

## **MINUTES**

### **City of Charlottesville Electoral Board Meeting of July 6, 2017**

The meeting was called to order by the chair at 5:45 p.m. in the office of the Charlottesville 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, Assistant Registrar Melissa Morton and Assistant Registrar Patrick Cory.

On a motion by the vice-chair, seconded by the chair, the agenda was approved unanimously.

On a motion by the vice-chair, seconded by the chair, the minutes of the June 13-16, 2017 meeting were approved unanimously. The chair then moved to approve the minutes of the June 7, 2017 meeting. The vice-chair seconded and the motion was approved unanimously.

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

The registrar provided a written report to which were attached the latest registration statistics and a graphic from the VPAP website showing that Charlottesville had the highest turnout in the state, by percentage of registered voters, in the June 13 Democratic primary.

The registrar also provided an update on recruiting for the voting equipment position noting that efforts to find qualified applicants are continuing.

#### **Public Comment**

No members of the public were present for this meeting.

#### **Wrap-up on the June 13 Primary**

Assistant Registrar Melissa Morton announced that the post-primary round table discussion with chief election officials has been scheduled for 6:00 p.m. on Thursday, July 27, at City Space. Assistant chiefs, closers and research specialists will also be in attendance. A similar meeting for the central absentee precinct personnel has been scheduled for 1:00 p.m. on Wednesday, July 26 but a venue, likely to be in City Hall, has not yet been confirmed.

Assistant Registrar Patrick Cory reported that all election equipment, to include the tablet computers used as look-up devices at the polls, has been inventoried and labeled as property of the Office of the General Registrar. The chair raised the issue of problems encountered with the look-up devices when they failed to function at a number of precincts on June 13. Ms. Morton informed the board that a meeting to address these problems will occur on July 7 with feedback to the Board planned at its next regular meeting.

There followed a discussion on the need for a better system to manage delivery of ballots to the precincts by Board members on Election Day. It was acknowledged that this is a shared responsibility between the Board and the staff. Specific changes to ballot delivery procedures, and the reporting of ballot delivery needs by the chief election officials, will be discussed at future meetings and will be implemented before the Nov 7 general election.

### **Lessons Learned at the Annual Training**

The vice-chair and secretary reported their positive reactions to information presented at the training on a simplified Statement of Results (SOR) form created by Walt Latham, York County General Registrar, and used in the June 13 primary by several jurisdictions. Jurisdictions employing the new form reported that it reduced the time required to complete the paperwork at the precincts on election night and the review of the documents at the canvass the following day. A key feature of this new SOR is that it eliminates the transcription of candidate vote totals from the voting machine tapes to the form. The tapes, as required by statute, are attached to the first page of the SOR.

In the discussion of this issue it became evident that the General Registrar did not share the Board members' enthusiasm for considering the adoption of this new SOR format. The chair agreed to call Mr. Latham to obtain more information about the new form and his experience with its employment in the primary. A larger jurisdiction reporting success with the new form, Prince William County, is equipped with Hart Verity scanners identical to those we use. The Board members and the General Registrar agreed that the secretary should contact the Prince William registrar with questions on the pros and cons of adopting this system and ask about any problems encountered or misgivings resulting from its employment in the primary. A second innovation adopted by Prince William, described at the annual training, was the placement of ballot officers with the poll book officers rather than at a separate table. The secretary will also query the Prince William registrar about the efficacy of this change.

### **Executive Session**

At 6:45 p.m. there was a motion by the chair to close the meeting for the purpose of conducting a discussion of personnel matters. This motion was seconded by the vice chair and approved unanimously.

The board reconvened in open session at 7:15 p.m. and the chair moved to certify, by recorded vote, that only matters exempted from the open meeting requirements were discussed in the closed session. This motion was seconded by the vice-chair and approved unanimously. Copies of the motion closing the meeting and the certification following the closed session are attached to these minutes.

**Next meeting**

The next meeting will be the annual meeting of the Board with the City Manager called for in the May 2015 Memorandum of Understanding. It will take place in the second floor conference room at City Hall at 2:30 p.m. on Friday, July 14th.

The meeting was adjourned at 7:30 p.m.

*Respectfully submitted:*

James Nix, Secretary

Anne Hemenway, Chair

Jon Bright, Vice Chair