

## **MINUTES**

### **City of Charlottesville Electoral Board Meeting of Aug 31, 2017**

The meeting was called to order by the chair at 5:47 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 and Assistant Registrar Melissa Morton.

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 27, 2017 meeting were approved unanimously.

#### **Public Comment**

Mr. Stephen Harvey, recently elected Chair of the Charlottesville Republican Party, introduced himself to the Board and provided some information on his background and experience. The Board members welcomed him and encouraged him to attend future Board meetings as well as upcoming events related to the November 7 general election.

#### **Report of the General Registrar**

The registrar provided a written report and led a discussion on several items of interest beginning with management of office supplies. Storage of supplies has been consolidated and better organized so that any shortages, should they occur, will be quickly evident. Responsibility for control of office supplies has been assigned to Assistant Registrar Melissa Morton who will place all supply orders subject to the approval of the General Registrar.

The move to use of a simplified Statement of Results (SOR), as described at the June training in Richmond, was again discussed. The board members all favor adopting the much reduced SOR format that dispenses with the tradition of transcribing vote totals from the machine tapes to this document. However, the General Registrar believes the old method has merit and is essential for precincts reporting results from multiple scanners or when some ballots are hand counted, an extremely rare occurrence. As a compromise, Ms. Bencoach suggested that precincts with a single scanner would employ the simple SOR for the upcoming election while precincts equipped with a second scanner, or manually counting any ballots, would use additional pages to

account for the votes from each of those sources and total the precinct results. The Board members agreed with this approach for the current election and will endeavor to gather information from election officials in other jurisdictions on their experience with use of the new simplified SOR.

Ms. Bencoach reported progress on hiring to fill the voting equipment tech positions. Four individuals have been offered appointment, one as the principal technician, which is a half-time position, and three others to serve as needed during election times. She reported that these hiring actions may be completed as soon as the end of next week, September 8.

### **Appointment of Election Officials**

Assistant Registrar Morton presented applications from seven individuals seeking to become election officials. These were reviewed by the Board and approved unanimously on a motion by the Chair, seconded by the Vice-chair. The following individuals were appointed:

JoAnn Seapy  
James E. Harmon  
M. Cecile Forte  
Stacey Coates  
Theresa E. Woodfolk  
Adam Seid  
Heather Mease

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

With the assistance of the Deputy Registrar, Ms. Morton has conducted a comprehensive equipment inventory confirming that the look-up device reported missing shortly after the June 13 primary has in fact been lost. Furthermore, this inspection also revealed that one of the electronic poll books (EPB) is missing as well. This device, a lap top computer, contains software provided by a contractor, VR Systems, but no voter data. An examination of documentation related to a recent software upgrade from this vendor suggests that this device may have been missing at least since some time in 2015. Corrective action is being taken to establish strict serial number inventory controls on all look-up devices and EPBs before they are issued to the precincts for the November 7 election.

The staff has prepared a public statement on the loss of the look-up device for use in the event of enquiries regarding this loss. That statement specifies that the limited voter information loaded on the device is identical to that available, as required by law, for public inspection at the registrar's office. On a motion by the vice chair, seconded by

the chair and approved unanimously, the Board directed that the following wording be added to the statement “Therefore there is no risk of voter fraud as a result of the loss of this device” and that the amended statement be released to the public.

### **Compensation for Election Officials**

The decision by the Charlottesville City Council to establish a \$13.79 per hour living wage standard for city employees mandates that compensation for some election officials must be raised to comply with the new standard. Current compensation levels for Chiefs, Assistant Chiefs and Closers are above the mandated minimum salary. An assessment of the budget implications of complying with the living wage mandate could not be completed without detailed information on required staffing levels for various categories of elections. Discussion was deferred until the next meeting and the staff was directed to prepare projections of election official staffing requirements for consideration at the next meeting. As a result of this discussion the board unanimously passed the following three motions:

A motion by the vice chair, seconded by the chair, to raise the salary for officers of election, equipment specialists and research officers to the level of \$13.79 per hour.

A motion by the vice chair, seconded by the chair, to pay all election officials on an hourly basis for hours actually worked rather than on a per day, or half day, flat rate.

A motion by the vice chair, seconded by the chair directing the staff to procure payroll software for use in managing election official compensation. The vice chair offered to research the available software packages and work with Ms. Morton on the project.

### **Ballot Printing for the November 7 General Election**

The General Registrar presented historic data on turnout percentages for similar elections and the growth in the number of registered voters for use in establishing the number of ballots needed for the upcoming election. She recommended printing 18,000 ballots representing 65% of the current active voter registration total. The board members concurred in this decision. The ballots will be printed in-house on a new printer, which should be delivered in the near future, resulting in a substantial cost saving.

### **Staff Training**

Melissa Morton reported that the following staff members have completed the recently updated online annual training for the conduct of 3<sup>rd</sup> Party Voter Registration Drives. The Secretary and General Registrar signed their certificates.

Paul Boggs  
Katherine Mauller  
Melissa Morton  
Anna Shingledecker  
Jamie Virostko

**Next meeting**

The next meeting will take place in conjunction with the public logic and accuracy testing of the ballot in the office of the Charlottesville General Registrar at noon on Friday September 15, 2017.

The meeting was adjourned at 7:35 p.m.

*Respectfully submitted:*

James Nix, Secretary

Anne Hemenway, Chair

Jon Bright, Vice Chair