



**CITY OF HOPEWELL
ELECTORAL BOARD**

MEETING MINUTES

Date: September 16, 2019

Place: Appomattox Regional Library
209 East Cawson Street
Hopewell, VA 23860

Time: 6:00 p.m.

and

Continued 9/16/19 Meeting to 9/30/19

Place: Hopewell Registrar's Office
245 East Broadway, Suite 4
Hopewell, VA 23860

Time: 6:00 p.m.

Members Present:

George Uzzle, Chair
Sheila Mickelson, Vice Chair
Jackie Shornak, Secretary

Others Present:

Norman Shelton, General Registrar

Call to Order: Chair Uzzle called the meeting to order at 6:08 p.m. on September 16, 2019.

Roll Call and Announcement of Quorum: Secretary Shornak conducted the roll call. All members were present and announced a quorum.

Approval of Agenda: Motion was made to amend the September 16th agenda by Vice Chair Mickelson regarding an omission to the agenda. She made a motion to amend the agenda to include a communication from the City Manager notifying the Board about relocation of the office due to the flood without the Board being notified. It was noted that this item would be discussed after the approval of the minutes. Secretary Shornak made the motion to approve the agenda with the Vice Chair's amendment and Vice Chair Mickelson seconded the motion for discussion.

Roll Call:

Chair Uzzle – Yes
Vice Chair Mickelson – Yes
Secretary Shornak – Yes

Pledge of Allegiance: Norman Shelton.

Invocation: Secretary Shornak.

Approval of Minutes: Discussion was made regarding the minutes. Motion was made by Vice Chair Mickelson to approve the July 9, 2019 minutes and to amend the August 12, 2019 minutes to include the actual vote by each Board member on the approval of the November 5, 2019 ballot. Vice Chair Mickelson wanted the minutes to reflect the amendment and the vote by each Board member on the approval of the November 5, 2019 ballot. Seconded by Secretary Shornak

Roll Call:

Chair Uzzle – Yes

Vice Chair Mickelson – Yes

Secretary Shornak – Yes

Motion passed.

Vice Chair Mickelson emphasized that the minutes needs to be posted within five (5) days after the meeting. Discussion ensued. Meetings should be planned in advance in order to provide ample time for the minutes to be posted online.

Closed Session: Chair Uzzle motioned to go into closed session to discuss and consider legal counsel pursuant to the personnel exemption in the Code of Virginia 2.2-3711(A)(1). Motion was seconded by Vice Chair Mickelson and seconded by Secretary Shornak.

Roll Call:

Chair Uzzle – Yes

Vice Chair Mickelson – Yes

Secretary Shornak – Yes

Motion passed.

Reconvene Open Meeting: Chair Uzzle moved to reconvene the meeting at 7:44 p.m. into open session. Certification by Electoral Board members pursuant to Virginia Code 2.2-3712(D): “Were only public business matters (1) lawfully exempted from open meeting requirements and (2) identified in the motion convening the closed meeting were heard, discussed or considered?” Motion was made by Vice Chair Mickelson and seconded by Secretary Shornak

Roll Call:

Chair Uzzle – Yes

Vice Chair Mickelson – Yes

Secretary Shornak – Yes

Motion passed.

Other Business:

Registrar Report: Norman Shelton updated the Board on the Registrar’s office flooding. The relocation of the office was 300 North Main Street, Hopewell, Va. in the old police station. The Registrar’s office will be returning on September 30th. Vice Chair Mickelson wanted to make sure that the public is informed properly. Notices were placed on the old address, newspapers, Facebook, city website and at City Hall. Mr. Shelton said the City and the staff worked hard to make sure everything was taken care of. Mr. Shelton gave us an election timetable, and everything is on schedule.

Recertification of the L&A testing and the voting machines. Motion was made by Vice Chair Mickelson, pursuant to the Registrar's Report regarding security and recertification of voting machines, that the Registrar contact Gary Fox, Regional Account Manager of Printelect and recertify the voting machines. Motion was seconded by Secretary Shornak.

Roll Call:

Chair Uzzle – Yes

Vice Chair Mickelson – Yes

Secretary Shornak – Yes

Motion passed.

Update and Discussion on Relocation of the Registrar Office: To be addressed at a future date.

Continuation of Meeting to September 30th: Chair Uzzle made a Motion to continue the meeting until the next scheduled meeting and complete the other items on the agenda. Vice Chair Mickelson seconded the Motion. Chair Uzzle asked the Board Members for all who approved say aye. All responded in favor and the Motion passed to continue the meeting to September 30th. Meeting ended at 7:47 p.m.

The September 30, 2019 meeting began at 6:14 p.m. and was a continuation of the meeting held on September 16, 2019. Chair Uzzle, Vice Chair Mickelson, Secretary Shornak and Norman Shelton, Registrar were in attendance. It was not necessary to approve the agenda. The same agenda on September 16th was used. The meeting began with New Business.

