

COUNTY OF HENRICO, VIRGINIA
ELECTORAL BOARD MEETING

August 25, 2020

The Henrico County Electoral Board convened a meeting on Tuesday, August 25, 2020 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
Robert Shippee, Vice-Chair, Electoral Board
Cathy Woodson, Secretary, Electoral Board
Mark Coakley, General Registrar, Voter Registration and Elections
Leslie C. Funn, Administrative Assistant, Voter Registration and Elections
Anne Hayes, Public
Mary Grace Boyle, Public
Raymond L. Cady, Jr., Public
Stuart Huffer, Public

Call to Order

The meeting was called to order by the Chair, at 1:00 p.m.

Add Saturdays-October 10 and 17 for in-person Absentee Voting

Varina Board of Supervisor, Mr. Nelson, requests two additional Saturdays for in-person voting at the Western and Eastern locations.

On a motion of Mr. Shippee, seconded by Mrs. Woodson; and by unanimous vote the Board approved the additional voting dates of October 10 and 17 for in-person voting for the November 2020 General Election.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Stephen A. Bryant	
Robert Shippee	
Cathy P. Woodson	

Ballot order

Mr. Coakley distributed the ballot order spread sheet for the Electoral Board to review.

On a motion of Mrs. Woodson, seconded by Mr. Shippee; and by unanimous vote the Board approved the order of 40% Ballots for the November 2020 General Election.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Stephen A. Bryant	
Robert Shippee	
Cathy P. Woodson	

Appoint number of Election Officers

Election Officers spreadsheet prepared by Mr. Coakley, discussed having 13-14 Election Officers at polling places with a dedicated curbside officer.

On a motion of Mrs. Woodson, seconded by Mr. Shippee; and by unanimous vote the Board approved the Election Officers document for the November 2020 General Election.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Stephen A. Bryant	
Robert Shippee	
Cathy P. Woodson	

Pre-Processing dates

Pre-processing vote by mail ballots will begin on Thursdays starting October 1, 2020. The dates are subject to change depending on the volume of returned vote by mail ballots for the 2020 November General Election.

Saturday ballot collection lots

Mr. Coakley stated the offices (Western & Eastern) will have voter registration staff members and/or election officials receive vote by mail ballots and placed in a secure ballot box.

Number of drop boxes

Mr. Coakley and the Electoral Board discussed ballot drop boxes for the 2020 November General Election for vote by mail ballots. A drop box will be outside of the Western and Eastern Government buildings.

On a motion of Mrs. Woodson, seconded by Mr. Shippee; and by unanimous vote the Board approved the vote by mail drop boxes for the 2020 November General Election.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Stephen A. Bryant	
Robert Shippee	
Cathy P. Woodson	

Training

The election training for the Chiefs and Assistant Chiefs will consists of (6) virtual sessions.

Report of Absentee counts

Mr. Coakley distributed the absentee report for the board to review.

Report of Election Officers

Mr. Coakley distributed the report of the active election officers for the board to review for the 2020 November General Election.

Public Comments

Mrs. Boyle concerned with the security of the drop boxes.

The drop boxes will be secured according to the Department of Elections guidelines.

Mrs. Hayes questioned how the voter can inquiry about the status of their application.

The online citizen portal will provide application confirmation.

Mr. Huffer questioned how often the election ballots are received from the post office and will the office advertise the drop box locations.

The election office retrieves the ballots thru November 3, 2020 for the 2020 November election and the office will advertise the locations of the drop boxes.

Other Business

Henrico citizens will receive flyers regarding PPE along with election information and dates.

Good of the order

Mr. Bryant stated the General Registrar's did a great job on the election informational social media video.

Mrs. Woodson thanked the Voter Registration staff for continuing to do a great job and that the electoral board will continue to provide their support.

Adjournment

There being no further business, on motion of Mr. Shippee, seconded by Mrs. Woodson, and by unanimous vote, the Board voted to adjourn the meeting at 2:34 p.m.

The vote of the Board was as follows:

Aye
Stephen Bryant
Robert Shippee
Cathy Woodson

Nay

Stephen Bryant, Chair

Robert Shippee, Vice-Chair

Cathy Woodson, Secretary