

## **MINUTES**

### **City of Charlottesville Electoral Board Meeting of February 2, 2017**

The meeting was called to order by the chair at 5:45 p.m. in the office of the General Registrar. Those present were Electoral Board members Anne Hemenway (Chair) Jon Bright (Vice Chair) and Jim Nix (Secretary), General Registrar Rosanna Bencoach, Deputy Registrar Katie Mauller and Assistant Registrar Patrick Cory.

On a motion by the chair, seconded by the vice-chair, the agenda was approved unanimously without change.

On a motion by the vice-chair, seconded by the secretary, the minutes of the November 8-14 meeting were approved unanimously after incorporation of several minor corrections suggested by the General Registrar. The minutes of the December 14 meeting were also reviewed and approved unanimously with a single correction recommended by the secretary.

#### **November 8 election review**

The board conducted a line-by-line review of a memorandum outlining Electoral Board recommendations for improvements and changes to procedures for the conduct of elections and election canvasses. This memorandum, prepared by the chair, consolidated comments provided by the three Electoral Board members. A copy of the memorandum is attached to these minutes.

#### **Elections Director Report**

The Assistant Registrar and Elections Director, Melissa Morton, was unable to attend this meeting due to illness but she did provide a written report to the Electoral Board. One item in that report requiring board action was a recommendation to phase out the position of equipment specialist. This position was established to facilitate the transition to unfamiliar new voting equipment but, after three successful elections with the new equipment, Melissa believes this position is no longer necessary. Specialized training in the set up and take down of the equipment will still be conducted and chief election officers would be instructed to send two or three election officials from each precinct to this training. These individuals would be paid for the time spent in the additional training but their election day pay would be at the \$180 rate for regular election officials rather than the \$205 equipment specialist rate. In conjunction with this change Melissa recommended that the board raise the pay of the research specialists from \$180 to \$205 in recognition of the additional skills and training required for these positions.

Taken together these two offsetting changes would leave the budget essentially unaffected. On a motion by the chair, seconded by the secretary, these changes were unanimously approved by the board.

Other items in the Elections Director's report, to include a review of election official (EO) evaluations, were deferred until the next meeting. Copies of the EO evaluations prepared by the chief election officials were distributed to the board members for their review prior to the next meeting.

### **Appointment of Officers of Election**

Although the recruitment of additional officers of election has been suspended because the current roster contains more than enough qualified officers for the 2017 elections, seven unsolicited applications have been received and were reviewed by the board. The chair moved that these seven be appointed. The motion was seconded by the vice-chair and approved unanimously. The following individuals were appointed:

Kendall Bills  
Suzanne Whitmore Jones  
Aron Kingsley  
Kitry Krause  
Ambar La Forgia  
Adam Leive  
Philip Varner

Of the current list of officers, seven have reached the end of their terms. They have been notified of this by mail and asked if they desire reappointment. One has declined, one, Sandra Morris, has accepted and the others have not yet responded. The chair moved to reappoint Ms. Morris and to table consideration of the other five until they respond. This motion was seconded by the vice-chair and approved unanimously.

### **Report by the General Registrar**

The registrar provided an update on the budget, a report on current registration numbers and an analysis of the pace of voter registration gains over the past year. Also included were projected staff training, plans for conduct of the June 13 primary and prospects for obtaining additional storage space for voting equipment. No actions were requested of the board.

### **Next Meeting**

The next meeting of the Board will take place at 5:45 p.m. on Wednesday, March 8, 2017.

The meeting was adjourned at 7:58 p.m.

*Respectfully submitted:*

James Nix, Secretary

Anne Hemenway, Chair

Jon Bright, Vice Chair