

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 Conference Room, 9250 Lee Avenue
January 23, 2017, 10:12am.

Chairman Williams called the meeting to order at 10:12am, 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
Ryan Mulligan, Training Coordinator
Holly Shupe, Minutes Clerk to the Electoral Board

CITIZENS' TIME

Kim Brace: Presented a map he created of PWC showing the percentage of voter turn-out per the number of registered voters on November 8, 2016.

APPROVAL OF MINUTES

A motion to approve the minutes from November 9, 2016 was made by Chairman Williams and approved by Vice Chairman Reynolds.

ELECTION OFFICERS FOR APPOINTMENT

No motion was made. A general consensus of the Electoral Board was reached to meet in the beginning of February to discuss the renewal and approval of approximately 1400 election officers.

OFFICER OF ELECTION PAYMENT UPDATE

No motion was made. A general consensus of the Electoral Board was reached for Office of Elections staff to help the roughly 90 EO's still in need of payment create their vendor accounts. More than 1300 EO's have already been paid.

POST ELECTION SURVEY & ROUNDTABLE

No motion was made. A general consensus of the Electoral Board was reached to set a date to hold a post-election round table with EO's. Around 70% of EO's surveyed were interested in participating in a round table discussion. The Board agreed that Night Ops will occur only during years with presidential elections because Chiefs should be in the practice of setup during off years. The Board also agreed that radios were very beneficial and should be common practice going forward.

OFFICER OF ELECTION APPRECIATION EVENT

A motion was made by Chairman Williams, seconded by Vice Chairman Reynolds to research options on hosting an official event to celebrate EO's who have served long-term in PWC. The Board would like to recognize long-term serving, retired, and deceased EO's for their dedication and public service.

VOTER EDUCATION

A motion was made by Secretary Scarborough, seconded by Vice Chairman Reynolds, to continue occasional voter education events, including Nokesville Day, Haymarket Day, and the Occoquan Arts & Crafts Festival, in addition to the ongoing "So You're 18" program. The office will focus on election officer recruitment. The office will use banners in the commuter lots instead of VDOT signs.

CAMPAIGN FINANCE LATE/NON-FILERS UPDATE

A motion was made by Secretary Scarborough, seconded by Vice Chairman Reynolds, to send a second letter to the two candidates who are late in submitting their report/late fee emphasizing them to submit a final report/closing of their account. Candidates who submit late reports need to also pay the fine and vice versa.

HAMPTON NAME CHANGE

A motion was made by Vice Chairman Reynolds, seconded by Chairman Williams, to send a second letter to the Prince William County School Board notifying them that the invoice submitted for the costs Office of Elections incurred for Hampton's name change from Godwin has yet to be paid.

MOU'S – 6 NON-SCHOOL POLLING PLACES

A motion was made by Vice Chairman Reynolds, seconded by Chairman Williams, to submit payments to the six non-school polling places Office of Elections used for the November 2016 election.

PROPOSED POLICY CHANGE: CANDIDATE PACKETS

A motion was made by Chairman Williams, seconded by Secretary Scarborough, to eliminate any possible perception of favoritism by stepping away from creating candidate packets for candidates. Candidates can retrieve any forms from the Virginia State Board of Elections website. Office of Elections staff will be available to answer questions candidates may have about the processes and requirements.

PROPOSED POLICY CHANGE: PETITION VERIFICATION FOR PARTY CHAIRS

A motion was made by Secretary Scarborough, seconded by Chairman Williams, to contact party chairs regarding Office of Elections ceasing to verify petition signatures, thereby eliminating any possible perception of favoritism. In the past, the office verified petition

signatures as a courtesy. Going forward, the office will only provide this service to independents as required by ELECT, as they have no party chairman to whom to defer.

PROPOSED MONTHLY TRAINING PROGRAM

A motion was made by Vice Chairman Reynolds, seconded by Secretary Scarborough, to expand election officer training to year-round classes. Year-round training would take place at the main office and at the warehouse (both ends of the county), on weekday evenings and on Saturdays, in order to better accommodate EO's schedules. Classes would include hands-on training labs for radios, EPBs, and voting machines.

ADVOCATE POLLBOOK SOFTWARE UPDATE

A motion was made by Chairman Williams, seconded by Secretary Scarborough, to budget for the Advocate upgrade in the FY18 Budget. Each machine will cost approximately \$35 per pollbook to upgrade, totaling nearly \$15,000 if all machines are upgraded.

