

Bristol Virginia Electoral Board

Meeting Minutes

February 27, 2020

Present: Chair Sarah Williams; Vice-Chair Kevin France; Secretary Joyce Kistner; General Registrar, Penny R. Limburg. Rick Belcher, the city IT Director, attended a portion of the meeting to give a security briefing to the board.

Next meeting: March 4, 2020 to canvass the vote from the March 3, 2020 Democratic Presidential Primary

1. **Call to Order** – The meeting was called to order at 9:00 a.m. by Chair Williams.
2. **Approval of minutes from January 15, 2020** – Secretary Kistner made a motion to approve the minutes of January 15 which were previously sent to the board by email. Vice-chair France seconded the motion. All board members were in agreement and the minutes were filed as record.
3. **New Business:**
 - Item 1: Reorganization of the electoral board. Sarah Williams was reappointed as a Democratic Party representative for a new three-year term. Vice-chair France made a motion that the board members retain their current positions for the upcoming year. Secretary Kistner seconded the motion. The entire board voted in favor of the motion. Williams will remain as Chair, France as Vice-chair and Kistner as Secretary.
 - Item 2: HB2178 – Minimum Security Standards Briefing – Rick Belcher briefed the the electoral board on the current security posture of the city system and future plans to further strengthen the system.

Closed Session Going in time: 9:17 a.m.

Upon a motion made by Electoral Board Member Kevin France, seconded by Electoral Board Member Joyce Kistner, and passed by a vote of the Electoral Board, the Electoral Board went into closed session pursuant to Section 2.2-3711 (A)(34) of the Code of Virginia for the discussion or consideration by the State Board of Elections or local electoral boards of **voting security matters made confidential pursuant to §24.2-410.2 or §24.2-625.1.**

Upon a motion made by Electoral Board Member France, and seconded by Electoral Board Member Kistner, and passed by a unanimous vote, the Electoral Board reconvened in open session. Time out was 9:49 a.m. Secretary calls the roll.

Roll Call Vote:

Chair – Sarah Williams	YES
Vice Chair – Kevin France	YES
Secretary – Joyce Kistner	YES

- Item 3: The Electoral Board signed a prepared letter to be sent to the Department of Elections stating they had reviewed and been briefed on the Minimum Security Standards checklist of controls and understood the current state of compliance as to areas that are met and unmet.

4. **Public Comment** – Vice-chair France brought up a discussion about voting booths and looking into the possibility of asking the building trade’s class at the high school if bases to attach the cardboard privacy screens could be built that would be economical, sturdy and lightweight. The registrar will explore further options.

- 5. Adjourn** – Vice-Chairman France made a motion to adjourn with a second from Kistner. All were in agreement and the meeting was adjourned at 10:05 a.m.

Signature of secretary

Date