

**COUNTY OF HENRICO, VIRGINIA
ELECTORAL BOARD MEETING**

December 6, 2018

The Henrico County Electoral Board convened a meeting on Thursday, December 6, 2018 at 10:00 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

Robert Shippee, Vice-Chair, Electoral Board

Cathy Woodson, Secretary, Electoral Board

Mark Coakley, General Registrar, Voter Registration and Elections

Anne Marie Middlesworth, Deputy Registrar, Voter Registration and Elections

Leslie C. Funn, Administrative Assistant, Voter Registration and Elections

Allen Layne, Voting Machine Technician Supervisor, Voter Registration and Elections

Heidi Barshinger, Clerk of Circuit Court

Tyler Links, ES&S

Tammy Beard, Public Observer

Stuart Herman, Public Observer

Call to Order

The meeting was called to order by the Chair, at 10:04 a.m.

Budget review 2019-2020

Mark Coakley distributed the budget spreadsheet for the Electoral Board to review, with a supplemental increase request, for voting machines and extra elections:

- Elections for 2019: June & November with a possible third in September
- Elections for 2020: March, June & November

This budget will include the extra election for Presidential Primary March 2020. The county may contribute towards the elections, as well. Cathy Woodson- Is there funding available to make changes to CAP (Central Absentee Precinct) and have extra personnel to assist with early processing? Mark Coakley-for the presidential (2020) high speed scanners and training for all election workers. This includes Saturday(s) training for election workers. The registrar provides two scanners per 3900 voters in a precinct. There are currently 10 spares on hand. There are 91 precincts with 13 precincts at 3900 voters mark. The registrar is asking for 15 additional DS200 Scanners, including a maintenance service contract. The voting techs replaced three scanners that were in the field for voting. The registrar will continue using (2) scanners for 3,900 voters or more. Anne Marie Middlesworth- next year's requirement is to have two scanners for 4,000 or more voters. Robert Shippee-the presidential primary ballots (March 2020) were not included in the original budget? Mark Coakley-the third election was not funded only the two elections (June & November 2019). The budget meeting with County Manager will be held on January 25, 2019.

On a motion by Robert Shippee and seconded by Cathy Woodson and by unanimous vote the electoral board approved the budget as submitted by the General Registrar.

The vote of the Board was as follows:

Aye
Stephen Bryant
Robert Shippee
Cathy Woodson

Nay

Review of November 2018 General Election

Electoral Board reviewed emails received from Henrico citizens regarding voter's questions/concerns on Election day, November 6, 2018.

Stephen Bryant-How many phone calls received on Election day? Mark Coakley stated: The registrar's office had 18 telephone workers to receive election day phone calls:

- Voting Machine Technician calls received: 253
- Public phone calls received: 4,347
- Election workers calls received: 2,308

Stephen Bryant-how many calls during the 2017 election? It's helpful to keep track of data of work volume and phone calls towards the office budget. Mark Coakley- no data for 2017 currently, however, due to the volume of calls the phone system was overloaded and reverted to the "Closed message". Stephen Bryant- stated the office phone message should say "High Volume" instead of "Closed". The Registrar will have the phone system revised. Robert Shippee- the stats shows 400 calls per person on election day. Cathy Woodson- Election workers have access to all the incoming phone numbers. Mark Coakley, there were some experiences with jammed voting machines. Most jams due to the inclement weather. Dickie Call, Jr., changed out units and kept a spare on both sides of Henrico (Eastern & Western). Mark Coakley, request to have a voting tech in each magisterial district. Stephen Bryant-how many technicians? Dickie Call, Jr. – we have 16, with two runners and two answering election phone calls. Cathy Woodson, how was the training on the voting machines? Dickie Call Jr., the training went well however no change with system. Stephen Bryant, how about the list for cages. Dickie Call, Jr. there were extra items in the cage. Training can adjust to having a supervisor in charge of cage packing. Robert Shippee, steps to close out the election and special mogul to close out election night, would lessen the rework by staff.

Tyler Links of ES& S visited several precincts, about 12 to assist with the voting machine technicians. Robert Shippee, there was a lot of moisture issued with ballot scanning.

Tyler Links, yes, the rainy day (and curbside voting) created dampness on handling the ballot. Ordering folders to handle the ballot would keep it dry.

Mark Coakley, polling place moved voting room after confirming the original room location with the registrar's office. Stephen Bryant has the facility contact person sign off on delivery dates of voting machines and voting room location. Robert Shippee, the voting location at Pocahontas Middle School had voters standing in the rain. Cathy Woodson, staff parking was an issue on election day. Also, Hungary Creek Middle had an issue with line management and not space. Mark Coakley, how many curbside voters for 2018 November. Anne Marie Middlesworth. There were 785 curbsides on election day with 120 at Glen Allen High School. Cathy Woodson create better communicating with schools regarding, what is expected with parking during on election day. Especially with elementary school. Discuss about activities at precincts on election day. There was no parking at Glen Allen Elementary and contact political parties to save parking for voters. Stephen Bryant, the registrar's office has no authority past the 40ft area. Mark Coakley, a food truck was denied access on election day in Henrico, Chester and Richmond areas. A flyer was circulating in Richmond City about a food truck going to precincts on election day. Cathy Woodson, North Park Library had a power outage. Mark Coakley received a complaint about voters being turned away, however, that was not true. Voting never stopped.

Dickie Call Jr. will the election date change in June for schools? Mark Coakley, there is a General Assembly Bill out there, however, the Electoral Board had written a request to the schools to close on election day. Anne Marie Middlesworth, data showing voter turn out was sent to schools as well. Robert Shippee, a trend of people not knowing curbside voting not available someone has to notify chief and send someone out. Cathy Woodson, Johnson Elementary precinct showed people as absentee voters but was resolved. Stewart Herman, curbside voting was addressed at the December 2018 meeting. How about radio or public announcements regarding curbside? Notice on county bldg. and signage at the polling place. Robert Shippee, signage must be towards the parking lot. Stephen Bryant, not a bad idea to establish a place, designate a person. This is a question for VA department of elections and General Assembly.

Mark Coakley passed out ordinance splitting precincts public hearing on December 11, 2018.

On motion of Cathy Woodson and seconded by Robert Shippee and by unanimous vote the electoral board went into closed session, for a personnel matter at 11: 20 a.m.

On motion of Robert Shippee and seconded by Cathy Woodson and by unanimous vote the electoral board came out of closed session at 12:20 p.m.

The vote of the Board was as follows:

Aye
Stephen Bryant
Robert Shippee
Cathy Woodson

Nay

Good of the Order

Budget meeting: January 25, 2019 with county manager. Review election officials for reappointment in February 2019. Reorganize board members in March 2019.

Other Business

Next meeting, February 4, 2019 at 2:00 p.m.

Adjournment

There being no further business, on motion of Mr. Shippee, seconded by Mrs. Woodson, and by unanimous vote, the Board voted to adjourn the meeting at 12:32 p.m.

The vote of the Board was as follows:

Aye
Stephen Bryant
Robert Shippee
Cathy Woodson

Nay

Stephen Bryant, Chair

Robert Shippee, Vice-Chair

Cathy Woodson, Secretary