



COMMONWEALTH OF VIRGINIA
City of Fredericksburg

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DIRECTOR OF ELECTIONS &

GENERAL REGISTRAR

Marc C. Hoffman

ELECTORAL BOARD

Rene Rodriguez, *Chairperson*

Aaron Markel, *Vice Chairperson*

Cathie Fisher Braman, *Secretary*

FINAL MINUTES FROM FEBRUARY 13, 2018 BOARD MEETING

Meeting called to order at 4:30 p.m.

In attendance: Chair Rene Rodriguez, Vice-Chair Aaron Markel, Director Marc Hoffman, Secretary Cathie Fisher Braman, City Candidate for Ward 2 Dave McLaughlin, New Board Member Rob Roberson and Interested Voter Laura Moyer.

New member Rob Roberson was welcomed to the Board.

Outgoing Vice-Chair Aaron Markel was thanked for his three-year service.

Changes to the Agenda:

Acceptance of the current Officers of Election who don't expire until 2019.

Move new Officers to the discussion of the Elections.

Under "Discussion" remove "May" and change to "Election" only

Move Budget to Closed Session.

Move "Closed" Session before Elections.

Insert "EB Pledge" under Discussion of Elections.

Motion to accept changes was made by Chair Rodriguez, seconded by Vice-Chair Markel. Motion passed unanimously.

Next order of business was discussion of official email accounts. In order to access office computer we need to be on the City system and would need new city emails. The Director is the custodian of these records. EB members using City e-mail must comply with City IT policy and Virginia records law.

Secretary Braman motioned that the EB accept City emails, Vice Chair Markel seconded. Motion passed unanimously.

Director's Report

Attached.

Chair Rodriguez motioned to accept the Director's Report. Vice Chair Markel seconded. Motion passed unanimously.

Chair Rodriguez made a motion, seconded by Vice Chair Markel and passed by a vote of the Electoral Board, the Electoral Board went into session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia for the consideration of personnel and budget issues.

Chair Rodriguez made a motion, seconded by Vice Chair Markel and passed by vote of the Electoral Board, Electoral Board reconvened open session.

Vice Chair motioned to accept the Budget, seconded by Chair Rodriguez and passed unanimously by the Electoral Board.

Discussion of the Elections:

Vice Chair Markel made a motion that an Excel spread sheet be made listing the duties of the Director and the Board so everyone knows what their duties are for both the May 1 and the June 12 Elections. Secretary Braman seconded Discussion ensued about clarifying what the Director has to do, including the schedule of the Custodian. If anything is not on the list, the Director would do it. Motion failed with the Chair and Secretary voting against and the Vice Chair voting for the motion.

Chair Rodriguez motioned approval of the schedule for the Elections with the addition of the Chief and Assistant Chief Training on June 9, 2018. Seconded by Vice Chair Markel and passed unanimously.

Secretary Braman motioned to accept Carolyn Helfrich as a new Officer of Election. Seconded by Vice Chair Markel and passed unanimously.

Officers to work the Elections were then chosen.

The Director talked about the need to order more thumb drives. One machine will be used at each Precinct. We need two EQC's (one for each Election). Three Caps programmed for everything - One Cap with 2 for back-up. We need 8 per Election or 16 in total. The Automarks need 6 and 1 for back-up. 7 in total for each Election. We currently need to buy 3 more.

For Elections: 3 zero tapes, 3 result tapes, and 9 lines for signatures.

Order will be made from Ben Franklin. Print Elect provides sample ballots, we do not need Test Decks - we will create our own. Nor are we requesting PrintElect support for L&A Testing or Election support.

The Ballot Count for May: 30% of total registered voters for May and 50% for June.

Mo will need to be notified about training dates. The Director will email him regarding dates.

New Board member, Rob Roberson, agreed to work on an assessment of current polling sites regarding campaigning guidelines.

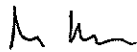
Minutes from the October Board meeting were accepted.

Chair Rodriguez made a motion not to have a Board meeting in March. Seconded by the Vice Chair.

Meeting adjourned at 7:05 p.m.

Respectfully submitted,

Cathie Fisher Braman
Secretary



Chair Rodriguez



Secretary Braman

