

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

McCoart Building, Board Chambers, 1 County Complex Court, Woodbridge, VA 22192
January 4, 2020 10:00 am

Chairman Williams called the meeting to order at 10:05 am, 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
Leslie O Kostelecky, Minutes Clerk to the Electoral Board

CITIZENS' TIME

Three citizens attended the meeting without adding their names to Sign In sheet.

APPROVAL OF MINUTES

A motion to approve the minutes from December 7, 2019 was made by Chairman Williams, seconded by Vice Chairman Reynolds.

MARCH 3, 2020 PRESIDENTIAL PRIMARY

Secretary Scarborough motioned to use ballot on demand instead of printing ballots for the Presidential Primary, seconded by Vice Chairman Reynolds.

GR/DE White was directed to have candidate withdrawal signs prepared when any candidate withdraws and to provide the Electoral Board with a draft flyer explaining that the March 3, 2020 Presidential Primary is Democratic, emphasizing that there is not a Republican Presidential Primary.

SUFFICIENT MEETING NOTICE CERTIFICATION

GR/DE White confirmed that sufficient notice was given on December 12, 2019.

POTENTIAL ELECTION OFFICER APPROVAL

Chairman Williams motioned to approve the list of potential election officers, seconded by Vice Chairman Reynolds.

LAST MEETING ACTION ITEMS

The Elections Agency section from FY20 Budget Book was provided as a reference for Expenditure and Revenue summary. The draft FY2021 Elections Budget Calendar was forwarded to Electoral Board with a comment that pending BOCS approval will be posted on www.pwevotes.com.

Incomplete action items 1) request meetings with all new members of the BOCS, and 2) schedule meeting with Delegate Torian that includes Vice Chairman Reynolds and Secretary Scarborough.

GP PROPOSAL TO CLOSE DMV ON SATURDAYS WHEN NOT IN AB PERIOD

Secretary Scarborough motioned to defer decision until next meeting and requested that GR White notify NAACP President, Party Chairs, League of Women Voters and have staff track DMV transactions, seconded by Vice Chairman Reynolds.

FY2020 CURRENT P&L

Leslie Kostelecky presented the December Profit and Loss Statement.

FY2021 BUDGET REQUEST UPDATE

GR/DE White reviewed the modified Elections budget request related to the 2020 Presidential election and explained that our initial submission exceeded funds earmarked for the Presidential fiscal year by \$600,000.00. GR/DE White reduced the estimated amount in election day staffing, precinct equipment and supplies, and accessible voter information. GR/DE White informed the Office of Management & Budget that additional resources may be required based on any new legislation effective July 1, 2020 or requirements set by the Virginia Department of Elections.

OFFICE OF ELECTIONS STAFF PERSONNEL UPDATE

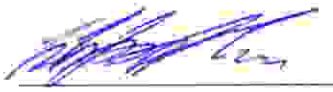
GR/DE White announced that Kristin Love departs on 1/10/2020 due to a relocation out of the area and there will be an opening on the registration team.


CLOSED SESSION

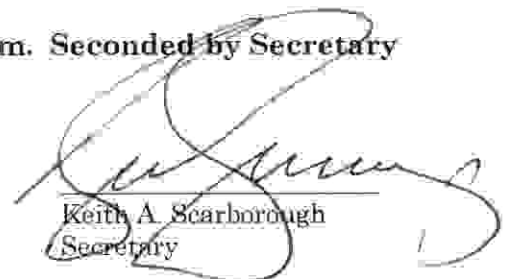
Chairman Williams made a motion to adjourn the public meeting and go into a closed session at 11:48 am, seconded by Vice Chairman Reynolds, to discuss Personnel Issues (A1) pursuant to Virginia Code Section 2.2-3711.

The closed session ended at 12:20 pm.

Chairman Williams adjourned the meeting at 12:20 pm. Seconded by Secretary Scarborough.


Robin P. Williams
Chairman


Jane M. Reynolds
Vice Chairman


Keith A. Scarborough
Secretary

Date: 2-8-2020