VOTING EQUIPMENT ANNUAL MAINTENANCE & REPAIR

A motion was made by Chairman Williams, seconded by Secretary Scarborough, to be aggressive and proactive in performing basic maintenance on voting equipment.

GAINESVILLE LIBRARY ABSENTEE VOTE CENTER

A motion was made by Chairman Williams, seconded by Secretary Scarborough, to invite the Gainesville Library staff, along with Supervisor Candland, to an informal meeting in February/March. The Northwestern side of the county is lacking in public locations for voting needs, as specified in Section 3 of the Virginia Code. Office of Elections would like to maintain continuity for voters by remaining in the current space.

DMV OFFICE – PROPOSED LUNCHTIME

A motion was made by Vice Chairman Reynolds, seconded by Chairman Williams, to close the DMV satellite office from 12pm to 1pm for lunch to accommodate staff availability and scheduling to minimize working hours.

DMV OFFICE - ELECTION DAY OPERATIONS

A motion was made by Chairman Williams, seconded by Vice Chair Reynolds, to close on the DMV satellite office on Election Day. DMV staff will work in the Office of Elections main office.

BALLOT PRINTING VS NEW SCAN EQUIPMENT

No motion was made. A general consensus of the Board was to continue researching the pros and cons of the office printing ballots versus purchasing more scans. The person printing ballots must be certified by HART with special software which may not justify any cost advantage.

BPC LINE CHASER DATA COLLECTION PROJECT

A motion was made by Secretary Scarborough, seconded by Chairman Williams, to continue the Election Day Line Data Collection Project for the Bipartisan Policy Center.

COST/NEED ANALYSIS OF ADDITIONAL NEW PRECINCTS

A motion was made by Chairman Williams, seconded by Vice Chair Reynolds, to start working on breaking up any precincts over 4,500 voters. Currently there are four precincts

which need to be addressed. Parking, facilities, and creating super precincts will be taken into consideration. Each additional precinct is estimated at \$25,000. Bristow Run has exceeded 4,800 voters, and Potomac has exceeded 4,600 voters. Virginia Code mandates that precincts cannot exceed 5,000 voters, and precincts exceeding 4,000 voters should begin to consider establishing new precincts. Office of Elections will work with the GIS team to review population estimates for PWC to better analyze the needs of the county.

EVERGREEN FIREHALL PRECINCT VOTER COMPLAINT

A motion was made by Chairman Williams, seconded by Secretary Scarborough, to invite Matt Smolsky from Evergreen Fire Department to the next Board meeting to discuss future voting logistics. Voters complained that entrance, exit, and parking had changed from previous years, causing dangerous conditions and prolonged wait times getting into and out of the precinct.

FIVE YEAR BUDGET PLAN

No motion was made. A general consensus of the Board was to research growth and project costs for the next five years. Costs will need to be spread over the next several years.

VOTER REQUEST TO SEE REJECTED AB ENVELOPE

A motion was made by Chairman Williams, seconded by Vice Chairman Reynolds, to allow the voter to see their rejected absentee ballot envelope. The Office of Elections will begin the process.

STAFF AFTER ACTION ELECTION REQUESTS

A motion was made by Chairman Williams, seconded by Vice Chairman Reynolds, to simplify the provisional voter information sheet by using the state form and envelope. The office will use Buckhall to distribute Chief supplies, distribute Chief binders, and radios during every election. Night Ops will be utilized only in presidential years.

Chairman Williams made a motion to adjourn the public meeting and go into a closed session at 2:07pm, seconded by Vice Chairman Reynolds. Per State Code Section 2.2-3711 – A1 and A4, the Board went into a closed session in order to discuss issues related to personnel and privacy.

REFERRALS TO THE COMMONWEALTH ATTORNEY

Seven cases were referred to the Commonwealth's Attorney.

At 4:08pm Chairman Williams made a motion to return to a public session and adjourn the meeting, seconded by Secretary Scarborough.

The next Electoral Board meeting is scheduled for Thursday, February 2, 2017, at 2pm in the Potomac Room at 1 County Complex (McCoart), and the Chief Officer Roundtable at 7pm in the Board Chambers.

Robin P. Williams
Chairman

Jane M. Reynolds
Vice Chairman

Keith A. Scarborough
Secretary

Date: _____