

Goochland County Electoral Board

~~RL~~ DRAFT Minutes 3/6/2018

The Goochland County Electoral Board convened at 7 pm in the General Registrar's conference room. Present: Chair Keith Flannagan, Vice Chair Wanda Taylor, Secretary Robin Lind, Director of Elections/ General Registrar Winston Forrest, Deputy General Registrar Kendall Hutchinson.

On a motion by the vice chair, seconded by the chair, the board unanimously approved the minutes for 2/6/18 as amended.

On a motion by the secretary, seconded by the vice chair, the board voted unanimously to re-elect its current officers for 2018: Chair Keith Flannagan, Vice Chair Wanda Taylor, Secretary Robin Lind.

On a motion by the secretary, seconded by the vice chair, the board acknowledged the order from the Department of Elections to conduct a primary election in June. A copy of the Order is included with these minutes.

On a motion by the secretary, seconded by the chair, the board voted unanimously to adopt a policy permitting members to attend an Electoral Board meeting by electronic means no more than twice in a calendar year. A copy of the policy is included in these minutes.

Under Officers Reports the chair and vice chair had no reports. The secretary reported on recent activity at the General Assembly on Risk Limiting Audits, reform bills having been sent to a newly created Joint House & Senate Subcommittee, and led a discussion on the two competing bills for reform of the State Board of Elections.

The Director of Elections/ General Registrar reported on a series of initiatives:

- Scanners for new and existing Alpha Cards: after discussion, on a motion by the vice chair, seconded by the chair, the board voted unanimously to approve the purchase of Fujitsu scanner as proposed.
- Bar code scanners for Electronic Poll Books to read DMV licenses: after discussion, on a motion by the vice chair, seconded by the chair, the board voted unanimously to direct the DoE to acquire 30 bar code scanners and to demonstrate one at the next meeting.
- Computer equipment: the board requested the DoE to prepare a report for the next meeting on the age and condition of existing laptop EPBs.
- EPB use in Absentee Precinct: the board approved the DoE's proposal to use an EPB in the CAP precinct for voters voting Absentee in person.
- Emergency Precinct Operations: the board voted unanimously to direct the DoE to confer with Deputy County Administrator Derek Stamey on the possibility of

having two portable generators on stand-by for emergency use on election day rather than continue to rent large-scale generators for each polling place which does not already have one installed.

- The DoE expects to attend VREO Classes when offered, to achieve his certification. He also expects the Deputy General Registrar to enroll.
- The board took under advisement a suggestion by the DoE that he join the Election Center and attend their annual National Conference to be held this year in New Orleans.
- The DoE reported on Street File updates being conducted in conjunction with the county GIS department
- The DoE presented a summary of the VEBA Annual meeting sessions held at The Homestead.

Discussion ensued on the recruitment of Officers of Election, the possible assignment of chiefs and assistants to replace those who have declined reappointment, and the Deputy Registrar reported on four new applications received.

Discussion ensued on the frequency of EB compensation. On advice from the DoE that regular payments could be made bi-monthly by direct deposit, or continue on thirdly payments by application, the board agreed to switch to regular bi-monthly payments.

A review of the Security Plan was tabled until the DoE could locate the existing document.

The Goochland County Electoral Board agrees, as a matter of policy, that a member who is unable to be physically present for a meeting may attend through electronic communication means, as long as a quorum of other members is physically present. The reason for absence shall be recorded in the minutes as required under 2.2-3708.1 and no member may exercise this privilege more than twice per year.

§ 2.2-3708.1. Participation in meetings due to personal matter; certain disabilities; distance from meeting location for certain public bodies.

A. A member of a public body may participate in a meeting governed by this chapter through electronic communication means from a remote location that is not open to the public only as follows and subject to the requirements of subsection B:

1. If, on or before the day of a meeting, a member of the public body holding the meeting notifies the chair of the public body that such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter, and the public body holding the meeting

records in its minutes the specific nature of the personal matter and the remote location from which the member participated. If a member's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection B, such disapproval shall be recorded in the minutes with specificity.

Such participation by the member shall be limited each calendar year to two meetings;

2. If a member of a public body notifies the chair of the public body that such member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the public body records this fact and the remote location from which the member participated in its minutes; or

3. If, on the day of a meeting, a member of a regional public body notifies the chair of the public body that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting and the public body holding the meeting records in its minutes the remote location from which the member participated. If a member's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection B, such disapproval shall be recorded in the minutes with specificity.

B. Participation by a member of a public body as authorized under subsection A shall be only under the following conditions:

1. The public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this section. Once adopted, the policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;

2. A quorum of the public body is physically assembled at the primary or central meeting location; and

3. The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

A brief review of the 2018 Calendar showed some confusion on training dates and the DoE said he would send out a revised calendar with correct dates.

At 8:47 pm, on a motion by the secretary, seconded by the vice chair, the board voted unanimously to go into executive session under §2.2-3108.1: "assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body;" The DoE and Deputy Registrar then departed.

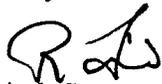
At 9:03 pm on a motion by the secretary, seconded by the vice chair, the board voted unanimously to come out of executive session and unanimously affirmed that no other matters had been discussed in the executive session.

The DoE then returned to the meeting. Discussion ensued on the importance of focusing on goals and objectives as specified in the letter of January 3, 2018

especially noting the first objective, to "implement a continuing Public Relations campaign to build ties between the GR/DoE office and voters in Goochland County."

There being no further business, the board adjourned at 9:12 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. Lind". The signature is stylized with a large, looped "R" and a cursive "Lind".

Robin Lind, Secretary