PRINCE WILLIAM COUNTY OFFICE OF ELECTIONS

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ELECTORAL BOARD
Robin P. Williams, Chairman
Jane M. Reynolds, Vice Chairman
Keith A. Scarborough, Secretary

DIRECTOR OF ELECTIONS/ GENERAL REGISTRAR
Michele L. White

Prince William County Electoral Board Meeting

Minutes

Office of Elections, 9250 Lee Avenue Suite 100, Manassas, VA 20110
February 9, 2019, 11am.

Chairman Williams called the meeting to order at 11:06am, seconded by Vice Chairman Reynolds.

IN ATTENDANCE:
Robin P. Williams, Chairman
Jane Reynolds, Vice Chairman
Keith Scarborough, Secretary
Michele White, General Registrar/Director of Elections
Mike Mallon, Elections Equipment Specialist
Leslie Kostelecky, Administrative Specialist for Elections
Holly Shupe, Minutes Clerk to the Electoral Board

CITIZENS' TIME
Kim Brace – Mr. Brace presented maps of the new precincts for distribution with the voter information guide. Maps of the new precincts could also be distributed to voters on Election Day. The Board would like to include maps with ELECT approved packets.

Carol Noggle – There is a Senate and House bill going through the General Assembly for "no excuse absentee voting" to begin the second Saturday before Election Day, to potentially take effect in 2020. There are other bills circulating which would eliminate split districts throughout the state. SB1038 would require verification of voter's social security numbers for voter registration. Prince William County has a good model for how to register new voter through high schools. The League has asked if Ms. Noggle can make a video on how Prince William County conducts registrations in schools. Ms. Noggle presented staff with the new 2019 Voter Information booklet.

APPROVAL OF MINUTES
A motion to approve the minutes from January 12, 2019 was made by Chairman Williams, seconded by Vice Chairman Reynolds.

SUFFICIENT MEETING NOTICE CERTIFICATION
GR/DE White confirmed that sufficient notice was given on January 29, 2019.

OFFICER APPOINTMENTS AND REMOVALS

A motion to approve appointments and removals of election officers was made by Chairman Williams, seconded by Secretary Scarborough.

TWO NEW PRECINCTS UPDATE

A motion to buy two Touchwriters and two scans was made by Chairman Williams, seconded by Vice Chairman Reynolds. A motion to purchase 8 ENTs was made by Chairman Williams, seconded by Vice Chairman Reynolds. GR/DE White submitted the information packet to ELECT which should take effect in the next couple of weeks. GR/DE White is requesting $23,000 for one-time funding from the county. The Office will place extra EPBs and scans in precincts where needed. Mr. Mallon stated that staff will conduct a review of equipment and any broken machines will be replaced.

BUDGET WORKBOOK & UPDATE

GR/DE White presented The Board with the current P&L report. Republicans might be holding their own Republican Firehouse Primary, which would help the office come in under budget for FY19. The June Primaries need to come in under $200,000 in order for the office to close out FY19 under budget.

PROJECTION OF REMAINING FY19 OFFICE OF ELECTIONS FUNDS

A motion to open a Neabsco precinct, use the DMV, and the main office for the possible Special Election, and ask the BOCS for $50,000 to fund it was made by Chairman Williams, seconded by Vice Chairman Reynolds. GR/DE White proposed absentee locations for the special election to the electoral board.

2019 JUNE PRIMARY & NOVEMBER GENERAL UPDATES

General consent of the EB was to have 2 EO's and staff work at the absentee vote centers, and to have 6-8 election officers at all precincts for the June Primaries on Election Day. GR/DE White presented the EB with the process for candidate filing.

DRAFT UPDATED FIVE YEAR PLAN

Staff is continuing to work on the five year plan.

STREET FILE AUDIT UPDATE

General consent of the EB was to continue moving forward on the street file audit project. It will take 6 staff plus GR/DE White to complete the street file audit. The audit must be completed by April.

REGISTRATION FILES & SCANNING

Option 1 is office does the work itself. Option 2 is to give the VRAs to a company who will scan and shred the VRAs for us. The board agreed to have the office ask BOCS for funding in the 5 year plan to complete the scanning project in a timely manner.

BOCS COUNTY RSM AUDIT UPDATE

The audit identified a few areas of improvement and made recommendations to enhance Election Day procedures. The report gave a very favorable review about the Office of Elections procedures.

VEBA HOMESTEAD ANNUAL MEETING
The annual VEBA Homestead meeting is on Friday, March 8, 2019 in Hot Springs, Virginia. The EB recommended sending a new staff member to the Homestead this year.

DRAFT PWC SECURITY PLAN ANNUAL REVIEW
Chairman Williams made a motion to....., seconded by Vice Chairman Reynolds...personnel reliability program for employee vetting. The document's verbiage was edited for clarity.

Vice Chairman Reynolds made a motion to adjourn the public meeting at 12:56pm, seconded by Chairman Williams.

Robin P. Williams
Chairman

Jane M. Reynolds
Vice Chairman

Keith A. Scarborough
Secretary

Date: 3-30-19