



# Henrico Electoral Board

## Office of the General Registrar

Address: 4301 East Parham Road (RM 105 Admin Annex) ♦ Henrico, VA 23228

Phone: 804-501-4347 ♦ Fax: 804-501-5081

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Electoral Board Members

Stephen A. Bryant, Cathy P. Woodson, Alice F. Creighton

General Registrar

Mark J. Coakley

### ELECTORAL BOARD MINUTES

Meeting of Friday, February 3, 2017 at 9:30 AM

The Henrico County Electoral Board convened a meeting on Friday, February 3, 2017 at 9:30 a.m. in the Administration Building Annex, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico County, Virginia. Those present at the meeting were:

### PRESENT

Stephen Bryant, Chair, Electoral Board

Cathy Woodson, Vice-Chair, Electoral Board

Alice Creighton, Secretary, Electoral Board

Mark Coakley, General Registrar, Voter Registration and Elections

Anne Marie Middlesworth, Deputy Registrar, Voter Registration and Elections

Leslie Funn, Administrative Assistant, Voter Registration and Elections

Heidi Barshinger, Clerk of Circuit Court

Andrew Newby, Assistant County Attorney

#### Call to Order

The meeting was called to order by the Chair, at 9:38 a.m.

#### Reappoint Election Officials-Mark Coakley

There are currently 1200 Henrico County Election Pollworkers. The Registrar's goal is to obtain email addresses for all appointed election official. This will decrease high cost of postage fees for mailing out election materials and correspondence. Access to email accounts will assist with confirming attendance to election training. All 1200 election officials are phoning the office to confirm or deny their training dates. There are multiple phone calls received from each election official, per Mrs. Middlesworth. Mr. Coakley, is researching the Easy Vote Software for data capturing of all the election officials' information. Mrs. Middlesworth distributed the election officials list for the electoral board to review.

The General Registrar has researched other Virginia localities regarding using emails to communicate with election pollworkers. Stafford County, for example, uses this system and requires all election officials to have an active email account. The General Registrar, asks the board to approve the oath of office for one year term. Mr. Bryant, asked Why one year term? The Registrar will require an email address to continue re-appointment as an election pollworker.

Mr. Coakley has spoken with the previous Deputy County Manager regarding eliminating the high cost of Verizon election day cell phones. The election officials, would receive an incentive for using their private cell phone at the polling places. This request would be reviewed by Internal Audit and IT dept. Currently, Chesterfield and other localities have adopted this system to help cut costs in their elections.

Mrs. Middlesworth, stated Cynthia Seal, Chief of Pemberton, has retired after 42 years and Charlene Hawkins, Chief of Hunton, has retired as well. Mr. Coakley, has concerns about the Chief of Yellow Tavern, Mr. Dandridge, if he will be able to handle an incident or emergency at the polling place.

On motion of Mrs. Creighton and seconded by Mrs. Woodson and by unanimous vote the Board approved the recommendation of re-appointing 1200 election pollworkers for a one year term, upon receiving written notification regarding email accounts for continuous appointment.

The vote of the Board was as follows:

Aye

Bryant

Woodson

Creighton

Nay

#### Ballot order for February 7, 2017-Special Election-Mark Coakley



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Ratcliffe Elementary School, Henrico County precinct in the 71<sup>st</sup> House District, has 2500 registered voters. Mr. Coakley has ordered a total of 1500 ballots. The ballot order is based on 40% turn out of voters.

On motion of Mrs. Woodson and seconded by Mrs. Creighton and by unanimous vote the Board approved the 1500 ballot order for February 7, 2017 Special election held at Ratcliffe Elementary School.

The vote of the Board was as follows:

Aye

Bryant

Woodson

Creighton

Nay

### **Hatcher Memorial Baptist Church (Hilliard & Summit Court precincts)**

#### **Mark Coakley**

On January 10, 2017, the Registrar's office received a letter from Hatcher Memorial Baptist Church stating they're no longer participating as a Henrico polling place. Mr. Coakley wants to dissolve the precincts: Hilliard & Summit Court within a one mile precinct boundary into Dumbarton and Lakeside precincts:

- Move Hilliard to Lakeside Precinct, Lakeside Elementary, 6700 Cedar Croft Street
- Move Summit Court to Dumbarton Precinct, Dumbarton Library, 6800 Staples Mill Road

Mrs. Woodson, asks about the number of voters at Lakeside precinct. During November, there were long lines. How would this impact this location? Mr. Coakley, answered that the Department of Elections issues a report called a List of Maintenance after each federal election and the numbers of voters will drop from precincts.

