

## **MINUTES**

### **City of Charlottesville Electoral Board**

#### **Meeting of July 27, 2017**

The meeting was called to order by the chair at 8:30 a.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 and Deputy Registrar Katie Mauller.

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

On a motion by the chair, seconded by the vice-chair, the minutes of the July 21, 2017 meeting were approved unanimously.

#### **Public Comment**

No members of the public were present for this meeting.

#### **Executive Session**

At 8:35 a.m. there was a motion by the chair to close the meeting for the purpose of conducting a discussion of the annual performance appraisal for the General Registrar. This motion was seconded by the secretary and approved unanimously.

The board reconvened in open session at 9:45 a.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.

#### **Missing Look-up Device**

The chair asked the General Registrar for a report on the investigation concerning the look-up device discovered missing following the June 13 primary election. The Registrar informed the Board that all nine precincts had reported problems with the devices on June 13 thereby confirming that all had been issued at least one of these tablets. According to the recollection of office staff members, three precincts had also received a second such device and two of them have confirmed receipt of the second one. Confirmation from the third such precinct is pending. Four additional tablets for this purpose were recently acquired bringing the total inventory to sixteen. A recent comprehensive inventory of all election equipment at the warehouse found only fifteen thereby confirming that one is missing. All have serial numbers but no record had been

made of the serial numbers of the tablets issued to each of the precincts. Thus it is not possible to determine which of the nine precincts was issued the item that has gone missing. The Board members expressed greatest concern for the loss of the voter data loaded on the tablet. When asked about next steps, the Registrar indicated that she would notify the City Attorney of the loss and then inform the Albemarle General Registrar since data on county voters was also present on the missing device.

### **Board Member Compensation**

The General Registrar informed the Board that the recent city-wide salary adjustment would, if implemented for Electoral Board members, provide them with compensation that was not in compliance with state law. In order to correct this problem the chair moved to direct the Registrar to prepare appropriate forms for the Charlottesville HR Department to adjust the Board salaries to bring them into compliance with state law. This motion was seconded by the vice-chair and approved without dissent.

### **Next meeting**

The next meeting will take place in the office of the Charlottesville General Registrar at 5:45 p.m. on Thursday, August 31, 2017.

The meeting was adjourned at 10:07 a.m.

Respectfully submitted:

James Nix, Secretary

Anne Hemenway, Chair

Jon Bright, Vice Chair