Closed Session: Chair Uzzle asked if there was a motion to go into closed session to discuss and consider legal counsel pursuant to the personnel exemption in the Code of Virginia 2.2-3711(A)(1). Motion was made by Vice Chair Mickelson and seconded by Secretary Shornak.

Roll Call:

Chair Uzzle – Yes

Vice Chair Mickelson – Yes

Secretary Shornak – Yes

Motion passed.

Reconvene Open Meeting: Chair Uzzle moved to reconvene the meeting into open session. Certification by Electoral Board members pursuant to Virginia Code 2.2-3712(D): "Were only public business matters (1) lawfully exempted from open meeting requirements and (2) identified in the motion convening the closed meeting were heard, discussed or considered?" Motion was made by Vice Chair Mickelson and seconded by Secretary Shornak

Roll Call:

Chair Uzzle – Yes

Vice Chair Mickelson – Yes

Secretary Shornak – Yes

Motion passed.

NEW BUSINESS

Discussion and Approval of Lunch Expenditure for Officer of Elections on October 26th: Chair Uzzle asked if there was a Motion to approve the expenditure of a minimum of \$200.00 to provide lunch to the Officers of Election on October 26th as submitted to the Board. A Motion was made by Secretary Shornak and seconded by Vice Chair Mickelson.

Roll Call:

Chair Uzzle – Yes
Vice Chair Mickelson – Yes
Secretary Shornak – Yes

Motion passed.

Discussion and Approval of the Scheduling of canvas date, time and location: There was discussion regarding the scheduling of the canvas. Everyone agreed to have the canvas on November 6, 2019 at 9:00 a.m. at the Registrar's office. No vote was required. Notice will have to be sent out. Friday at noon the Secretary will have to certify the votes to the Clerk of the Circuit Court.

Discussion and Approval of the Training and Appointment of Jackie Shornak, Secretary of the Board to be the FOIA Representative for the Board and the Registrar's Office: The Secretary reported that she had checked with the FOIA office and Arielle Schnieder, Chief FOIA Officer of the Virginia FOIA Advisory Council. She opined that the Hopewell Electoral Board may designate me as the individual responsible for ensuring that all FOIA requests submitted to the General Registrar's office are filled. The Council agreed that they knew of no law that would preclude an electoral board member from serving as a FOIA officer. She will need to implement a Standard of Operating Procedure. The Secretary will prepare a Procedure for handling FOIA requests as well as taking the FOIA training. Chair Uzzle wanted Mr. Shelton to also be trained on handling FOIA Requests. Chair Uzzle asked for a Motion. A Motion was made by Vice Chair Mickelson to approve the training and appointment of the Secretary of the Board to be the FOIA Representative for the Board and the Registrar's Office and to appoint the Secretary to respond to any FOIA requests on behalf of the Board and the Registrar's Office. It was seconded by Secretary Shornak. Secretary Shornak will notify the City Clerk of the appointment and will also ask Mr. Altman for a copy of the memo.

Roll Call:

Chair Uzzle – Yes
Vice Chair Mickelson – Yes
Secretary Shornak – Yes

Motion passed.

Vice Chair Mickelson reported that Secretary Shornak will be getting in touch with the City Attorney requesting a copy of the memo that went out regarding FOIA officers and training.

Registrar's Report: Vice Chair Mickelson asked if we were going to have Gary Fox help us on Election Day. Discussion pursued and Mr. Shelton explained that Mr. Fox could be contacted by phone if necessary, but that he would not be available to be here in Hopewell. Mr. Shelton suggested that maybe next year we could have an IT person to go out if anyone has a computer problem rather than himself. Chair Uzzle said that training on the computers will be necessary for the poll workers.

Vice Chair Mickelson asked if we had received the email from ELECT regarding security. She asked that we read it and it has to be taken care of by November 30th. There is also a questionnaire that needs to be filled out. This is based on the new law about voting protection and how to have a security plan in place. Chair Uzzle stated that all security efforts need to be discussed in training. Mr. Shelton discussed putting the ballots in the Tyvex envelopes but do not count the ballots.

Adjournment: A Motion was made by Vice Chair Mickelson to adjourn the meeting and was seconded by Secretary Shornak.

Roll Call:

Chair Uzzle – Yes

Vice Chair Mickelson – Yes

Secretary Shornak – Yes

Motion passed.

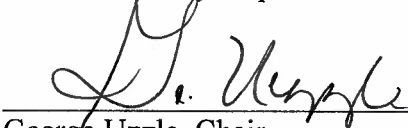
Meeting was adjourned at 7:23 p.m.

Respectfully submitted,



Jackie Shornak, Secretary
Hopewell Electoral Board

APPROVED by Hopewell Electoral Board Chair on October 28, 2019



George Uzzle, Chair
Hopewell Electoral Board