

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

Regular Meeting
October 5, 2021

Attending:

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

1. Call to Order at 9:02 am
2. Agenda approval, Mr. Barbour motioned and Ms. McFadden seconded the motion to approve the agenda. Motion carried. (Y-3)
3. Minutes
 - a. Mr. Barbour motioned and Ms. McFadden second the motion to approve the July 26, 2021 minutes as submitted. Motion carried. (Y-3)
4. Old Business
 - a. None to report.
5. New Business
 - a. Chain of custody form was used in the previous election for absentee ballots. Ms. Dunn explained how this form will be used for the November election. The bag will have a seal until the end of the day and will remain closed until it is opened by two officers at the closing of the polls. Two officers will complete the transfer form and the ballots will be removed from the ballot drop bag and placed in the sealed bag for transporting to the Registrar's Office.
 - b. Security Standards from drop-off locations for City Hall and City Center have been reviewed. Nothing has changed for us because our boxes are inside the facility.
 - c. EPB Security: Ms. Dunn spoke to a representative and did the checklist. All questions should be referred directly to ELECT. The DemTech Solutions vendor is meeting requirements set by ELECT. Election laptops are tested by our IT personnel.
 - d. Transportation for Electoral Board Members for the November election will follow the procedure that we followed for the June Primary. A sign will be made for Electoral Board members to place in their cars after approval from the City Police.
 - e. Election Supply pick is Monday, November 1st at Sherwood Warehouse. Election Officials will not come into the building for pickup or drop off on election night. This has proved very successful. The Sheriff's office will do machine distribution and return equipment to storage.
 - f. Everyone was reminded to review the Dos and Don'ts prior to Election Day concentrating on the guidelines for authorized representatives.

6. Registrar's Report

- a. Ms. Lewis will hold a separate training session especially for Split Precincts. Training will concentrate on completing the SORs, etc.
 - b. Pre-processing requirements will be done according to the standards set by ELECT.
 - c. Election Officer training
 - i. EPB training was completed.
 - ii. Chiefs and Assistants will be 10/23, 10/26 and 10/23 (Split). New EO training will be done specifically once the list is finalized.
 - iii. Election Officer Status: many officers are not working and currently there are considerable numbers to be filled for the November election.
 - iv. Specific issues with a precinct were discussed at length. Precinct in question will be evaluated. Questions raised should be addressed immediately. The Board will review the checklist in a separate meeting to review the EO review.
 - v. Election Night reporting will be done for early voting and absentee by mail. SORs will be separate for each of these.
7. Adjournment. Mr. Barbour motioned and Ms. McFadden seconded the motion to adjourn the meeting. Motion carried. (Y-3)

Submitted,

Deloris Jones Thomas, Secretary