



COMMONWEALTH OF VIRGINIA  
City of Fredericksburg

**OFFICE OF VOTER REGISTRATION AND ELECTIONS**

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**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 MAY 8, 2018 BOARD MEETING**

Meeting called to order at 4:31 p.m.

In attendance: Chair Rodriguez, Vice Chair Rob Roberson,  
Director Marc Hoffman, and Secretary Cathie Fisher Braman

**Agenda**

Vice Chair Roberson motioned to approve the Agenda as written, Chair Rodriguez seconded; passed unanimously.

**Approval of the Minutes:**

Vice Chair Roberson motioned to accept the Minutes of April 10, 2018 with the change in the spelling of the Assistant City Attorney, Rob Eckstrom to Eckstrom. Chair Rodriguez seconded. Passed unanimously.

**Director's Report:**

1. **May 1, 2018 Local General Election** was held.
2. Jason Graham, Billy Withers, Tim Duffy, & Chuck Frye won City Council seats  
Elizabeth Rehm, Katie Pomeroy, Jennifer Boyd & Malvina Kay won School Board seats.
3. Turnout was highest in Ward 1 (412 votes) & Ward 2 (589 votes). These were the Wards with contested races. All other races were uncontested.
4. The EB completed its canvass, abstracts have been delivered to ELECT, & records transferred to the Clerk of Court.
5. Officers of Election performed well & there were few issues of concern.
6. Areas of focus are: Voter Parking signs at 401/Voter Parking availability 101 & 301/Precinct preparedness 101 & 401/Voter awareness of City elections/coordination & communication of Equipment custodian & EB.
7. **June 12, 2018 Dual Primary Election** preparation is well under way.
8. Logic & Accuracy testing has been completed, ballots have been delivered & absentee voting has begun.
9. New checklists have been implemented. Supplies, Pop-up's, Art Bags, clear file boxes, & Election Day envelopes have been completed.
10. Last day to register to vote for June primary is May 21, 2018

11. Special emphasis to Officers of Election needs to be made of the dual primary status of this election & special care taken with voters to ensure understanding & correct processes are followed. This should be done at the Chief & Assistant Chief training.
12. PRINTELECT will be doing annual maintenance on our DS200's & AutoMark's sometime in the first half of August.
13. Looking forward, scheduling for **November 6, 2018 General Election** should be done ASAP. (Attached is the GR's proposed schedule for the 11/6/18 election.)
14. Also, 2019 will likely require two elections. A **June 11, 2019 Dual Primary & a November 5, 2019 General Election.** (Attached is the GR's proposed schedule for the 2019 election year.)
15. Advanced planning is critical for registration & election preparedness.
16. Dates have been consolidated and coordinated with other activities to minimize multiple after hour and weekend work sessions.(Officer training corresponding with In-Person AB, L&A testing on EB meeting days when possible, avoiding holiday weekends, etc.)

Vice Chair Roberson motioned to accept the Director's report, Chair Rodriguez seconded. Passed unanimously.

### **OCTOBER 2018 OFFICER OF ELECTION TRAINING**

Registrar Hoffman suggested the following schedule of training for the November 2018 and 2019 Elections:

## **NOVEMBER 6, 2018 PROPOSED ELECTION SCHEDULE**

1. July 10, 2018-EB appoints Officers of Election
2. July 10, 2018-EB sets Officer training date/time/location
3. July 11, 2018-EB sends notices to appointed Officers
4. August 14, 2018-EB determines # of ballots & Election programming
5. August 15, 2018-GR orders ballots & orders election programming
6. September 11, 2018 L&A testing 2pm (EB has a meeting that evening)
7. *September 21, 2018-AB voting begins*
8. *October 15, 2018-Last day to Register*
9. October 26, 2018-Officer training 1pm, 3<sup>rd</sup> floor (Officers can vote before or after training)
10. October 27, 2018-Officer training 10am, 3<sup>rd</sup> floor(Officers can vote before or after training)
11. *October 27, 2018-Saturday In-Person Absentee 9-5*
12. *November 3, 2018-Saturday In-Person Absentee 9-5*
13. November 4, 2018-10 am EPB programming & Noon EB supply check

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14. November 4, 2018- 10 am Paper poll book & street file printing
15. November 5, 2018-10am U-Haul truck pick up
16. November 5, 2018- Noon AB report signed by EB secretary
17. November 5, 2018-3pm Equipment Delivery
18. November 5, 2018-4pm Chief Check-In
19. *November 6, 2018-Election Day*
20. November 6, 2018-CAP training 10am
21. November 7, 2018-U-Haul return 8:00am
22. *November 7, 2018-Canvass 10am*
23. *November 9, 2018-Canvass close/Abstract sent to ELECT*

Discussion ensued and it was voted with a motion by Chair Rodriguez , seconded by Vice Chair Roberson and passed unanimously to have Officer of Election Mandatory OE Training on October 27, 2018 at 10 a.m. – 12 p.m. on the 3<sup>rd</sup> floor of the Executive Building, 601 Caroline Street and make up training to be held in the Registrar's office on Tuesday, October 30 at 5:30 p.m.

Second change passed unanimously was to have the Secretary sign the AB report at 3 p.m. on November 5 instead of noon. Motion made by Chair Rodriguez and seconded by Vice Chair Roberson.

