

**Bristol Virginia Electoral Board**  
Meeting Minutes

July 12, 2016

*Present:* Nancy Steele, Chairman; Sarah Williams, Vice-Chairman; Jane L. Sheffey, Secretary; Penny R. Limburg, General Registrar, Jeff Miller, Deputy Registrar

*Next meeting:* August 23, 2016 at 9:00 a.m.

---

**I. Call to Order** – The meeting was called to order at 9:00 a.m. by Chairman Steele.

**II. Approval of Minutes** – The minutes from April 21, 2016 and May 4, 2016 were examined by the board. Williams made a motion to approve the minutes as recorded and Sheffey seconded the motion. The motion carried and the minutes were filed for record.

**III. Old Business** – none

**IV. New Business** – The annual performance review of the General Registrar according to §24.2-109.1 was listed as the first item on the agenda, however, the board elected to move it to last.

**Officers of Election.** The Chairman asked about the status of officers who will be working in November. Limburg reviewed each precinct separately as follows:

First Precinct has 8 active officers who are very experienced. The precinct could benefit by adding 1 or 2 officers so adequate breaks may be given on Election Day.

Virginia High lost two officers (one transferring to Central Absentee Precinct) but also gained two new officers for a total of 13. If all officers are able to work, this should be sufficient.

City Hall has 7 officers and could use two more.

Van Pelt, the largest precinct with historically the highest turnout, has eleven officers although two have been inactive and two officers usually split the day each working one half of a day. A minimum of three additional officers who are comfortable with technology should be added.

Williams stated she may know two individuals who may be interested in serving. The registrar and the deputy will continue efforts to recruit more officers as well. Limburg is also considering having earlier training sessions beginning in September ahead of the required October training to focus on a few specific areas in more detail.

**National Change of Address (NCOA) process.** Limburg said the process is well underway. She praised Krista Smith who worked during the time staff was attending summer training to scrub the files in preparation for the address matching effort.

Due to the fact that this was the first time a precinct roster report was compared to the entire card file, nearly 450 voter cards were removed due to duplication or cancellation. Limburg cited name change as the primary reason for a voter having a duplicate record and stated that the bulk of the records identified were pre-2010 year and better reports are available now to prevent this from occurring.

Limburg stated an additional 400 voter records were identified as having a different address through NCOA and other state matching programs. Department of Elections issued confirmation notices to voters who have moved out of state and the office has updated the address information for voters who have moved within the city limits. Limburg stated that Smith also identified 36 students still registered at the now closed Virginia Intermont College. Since forwarding addresses have most likely expired, Limburg is attempting to contact each by telephone, email and Facebook outreach to encourage them to update their voter registration information.

**Department of Elections Workshop.** Board member, Williams, the registrar and the deputy registrar attended the workshop in Richmond, Virginia in June.

Williams stated that it was a good meeting and she thought the discussion on selfies in the precinct was interesting. She participated in a tutorial for COMET, the online interface candidates may use to file campaign finance reports. She found the software to be user friendly and easy to navigate. In all, she attended six classes and learned that there is a lot of detail and complexity involved in election processes from machine testing to absentee voting and election night reporting. She also reported that there is exciting technology being developed for accessible voting utilizing less costly off the shelf components.

Deputy Registrar Miller summarized the option now available to scan voter registration applications into VERIS, the statewide database, instead of keeping paper files. Since online opportunities are now available through Department of Elections and DMV for registering or updating information, processing a record can be done electronically. Miller stated that it is something we will likely pursue in the future after the November General Election. Williams stated records would be more searchable, secure and the process more efficient.

Registrar Limburg attended a demonstration on new poll book software developed in-house at ELECT. While the software is promising, she doesn't foresee using it in November as she has concerns about having officers of election learn something new at this late stage.

Williams, Miller and Limburg attended a user group meeting hosted by Election Systems Online (ESO), the current voting systems vendor, where they learned tips on troubleshooting the voting equipment in addition to the opportunity to network with other counties who also use the same voting equipment.

The statement made by a member of the Election Assistance Commission, "election officials are IT managers," resonated with Limburg. It is a message she explained she tries to get across at budget time when talking with city administration. More time is spent preparing, testing, troubleshooting and learning new technology than ever before.

In closing, Limburg said she learned that First Class mail which includes absentee ballots, will take two to five days for delivery giving her concern that the deadline for

requesting an absentee ballot will not allow enough time to send and receive a ballot back by Election Day. Complimenting Department of Elections, she stated overall, the summer training was very informative and well organized.

**§24.2-109.1 Performance Review of General Registrar**

After a motion to go into closed session, the Registrar and Deputy Registrar were excused.

**Electoral Board Closed Session**

---

**CLOSED SESSION**

**GOING IN**      TIME: 9:45 a.m.

1. Upon a motion made by Electoral Board Member Sheffey, seconded by Electoral Board Member Williams, and passed by a vote of Electoral Board, Electoral Board went into closed session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia for the "[d]iscussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body; ...."
2. Upon a motion made by Electoral Board Member Williams, seconded by Electoral Board Member Sheffey, and passed by vote of the Electoral Board, Electoral Board reconvened in open session.

**COMING OUT**      TIME: 10:06 a.m.

**CERTIFICATION**

1. Upon a motion made by Electoral Board Member Williams, seconded by Electoral Board Member Sheffey, and passed upon affirmative roll call vote in open session, it was certified that (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the closed session or meeting by the Electoral Board.

***ROLL CALL VOTE:***

Chair Nancy Steele:            yes  
Vice Chair Sarah Williams:    yes  
Secretary Jane L. Sheffey:    yes

