

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, Ferlazzo Building, Locust Shade Room, 15941 Donald Curtis Dr,
Woodbridge, VA 22191
May 11, 2019, 9:00am.

Chairman Williams called the meeting to order at 9:08am, 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
Holly Shupe, Minutes Clerk to the Electoral Board

CITIZENS' TIME

Kim Brace – Board of County Supervisors could approve ballot referendums for November. The Prince William County Board of Supervisors have decided to deed the land on which General's Ridge Golf Course resides and three parcels of land in Signal Hill Park to Manassas Park City.

APPROVAL OF MINUTES

A motion to approve the minutes from April 10, 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 May 3, 2019.

BOUNDARY LINES

General consensus of the Electoral Board was to continue making changes after the June Primaries, but before the November General Election. ELECT has not yet updated the street file. Staff has been conducting street file audits and manually editing individual voters to be in their correct districts.

TWO NEW PRECINCTS UPDATE

The two new precincts have been established.

JUNE PRIMARY STATUS

Ballot on demand will be used for the June Primaries. Staff ordered 10% emergency ballots. The November ballot will likely be 2 pages. Staff is considering various scenarios to head off any potential issues. The two new precincts have been established. OOE has new scans and new Touchwriters for the largest 30% of precincts. The top 3rd largest precincts will get 2 scans for June. When the new fiscal year begins, the office will purchase scans for the remaining precincts.

OFFICE OF ELECTIONS STAFF PERSONNEL UPDATE

All staff evaluations and merits are completed except for one. Staff interviewed candidates for the assistant registrar position and a candidate has been chosen to fill the position. The new hire will initially sit in the front of the office, process voter registrations, and become familiar with how the office functions through answering questions from voters.

DMV MANASSAS RELOCATION

A motion was made by Secretary Scarborough to start doing research on the possibility of moving OOE activities to the Manassas DMV, seconded by Chairman Williams. The Manassas DMV is scheduled to move to the Parkridge Center near I-66 in the future.

JUNE 22 VOTER REGISTRATION EVENT

Tommy will be the 3rd party voter registration expert. In-person third-party voter registration training and a restoration of rights overview will take place on Saturday, June 22 at the A.J. Ferlazzo Building in the auditorium from 10am-1pm. Garry Ellis (from ELECT) will be attending the event. The event is being hosted by the Prince William County Alumnae Chapter Delta Sigma Theta Sorority in conjunction with PWC Office of Elections and the League of Women Voters.

DRAFT FIVE-YEAR PLAN

The Board and OOE will return to this agenda item next month.

LETTER TO COMMONWEALTH'S ATTORNEY

A motion was made by Chairman Williams to forward the letter received at OOE to the Commonwealth's Attorney, seconded by Secretary Scarborough. Chairman Williams will update Bill Card on the situation.

Chairman Williams made a motion to adjourn the public meeting and go into a closed session at 10:25am, seconded by Vice Chairman Reynolds, to discuss Personnel Issues pursuant to Virginia Code Section 2.2-3711 – A1 (Personnel).

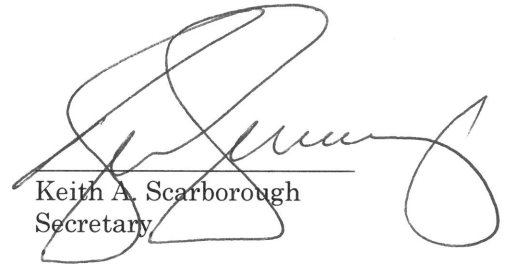
Secretary Scarborough made a motion to adjourn closed session at 11:48am, seconded by Chairman Williams.



Robin P. Williams
Chairman



Jane M. Reynolds
Vice Chairman



Keith A. Scarborough
Secretary

Date: June 12, 2019 -mlw