



COMMONWEALTH OF VIRGINIA  
City of Fredericksburg

**OFFICE OF VOTER REGISTRATION AND ELECTIONS**

Executive Plaza, 601 Caroline Street, Suite 500-A, Fredericksburg, Virginia 22401

TELEPHONE: (540) 372-1030

(540) 372-1031

FAX: (540) 373-8381

E-MAIL: [mhoffman@fredericksburgva.gov](mailto:mhoffman@fredericksburgva.gov)

WEB: [www.fredericksburgva.gov](http://www.fredericksburgva.gov)

**DIRECTOR OF ELECTIONS &  
GENERAL REGISTRAR**

Marc C. Hoffman

**ELECTORAL BOARD**

Rene Rodriguez, Chairperson

Floyd I. Roberson, Vice Chairperson

Cathie Fisher Braman, Secretary

**FINAL MINUTES FROM APRIL 10, 2018 BOARD MEETING**

Meeting called to order at 4:50 p.m.

In attendance: Vice Chair Rob Roberson, Director Marc Hoffman, City Atty. Kathleen Dooley, City Assistant Atty. Rob Eckstrom, Secretary Cathie Fisher Braman, Jon Gerlach; Chair Rodriguez joined the meeting at 5:15 p.m. after being held up in traffic.

**FOIA Presentation by the City Attorney and Assistant Attorney:**

City Attorney Dooley gave the Board handouts from the GREB Handbook on the General Provisions of the Virginia Freedom of Information Act (FOIA), Code of Virginia Title 24.2 Elections: 24.2-107. Meetings; quorum; notice; account of proceedings; seal; records open to inspection; and Access to Public Meetings under the Virginia Freedom of Information Act.

A very educational presentation followed and Attorney Dooley answered questions from the Board.

**Changes to the Agenda:**

Vice Chair Roberson moved to approve the minutes with the change of the word "Primary" to "Election". Chair Rodriguez seconded. Passed unanimously.

**Approval of the Minutes:**

Vice Chair Roberson motioned to accept the Minutes of the March 27, 2018 meeting. Chair Rodriguez seconded. Passed unanimously.

**Elections:**

\*Vice Chair Roberson motioned to postpone the discussion of Incident Logs, Chair Rodriguez seconded. Passed unanimously. The Board requested Director Hoffman to scan the Incident Reports to the City Attorney for her guidance regarding 24.2-625-1.

\*Annual training this year will be held at the Double Tree Inn in Richmond, June 25-26. Director Hoffman will send registration information to each Board member.

\*Training for the Officers of Election will be held on April 17, 18 and 19 from 6 p.m. to 8 p.m. for the May 1 and June 12 Elections. Precinct Chiefs will be asked to call their Officers to remind them of the training.

\*L and A Testing for the June 12 Election will be held on Saturday, April 21 at 8 a.m. for the CAP machine and May 2 at 3 p.m. for other machines.

\*Vice Chair Roberson presented his report on the Precinct Campaign Guidelines for New City Fellowship and Dorothy Hart Community Center. These were aerial views of parking areas for placing signs to give easier access to precincts.

\*Precinct 301 viability as a continuing polling precinct was discussed and Vice Chair Roberson will look at the issue for further future discussion.

\*Director Hoffman has cleaned the problem AutoMark so it is ready for the May 1 Election. All electronics are ready for this Election. The state question about ballot retrieval: undervotes, overvotes and no votes on the ballots being rejected by the machines was discussed and Vice Chair Roberson motioned to leave this issue for a future meeting, Secretary Braman seconded. Passed unanimously.

The annual maintenance on one AutoMark is \$600; without the maintenance agreement it costs \$1000 to service any AutoMark machine. Electronic pollbooks will need to be replaced in the near future. Chair Rodriguez will invite the PollPad company to make a presentation to the Board if they do not see this machine at the Richmond training. The electronic machines will be discussed after the June State training.

\*Badges for the Officers of Election will remain as they were in November. There is not enough time or personnel to make any changes at this time.

### **Closed Session:**

"Upon a motion made by Electoral Board member, Chair Rodriguez, seconded by Electoral Board member Vice Chair Roberson and passed unanimously by 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 discussion of the Performance Review of the Director and General Registrar Hoffman." Roll call vote: unanimous, 7:15 p.m.

"Upon a motion made by Electoral Board Member Chair Rodriguez and seconded by Board member Vice Chair Roberson and passed upon affirmative roll call vote in open session, it was that (i) only public business matters lawfully exempted from open meeting requirement; only such public business matters as were identified in the motion by which the closed session was convened were heard or considered in the closed session by the Electoral Board." Roll call vote unanimous, 7:30 p.m.

### **FOIA Officer:**

Secretary Braman motioned to appoint Director Hoffman as the Board's FOIA Officer. Seconded by Vice Chair Roberson and passed unanimously.

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**Public Comment:**

Attending Fredericksburg resident, John Gerlach said he appreciated the corrected Voter Identification cards sent out by Director Hoffman.

Next meeting will be May 8, 2018

Meeting adjourned at 7:36 p.m.

Respectfully submitted,

Cathie Fisher Braman  
Secretary

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Chair Rodriguez

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Vice Chair Roberson

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Secretary Braman