## **2019 proposed election calendar**

- **March 5, 2019 EB appoints Officers of Election for the June 11 primary & November 5 elections**
- **March 6, 2019 Officers given notice of appointment & schedule**

### **JUNE 11, 2019 PRIMARY ELECTION:**

- **April 22, 2019 L&A testing for June primary 10am GR Office**
- **May 17, 2018 Officer training 10am-Noon 3<sup>rd</sup> floor Executive Plaza (Officers can Vote before or after training.)**
- **May 18, 2018 Officer training 9am-11am 3<sup>rd</sup> floor Executive Plaza**
- **June 9, 2019 10am EPB programming**
- **June 9, 2019 Noon EB Checklist and Chief preparation**
- **June 10, 2019 Noon EB Secretary signs AB report**
- **June 10, 2019 3pm Delivery of Voting Equipment**
- **June 11, 2019 4:30am Election Day Begins**
- **June 11, 2019 10:30am CAP training**
- **June 12, 2019 10am EB Canvass of votes GR center conference room**
- **June 14, 2019 11am EB Certifies/Creates/Sends abstract**

### **NOVEMBER 5, 2019 GENERAL ELECTION:**

- **August 30, 2019 EB E-Mails Officers reminder of appointment & training**

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- **September 10, 2019 3pm L&A testing for November 5, 2019 general GR Office(EB Meeting @5pm)**
- **October 25, 2019 Officer training 10am-Noon 3<sup>rd</sup> floor Executive Plaza (Officers can Vote before or after training.)**
- **October 26, 2019 Officer training 9am-11am 3<sup>rd</sup> floor Executive Plaza (Officers can Vote after training.)**
- **October 22, 2019 6-8pm Chief/Assistant Chief training 3<sup>rd</sup> floor Executive Plaza**
- **November 3, 2019 10am EPB programming**
- **November 3, 2019 Noon EB Checklist and Chief preparation**
- **November 4, 2019 Noon EB Secretary signs AB report**
- **November 4, 2019 3pm Equipment Delivery**
- **November 5, 2019 4:30am Election Day begins**
- **November 5, 2019 10am CAP training**

**November 6, 2019 10am EB Canvass of votes GR center conference**

Chair Rodriguez motioned and Vice Chair Roberson seconded changes to the November 2019 Calendar for the Primary Election. Officer training will be 10 a.m. to 12 noon on May 18, 2019 on the 3<sup>rd</sup> floor of the Executive Building, 601 Caroline Street and make up training will be May 21, 5:30 to 7:30 in the Director's Office, 5<sup>th</sup> floor. Also the AB report will be signed at 3 p.m. on June 10, 2019 by the Secretary. Passed unanimously.

Vice Chair Roberson motioned to change the training for the November 5, 2019 General Election, seconded by Chair Rodriguez to 10 a.m. to 12 noon on October 26, 2019 and make up training on October 29, 5:30 to 7:30 p.m.; and to eliminate October 22, 2019 Officer training. Also included in this motion was the Secretary will sign the AB report at 3 p.m. on November 4, 2019. Passed unanimously.

### **INCIDENT REPORTS:**

There were no major issues on any Incident Reports for any Precinct.

\*Name issues were given to the Registrar to check for accuracy. Precinct 301 should have had a new tape at 6 a.m. – check tapes during L&A testing.

\* No Incident Report for Precinct 101.

\* All party chairs will be given campaign location maps and a guide which will also be on the website.

\* Curbside voter signs will be held down with sand bags.

\* Cord protectors were rolled too tight. In the future they will only be delivered to Precinct 401.

\* No Parking signs at Precinct 401 have not been put out early enough for the residents to move their cars. Registrar will now put out the signs 48 hours before Election.

\* Put handcart on the returning checklist.

\* Precinct 301 wants privacy screens.

- \* When ordering new envelopes different colors should be used for those that stay in the office after being returned from the Court and those which stay at the courthouse.
- \* Location maps for inside Precincts need to be updated.

Vice Chair Roberson presented color maps of the Precincts for Campaigns.

**Precinct 101:** Campaigns will set up in the marked parking spaces across from the entrance.

**Precinct 201:** Move curbside voting to front of the door and curbside will move over one handicap and one regular parking space for a total of six spaces in front of the wall.

**Precinct 301:** Left side of front door is off limits to campaigning. Registrar will put up a sign "School Zone/No Campaigning".

**Precinct 401:** Registrar will set up "No parking " signs in front of building, which will also have curbside voting signs.

**Precinct 402:** No problems. There are two curbside voting signs on either side of the building.

After discussion, Vice Chair Roberson will update the maps to be given to the Chair of all Parties.

#### **POLLING LOCATION NEEDS:**

Any changes to polling locations must be made before February, 2019. Several location ideas were presented and the EB will check them out and report at another meeting.

#### **OFFICER OF ELECTION APPLICATIONS:**

The application of Taylor Mobley was approved unanimously. Vice Chair Roberson making the motion to accept and Chair Rodriguez seconding. Passed unanimously.

#### **CHIEF AND ASSISTANT CHIEF TRAINING FOR JUNE 2018 ELECTION:**

June Primary training is June 9, 10 a.m. to 12 noon. The one conflict will be rescheduled at a later date before the Election.

#### **VOTING EQUIPMENT:**

The Electoral Board will examine the new EPB's on display at the State Board of Election Training in June, 2018.

#### **CLOSED SESSION:**

Chair Rodriguez made a motion, seconded by Vice Chair Roberson and passed by a vote of the Electoral Board, the Electoral Board went into session pursuant to Section

2.2-3711 (A)(!) of the Code of Virginia for the purpose of discussing OE Performance Evaluations from the May 1, 2018 Election. 7:05 p.m.

**CERTIFICATION:**

Upon a motion made by Chair Rodriguez, seconded by Vice Chair Roberson and passed Upon affirmation 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 meeting was convened were heard, discussed or considered in the closed session of the Electoral Board.

Vice Chair Roberson motioned to come out of Closed Session, Secretary Braman seconded the motion; passed unanimously at 7:45 p.m.

Next meeting will be June 19, 2018 at 4:30 p.m.

Meeting adjourned at 8:00 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