

Bristol Virginia Electoral Board

Meeting Minutes

January 15, 2020

Present: Chair Sarah Williams; Vice-Chair Kevin France; Secretary Joyce Kistner; General Registrar, Penny R. Limburg. Deputy Registrar, Jeff Miller served as machine custodian for logic and accuracy testing of the absentee voting equipment.

Next meeting: February 13, 2020 at 9:00 a.m. for the purpose of conducting logic and accuracy testing of the precinct voting equipment.

1. Call to Order: The meeting was called to order at 9:00 a.m. by Chair Williams.

2. Logic and Accuracy Testing: The purpose of the meeting was to conduct logic and accuracy testing on the absentee voting equipment to be used for the March 3, 2020 Democratic Presidential Primary Election. The equipment functioned properly. Absentee voting will begin January 16.

3. Approval of the minutes from November 5, 2019: Vice-chair France moved to approve the minutes with a second from Secretary Kistner. The minutes were filed for record.

4. Old Business.

Item 1: Security Risk Assessments. Chair Williams deferred to the registrar to report. The registrar reported that the December 31, 2019 deadline was met. She completed the EIAT assessment and the city IT manager completed the NCSR. Completing the two security assessments satisfied the first part of the new security standard requirement adopted by the Department of Elections.

The registrar reported that Department of Elections provided the second part of the security standard requirement on December 6, 2019. She stated that there are multiple timelines involved but a report is due in addition to a revised security policy which addresses twenty-one minimum security standards by March 1, 2020.

5. New Business:

Item 1: The registrar distributed a list of officers of election assigned to work the March 3, 2020 Democratic Presidential Primary. The electoral board did not suggest any changes.

Item 2: The registrar distributed a copy of the budget and budget report to be submitted to the city finance department. There was some discussion about what impact current pending legislation in regard to early voting might have if passed. The budget may need to be revised at a later date to account for extension of the absentee voting period.

6. Announcements. The registrar reported that a local marketing and communications individual created a new logo and brand statement for the office. The goal is to be recognized as a trusted office/site for election information. The new logo will appear across all lines of communication in addition to a banner and brand statement for the office web and social media sites.

The governor has proposed legislation to extend early voting to 45 days prior to the Presidential election in November.

Candidate packets are available for anyone interested in running for one of two seats on each the City Council or School Board for the May 5, 2020 General Election. One candidate has qualified for City Council.

Announcements continued:

Sarah Williams is up for reappointment to the electoral board.

The Director of Elections and General Registrar will participate in a registration event prior to the march on State Street in celebration of Martin Luther King, Jr. Day.

7. **Public Comment** – There were no members from the public present.
8. **Adjourn:** Upon a motion by Vice-Chair France, and a second by Secretary Kistner, Chair Williams adjourned the meeting at 10:15 a.m.

Signature of secretary

Date