

Minutes of the August 1, 2018 meeting of the Gloucester County Electoral Board.

The meeting was called to order by Chairman at 9:00 am in the conference room of the Registrar Office, County Building #1, in Gloucester. Present were Brett Major from the Emergency Management Office, Pat Dunnington, Representative of Gloucester Republican Party, Bobbi Morgan, Registrar, Michael Horrell, Rebecca Horsley, and Dean Vines.

Minutes of the EB meeting for June 6, 2018 were previously approved and posted to Gloucester County Voter Registrar's Website.

Brett Major answered questions concerning the role his department would play in case of an emergency situation during an election. The first person to call for all emergency would be the sheriff's department.

Chairman had no report.

Vice-Chairman report on the ELECT Training session held in Richmond. The primary issues from the training were: Provisional ballots and avoiding the use of the category (other) and that the New provisional ballot forms and envelopes are being deployed in the next election. There is a need to train on the importance of signatures by the voter and the election officials on these New Forms. Most issues in this area is handled by Bobbi overseeing the process. Also discussed taking steps to get Bobbi a raise.

Secretary had no report.

Registrar report was presented:

INVITE TO ATTEND: Brett Major and Darrell Warren (Designated Rep: Sergeant Brad Simmons has provided valuable input concerning threat assessments of many facilities throughout the county; will attend Sept. 12<sup>th</sup> Meeting) and discuss Emergency Procedures.

Also discuss with Brett and the EB on working with Roanes Chief, GHS Principal and IT on his training exercise the morning before the Election (Chief set-up day) until 1pm on Monday, Nov. 5<sup>th</sup>, 2018, being held in the Auxiliary Gym. Request our EO, Chief wait until 2pm for set-up to ensure the exercise is completed. (This issue was resolved, location has been moved to Page MS)

STATE ELECT TRAINING: Dean, Rebecca, Bobbi and Charlotte attended. Discuss and report any needed items for review. The following items were discussed:

### **Virginia Elections Conference Annual Training Event General Sessions:**

Agency Update from the Commissioner, Chris Piper

Legislative Update from Samantha Buckley (ELECT) and Arielle Schneider (ELECT): Some key points. The following legislation was passed by the 2018 Session of the General Assembly, signed by the Governor, and will go into effect on July 1, 2018. This legislation is likely to affect the daily operations of General Registrars, Electoral Board Members, Candidates, and all who are part of the Elections Community.

### **Absentee**

**HB 397.** Absentee Voting; certain information not required when completing application in person.

This bill provides that a person completing an application for an absentee ballot in person is not required to provide the last four digits of his social security number on the application. Voters who wish to submit an application for an absentee ballot in person will be able to skip the social security number section on the

application. Registrars may find that without the four digits of the social, the process of definitively confirming the voter's eligibility may be more difficult.

## **Ballots**

**SB 153.** Elections; form of ballot; order of independent candidates.

This bill amends Va. Code § 24.2-613, which provides rules related to ballot order for independent candidates. Currently, ballot order for independent candidates is determined by priority of time of filing all required paperwork for the office. This law amends this section to have ballot order for independent candidates be determined by the priority of time of filing for the office. Further, this law amends this section by defining "priority of time of filing for the office" as the time the independent candidate files their petition signature pages with the number of signatures required for the office under Va. Code § 24.2-506.

## **Constitutional Amendments**

**HB 71 and SB 900.** Constitutional Amendment: Real Property Tax Exemption.

This bill provides for a state-wide referendum at the November 6, 2018, election to approve or reject an amendment to the real property tax exemption for a primary residence that is currently provided to the surviving spouses of veterans who had a one hundred percent service-connected, permanent, and total disability, to allow the surviving spouse to move to a different principal place of residence.

## **Elections**

**SB 150.** Elections; ascertainment of results by the electoral board; write-in votes.

This bill changes one of the criteria for determining when an electoral board is required to ascertain the total votes for each write-in candidate for an office from when less than five percent of the total number of votes cast for that office are write-in votes to when less than 10 percent of the total number of votes cast for that office are write-in votes.

## **Poll locations, districts, and precincts**

**HB 767.** Election precincts must not be changed between certain dates.

This bill amends Va. Code § 24.2-309.2, which prohibits precinct boundary changes during a specific period of time. This bill prohibits all counties, cities, and towns from creating, dividing, abolishing, or consolidating any precincts, or otherwise changing the boundaries of any precinct, from February 1, 2019 until May 15, 2021, except under certain circumstances. A county, city, or town may adopt an ordinance to revise precinct boundaries after January 1, 2021, but the ordinance cannot be implemented for elections before May 15, 2021. Incorporates SB983.

Media and Crisis Communications Jeffrey Caldwell, Dir of External Affairs (VDEM) Virginia Department of Emergency Management discussed why communications is important with your local media and emergency personnel. Bobbi requested key persons to attend the next Electoral Board Meeting to address our concerns.

