



NOTICE OF SPECIAL MEETING

April 10, 2019

Hopewell Electoral Board

The Hopewell Electoral Board will hold a special meeting on Wednesday, April 10, 2019, at 4:00 p.m. in the Conference Room of the Registrar's Office, which is located at 245 East Broadway, Hopewell, VA 23860.

Please contact William (Bill) Anderson, the Electoral Board Secretary at (804) 541-2232 if there are any questions.



CITY OF HOPEWELL ELECTORAL BOARD

AGENDA

*Date: April 10, 2019
Voter Registration Office
245 East Boardway Suite 4
Hopewell, VA 23860
Time: 4:00 p.m.*

- I. **Call To Order:**
 - a. **Pledge of Allegiance**
 - b. **Invocation**
 - c. **Roll Call**
 - d. **Announcement of Quorum**
 - e. **Approval of Agenda**

- II. **Approval of Minutes**

- III. **Assistant Registrar Report**

- IV. **Old Business – L & A Testing 4/15/19 9:00am**
Update candidate and party chair invites to L & A Testing

- V. **New Business – Update Officer of Election equipment training 5/30/19**
Schedule training for Election Chiefs, Co-Chiefs and Officers of Elections

- VI. **Other Business and Public Comment**

- VII. **CLOSED SESSION –Litigation, board appointees and registrar employment**

- VIII. **RECONVENE OPEN MEETING**

- IX. **ADJOURNMENT**

April 10, 2019
Hopewell Electoral Board Minutes
Voter Registration Office
245 East Broadway, Suite 4
Hopewell, Va. 23860

Members Present: George Uzzle, Chair
Sheila Mickelson, Vice Chair

Members Absent: William Anderson, Secretary

Others Present: Valerie Strickland, Acting Registrar Darlene White,
Assistant Registrar Dasheen Jennings, and Keith Balmer, ELECT Registrar
Liaison

Call to Order and Announcement of Quorum: - Chair Uzzle called the meeting to order at 4:12pm and conducted the roll call. With all board members present with the exception of Secretary Anderson, the Chair announced a quorum.

Pledge of Allegiance- Pledge of Allegiance was lead by Vice Chair Mickelson.

Invocation- Invocation was given by Ms. Strickland.

Approval of Agenda – Chair Uzzle motioned to approve the agenda. Motion seconded by Vice Chair Mickelson. Motion to approve the agenda passed.

Approval of Minutes: Vice Chair reported that there were no minutes to approve and minutes for February 25th, March 21st, and April 1st and 2nd remain to be submitted for approval. Chair Uzzle moved to table the minutes until the next meeting. Motion seconded by Vice Chair Mickelson.

Assistant Registrar Report – Assistant Registrar Dasheen Jennings reported to the board:

1. 43 Officers of Elections and all have been placed.
2. Date for Officer of Election training to be announced.
3. Sample letter to Officers of Election announcing training date, time and location was submitted to the board for review and approval. (Let the minutes reflect that the letter was edited by Chair Uzzle and Vice Chair Mickelson and will be re-submitted for approval with all pertinent information included. Furthermore letter will be tailored according to training provided.)
4. L & A training conducted Monday, April 15th. Mr. Balmer and Ms. Jennings are working on power point presentation outline and handouts for “mandatory” Officer of Elections training. Chair Uzzle requested official Hopewell seal be included on the training handout and power point.
5. Updated June 2019 Primary Officer of Elections list provided and broken out for each ward.

With no additional election information to report, Assistant Registrar Jennings concluded her report.

Old Business – L & A Testing conducted Monday, April 15, 2019 with Vice Chair in attendance on behalf of the Board. Vice Chair Mickelson informed Chair Uzzle that invites to Democratic Committee Chair Bettie Washington, Senate and Delegate candidates were e-mailed on April 9th with the exception of Senate candidate Joseph Morrissey for witnessing L & A testing. Candidate Morrissey’s invite was mailed to him due to lack of e-mail address.

