CITY OF HOPEWELL
ELECTORAL BOARD

MEETING MINUTES

Date: October 28, 2019
Place: 245 East Broadway, Suite 4
Hopewell, VA 23860
Time: 6:00 p.m.

Welcome: Chair Uzzle welcomed everyone to the meeting.

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 6:05 p.m.

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 October 28th Agenda by Vice Chair Mickelson to include going into Closed Session for discussion of Electoral Board personnel. Chair Uzzle asked was there was a need to discuss personnel. Vice Chair Mickelson said she had an important matter to discuss. Vice Chair Mickelson said anytime we are discussing personnel it has to be in closed session. Motion was made by Vice Chair Mickelson to amend the Agenda and was seconded by Secretary Shornak.

> **Roll Call:**
> Chair Uzzle – Yes
> Vice Chair Mickelson – Yes
> Secretary Shornak – Yes

Motion passed.

Motion was made to approve the Agenda as amended by Vice Chair Mickelson and seconded by Secretary Shornak.

> **Roll Call:**
> Chair Uzzle – Yes
> Vice Chair Mickelson – Yes
> Secretary Shornak – Yes

Motion passed.

Pledge of Allegiance led by Norman Shelton.

Invocation led by Secretary Shornak.

Approval of Minutes: Motion was made by Vice Chair Mickelson and seconded by Secretary Shornak to approve the September 16, 2019 and September 30, 2019 combined Minutes as written and presented.

> **Roll Call:**
> Chair Uzzle – Yes
> Vice Chair Mickelson – Yes
> Secretary Shornak – Yes

Motion passed.

Closed Session: Chair Uzzle asked if there was a Motion to go into closed session to discuss the consideration of prospective candidates for employment or appointment as legal counsel and to discuss an Electoral Board personnel matter pursuant to 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?"

> **Roll Call:**
> Chair Uzzle – Yes
> Vice Chair Mickelson – Yes
> Secretary Shornak – Yes

Old Business:

Registrar Report: Norman Shelton reported all materials have been packed and the classes have been scheduled for the upcoming election. Everything is ready for Election Day, and they are finalizing and setting up the Electronic Poll Books ("EPBs"). Mr. Shelton would be performing a mock election. After the 6th, they would gather all the information to put on the EPBs and do not anticipate having to work on Sunday. Mr. Shelton will be staying the night in town to be at the office early. He did not foresee any problems. On Election Day, the staff and Electoral Board will be at the Registrar's office at 5:00 a.m. Poll workers will pick up the ballots after 4:30 a.m. The Chiefs will open up the polls and Assistant Chiefs can pick up the ballots. Mr. Shelton said he did not want any bags to be picked up the night before for security reasons.

It was not a good practice. The ballots will be locked up for security. Mr. Shelton purchased new security bags for the ballots. Eight hundred ballots will be placed in each bag per Ward. Mr. Shelton said the poll workers will place the USB and upload and nothing else was needed to be done. The USBs are not to be taken out of the machines for any reason. Ms. Shornak wanted to clarify that we will be here at 5:00 a.m. and should be home by 9:00 that night. On the next day, the Board will be here at 9:00 a.m. for the canvas and the canvas will last until approximately 2:00 p.m. On Wednesday at noon, we will need to get everything to Tammy Ward, Clerk. On Friday after 12:00, we will do the Provisionals for IDs, but we will not have to be here if there are no Provisionals. A discussion pursued about the handling of the ballots and the security of them.

Update on Office Relocation: Chair Uzzle said there was no update because he had not heard from anyone on the relocation of the Registrar's Office. Mr. Dane had not been in touch with him. He was told that Council was meeting on October 23rd and Mr. Dane would talk to Council at that time. Vice Chair Mickelson said we needed to know where we are on the relocation. Chair Uzzle said we cannot do anything without Council's approval. Vice Chair Mickelson said she felt we needed to get with Mr. Dane to see where we are regarding the relocation. Secretary Shornak suggested someone to contact the City Manager. Chair Uzzle said he would like to wait until he hears from Mr. Dane. Chair Uzzle said the Board and Registrar would be involved in the arrangements.

Election Security: Chair Uzzle suggested we table the discussion of the Election Security to our next meeting. Mr. Shelton said it was just an update to our security plan. Mr. Shelton will find out about the EIAT and assessment standards. Hopewell's IT Department would need to be involved with this process. Motion made by Chair Uzzle and seconded by Secretary Shelton to table the discussion of the Election security to our next meeting.

       Roll Call:
       Chair Uzzle – Yes
       Vice Chair Mickelson – Yes
       Secretary Shornak – Yes

Motion passed.

Adjournment: Chair Uzzle asked if there was a Motion to adjourn the meeting. A Motion was made by Secretary Shornak and seconded by Vice Chair Mickelson to adjourn the meeting.

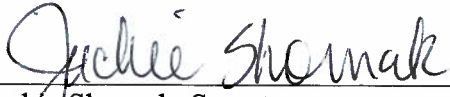   **Roll Call:**
       Chair Uzzle – Yes
       Vice Chair Mickelson – Yes
       Secretary Shornak – Yes
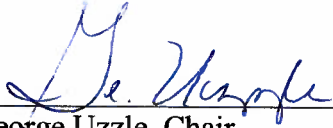
Motion passed.

Meeting was adjourned at 7:53 p.m.

Respectfully submitted,

Jackie Shornak, Secretary
Hopewell Electoral Board

APPROVED by Hopewell Electoral Board Chair on February 27, 2020

George Uzzle, Chair
Hopewell Electoral Board