

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

Regular Meeting
Friday, December 13, 2019, 2:00 p.m.

Attending:

Jonell McFadden, chair, Wendell Barbour, vice chair, Deloris Thomas, secretary, Vicki Lewis, director of elections, Lisa Dunn, senior assistant registrar. **Guests:** Calvin Upton, Newport News IT Department, Deputy Attorney for the City of Newport News, Ms. Lynn Spratley, Georgia Allin, Delegate Mike Mullins Office.

1. The meeting was called to order at 2:06 p.m.
2. Approval of Agenda:
 - a. Addition to the agenda: Discussion of Ms. Spratley's email
 - b. Mr. Barbour motioned and Ms. McFadden seconded approval of the amended agenda. Motion carried.
3. Introductions of Guests
4. Approval of Minutes was tabled. Edits will be submitted by email to the secretary.
5. Election Follow Up
 - a. Observers were reminded of their point of observation and asked to move to appropriate locations. It was recommended that we provide authorized representatives with lanyard for identity purposes.
 - b. Spreadsheets on the condition of machines when returned to the warehouse will be shared with the Board.
 - c. One election official at the Nelson precinct took advantage of working a half shift. In order to accurately reflect the officials working full or half shifts in each precinct a time in/out column will be added to the Statement of Results form.
 - d. It was recommended that surge protectors with light indicators replace the existing surge protectors for the next election.
6. Laptop Replacement
 - a. Calvin Upton, from the IT Department, informed the Board that the laptops on hand are used specifically for running the voter election program and no other software is on those computers, thus usage is restricted. It is not necessary to replace machines every three years. EPB inventory will be shared with the Board.
 - b. New laptops have been ordered with Windows 10 there are 20 additional laptops for 2020. We will have more than enough for the next election.
7. Budget
 - a. Ms. Lewis provided a review of the budget items that have been submitted for the 2020 General Election to include one general election. Other elections included in the budget are March, May and possibly June.

- b. Salaries for election officials is comparable with what other areas are being paid. An increase for election officials will be considered at a later time.

8. Election & Ballot Security

- a. Mr. Barbour motioned that Ms. Lewis check with Yan Byalik, Security Administer, for a recommendation of the appropriate security equipment for the warehouse to be funded with the budget on hand. Installation should be done as soon as possible. Ms. Thomas seconded the motion. Motion carried. Ms. Lewis will provide the necessary information to the Board and the Board will make the final decision on the purchase of a security system. The new system should be portable if at all possible.
- b. Ms. Lewis will work to have the locks and doors replaced as recommended by the DHS Assessment. Funding will come from the current budget. Mr. Freeman, Assistant to the City Manager, will be consulted on the installation of the panic button.
- c. The Security Plan will be updated to include cybersecurity; deadline for submission is March 2020.
- d. Center for Technology and Civic Life (CTCL) Cybersecurity Training - three part, self-paced online course.
 - i. This training will be completed by staff members; Ms. McFadden has volunteered to participate. Deadline for completion is March 3, 2020.

9. Ballots for 2020

- a. Ms. Lewis indicated that proofing for the March primary ballots will begin December 19th and we will have a very short turnaround time. Absentee Ballots must be ready for mailing on January 16, 2020.

10. DMV Voter Registration

- a. Presentation on the Electronic Motor Voter Process system was provided at a workshop held on December 5th in Richmond. Session was attended by Ms. McFadden, Ms. Dunn and Mr. Rogers. The changes rolled out in mid-September have significant improvements for patrons using the DMV system for updating their voter registration.

11. Electoral Board's presence on the Newport News City website

- a. Electronic application for election officials - this application has been added to the Registrar's page.
- b. The board will use the page that currently exists - <https://www.nnva.gov/2206/Electoral-Board>
 - i. Items that have been approved for addition will be added to include - basic information, conference call meeting and other applicable policies.
 - ii. A generic agenda will be sent to the Board members in a timely manner for review and additions prior to sending it to Ms. Lewis for posting on the agenda page.

12. Planning Ahead

- a. Ms. McFadden and Ms. Thomas will review the list of things to be added to the page and submit the list to Ms. Lewis for submission to IT.
- b. Working relationship between the Electoral Board and the City will be explored. The Board requested a legal opinion from Ms. Spratley regarding the relationship

between the City and the Electoral Board and whether or not a Memorandum of Understanding between the two entities was appropriate outlining the relationship and its particulars.

- c. 2020 Timeline: Ms. McFadden will develop a spreadsheet with election action dates for planning purposes.
- d. No excuse voting - how will this affect voter turnout and staffing.
- e. Election Officials appointments

13. Next Regular Meeting will be held January 7, 2020, 9 a.m.

14. Ms. McFadden motioned and Mr. Barbour seconded the motion to adjourn the meeting. Motion carried. Meeting ended at 4:30 p.m.

Deloris Jones Thomas, Secretary