

COUNTY OF HENRICO, VIRGINIA
ELECTORAL BOARD MEETING

February 4, 2019

The Henrico County Electoral Board convened a meeting on Monday, February 4, 2019 at 2:00 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
Robert Shippee, Vice-Chair, Electoral Board
Cathy Woodson, Secretary, Electoral Board
Mark Coakley, General Registrar, Voter Registration and Elections
Anne Marie Middlesworth, Deputy Registrar, Voter Registration and Elections
Leslie Funn, Administrative Assistant, Voter Registration and Elections
Heidi Barshinger, Clerk of Circuit Court
Tammy Beard, Public Observer

Call to Order

The meeting was called to order by the Chair, at 2:06 p.m.

Appointment Election Officials-Mark Coakley

Henrico County has 1289 Election pollworkers. The Registrar is requesting to increase the Election pollworkers count to 1400. This increase is necessary for the additional precincts: Colonial Trails Elementary and Varina High School. Henrico County will have 92 precinct totals.

On motion of Mrs. Woodson and seconded by Mr. Shippee and by unanimous vote the Board approved the recommendation of appointing 1400 Election Officials.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Bryant	
Shippee	
Woodson	

Election training dates-2019

The Electoral Board reviewed the upcoming 2019 election training dates for the Chiefs and Assistant Chiefs. Mr. Shippee- what are the deadlines for Henrico districts? Mr. Coakley stated the Registrar's office can implement the changes, however, the Virginia Department of Elections must complete the final process. The Henrico voters, who are in the Colonial Trails and Varina High precincts, will receive two informational mailings for June 2019 and November 2019.

On motion of Mr. Shippee and seconded by Mrs. Woodson and by unanimous vote the Board approved the dates for election official training.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Bryant	
Shippee	
Woodson	

Security Plan-Mark Coakley

The security plan for the voting equipment was distributed to the Electoral Board members for review. The Virginia Department of Elections requests the security plan is reviewed and sign annually. The Electoral Board reviewed and signed the plan.

Other business

Mrs. Middlesworth distributed the updated election official appointment letter for the Electoral Board members to review. The Registrar's election recruiters adopted the Virginia Beach letter to assist with the wording for election officials choosing a political party when working at the precinct. The Statement of Results from 16 precincts were not properly completed but had the election tape attached. These precincts will receive notification by mail regarding how the Registrar's office can assist with additional training on completing the election paperwork. Mr. Coakley stated that the office will mail the letters along with the oaths instead of emailing to the election workers. Mrs. Beard asked to review the election official letter.

The electoral board next meeting, March 4, 2019, at 2:00 p.m.

Public Comment

Mrs. Beard-are there checklists for absentee election officials for the election envelopes? Mrs. Middlesworth stated they are instructed at training to use the Election Day Guide for absentee.

Mr. Coakley stated to Mrs. Barshinger that all the thumb drives from the voting equipment must be stored with the courts for 22 months. The Registrar's office will place the digital information on CD's for easier storage.

Adjournment

There being no further business, on motion of Mrs. Woodson, seconded by Mr. Shippee, and by unanimous vote, the Board voted to adjourn the meeting at 2:37 p.m.

The vote of the Board was as follows:

Aye
Bryant
Shippee
Woodson

Nay

Stephen Bryant, Chair

Robert Shippee, Vice-Chair

Cathy Woodson, Secretary