



Henrico Electoral Board

Office of the General Registrar

Address: 4301 East Parham Road (RM 105 Admin Annex) ♦ Henrico, VA 23228

Phone: 804-501-4347 ♦ Fax: 804-501-5081

Mailing Address: P. O. Box 90775 ♦ Henrico, VA 23273-7032

registerandvote@henrico.us ♦ henrico.us/register

Electoral Board Members

Stephen A. Bryant, Cathy P. Woodson, Alice F. Creighton

General Registrar

Mark J. Coakley

The Henrico County Electoral Board convened a meeting on Tuesday, November 29, 2016 at 1:00 p.m. in the Administration Building Annex, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico County, Virginia. Those present at the meeting were:

PRESENT

Stephen Bryant, Chair, Electoral Board

Cathy Woodson, Vice-Chair, Electoral Board

Alice F. Creighton, Secretary, Electoral Board

Mark Coakley, General Registrar, Voter Registration and Elections

Anne Marie Middlesworth, Deputy Registrar, Voter Registration and Elections

Leslie C. Funn, Administrative Assistant, Voter Registration and Elections

Allen Layne, Voting Machine Technician Supervisor, Voter Registration and Elections

Willie Call, Jr., Voting Machine Technician Asst. Supervisor, Voter Registration and Elections

Call to Order

The meeting was called to order by the Chair, Stephen Bryant at 1:05 p.m.

On motion of Mrs. Woodson and seconded by Mrs. Creighton and by unanimous vote the Board approved the minutes from the Election meetings for the November 2016 election.

The vote of the Board was as follows:

Aye

Stephen Bryant
Cathy Woodson
Alice Creighton

Nay

Public Comment

A Henrico county citizen contacted the Registrar's office, regarding the lack of advertisement for curbside voting. Mr. Coakley distributed curbside information regarding voting and training, from the Code of Virginia, to the Electoral Board for review. Mr. Coakley reviewed reports from each election regarding the statistics, of curb side voting. Election workers for Henrico County's 93 Precincts are trained before each election, on the voting process of a curbside voter. The Chief Election Officer is required to send out two Election poll workers to perform the curbside voting.

Review of November General Election

Mark Coakley distributed the data spreadsheet regarding voter's questions/concerns on Election day, November 8, 2016:

- Long lines
- Precinct door opens outward
- Signage



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The Electoral Board members reviewed the election data spreadsheet. Mrs. Woodson, commended the Election Officials and stated to keep supporting them, especially during high stress elections. Also, provide the Chief an election check list. Mark Coakley, will incorporate additional poll book and express vote training. Mr. Bryant, agreed it was a high intense election and the Election poll book worker, should be highly skilled and ready during high volume elections (Presidential). He also requested Freeman High School locate the polling place to the gym in the same building. The gym is much better suited to be a polling place than the small anteroom directly adjacent to the gym that is in use now and eliminates not only the direct sunlight problem but also the fact the anteroom is inadequate in terms of space. Mrs. Woodson, wants the handicap sign for Mt. of Blessings Church placed in a different location during funerals services at the church. Mrs. Creighton, inquired about the ownership of Mt. of Blessings Church. Communication was not received, from Mr. of Blessings, regarding a buyer.

Mrs. Middlesworth, stated Lakewood Manor precinct, will start major construction in the spring, and will be unavailable for the next (3) years. The Electoral Board and the Registrar will present this to the Board of Supervisors, at their next meeting.

Mr. Layne and Mr. Call, Jr., stated the voting delivery trucks rented from Enterprise, didn't have any problems. The Clerk was very helpful with creating the reservations.

As per, Mr. Coakley, no date for the 9th Senate Special Election was scheduled. The WRIT was not issued by the governor. Senator McEachin, will resign on January 1, 2017.

Mr. Bryant asked the voting machine technicians, if the issue concerning the voting machine at Tuckahoe had been resolved. Mr. Call, indicated the scanner was not pulling the ballot completely through.

Mrs. Creighton, suggested ordering a faster scanner for the Central Absentee Precinct, during higher volume elections. It takes 9-10 seconds per ballot, with the current voting scanner.

Budget review 2017-2018

Mr. Coakley distributed the memo from the Henrico County Manager and budget spread sheet for the Electoral Board to review. The budget meeting with County Manager, is January 25, 2017, at 10:30 a.m. The budget meeting with Board of Supervisors' is March 23, 2017 at 9:00 a.m. The Electoral Board reviewed:

- Adjustments of Temp Salaries during Presidential Election
- Request of filling vacant position Assistant Registrar, II
- Supplement added to Henrico General Registrar (salary)
- Supplement for Chief Election official (election cell phone usage)

On motion of Mrs. Woodson and seconded by Mrs. Creighton and by unanimous vote the Board approved the budget, as data spreadsheet.

The vote of the Board was as follows:

Aye

Stephen Bryant
Cathy Woodson
Alice F. Creighton

Nay



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Other Business

Mr. Coakley, distributed job duties of the Electoral Board, congressional maps of Henrico voter turnout and ballots casts during the November 2016 Presidential election.

Good of the Order

None.

Adjournment

There being no further business, on motion of Mrs. Creighton, seconded by Mrs. Woodson, and by unanimous vote, the Board voted to adjourn the meeting at 2:26 p.m.

The vote of the Board was as follows:

Aye

Stephen Bryant
Cathy Woodson
Alice F. Creighton

Nay

Stephen Bryant, Chair

Cathy Woodson, Vice-Chair

Alice F. Creighton, Secretary