

MINUTES

City of Charlottesville Electoral Board Meeting of October 18, 2021

The meeting was called to order by the Chair at 6:07 p.m. on Monday, October 18 in the office of the Charlottesville General Registrar. Those present were Electoral Board members Jon Bright (Chair), Anne Hemenway (Vice Chair) and Jim Nix (Secretary), and Acting Director of Elections and General Registrar Taylor Yowell.

On a motion by the Vice Chair, seconded by the Chair, the agenda was unanimously approved without change.

On a motion by the Vice Chair, seconded by the Secretary, the minutes of the September 1 and September 13 meetings were unanimously approved without change.

Public Comment

Ms. Bekah Saxon, Co-chair of the Charlottesville Democratic Committee was present but made no comment.

Mr. Daniel Moy, Chair of the Charlottesville Republican Committee was present and asked for a list of election officials assigned to work on November 2 and enquired about the deadline for training of officials to work in the upcoming election. Ms. Yowell promised to quickly provide the list along with information on the training schedule.

Registrar's Report

Ms. Yowell reported that early voting was going well with no problems encountered to date. In response to a question by the Chair she reported that the staff has successfully employed the new electronic pollbooks (EPBs) on a trial basis during early voting. While most of the early voting has been conducted using the state voter registration system (VERIS) the EPBs have proven helpful during times when VERIS has been slow or unavailable. To facilitate this, downloading of an update to the pollbook from VERIS each morning is now standard practice during early voting.

Discussion Items

Ballot printing – following a discussion on likely turnout, a consensus was reached that 15,000 ballots should be printed for election day with a substantial additional number spooled for later printing should indications of a higher turnout develop. The first printing was scheduled for October 20 with completion expected on October 26. Additional absentee ballots may be required because early voting has accelerated.

Budget Review

Ms. Yowell distributed copies of two spreadsheets to the Board members, one showing the budget for the current fiscal year with expenditures to date and the other listing expenditures for the previous five fiscal years along with the budget for the current fiscal year and a partial budget for the year to begin July 1, 2022, which will be submitted in December. She led a line-by-line review of both documents. Salary figures were not yet projected for the upcoming fiscal year because these are generated by the budget office and not the registrar.

In discussing the training budget, Ms. Yowell informed the Board that Hart InterCivic would be conducting training for the entire staff in conjunction with a visit in early December to install an upgrade to the voting equipment. This is far more cost effective than sending one or two people for training to the company headquarters in Texas and also provides broad competency among the staff regarding the voting equipment and its related software.

In response to a request by the Vice Chair, Ms. Yowell agreed to increase the advertising budget to cover an additional newspaper advertisement above the two required by law.

A few other line items sparked discussion including one showing a surprisingly large increase in rent for the secure warehouse. The Board members agreed that these costs are becoming excessive and suggested a search for alternatives.

The Board members commended Ms. Yowell for her timely and thorough work on the budget during the extremely busy period in the runup to the election.

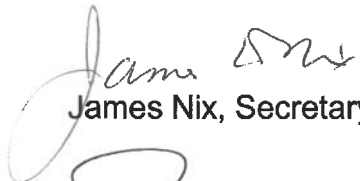
Registrar Search

The Chair announced that the posting for the General Registrar position had closed on October 15 and that twenty-four applications had been received. These will shortly be forwarded by HR to the Board members for review. No interviews will be scheduled until after the election.

The next meeting will be held in the office of the Charlottesville General Registrar starting at 7:00 p.m. on Tuesday, November 2. That meeting will continue, with suspensions, until completion of the general election with the signing of the abstracts on Friday evening November 5.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "James Nix", with a large loop on the left side.

James Nix, Secretary

A handwritten signature in black ink, appearing to read "Jon Bright", with a large loop on the left side.

Jon Bright, Chair

A handwritten signature in blue ink, appearing to read "Anne Hemenway", with a large loop on the left side.

Anne Hemenway, Vice Chair