Conducting Risk Assessments Mike Garcia, Center for Internet Security encouraged membership in EI-ISAC. Bobbi applied to Membership in the Elections Infrastructure-ISAC to continue our growth towards protecting our Elections process.

Voluntary Voting Systems Guidelines Ryan Macias (Election Assistance Commission) discussed the new proposed structure of Testing and Certification Program for the version 2.0, but they are currently short 2 Commissioners and in order to vote on anything they need at least 3 of the 4 slots filled to make a Quorum.

EAC Update Christy McCormick (Election Assistance Commission) Noted, On Friday, March 23, 2018, President Donald J. Trump signed the Consolidated Appropriations Act of 2018 into law. The Act included \$380 million in grants, made available to states to improve the administration of elections for Federal office, including to enhance technology and make certain election security improvements. The 2018 HAVA Election Security Fund, authorized under Title I Section 101 of the Help America Vote Act (HAVA) of 2002, marks the

first new appropriations for HAVA grants since FY2010. This funding will provide states with additional resources to secure and improve election system. Virginia applied on Monday, June 18, 2018 for \$9,080,731 and States are required to match 5 percent of these funds awarded within two years of receiving federal funds.

Virginia's Line Data Collection Program Don Palmer (BPC) The Bipartisan Policy Center's Election Day line data collection program stems from a key recommendation of the Presidential Commission on Election Administration (PCEA): to reduce Election Day lines through election resource management solutions. BPC, in partnership with the Polling Place of the Future Project of the CalTech/MIT Voting Technology Project, has undertaken a nationwide effort to measure Election Day lines at polling places around the country. BPC collected unique data from polling places in more than 80 jurisdictions on an hourly basis throughout Election Day on November 8, 2016. This data will help to diagnose the causes of long lines at the polls, predict where they may happen in advance of elections, and develop tools to allow election officials to swiftly allocate resources to the precincts most in need. Jurisdictions in Virginia and across the nation are already using this data to identify and solve resource allocation challenges. Gloucester County participated in 2017 and will participate again during this upcoming Election on November 6, 2018 to compare the data and continue to ensure we meet the needs of our voters.

#### GR Track Presenters

**Best** practices for day-to-day and batch scanning with Jason Corwin (Mecklenburg) Gretchen Reinemeyer (Arlington) Peter Smith (Amelia). Scanning continues to be encouraged by ELECT and due to the new process at DMV and our increased requests for scanned documents we will be visiting the cost impact to our office to begin this process this year. **Usability** Review Group - New Forms and Templates with Dana Chisnell and Maggie Ollove (Center for Civic Design) Brenda Cabrera (Fairfax City) Leslie Williams (ELECT). **Election-related** FOIA Requests with Arielle Schneider (ELECT). **Efficient** absentee application processing with David Bjerke (Falls Church) Laura Kane (Virginia Beach) Cheryl Scannell (Arlington). Received New June 2018 FPCA Reference Chart to determine the ballot eligibility. **Candidate** and Petition processing with Kirk Showalter (City of Richmond). Covered who files what, where and with whom as well as the status definitions of petitions. **Efficient** CAP Processing with Kelly Bailess (Pittsylvania) Judy Brown (Loudoun) Susan Jett (Lancaster). Discussed daily reconciliation ideas. The Absentee Ballot Log Tracker I created was one of the forms used as a demonstration of how to keep track of it all.

#### EB Member Track Presenters

Classes to be reported on by Electoral Board Members that attended.

**CERTIFICATION:** Charlotte and Bobbi attended and achieved re-certification on Wed., June 27, 2018, according to the Electoral Board's request to maintain Registered Election Official status.

**VRAV TIDEWATER REGIONAL MEETING:** Bobbi attended on Friday, July 20, 2018 in Williamsburg. The Commissioner, Chris Piper & Region 1 Registrar Liaison, Gail Henderson with the Virginia Department of Elections was in attendance. The following items were discussed:

- ELECT has wrapped up most of the VERIS critical fixes. There is the possibility of one (1) more build and then the focus will be to shore up stability and make usability more efficient and effective.
- ELECT has submitted their plan to EAC regarding HAVA funding. Hopefully, this will be made public at the VRAV meeting.
- On August 2<sup>nd</sup>-3<sup>rd</sup>, there will be a pilot audit of the June 2018 Primary Election in the City of Fairfax. ELECT hopes to have full report of the audit at the annual meeting. After the November 2018 General Election, ELECT hopes to implement legislative plans in January 2019.
- The Governor announced his own commission on school safety.
- A letter was sent from VEBA & VRAV to the General Assembly Commission on School Safety regarding moving the June Primary Elections to the third Tuesday of June. There is also currently a petition circulating to remove schools as polling places. The goal is to educate the General Assembly on matters

such as safety, conducting elections, Special Election scheduling, etc. Our lobbyist, David Bailey, is great!

