

Roanoke City Electoral Board Meeting Minutes Tuesday August, 30th 2016

Meeting called to order at 4:03PM

In attendance: Electoral Board members Sharon Lazar, Byron Hamlar, and John Brill; and Registrar Andrew Cochran.

- Minutes from previous meetings reviewed and approved at 4:10PM.
- Discussion of Electoral Board training that occurred in June.
- The Southern Region of the Virginia Electoral Association will be holding a meeting September 13th at the Bedford Welcome Center. Sharon Lazar can attend.
- Andrew Cochran advised the board of legal changes that are effective July 1st: Electoral Board meeting minutes will be posted to the website and attendance of new Electoral Board members at the annual training event will be required.
- Andrew Cochran advised the board that the office move to the new location went smoothly.
- An ordinance made by the Roanoke City Council officially moved CAP to 317 Kimball Avenue NE.
- Andrew Cochran advised the board that election preparations are well underway.
- L&A testing (the programming of election equipment for the election) will be September 13th.
- Staffing model for election day: 10 people per precinct: 1 chief, 2 assistant chiefs, 3 EPB, 1 ballot distribution, 1 ballot scanner, 1 specialist, and 1 line manager/greeter.
- Discussion on the need for more Election Day Officials and efforts to find more willing individuals.
- Discussion on the Election Day Official training. Training dates are being scheduled for new officers, returning chiefs, and assistant chiefs.
- People are volunteering to provide rides on election day to voters who need a ride to the polls.
- The Electoral Board considered two plans drafted by GIS to change the Virginia Heights-Norwich precinct. One plan would change the number of precincts to 20 and the other would change the number of precincts to 22. The Electoral Board unanimously voted to recommend to the Roanoke City Council the 20 precinct plan without any changes being made to precincts 12, 13, and 14.
- The board went into closed session to consider personal matters.
- The board came out of closed session

Meeting adjourned at 5:06

Respectfully submitted by John Brill, Secretary of the Roanoke City Electoral Board