in the event that questions are raised in the future. The General Registrar was requested to contact Mr. Washburn without delay to prepare such a statement.

Departing Board member Patricia Maruna was presented with an engraved Jefferson cup in recognition of her service to the community as an Electoral Board member.

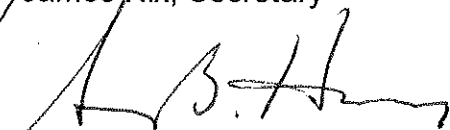
Next Meeting

Uncertainty concerning how long it will take to fill the vacancy on the Board created by the resignation of Ms. Maruna makes it difficult to set the date of the next meeting. However, a meeting before the end of August will probably be necessary in order to address some election related issues.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted:


James Nix, Secretary


Anne Hemenway, Chair

Patricia Maruna, Vice Chair