

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

Regular Meeting
Wednesday, October 2, 2019, 9:00 a.m.

Attending:

Jonell McFadden, chair, Wendell Barbour, vice chair, Deloris Thomas, secretary, Vicki Lewis, director of elections, Leslie Whitney, deputy registrar. Guests: Jim Pharr, John Gergely, Gene Magruder, Luke McCann, Deputy Attorney for the City of Newport News, Ms. Lynn Spratley

1. The meeting was called to order at 9:04 a.m.
2. Approval of Agenda:
 - a. Mr. Barbour added discussion of inviting the city attorney to attend meetings, accommodation for Ms. Lewis and the staff of the Registrar's Office, Invitation for ELECT to attend and communicating with ELECT, and the handicap ramp at Washington precinct.
 - b. Ms. Thomas added discussion of Election Preparation to include: election officials, training, ballots and security, review of visitation schedule for 11/5/19 and canvass.
 - c. Mr. Barbour motioned and Ms. McFadden seconded the motion to approve the amended agenda.
3. Approval of minutes from September 10, 2019, regular meeting.
 - a. Correction: The following line in item 4 was deleted: (a) Currently the Board does not have a web page; however, notices and minutes are linked to the Registrar's page.
 - b. Mr. Barbour motioned and Ms. McFadden seconded the motion to accept the corrected minutes. Minutes will be signed by the Secretary and submitted for posting to the web and filing.
4. Inviting the City Attorney
 - a. Mr. Barbour motioned that the city attorney be invited to attend this and future meetings of the Board. Ms. Thomas seconded. Motion carried. Ms. Spratley was invited to join the meeting.
5. Preparation for the November 5th Election - Ms. Lewis
 - a. Election officials have been assigned to precincts and reminder letters will be mailed. We may receive notices from some who cannot serve; shifts will be made as needed for coverage.
 - b. Training for all election officials is complete.
 - c. Officials working the half shift will receive 50% of the daily rate paid to those who work the full day.
 - d. Visitation Schedule for election day was reviewed. Each Board member has been assigned precincts; the Sheriff's Department will provide cars and drivers for

transporting Board members to the precincts. Board members will report to the Registrar's Office at 7:00 a.m. on November 5th.

- e. Ballots and Security: 86,000 ballots have been ordered; there are seven different ballots for this election. All ballots are secured at the warehouse until the date of distribution; with the exception of those secured at the Registrar's Office..
- f. Precincts: The new handicap ramp for the Washington Precinct has been received and is ready for distribution with other election materials.
- g. Election Day Canvass will be done at the City Hall Office due to the on-going construction at the 60th Street Warehouse location.

6. Updates

- a. Board presence on Newport News City website questions that remain to be answered by the IT Department include:
 - i. Agenda Center
 - ii. Meet Your Board document
 - iii. Electronic Participation in Meetings document
 - iv. Electronic Recruitment of Election Officials
- b. Move city and local elections to November.
 - i. Ms. Thomas reported that eight localities in the Tidewater District were contacted and only one has moved their May elections to November. The data shows that the majority will not be moving to November because their jurisdictions feel candidates would be lost on the November ballot. No further action was discussed.

8. Memo on Communicating with Registrar's Office staff was discussed.

- a. Mr. Barbour moved that all board members will submit requests for assistance directly to the Registrar for delegation to staff. Ms. Thomas seconded the motion. Motion carried.
- b. Mr. Barbour moved that the memo and the response to questions be designated as personnel records if a FOIA request is received. Ms. Thomas seconded the motion. Motion carried; Ms. McFadden abstained from voting.

9. Several agenda items raised legal questions that will be answered by Ms. Lynn Spratley, Deputy City Attorney to include:

- Posting of meeting agendas on the City's website
- Board members corresponding back and forth via email
- Equal party representation in the appointment of election officers and chief officers of election.

Ms. Spratley will provide code information for the above questions to the Board.

New Items

- Budget Process for fiscal year July 2020 through June 2021
 - Ms. Lewis will share the budget request information that is done online when it becomes available in November.
- Board duties as prescribed by law: This is a legal question that will be answered by the Deputy City Attorney.
- Hands-on appointment of election officials: This is a legal question that will be answered by the Deputy City Attorney.

- Mr. Barbour motioned that the following accommodation be made to Ms. Vicki Lewis and the staff of the Registrar's Office as they handle election responsibilities for the City of Newport News. Ms. Lewis works well with the Board and we are fortunate to have a person of her caliber who has the respect of her peers in the Hampton Roads area. Ms. Thomas seconded the motion. Motion carried. Ms. Mcfadden abstained from voting.

Next meeting will be held on Thursday, December 12, 2019 at 9 a.m.

Mr. Barbour made the motioned to adjourn the meeting. Ms. Thomas seconded the motion. Motion carried. Meeting adjourned at 12 Noon.



Deloris Jones Thomas
Deloris Jones Thomas, Secretary