

COUNTY OF HENRICO, VIRGINIA
ELECTORAL BOARD MEETING

January 7, 2020

The Henrico County Electoral Board convened a meeting on Tuesday, January 7, 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

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

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

Alice Creighton, Electoral Board Assistant

Neal Smith, Electoral Board Assistant

Tammy Beard, Public Observer

Call to Order

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

Review of November 2019 General Election

The Electoral Board reviewed emails sent to Mark Coakley from voters regarding questions/concerns on Election day, November 5, 2019. Pinchbeck Elementary School moved the voting room from the cafeteria to the gym. Anne Marie Middlesworth contacted the county manager's chief of staff to discuss the voting room change. The Registrar will write a letter to the school's Superintendent regarding the policy of voting room locations. Neal Smith discussed New Bridge Baptist Church may need more Handicap parking signs. Mark Coakley instructed the voting technicians to provide a list of voting signs and cones needed for the polling places. Alice Creighton discussed North Park Library voting room is small. The election officials may have to change voting rooms. Mark Coakley will talk with the library's administration regarding closing the libraries used as polling place on election day. The voters assigned to Maude Trevvett Elementary school must ring the bell before entering the school to vote.

Tucker High school is under renovation. The Registrar's office will place additional voting signs at polling place. Highland Springs High is under major construction. The cafeteria will be used instead of the gym. The voting rooms (gym & cafeteria) at the schools are sometimes too cold or hot. Mark Coakley distributed the precinct evaluations to the Electoral Board for review.

Set numbers of Election Officials lines/booths-Mark Coakley

The Registrar distributed the data sheet of EPB and Voting Machines, for the March 3, 2020 Presidential Primary Democratic Election.

On a motion of Mr. Shippee, seconded by Mrs. Woodson; and by unanimous vote the Board approved the order of 60% Ballots for the March Primary Election.

The vote of the Board was as follows:

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

Number of Electoral Board Assist/Deputy Sheriffs and arrival time/location EO's leaving/remaining at the precinct on Election day. Emergency Absentee Ballots Monday before the Election day.

There will be (5) deputy sheriffs, transporting the electoral board members to the Henrico County Polling Places.

On motion of Mr. Shippee, seconded by Mrs. Woodson, and by unanimous vote, the Board voted that the election officials cannot leave the precinct during the Primary Election, unless there is an emergency.

The Board approves General Registrar to issue emergency absentee ballots for emergency sickness, serious illness, and hospitalization, sudden death of a spouse, blood relative or the voter or voter's spouse, and any other situation deemed appropriate by the General Registrar

The vote of the Board was as follows:

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

Dates of Budget hearings

January 31, 2020 in the County Manager's office.

Public Comment- none

Other Business

The Registrar is researching a high-speed scanner the Central Absentee Precinct, new Electronic Pollbooks for precincts.

Redistricting mailings will begin in 2021.

Good of the Order

The Electoral Board sends their condolences to the West family on the passing of Electoral Board member, Mrs. Bebe W. West.

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 2:10 p.m.

The vote of the Board was as follows:

Aye

Nay

Stephen Bryant
Robert Shippee
Cathy Woodson

Stephen Bryant, Chair

Robert Shippee, Vice-Chair

Cathy Woodson, Secretary