

Lynchburg Electoral Board Meeting

September 8, 2020

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

Call to Order

The meeting was called to order by Ms. Bower at 4:05 p.m.

Approval of the minutes of July 14, 2020 meeting

Approval of May 12, 2020 Electoral Board Minutes. Motion made by David Neumeyer, Vice Chair. Seconded by John Cobbs, Secretary. Motion approved unanimously.

Citizen Comments

No citizens present.

Registrar's Report

Registrar's Report: Currently have 53,465 registered voters. Not including new VRA from Liberty and their voter drive. Ward 4 Precinct 1 has 4,966, 4644 are active voters.

Absentee Numbers currently have 5,435 absentee requests.

Return Envelopes required to include postage paid. Bought stamps and volunteers are putting them on the return envelopes. The locality can request a reimbursement through the state for the purchase of stamps purchased for return envelopes.

Two new OVO's have been ordered and delivered. Anticipate needing to use 3 for Central Absentee Precinct.

PPE: Germ shields for each precincts have been bought, received disinfecting wipes from the state.

Temporary staff in place and trained on the use of VERIS, organizing envelopes for vote by mail, and assisting voters.

Training of election officials has begun. Training includes going over opening and closing the equipment, mistakes we see, how best to have a smooth opening and closing of the polls, Guest speaker Dr. Laura Gateley, pandemic planning expert has been attending to discuss concerns and how best to protect themselves while working, new laws that have affected procedures of election officials.

Integra: new software to hold information and reporting of the locality regarding the equipment and security.

Lunch for the election is being donated and provided by a local licensed chef.

New Business

- Report from August 25 Regional Electoral Board Meeting –Pat Bower, Chair, John Cobbs, Secretary, Christine Gibbons, General Registrar, were in attendance at the meeting. Of note during the training was the experience of Floyd County Registrar and a Rasonware attack on the County. The Floyd County Registrar explained actions taken and best practices for other localities if this occurs.
- Temporary emergency relocation of Vines Center polling place (III-2) to Montview Bldg. for Nov. 3 election. Christine Gibbons, General Registrar will complete the Emergency Polling Location Form for the State Department of Elections. Email to city council regarding the emergency polling location move of Ward 3 Precinct 2 will be composed by David, Neumeyer, Vice Chair.
- Ballot boxes/bags mandate likely for upcoming election. Official Guidance from the State Department of Elections states, under new law, the general registrar are required to maintain drop-off location at
 - the general registrar’s office
 - at each polling place on Election Day

Given these new mandates the following action items will be taken

Order the secure drop-off bags for each polling place on Election Day

Order a secure drop-off box for the general registrar’s office

Order secure envelopes/rolling bags for Electoral Board Members to pick up ballots on Election Day.

Written instructions or form prepared for chain of custody of ballots on Election Day

Written procedures of chain of custody and staffing of staffed drop-off locations will be prepared

- Grant program available from CTLC (Center for Tech and Civic Life) and CEIR (Center for Election Innovation and Research) – program opens 9/8, minimum \$5,000 awards within about 2 weeks. Christine Gibbons, General Registrar to research and submit grant on behalf of locality.
- Federal court order re Print Disabled Voter -ballot marking tool (myBallot, an electronic ballot marking tool with screen reader assistive technology) to be provided by ELECT in order to satisfy court order. State Department of Elections guidance procedures are for general registrar to follow up by email, fax, or mail within 3 days with each voter in locality whom has stated they need assistance on their vote by mail application.
- Review of City of Lynchburg Alternate Polling Places. Electoral Board members to call their assigned precincts alternate polling places to obtain updated contact names and numbers and confirm use of space in the case of an emergency for the November 3 election.

Next meeting Date October 27, 2020, 6:00 p.m.

There being no further business, Ms. Bower adjourned the meeting at 6:00 p.m. .

Adjournment

Respectfully submitted,

John W. Cobbs, Secretary
Electoral Board
City of Lynchburg