

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

Regular Meeting
Tuesday, September 10, 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: David Freeman, Assistant to the City Manager

1. The meeting was called to order at 9:05 a.m.
2. Approval of Agenda: One addition was made to include this discussion of ballot review planning. Mr. Barbour motioned and Ms. McFadden seconded the motion to approve the agenda.
3. Minutes from July 9, 2019 Regular meeting: Ms. McFadden made the motion and Ms. Thomas 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. Electoral Board presence on City's website (nnva.gov):
 - a. Ms. Whitney updated the Board on the status of the request to add draft agendas and meeting notices to the web posting that we are required to post by the State Board of Elections.
 - b. It was recommended that a representative from the IT/Web Department be invited to a meeting of the board to clarify the web presence guidelines and to let us know what options are available for the Board.
5. Policy on Electronic Participation in Meetings:
 - a. The policy to provide for the Electoral Board to conduct meetings with the electronic participation of its members was reviewed. Ms. McFadden motioned to approve the policy; Mr. Barbour seconded the motion. Motion carried. The policy will be posted to the web.
6. Audio Taping Meeting Minutes:
 - a. After further research and discussion of requirements for taping meetings, it was agreed not to proceed with implementing the recording of minutes of the Newport News Electoral Board. Mr. Barbour motioned that the Board minutes will not be recorded. Ms. McFadden seconded the motion. Motion carried.
7. Electronic Poll Book Training:
 - a. Ms. Lewis shared the dates for Electronic Pollbook (EPB) training during the next four weeks. Sessions are designed to update current election officials on the software changes and other sessions are designed specifically for new election officials.

8. Visitor: David Freeman, Assistant to the City Manager, joined the meeting at 9:57 a.m. to provide a point-by-point review of the physical security assessment report of the Registrar's Office and three other facilities compiled by the Department of Homeland Security that was submitted on June 17, 2019. Mr. Freeman updated the Board on what the City is doing to ensure the public buildings are safe for citizens and visitors. He will do a follow up meeting with Ms. Lewis to address recommended changes in the Registrar's Office.
9. Mr. Barbour made the motion that the Newport News Electoral Board pursuant to Code of Virginia 2.2-3711 convene in closed session to review precinct assignments for election officials. Ms. McFadden seconded the motion. Motion carried.
 - a. Mr. Barbour made a motion to reconvene the Newport News Electoral Board meeting having completed the discussion of the election officials precinct placements. Ms. McFadden seconded the motion, Motion carried.
 - b. Members in closed session included McFadden, Barbour, Thomas, Lewis, and Whitney.
10. Ballot Review Planning:
 - a. In preparation for the elections that will be held in 2020, the Board will plan to meet well in advance of prescribed deadlines to conduct the review of ballot formatting.
 - b. The Board will work to make sure all members are available for matters that need Board votes when scheduling meetings other than the regular meetings.
11. City and Local Elections Survey
 - a. Ms. Whitney informed the Board that the majority of offices in the Tidewater District had been contacted. When the data from the remaining offices has been collected a final report will be presented to the Board.
12. Next Meeting
 - a. The next regular meeting will be held on Wednesday, October 2 at 9 a.m.
13. Adjournment
 - a. Ms. McFadden motioned and Mr. Barbour seconded the motion to adjourn. The meeting adjourned at 12:40 p.m.



Deloris Jones Thomas, Secretary