New Business – **Update Officer of Election Equipment Training.** Chair Uzzle indicated training would be held of May 30, 2019 with location and time to be determined. Discussion ensued as to trainers and was determined that either ELECT Liaison Balmer or Chair Uzzle would provide “mandatory” training for Officer of Elections. Equipment training will be provided by Printelect Representative Gary Fox. Assistant Registrar White

informed the board that previous training had taken place at Guncotton from 10:00am to 2:00pm with a half hour break for lunch. Vice Chair Mickelson recommended that the training be held at the Appomattox Library and she would contact the library to determine availability.

Chair Uzzle indicated that training timeframe would need to be centered around Mr. Fox's availability and that he would contact Mr. Fox to determine and report back.

Closed Session - Litigation, board appointees and Registrar employment. Motioned by Chair Uzzle, seconded by Vice Chair Mickelson the board voted to enter into closed session meeting for (1) discussion of prospective candidates for employment, (2) discussion of specific appointees, and (3) consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the electoral board, involving the registrar, and (4) consultation with legal counsel employed or retained by the electoral board related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Virginia Code § 2.2-3711 (A) (1) [two items], (7), and (8), respectively.

On a motion by Chair George Uzzle, seconded by Vice Chair Mickelson the board voted unanimously to reconvene into open session. Chair Uzzle motioned to certify, by recorded vote, that only public business matters lawfully exempted from open meeting requirements and that only public business matters identified in closed session motion were discussed.

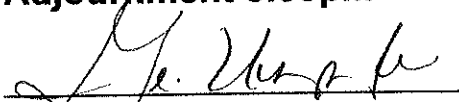
Roll Call

Vice Chair Sheila Mickelson	Yes
Chair George Uzzle	Yes

Prior to adjourning the meeting Chair Uzzle asked if there was any further information to be provided by any of the attendees. Acting Registrar White informed the board that the Hopewell June primary ballots had been approved and ordered.

With no further business, Chair Uzzle moved to adjourn the meeting.
Motion seconded by Vice Chair Mickelson.

Adjournment 5:53pm


George Uzzle, Chair



CITY OF HOPEWELL ELECTORAL BOARD

Meeting Agenda
March 21, 2019
Municipal Building
2nd Floor Conference Room

1. Call to Order
 - Roll Call
 - Announcement of Quorum
2. Approval of Agenda
3. Approval of the minutes
4. Registrars Report
 - Acting General Registrar Darlene White
 - Assistant Registrar DaSheen Jennings
5. Old Business
 - Relocation of Registrars office
 -
6. New Business
 - L & A Testing to be conducted on April 15, 2019
 - Invite party chairs/candidates to L & A testing
 - Officer of Election training on voting equipment
 - Operations/Administration training
 - Election Day Support
 - Review June 2019 Primary Ballot layout
 - Campaign Finance report reminders
7. Closed Session Personnel
 - Hiring Process for Director of Elections/General Registrar
 - Officer of Elections
8. Return to Open Session and Closed Session Certification
9. Other Business
10. Adjournment

March 21, 2019
Hopewell Electoral Board Minutes
Municipal Building
2nd Floor Conference Room
300 N. Main Street
Hopewell, VA. 23860

Members Present: George Uzzle, Chair
Sheila Mickelson, Vice Chair
William Anderson, Secretary

Others Present:

Call to Order and Announcement of Quorum - Chair Uzzle called the meeting to order at 7:09pm and conducted the roll call. With all board members present, the Chair announced a quorum.

Approval of Agenda – Chair Uzzle motioned to approve the agenda. Motion was seconded by Secretary Anderson . Motion to approve the agenda passed unanimously.

Approval of Minutes: March 6, 2019

Registrar Report – Chair Uzzle announced that Darlene P. White, Acting Registrar was ill and unable to attend the meeting. He informed the board that Ms. White's report would be given by Assistant Registrar Dasheen Jennings.

