

City of Newport News Electoral Board
Voter Registrar Office
2400 Washington Avenue, 6th Floor
Newport News, VA

Regular Meeting
Wednesday, June 5, at 9 a.m.

Attending:

Jonell McFadden, chair, Wendell Barbour, vice chair, Deloris Thomas, secretary, and Vicki Lewis, director of elections.

1. Call to order: Ms. McFadden called the meeting to order at 9:01 a.m.
2. Approval of Agenda: Mr. Barbour made a motion to accept the agenda as presented; Ms. Thomas seconded the motion.
3. Recognize Guests: No guests attended this meeting.
4. Minutes from May 7 regular meeting: Mr. Barbour made a motion to accept the minutes of the Tuesday, May 7, 2019, meeting. Ms. McFadden seconded the motion. The minutes were signed by the Secretary.
5. Electoral Board Communication
Members discussed the need for clarity in emails and requests made to staff in the Registrar's Office. We will continue to make the most effective use of email and be flexible and prompt in accomplishing our work. We will follow the rules as designated in the Electoral Board Handbook. Deputy Registrar Whitney will continue supporting the Board.

Follow-up reports

- a. Friday, May 17: Tidewater District Virginia Electoral Board Association (VEBA) meeting hosted by the Chesapeake Electoral Board. Board members Deloris Thomas and Jonell McFadden attended. Guest speaker was the new VEBA President Barbara Tabb.
 - b. Wednesday, May 29: Election Security Webinar/Preparing for 2020. Board member Jonell McFadden, Vicki Lewis, Lisa Dunn and Todd Rogers participated and shared the video and slides with board members. Judging from the presentation, Newport News is on track with the current recommendations for security measures.
 - c. DOE, Vicki Lewis will begin work on an ongoing contingency plan to ensure the election process continues in case of emergencies or threats prior to and including election day. The plan should be in place for the November 5, 2019 election.
6. Election Materials & Equipment
 - a. Update: New flyer for recruiting election officials is in circulation and we have received responses from 15 people. Ms. McFadden will work with the Communications Department to create a schedule for repeat announcements on the city's website and social media. Lisa Dunn was thanked for her work with the brochure development.
 - b. The Registrar's Office in conjunction with the City IT Department has made it possible for the Everbridge portal to be used to send election related alerts via mobile/text. Election

officials have been added to the program. Everbridge was used to inform officials that there would be no June Primary. The Everbridge app has many other options. The Board will be added to the notification program.

- c. Recruitment materials have been updated to include email addresses.
 - d. Ms. Lewis will contact the Waterworks department to determine the cost of inserting the brochure in the monthly bills.
 - e. Update: Possible new location for election equipment storage. Work with the City will continue on seeking a space that will accommodate the needs of the Registrar's Office with adequate parking and equipment storage space on a level without steps.
7. Redistricting
- a. Update: The Board reviewed the follow-up communication to registered voters. The letter that was distributed to voters informed them about the redistricting changes. The letter will be updated and formatted for posting on Newport News Now and other media as necessary.
 - b. Website updates will be made to precinct listings as needed by the Director of Elections.
8. City/Local Elections
- a. Effort to move elections to November
 - i. Survey will be sent to Registrars in the Tidewater District.
9. Election Security
- a. Ms. Lewis will contact appropriate city individuals to inform them of the upcoming physical assessment of registrar's office and storage warehouse. Assessment will be done by the Department of Homeland Security (DHS).
 - b. Ms. McFadden will work with DHS to reschedule the physical assessment.
 - c. Update: DHS cybersecurity assessment
 - d. Guidelines from the Department of Elections (ELECT) for updating local security plan will be discussed at the next meeting.
10. Election Precincts
- a. Possible relocation of Wilson precinct. Ms. Lewis will evaluate the physical condition of this site and report to the Board at the next meeting.
11. Upcoming
- a. Annual training required by Department of Elections (Richmond)
 - i. Staff will attend Registrar training, Monday, June 24th
 - ii. Electoral Board members will attend training, Tuesday, June 25th
 - b. Next regular board meeting: Tuesday, July 9
 - i. Discuss assignment of election officials, precinct-by-precinct
 - ii. Update: Election Security Measures
 - iii. Update: Effort to move city/local elections to November
12. Closed Session
- a. Mr. Barbour made a motion to convene to closed session for the purpose of conducting the evaluation of the Director of Elections/General Registrar. Ms. Thomas seconded the motion.


- b. Once, the Board concluded with the business of the evaluation, Ms. McFadden made a motion to return to regular session. Mr. Barbour seconded the motion. No other business was discussed during closed session.

13. Reappointment

- a. In accordance with Section 24.2-110 of Virginia Election Laws, Ms. McFadden motioned that Ms. Lewis be reappointed for four years, effective July 1, 2019 through June 30, 2023. Motion seconded by Mr. Barbour.

14. Adjourn

- a. Ms. McFadden made a motion to adjourn the meeting. Mr. Barbour seconded the motion.


Deloris Jones Thomas, Secretary