

**Lynchburg Electoral Board Meeting**  
**February 5, 4:00 p.m.**  
**Registrar's Office Conference Room**

**Members present:**

Patricia M. Bower, Chair;  
David B. Neumeyer, Vice Chair  
John W. Cobbs, Secretary

**Others present:**

Christine Gibbons, General Registrar  
Kim Conner, Deputy Registrar  
Steve Troxell, Lynchburg Republican Committee  
Jeff Rosner, Lynchburg Democratic Committee

**Call to Order**

The meeting was called to order by Ms. Bower at 4:02 p.m.

**Consideration of Approval of the Minutes** Approval of December 11, 2019 Electoral Board Minutes. Motion made by John Cobbs, Secretary. Seconded by David Neumeyer, Vice Chair. Motion approved unanimously.

**Registrar's Report:**

LCS 2020-20201 Academic Calendar has been released. Currently a professional development day will be held for teachers on the same day as the Presidential Election.

Elect has released new Recount Instructions and forms. Advisory to look over the new forms and be familiar with them.

Office staffing for the coming year: temporary part-time staff member, 3 interns from local higher education institutions. Liberty to increase the hours of their interns 2 weeks before an election and the week of the election. They may adjust and add additional hours for the Presidential Election in November.

2020 Voting System and Electronic Pollbooks Uniformity Plan: Certified EPB for this year's elections. Current EPB's will be decertified on July 31, 2021. Will need to purchase updated certified EPB at that time.

Early Voting Period and Process: Each locality to have all ballot styles to be available for voters from all precincts within the locality at their absentee processing center, make sure to have a secure connectivity to VERIS, a process in place to be able to balance voter credit nightly.

Discussion of bills currently in legislation that could impact the election community.

Set up a meeting with the emergency communications office to discuss needs of all elections for the coming year. February 10 at 3:00 p.m.

Security and Wi-fi for the office: how to configure the wi-fi in a secure manner with the City IT.

Security Plan Due March 1, 2020 with new cybersecurity template to complete.

### **Old Business**

Fee Policy for FOIA requests-David Neumeyer, Vice Chair, researched FOIA policies from ELECT, York County, and City of Lynchburg. Created a policy for the Office of the Registrar. Changes were suggested to the policy and requested to discuss at the next Electoral Board meeting.

Policy of citizen participation at board meetings- Pat Bower, Chair read through City's policy and pull information to create a policy and procedure for the Office of the Registrar and Electoral Board. Suggestions and changes were made to the policy. Tabled to next Electoral Board meeting

Potential relocation of Linkhorne Middle School and Crosspoint Church polling places.

Vines Center Plan for the March 3, 2020 election. Vines Center will be utilized for a basketball championship game. Liberty University will provide a double wide trailer for voters at that precinct to vote. The double wide trailer will be located outside the entrance to the Vines Center and an email will be sent to students letting them know of the change.

Potential relocation of Linkhorne Middle School and Crosspoint Church-Electoral Board believes both locations are problematic and should begin investigation of changing locations for each. General Registrar requested GIS to assist in large buildings in 4-4. Below is the list

provided. A meeting is set with officials at St. Thomas More Catholic Church as a possible location for 4-1.

### **New Business**

Appointment of Election Officials for 1-year term beginning March 1, 2020 pursuant to 24.2-115. Motion made by David Neumeyer, Vice Chair. Seconded by John Cobbs, Secretary. Motion approved unanimously.

Updating list of Emergency Polling locations pursuant to 24.2-310: Each Electoral Board member to take their precinct assignment and call each facility to make sure the alternate location still agrees to be on the list.

There being no new business the meeting was adjourned.

Next meeting Date February 12, 4:00 p.m. Registrar's Office

There being no further business, Ms. Bower adjourned the meeting at 5:48 p.m.

### **Adjournment**

Respectfully submitted,

John W. Cobbs, Secretary  
Electoral Board  
City of Lynchburg