Redistricting - Assistant Registrar Jennings reported that redistricting had been completed and voter notices to all voters in precincts 7, 6, and 2 were in the process of being sent out letting them know that their House district had been changed for the 63rd district to the 62nd district with a total of 5,468 voters in all.

Polling Locations- Assistant Registrar Jennings reported to the board that all polling locations remain the same and that locations have been contacted to let them know about the upcoming election on June 11, 2019

and that someone will need to be in attendance at 5:00am on Election Day to open up. Also an order had been placed with Public Works to deliver voting machines on June 10, 2019 around 10:00am.

June 11, 2019 Primary Advertisement – Advertisements for the June 11th primary election were posted on the City of Hopewell website, The Progress Index and the Hopewell Harold newspaper.

Ballot Layout Information and Tabulator Programming Specifications for City of Hopewell form was reviewed by Assistant Registrar Jennings with the Board for the creation of the June ballot.

NVRA Purge – The board was informed by Assistant Registrar Jennings that there were 488 NVRA purges – voters that hadn't voted in two federal elections – and the State had removed them from the voter registration roster.

With no further business to report, Assistant Registrar Jennings concluded her report.

Old Business:

Relocations of Registrar Office - Chair Uzzle announced that he met with Assistant City Manager Dane on March 20th with regard to relocation of the registrar office and that no location had been considered except the Cavalier Square space. Should this location be chosen, the space would be centrally located and readily identifiable. Contains 3,000 square feet and the walk through date was to be determined.

New Business: (Who ran this part of the meeting?)

L & A Testing to be conducted on April 15, 2019. Secretary Anderson to send out invites to party chairs/candidates to witness testing.

Officer of Election training on voting equipment – Chair Uzzle motioned that the training be conducted on May 30th for 2 hours. Time and location to be announced and that he would contact Gary Fox to set up training. Motion was seconded by Secretary Anderson and passed unanimously.

Operations/Administration Training – (Note to the minutes, this training is not for Officers of Election) Chair Uzzle called for a motion to approve ES&S quote for Equipment Operations/Administration Training in the amount of \$1,700.00 and Election Day Support for \$4,675.00. Date and location to be determined. Motion was seconded by Vice Chair Mickelson. With no discussion, motion passed unanimously. Chair Uzzle committed to send executed quotes and to arrange training with Gary Fox, ES&S/Printelects representative.

Review June 2019 Primary Ballot Layout – Vice Chair Mickelson additionally went over the Ballot Layout Information Tabulator Programming Specifications form for the City of Hopewell with the board with specifications pertaining to various aspects of the form including but not limited to:

Election type, DS200 Voting equipment, Ballot Layout Information, UOCAVA Ballot, Candidate Name Pronouncements, Tabulator Programming Specifications, etc. Most important as to her review was that she informed the Board that the ballot complies with new election law and all precincts have the same ballot.

Closed Session Personnel- On a motion by Chair George Uzzle, seconded by Vice Chair Mickelson the board voted unanimously to go into closed session pursuant to Virginia Code Section 2.2-3711 (A) (1) to discuss personnel matters concerning the hiring process for Director of Elections/General Registrar and Officer of Elections.

Vice Chair Sheila Mickelson Yes
Secretary William Anderson Yes
Chair George Uzzle Yes

On a motion by Chair, George Uzzle, seconded by Vice Chair Mickelson the board voted unanimously to reconvene into open session. The Chair moved to certify, by recorded vote, that only public business matters lawfully exempted from open meeting requirements and that only public business matters identified in closed session motion were discussed.

Vice Chair Sheila Mickelson	Yes
Secretary William Anderson	Yes
Chair George Uzzle	Yes

With no other business a motion was made by Chair Uzzle and seconded by Secretary Anderson to adjourn the meeting. Motion passed unanimously.



George Uzzle, Chair