

## **MINUTES**

### **City of Charlottesville Electoral Board Meeting of September 15, 2017**

The meeting was called to order by the chair at 12:07 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 Voter Equipment Technician Jeff Greer.

#### **Public Logic and Accuracy Testing**

The ballot scanner and the ballot marking device to be used for in-person absentee voting were set up in the office and loaded with a test version of the upcoming election. The Board members then marked ballots as laid out in a test matrix created by the registrar and fed them into the scanner that will be used for absentee voting. The purpose of this test is to confirm that the votes counted by the scanner will precisely reflect the wishes of the voters casting ballots in the election. Upon successful completion of the test the scanner and ballot marking devices were removed from test mode, prepared for the election, and sealed by the board to be opened at the start of in-person absentee voting on Friday, September 22. The Board then proceeded with the regular meeting agenda.

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 August 31, 2017 meeting were approved unanimously.

#### **Public Comment**

Mr. Stephen Harvey, Chair of the Charlottesville Republican Party, was the only member of the public present. He had no comments.

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

The registrar provided a written report on several timely issues most significant of which was the confirmation that two equipment technician positions have been filled and a third is in the final stages of hiring. The new lead technician is Mr. Jeff Greer, former Chief Election Official at Buford precinct. This is a half-time position. Also hired was Mr. Mike Timberlake who will work on average ten hours per week.

Deputy Registrar Katie Mauler reported that preparations are well under way for the start of in-person absentee voting on Friday, September 22. In addition, work is being done to ensure that the 222 absentee ballots requested to date will be sent out by September 22. Of these, 147 are email ballots and 75 are normal mail ballots.

### **Appointment of Election Officials**

Assistant Registrar Melissa Morton presented applications from five 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:

Kenneth (Kenny) Wayne May  
Edward Benjamin Elron  
Shawn A. Meredith  
Tatiana Logan  
Kyvory A. Henderson

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

At the August 31 board meeting the General Registrar recommended printing 18,000 ballots for use on Election Day and the board members agreed with that decision. These ballots have now been created as digital files and will be printed in early October. An additional 10,000 ballots have been created and will be held in reserve for printing in the event of a truly extraordinary turnout. In addition, 2000 absentee ballots have been created along with a further 2000 to be held in reserve for printing later if needed. At least a portion of the absentee ballots will be printed on Monday, September 18 for mailing and for use in the registrar's office for in-person absentee voting beginning on September 22.

### **Election Official Staffing Levels and Budget Impacts**

The registrar presented a revised version of a document discussed at the August 31 meeting outlining required election official (EO) staffing numbers for primary elections and general elections in both presidential and off-year elections. The document also displayed staff cost estimates for each type of election both before and after the compensation adjustments for many EOs required for compliance with the city's living wage mandate. Additional funds for EO compensation, beyond what has been budgeted, will be required but accurate projections cannot be made until questions regarding the breakdown between full day and half day EOs is resolved and the number of full time equivalent positions has been determined. The registrar will provide a

refined table of staffing needs and projected total EO compensation for discussion at the next meeting.

**Next meeting**

The next meeting will take place in the office of the Charlottesville General Registrar at 5:45 p.m. on Monday, October 16, 2017.

The meeting was adjourned at 1:50 p.m.

*Respectfully submitted:*

James Nix, Secretary

Anne Hemenway, Chair

Jon Bright, Vice Chair