

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 Potomac Room, 1 County Complex, Prince William, VA 22192
March 16, 2017, 2pm.

Chairman Williams called the meeting to order at 2:08pm, 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
Shayna DeBruce, Election Officer Coordinator
Rizwana Ahmad, Elections Administrator
Mike Mallon, Elections Equipment Specialist
Winston Forrest, Education and Outreach
Holly Shupe, Minutes Clerk to the Electoral Board

CITIZENS' TIME

Carol Noggle (League of Women Voters): Spoke about reviewing laws pertaining to cameras/video cameras inside the polling precinct.

Curtis Chandler (Electoral Board Member from Fairfax City): Spoke about elections in his jurisdiction.

Kim Brace: Spoke about the SOR that Fairfax City created. Turnout as a percentage of citizenship voting age.

APPROVAL OF MINUTES

A motion to approve the minutes from February 2, 2017 was made by Chairman Williams, seconded by Vice Chairman Reynolds.

SUFFICIENT MEETING NOTICE CERTIFICATION

GR/DE White confirmed that sufficient notice was on February 13, 2017.

ELECTORAL BOARD ANNUAL ELECTION: CHAIRMAN, VICE-CHAIR, AND SECRETARY

A motion to re-elect the Board Chairman, Vice-Chairman, and Secretary was made by Vice Chair Reynolds, seconded by Secretary Scarborough.

DMV LETTER: RENT VS. RELOCATION

Secretary Scarborough made a motion, seconded by Vice Chairman Reynolds, to draft a letter to Virginia Department of Motor Vehicles (DMV) in reply to their letter regarding our lease agreement expiring February 2018. Additionally, the letter should be sent to Governor McAuliffe and Commissioner Cortes at the Virginia Department of Elections. Staff will look for alternative locations in the eastern end of the county, and review Virginia Code to identify specific requirements for public/county owned facility. DMV sent letters to PWC Office of Elections and several other localities in which they expressed a desire to use the space currently occupied by Elections for EZ Pass, TSA pre-check, and other services. Therefore, DMV will not be renewing the lease when the current agreement expires.

Secretary Scarborough made a motion to adjourn the public meeting and go into a closed session at 2:21pm, seconded by Chairman Williams, to discuss potential litigation issues.

Chairman Williams made a motion to adjourn the closed session and go back into the public meeting at 2:39pm., seconded by Secretary Scarborough.

BUDGET REVIEW

FY18 Advocate Pollbook Software Budget Request

FY18 Voting Equipment Annual License & Support Request

HART adds 3-4% to their license fee every year.

Presidential Costs Analysis

Continue to work on excel spreadsheet to help determine future election costs.

Draft Office of Elections Five-Year Budget Plan

Create 5-year plan and update every year. Draft a 1-page summary of 5-year plan.

Year End Salary and Benefits Estimate

FY 16 Office of Elections Turnback Report

APRIL 18 SPECIAL ELECTION UPDATE

Request for the EB to approve testing of "Ballot on Demand" system at 20 precincts. A motion was made by Chairman Williams to proceed with the ballot printing test, seconded by Secretary Scarborough. Absentee training for Election Officers begins Friday, March 17, 2017. Absentee voting begins on Monday, March 20th. GR/DE White made a request for the Board to approve ballot printing on-demand in the absentee vote centers.

Request to use EPBs in the Central Absentee Precinct. A motion was made by Chairman Williams to proceed with using EPBs in the Central Absentee Precinct, seconded by Secretary Scarborough. The Board agreed that using EPBs are a more efficient use of time and money versus paper pollbooks.

24.2-616: Number of ballots to be printed as request by the Electoral Board.

A motion was made by Chairman Williams, seconded by Vice Chairman Reynolds, to order no more than 40% ballots. The motion was amended to order no more than 20% by Chairman Williams, Vice Chairman Reynolds, and Secretary Scarborough. Ballots purchased for 50% of registered voters would cost \$48,000. Printing ballots on-demand would significantly reduce the cost of ballots.

JUNE 13 PRIMARY UPDATE

24.2-616: Number of ballots to be printed as requested by the Electoral Board.

A motion was made by Chairman Williams, seconded by Vice Chairman Reynolds to order 20% Democrat and 20% Republican ballots for the June 13th Primary.

OFFICERS OF ELECTION FOR APPOINTMENT

Secretary Scarborough made a motion, seconded by Chairman Williams, to approve all of the officers of election presented by Election Officer Coordinator DeBruce. Ms. DeBruce presented the Board with 6 officers of election for appointment.

EVERGREEN FIREHALL PRECINCT RELOCATION

A motion was made by Chairman Williams, seconded by Secretary Scarborough, to create a staff report to move Evergreen Precinct to Gravely Elementary School. Equipment Specialist Mallon and Education and Outreach Forrest presented the Board with alternatives to the Evergreen Firehall Precinct, with Gravely Elementary School being the best option.

DRAFT LETTER TO ELECT REQUESTING OVERHAUL OF CITIZEN PORTAL

A motion was made by Chairman Williams, seconded by Vice Chairman Reynolds, to send the letter drafted by GR/DE White to request that ELECT make some needed updates to the citizen portal.

DRAFT LETTER TO ELECT REPORTING NON-CITIZEN DMV REGISTRATION

A motion was made by Chairman Williams, seconded by Vice Chairman Reynolds, to send the letter to ELECT drafted by GR/DE White to inform them of the DMV registration processing error of registering non-citizens to vote.

DRAFT LETTER TO THE PWC BOCS

Letter is intended to notify the governing body of precincts close to 5000 registered voter limit. A motion was made by Chairman Williams, seconded by Vice Chairman Reynolds, to send a letter to the Board of County Supervisors (BOCS) notifying them of the precincts in PWC approaching 5000 registered voters. Per Virginia Code, precincts approaching 5000 registered voters must be broken into two smaller precincts. Chairman Williams suggested including the cost per precinct in the letter to the BOCS.


REFERRALS TO THE COMMONWEALTH ATTORNEY

A motion was made by Chairman Williams, seconded by Vice Chairman Reynolds to send the four drafted letters to the Commonwealth Attorney presented to the Board by GR/DE White.


The next Electoral Board meeting is scheduled for Wednesday, April 19, 2017, at 9:30am in the Old Courthouse at 9248 Lee Avenue, Manassas, VA, 20110.

Secretary Scarborough made a motion to adjourn the public meeting and go into a closed session at 5:14pm, seconded by Chairman Williams, to discuss personnel issues.

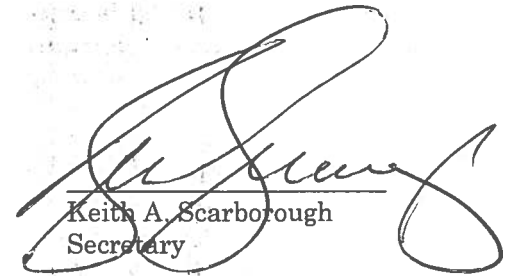
Chairman Williams motioned to exit the closed meeting at 6pm., seconded by Secretary Scarborough.



Robin P. Williams
Chairman



Jane M. Reynolds
Vice Chairman



Keith A. Scarborough
Secretary

Date: 4-19-17