The Board of Supervisors would have to rewrite the ordinance for the precincts Summit Court to Greendale and Hilliard to Lakeside. The request will include maps and statics to accomplish combined precincts for the June 13<sup>th</sup> Primary Election. Mr. Newby agreed with Mr. Coakley the Registrar will submit the ordinance along with the recommended figures and maps to the County Attorney to draft an amendment for the Board of Supervisors.

Mr. Bryant recommends a contingency plan to ask Hatcher Memorial Baptist Church to remain as a precinct for June, 2017 Primary Election. The ordinance may not be approved by March, due to the passing of Board of Supervisor's Chair, Mr. Glover. Mrs. Middlesworth also stated there are no other buildings in the location to use as a precinct. Mr. Coakley will contact Hatcher Memorial Baptist Church and will also submit a letter to the County Manager for adding the polling place changes to the February 28<sup>th</sup> Board of Supervisor's paper. Mr. Coakley, informed the Electoral Board when changing precincts with Laburnum Elementary and Essex Village the Department of Elections VERIS (Voting Elections and Registration System) crashed. It took almost two months for completion.

These precinct changes are pending the Board of Supervisors and Department of Justice approval. The Electoral Board plans to present the information per the Board of Supervisors' schedule.

On motion of Mrs. Woodson and seconded by Mrs. Creighton and subject to the approval of the Henrico County Board of Supervisors to change the following precincts:

- Summit Court precinct from Hatcher Memorial Baptist Church, 2320 Dumbarton Road, Henrico, Va 23228 to Greendale precinct, Dumbarton Library, 6800 Staples Mill Road, Henrico, Va 23228
- Hilliard precinct from Hatcher Memorial Baptist Church, 23020 Dumbarton Road, Henrico, Va 23228 to Lakeside Precinct, Lakeside Elementary, 6700 Cedar Croft Street, Henrico, Va 23228

The vote of the Board was as follows:

Aye

Bryant

Woodson

Creighton

Nay



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### **Other Business**

Mr. Coakley received a letter from Lakewood precinct, Lakewood Manor, 1900 Lauderdale Dr., Henrico Va 23238. There will be major construction at this precinct for the next two years. The General Registrar asks the board to approve a precinct change with a 0.4-mile precinct boundary to Beth Sholom, 1600 John Rolfe Pkwy, Henrico, Va 23238. Mr. Newby suggested to draft one ordinance of all the precinct changes for the Board of Supervisors.

On motion of Mrs. Creighton and seconded by Mrs. Woodson to move Lakewood precinct from Lakewood Manor, 1900 Lauderdale Dr., Henrico Va 23238 to Beth Sholom, 1600 John Rolfe Pkwy, Henrico, Va 23238, subject to the approval of the Henrico County Board of Supervisors.

The vote of the Board was as follows:

Aye  
Bryant  
Woodson  
Creighton

Nay

### **Good of the Order**

On Election day, February 7, 2017, Ivy Perkins and Mark Coakley will arrive in the office at 4:30 a.m. The following staff members will conduct the election at Ratcliffe Elementary from 5:00 a.m. until: Anne Marie Middlesworth, Leslie Funn, Jennifer Jordan, Sharon Smithers, Elizabeth Porter and Viola Hicks. Zahra Khojastephour, IT will prepare the election results and print abstracts for electoral board to sign. Gale Livingston will assist the Central Absentee Precinct at the Human Services Building. The Electoral Board members will arrive at 6:45 p.m. to the Registrar's office.

Mr. Bryant attended the manager's budget meeting and noticed no mention of upgrades for Registrar's office, for staff accommodations. Mr. Coakley, will consider addressing the matter, again. Mr. Bryant asked the status on Douglas Freeman High School Voting Room location. Mr. Coakley, drafted a letter to the ask for full use of the Gym for the June Primary Election. Mrs. Funn distributed a news article regarding three Henrico County school renovations from 2017-2019, involving precincts: Glen Allen, Ridge and Pemberton.

The electoral board next meeting, March 1, 2017, at 1:00 p.m.

### **Adjournment**

There being no further business, on motion of Mrs. Woodson, seconded by Mrs. Creighton, and by unanimous vote, the Board voted to adjourn the meeting at 10:35 a.m.

The vote of the Board was as follows:

Aye  
Bryant  
Woodson  
Creighton

Nay

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Stephen Bryant, Chair

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Cathy Woodson, Vice-Chair

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Alice Creighton, Secretary