- Commissioner Piper agreed that ELECT would like schools closed for June Primary Elections.

DMV DEMO: Charlotte and Bobbi attended the EMV (Electronic Motor Voter System) Demo on Monday, July 23, 2018 at the DMV Headquarters in Richmond. The Commissioner, Richard Holcomb & Director of Data Management Services, Sandy Jack with The Department of Motor Vehicles as well as The Commissioner, Chris Piper with the Virginia Department of Elections was in attendance. The session included the summary of the motor voter process and history and demonstrations of the in-person and online transactions. We identified issues with DMV and they are working on making the process better for the voter and for the Registrars.

VRAV ANNUAL MEETING: August 7-9, 2018 in Chantilly, Virginia. Bobbi and Charlotte will be attending.

RENEWAL CONTRACT FOR ADVOCATE to cover this next financial year. It is based on the contract we used last year and with the same price per unit. If the EB is happy with everything, kindly sign and date the last page and email a copy of the signature page back to James Hill VP, Demtech Voting Solutions, Inc.

ASSOCIATED PRESS: Requested to have stringers at our office and 2 Precincts again (Botetourt & Courthouse) They have the guidelines and will send their Authorization Letter prior to the election.

NEW WEBSITE: Coming in August.

CAMPAIGN FINANCE: Deadline of July 16, 2018, was missed by 1 and the campaign was fined \$100. Next deadline is January 15, 2019.

GENERAL & SPECIAL: Tuesday, November 6, 2018

ELECTION OFFICER TRAINING: Monday, October 22, 2018

ABSENTEE VOTING: Begins Friday, September 21, 2018 (All deadlines have been posted to our website)

ELECT ADVISORY NOTES:

*Ballot Proofing for November:*

Monday, July 16th – earliest ballot proofs with no special elections or referendums will be accepted. (I sent our Federal Only Ballot and it was approved on 7/18/18)

COB, Friday, August 17th – candidate filing and party certification deadlines for special election candidates and referendum filing deadline

Saturday, August 18th – earliest ballot proofs with special elections and/or referendums will be accepted (I will send our General & Special Election Ballot on this day)

Wednesday, August 22nd – ballot waiver submission deadline and last day to submit ballots for proofing

Friday, August 31st – latest ELECT will be finished proofing all ballots

*New Forms for November:*

Provided by ELECT are the New Provisional Ballot Suite, Revised Virginia Application for Absentee Ballot, and New In-Person Absentee Application. (On June 19, 2018 the State Board of Elections adopted revisions to the Virginia Absentee Ballot Application. The revision made will bring the current form into compliance with legislation passed during the 2018 Legislative Session. HB 397, signed by the Governor, noted above). Not provided by ELECT are 14 Other forms that have been revised and our responsibility to print.

Processing DMV change of address updates:

Concerns have been raised regarding the DMV change of address update process. Change of address updates through the DMV change of address process are valid to update an existing voter's registration and must be processed as required by the National Voter Registration Act (NVRA) and Va. Code § 24.2-411.1. Additionally, all registration records must be transferred to the voter's new locality. To assist with the transmission of these records, ELECT recommends general registrars scan and attach registration records to a voter's VERIS file. Further, the record retention schedule applies as directed by the Library of Virginia.

National Change of Address (NCOA) Confirmation Mailing:

The Department of Elections (ELECT) populates the NCOA hopper with voters who have moved in-jurisdiction to assist you in updating voter files as required under Va. Code § 24.2-428. This year, ELECT will also begin mailing these voters a notice of the update to their voter file on a postage prepaid, pre-addressed return card by which the voter may verify or correct the information as required by Va. Code § 24.2-428(B). There was a mail vendor error, preventing them from being forwarded. United States Postal Service (USPS) is in the process of returning the affected NCOA letters to your offices because the incorrect addresses could not be forwarded. A new NCOA mailing will be issued on 07/05/18. This is the new start of the 30-day confirmation process.

ELECTORAL BOARD: Prepare all Letters to go out in emails at the next meeting for the following: (Precincts, IT Support, Chief, Machine Officer, Ballot Order and Voting Machine Programmer)

Review Election Officer Training ideas, EPB Scanners and Demtech's new no hub process for networking.

CHARGE VOTING MACHINES: EB to check the Voting Equipment and plug-in to charge. Next day verify all green lights are on and un-plug them. Also, verify that every precinct has each item returned and ready for the next election. Remove and test EPB Scanners.

NEXT EB MEETING: September 12, 2018

Meeting adjourned at 10:25am.

Mike Horrell  
Chairman

Dean Vines  
Vice-Chairman

Rebecca Horsley  
Secretary