

**The Newport News Electoral Board of the City of Newport News met February 5, 2019 at the office of the General Registrar, 2400 Washington Ave, Newport News, Virginia, at 9:00am.**

**The meeting was called to order by the Chairman at 9:00am**

**A roll call was taken.** Those present were; Sean Devlin, Chairman, Deloris Thomas, Vice- Chair, Wendell Barbour, Secretary; Vicki Lewis, General Registrar; Lisa Dunn, Assistant

**Introduction of Visitors and Guests:** There were no guests present.

**Minutes:** Mr. Barbour made a motion to approve the minutes of the January meeting. Mrs. Thomas seconded the motion. The minutes were approved and signed by the Secretary.

**Agenda Approval:** Mr. Barbour moved to accept the agenda as submitted. Mrs. Thomas seconded.

**Old Business:**

**Washington precinct** – Sean provided pictures of the doors at Washington precinct needing a handicap ramp. The size of the ramp and if one or two ramps are needed still needs to be determined.

**VEBA Annual meeting-** Reservations and registration have been made for all Board members to attend the meeting March 8-10, 2019, at the Homestead.

**New Election Official brochures-** Lisa is currently working on this project. Deloris recommended having an electronic brochure as well as a paper one. We should seek recommendations from the Communication department what local websites and publications to distribute the brochures.

**May Elections-** Wendell agrees that he can write a letter to move the May Election to November. He believes it's a much softer approach to have a face to face discussion with Council members. Wendell would like to work with Council members individually to discuss the move. Sean asked what the cost savings would be and Vicki said approximately \$50,000. Deloris agrees with Wendell's suggestions and likes his approach. She would like to discuss with Council to work together. Deloris would also like to include research from surrounding localities that have moved their May Elections to November. Sean states that it will help alleviate voter "burn out". Vicki recommends having lunch with each council district to discuss. Consolidating precincts with low voter turnout could also be discussed at that time.

**Election official appointments** – The Board and Registrar reviewed the list of election officials by precinct to determine who would receive reappointments notices. Oath and response forms will be mailed out within the next week. Mrs. Thomas would like to assist in managing Election Officials as the response forms are returned.

More training is needed for the completion of ballot record reports and pollbook summary sheets during instructional meetings.

**New Business:**

2019 Calendar of Events- No changes have been made to the calendar.

Sean stressed his concern about the current laws in place to allow ease of voter fraud with absentee voting. It is an ongoing issue that needs to be addressed.

Digital Ballot Images - will need to be stored for 22 months. Sean is concerned of the stability of an external hard drive. The Board is leaning towards having a backup memory stick put into the DS200. We would need to consult with Print Elect the size and type of additional memory sticks that should be used.

Wendell would like a test to be done on the dual memory sticks to make sure the backup image is on the second memory stick. It is recommended that Print Elect make a mock ballot with memory sticks to test prior to machine testing.

City Center- Mrs. Lewis discussed with the Board only opening City Center 45 days prior to an Election. The part-time staff would be of more help in the main office, than City Center. The Board agreed with Mrs. Lewis. She will set the effective date.

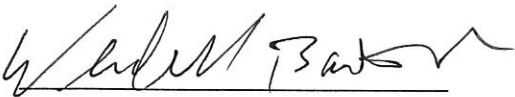
**Correspondence:** None

**Discussion:** None

**Announcements:** Mr. Devlin's term on the Board will expire February 28, 2019. He stated that he has never worked with more ethical individuals and everyone in the office and on the Board are top notch and he is proud to say he was a part of the process. Sean states he has left the building.

**Next Meeting:** The next regular meeting will be March 5, 2019, at 9am in the Office of the Registrar.

**Adjourn:** There being no further business; the Chairman adjourned the meeting.



Wendell A. Barbour, Secretary  
March 5, 2019