



## CITY OF HOPEWELL ELECTORAL BOARD

### MEETING MINUTES

Date: February 13, 2020  
Place: 245 East Broadway, Suite 4  
Hopewell, VA 23860  
Time: 6:00 p.m.

**Welcome and Call to Order:** Chair Uzzle welcomed everyone to the meeting and called the meeting to order at 6:09 p.m.

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

**Members Present:**

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

**Others Present:**

Sandra R. Robinson, City Attorney  
Norman Shelton, General Registrar

**Approval of Agenda:** Motion was made by Secretary Shornak to approve the February 13<sup>th</sup> Agenda. Vice Chair Mickelson wanted to make a comment that she sent an email to discuss the legislation 2172 to the Chair and Secretary of an official notice from ELECT insofar as legislation and security and our IT Department was to be notified. I have indicated that issue needed to be on the Agenda. I think that that is an important issue that needs to be looked into. There are telephone conferences that we need to register for, so I would like that to be reflected in the Minutes. Vice Chair Mickelson said the Board might need to call another meeting to address these issues. Chair Uzzle said it is not on the Agenda so it won't be discussed because we do not have the materials. The Minutes should reflect what Vice Chair Mickelson said. Vice Chair Mickelson said once she gets a computer she will go back and check her computer. Secretary Shornak noted she has been getting the ELECT notices and have been forwarding them to the Chair. Chair Uzzle said we needed to find a way to check with the Registrar to make sure we were not doing different things with regards to the IT Department. Secretary Shornak and Mr. Shelton agreed. Secretary Shornak said she would reflect this in the Minutes and add it to the Agenda for our next meeting. Secretary Shornak made the Motion to approve the February 13<sup>th</sup> Agenda and Vice Chair Mickelson seconded the Motion.

**Roll Call:**

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

Motion passed.

**Pledge of Allegiance** led by Sheila Mickelson

**Invocation** led by Secretary Shornak.

**Closed Meeting:** Chair Uzzle asked if there was a Motion to go into closed session matter pursuant to Code of Virginia § 2.2-3711(A)(3) to discuss and consider the leasing of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body? 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.

**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

Motion passed.

**Approval of Minutes:** Vice Chair Mickelson did not have a chance to review the Minutes and did not want the responsibility of approving the Minutes without carefully going through the Minutes. Secretary Shornak said that she would get with the Vice Chair to make sure all her changes were made and that she was willing to have another meeting for the Vice Chair to approve the Minutes. Motion was made by Chair Uzzle and seconded by Secretary Shornak to table approval of all the Minutes including the February 13<sup>th</sup> Minutes until the Board’s next scheduled meeting on Thursday, February 27<sup>th</sup> at 4:30 p.m.

**Roll Call:**

Chair Uzzle – Yes

Vice Chair Mickelson – Yes

Secretary Shornak – Yes

Motion passed.

Discussion followed and a Motion was made by Chair Uzzle, due to time restraints, to table items 4 (Approval of Minutes), 5 (Registrar Report), 6 (Updated on VEBA Conference) and 7 (Update on FOIA Standard of Operating Procedure for Handling FOIA Requests by the Hopewell Electoral Board and Registrar), including Minutes on the February 13<sup>th</sup> Agenda be tabled to our next scheduled meeting on February 27, 2020 at 4:30 p.m. to allow everyone more time to read over the materials handed out by the Registrar. Secretary Shornak seconded the Motion.

**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 to adjourn the meeting by Secretary Shornak and seconded by Vice Chair Mickelson.

**Roll Call:**

Chair Uzzle – Yes

Vice Chair Mickelson – Yes

Secretary Shornak – Yes


Motion passed.

Meeting was adjourned at 7:00 p.m.

Respectfully submitted,

  
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Jackie Shornak, Secretary  
Hopewell Electoral Board

APPROVED by Hopewell Electoral Board Chair on February 27, 2020

  
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George Uzzle, Chair  
Hopewell Electoral Board