

City of Newport News Electoral Board
Virtual Meeting
Minutes
February 2, 2021
9:00 a.m.

Attending:

Jonell McFadden, chair, Wendell Barbour, vice chair, Deloris Thomas, secretary, Vicki Lewis, director of elections, Lisa Dunn, deputy registrar, Lynn Spratley, city attorney's office.

Call to Order

I, Jonell McFadden, Chairman of the Newport News Electoral Board, hereby call to order the February 2, 2021 meeting of the Newport News Electoral Board. Due to Covid-19 Pandemic and the resulting State of Emergency declared by the Governor of Virginia, this Electoral Board meeting is being held electronically via Microsoft Teams. A quorum is present to conduct the business of the Electoral Board.

Mr., Barbour made the motion to accept the agenda as presented. Motion seconded by Ms. McFadden. Motion carried. (Y-3).

Reconstituting the Board

Registrar Lewis declared all the offices vacant and opened the floor for the reorganization of the Board. Mr. Barbour motioned that Ms. McFadden will serve as chair, seconded by Ms. Thomas. Motion carried (Y-3).

Mr. Barbour moved Mr. Barbour will continue to serve as vice chair. Ms. McFadden second the motion. Motion carried (Y-3).

Mr. Barbour moved that Ms. Thomas will continue to serve as secretary. Ms. McFadden seconded the motion. Motion carried (Y-3).

Approval of Minutes

Mr. Barbour moved and Ms. McFadden seconded the approval of minutes as distributed by the secretary. Motion carried. (Y-3)

Appointment of Election officials.

Registrar Lewis made the recommendation to move the appointment process from annual to a two year appointment of the 450 plus officials. This move would be less expensive. This would not affect others being added as needed. Ms. Thomas made the motion to move from annual to a two year appointment. Mr. Barbour seconded the motion. Motion carried (Y-3).

A list of officials will be compiled by Ms. Dunn and shared with the Board.
Other related questions:

- Ms. McFadden asked if there was a written explanation of the incident that occurred at Richneck Precinct? It was added to the SOR.
- Mr. Barbour asked if election officials received the CARES funding. No response has been received to date.

NEW BUSINESS

Warehouse Update

Ms. Lewis reported that all voting equipment and supplies have been moved to the new Sherwood location. The space is equipped with cameras, and an alarm system with key and badge access. The camera system allows the Registrar and Ms. Dunn to view the warehouse from the office. An additional suite space has been acquired to hold additional supplies that cannot be easily stored in the main space. LED lighting has been installed on the back of the building along with camera coverage for safety precautions.

Statewide Risk Limiting Audit

Ms. Lewis informed the Board that we should be receiving additional information soon. This covers how you box your ballots using a spreadsheet showing how we would pull ballots. Ms. Dunn indicated that because the number of ballots will be small not requiring the use of a voting machine.

Office Restructure

With the retirement of Ms. Celestine Moore and Suzanne Pearson, the office staffing has been restructured as follows:

Lisa Dunn, Deputy Registrar

Todd Rodgers, Elections/Absentee Coordinator

Matthew Norcutt, Senior Asst Registrar

Destiny Wallace, Asst Registrar

Caitlin Quillopo, Asst Registrar, will be working 3 days a week.

Precinct Name Changes

Ms. Lewis informed the Board that this matter falls under the jurisdiction of the schools. Once the School Board has completed the name change process, we will have 60 days before an election to make the updates to our list, web, etc. Only location changes require an ordinance change. Ms. McFadden will contact the School Board for the time table for the changes.

Next Meeting

March 2, 2021, 9:00 a.m. We will meet electronically until further notice.

Ms. McFadden motioned to adjourn, Mr. Barbour seconded the motion. Motion carried (Y-3).

Meeting adjourned at 9:25 a.m.

Submitted,
Deloris Jones Thomas, Secretary