

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. Jacob Holmes, Republican Party Chairman attended the meeting only.

Next meeting: October 27, 2016 at 9:00 a.m.

I. Call to Order – The meeting was called to order at 9:00 a.m. by Chairman Steele for the primary purpose of logic and accuracy testing of voting equipment for the absentee voting precinct.

II. Approval of Minutes – The minutes from July 12, 2016 were sent to the board by email ahead of time. Sheffey moved to approve the minutes and Williams seconded the motion. The motion carried and the minutes were filed for record.

III. Old Business – none

IV. New Business – Chairman Steele asked the Registrar to give an update on election related matters for November 8.

Officers of Election. A total of 41 officers are assigned to work to date. At least two more officers are needed for Van Pelt.

Training Schedule. The training schedule for Officers of Election was provided. In addition to training for new officers and judge and assistant training, a day long group training will be held on October 22, 2016. Breakout sessions will include specified training on security, provisional voting, and voting equipment and poll books.

A brief discussion took place about providing lunch and refreshments.

In Person Absentee Voting. The office will utilize electronic poll books for in person absentee voting. The registrar reported she expected the new process to maximize efficiencies which is important for such a small staff.

Accessibility Improvements. The accessible ramp/path with rails is complete at Virginia High. The registrar reported that she was extremely pleased with the final result and believes it will benefit not only voters but the general public for frequent events held at the high school.

Neutral Observer Protocol. The board discussed the possibility of a request to allow neutral observers. Due to the likelihood that precincts will have observers from the two parties, they decided to consider requests on a case by case basis. There was concern about the chief judge of the precinct having to keep track of too many people in the precinct in addition to officers and the voting public.

Emergency Contingency Plan/Security. The registrar stated she had contacted Richard Adkins, Operations Manager, from Bristol Virginia Utilities. The polling locations will be placed on priority preference for Election Day in the event of a power outage. He also stated backup generators could be provided if power was lost for an extended amount of time. An emergency contingency meeting is scheduled for October 4 with local city administration as well as members from the police, sheriff and fire departments. Contact has also been made with the local State Police whom she will meet with at a later date.

Security training will be provided by Lt. Robinette from the police department for election officers attending the group training on October 22.

Communication. In addition to newspaper, radio and television, the registrar is providing important voting information via Twitter and Face Book in hopes she will be able to reach more population groups. Twitter seems to be well-received and several of the news outlets are re-tweeting the information.

Part-time Employee. The registrar stated that a previous temporary part-time employee has been added to assist in the office during the month leading up to the election. The fact that she has past experience working in the office should allow for a smooth transition.

Site visits. In accordance with citation §24.2-625.1C, Sheffey moved to declare the board's intent to conduct site visits on Election Day. Williams seconded the motion and all were in agreement.

V. Announcements

-Voter Registration events were held or scheduled to be held at the Bristol Public Library on September 19 and September 27; Fall Fest, a Bristol Housing and Redevelopment event September 24; and Oakmont Senior Living on September 28.

-A total of 95 absentee ballots were mailed or emailed on the first round October 16, 2016.

VI. Public Comment. There was none.

VII. Adjournment. There being no additional business, Sheffey made a motion to adjourn seconded by Williams. All were in agreement and the meeting was adjourned at 10:41 a.m.

Signature of secretary

date