

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

Regular Meeting
Tuesday, July 9, 2019, 9:00 a.m.

Attending:

Jonell McFadden, chair, Wendell Barbour, vice chair, Deloris Thomas, secretary, Vicki Lewis, director of elections and Leslie Whitley, deputy registrar. Guest: Owen Miller, City Manager's office

Recognition of Guests: Meeting was called to order at 9:04 a.m. Mr. Miller from the City Manager's Office was introduced to the Board. The purpose of his visit was to gain an understanding of what the board does and how the election process works. Ms. Lewis explained the role the Voter Registrar's Office plays in the process and her work with the Electoral Board. Mr. Miller felt he had gained considerable knowledge of the office when he left the meeting at 9:22 am.

1. Regular Meeting convenes
2. Approval of Agenda: One addition was made to include this discussion of recording meetings. Mr. Barbour motioned and Ms. Thomas seconded the motion to approve the agenda.
3. Minutes from June 5, 2019 Regular meeting: Mr. Barbour made the motion and Ms. McFadden seconded the motion to approve the minutes. Motion passed. Minutes were signed by the Secretary and submitted for posting to the web and filing.
4. Election Security:
 - a. Ms. McFadden made the motion that the Newport News Electoral Board pursuant to Code of Virginia 2.2-3707.1 convene in closed session to discuss the report from the Department of Homeland Security (DHS) physical assessment of the Registrar offices and storage warehouse. Mr. Barbour seconded the motion. Motion carried.
 - b. Mr. Barbour made a motion to reconvene the Newport News Electoral Board meeting having completed the discussion of the DHS report. Ms. McFadden seconded the motion, Motion carried.
 - c. Members in closed session included McFadden, Barbour, Thomas, Lewis, and Whitney.
 - d. It was agreed that Ms. McFadden would compile the recommendations to be sent to the City Manager for consideration and review by the Board. Edits will be submitted to Ms. McFadden via email and she will in turn submit the edited document to David Freeman in the City Manager's Office.
5. Annual Training by Department of Elections

- a. Sessions were very informative and everyone was able to contribute new tips and policy updates for our office.
6. Electoral Board presence on the City's website (nnva.gov)
 - a. Copies of minutes that were unreadable have been updated.
 - b. Draft agendas and meeting notices will be posted to the website under the Electoral Board page three days prior to the meeting; meeting time (9 a.m.) will be added to the notice.
 - c. Agenda side heading will be added to the left side of the Electoral Board page.
 - d. Email and cell phone numbers will be added to the listing for Board members.
 - e. Agenda Center will not be used by the Electoral Board.
 - f. Introductory statement and purpose explaining what the Board does will be added to the page. This will be reviewed at the next meeting.
 - g. Policy on using conference calls as a way for one board member to participate in the meeting will be reviewed at the next meeting.
 - h. Taping Meetings was addressed at the training session and was recommended as a good practice. Mr. Barbour motioned and Ms. Thomas seconded the motion to begin this method. Motion carried. Ms. McFadden opposed the motion until a method could be finalized.
 - i. To be resolved- can tapes be erased once minutes are approved and posted. Ms. McFadden will research options for taping equipment and procedures.
7. Election Officials Recruitment:
 - a. Ms. McFadden will attend the July 9th City Council Meeting to inform Council and the Public about working the polls and the need for more election officials.
8. Registrar Office Annual Budget
 - a. Fiscal Year July 2019 is complete; budget package for FY 2020 will be provided to the board; FY 2021 budget packet will be provided in November. Ms. Lewis will provide copies of the current budget to Board members.
9. Ballots
 - a. Ms. Lewis provided a detailed description of the process from start to finish. She works closely with the State Board of Elections, Print Elect and the Electoral Board to insure all standards are met according to code.
10. Communications
 - a. Cost of inserting election information in the Newport News Waterworks bills. Ms. Lewis is working with the Waterworks Department to determine the cost associated with adding the announcement in the Waterworks bills. It was recommended that we include an announcement in the Waterworks Newsletter. This can be done without any additional costs.
 - b. Redistricting information was published in NewportNewsNow on Monday, June 17.
11. Precincts & Equipment Storage
 - a. Possible relocation of Wilson Precinct: Ms. Lewis has written to Pastor Swann about the availability of his church (Ivy Baptist). She will continue to reach out to him.
12. City and Local Elections Survey

- a. Ms. Thomas have sent the survey to registrars in our Tidewater District. Paper copies will be sent to those offices that do not respond to the email request.

13. Next Meeting

- a. The Electoral Board will not hold a regular meeting in August. The next regular meeting will be held on Tuesday, September 10 at 9 a.m.

14. Adjournment

- a. Ms. McFadden motioned and Mr. Barbour seconded the motion to adjourn. The meeting adjourned at 11:22 a.m.


Deloris Jones Thomas, Secretary