

**CITY OF SUFFOLK ELECTORAL BOARD MINUTES**  
**JANUARY 7, 2020**

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**CALL TO ORDER:**

Erin Rice, Chairman, called to order the meeting of the City of Suffolk Electoral Board, at 9:20 a.m. on Tuesday, January 7, 2020, at the voter Registration Office, 440 Market Street, First Floor, Suffolk, Virginia.

**ROLL CALL:**

The following persons were present:

Erin Rice, James Banks, Beverly Outlaw, Lester Ward and Susan Saunders.

**APPROVAL OF MINUTES OF LAST MEETING:**

Ms. Saunders read the minutes from the November 6, 2019 canvassing of the election and the Friday, November 8, 2019, continuation of provisional ballots meeting. Ms. Outlaw moved that the minutes be approved as read and Mr. Banks seconded the motion.

**OLD BUSINESS:**

Ms. Rice congratulated Ms. Saunders on the monetary increase she received from the City.

Ms. Saunders inquired if the Board would like to discuss acquiring new tablets to be used at the precincts as check-in devices. Ms. Outlaw asked Ms. Saunders to invite a representative from the City's IT Department to discuss the possible purchase of tablets and if it would be advantageous to use them for the November 2020 General Election.

Ms. Outlaw referred to the email sent by the Department of Elections regarding the Party Affiliated Officers of Election and Required Notice. Ms. Saunders replied that she attended a District meeting on January 3, 2020 and the majority of attendees stated they would use the forms they currently had, but would update with new appointment forms when issued by the Department of Elections. We have reached out to the local political parties for their assistance in nominating officers of election in the past and will continue to do so.

Ms. Saunders reported that Mr. Johnnie Edwards asked if, on Election nights, he could receive call in vote numbers from the precinct as soon as they were called in from the precincts to the office. The current policy is the numbers are immediately brought to the Electoral Board and the Registrar and submitted to the Department of Elections via the computer (VERIS). The numbers are relayed to observers by Mr. Randy Carter,

Clerk of Court for the City of Suffolk and representative of the Associated Press. This process alleviated congestion and confusion in the office reception area, which is the designated area for Officers of Election to return their supply bags containing election material. Ms. Rice suggested the Board create a statement for conduct in the office on Election nights. Ms. Saunders is to prepare a notice to be posted in the reception area, advising observers of procedures for obtaining Election night numbers.

**NEW BUSINESS:**

Ms. Saunders reported to the Board that she will discuss with Debbie George, Chief of Staff for the City of Suffolk and Gerry Jones, Director of Capital Programs for the City of Suffolk, the impending early, no-excuse voting that is currently scheduled to start with the November 3, 2020 General Election. She stated she would like to have feedback from both of them as to the security, voter accessibility, parking and reconfiguration of the floor plan to maximize the current space to accommodate a large number of voters. She will report to the Board the recommendations offered and timeline for completion.

Ms. Outlaw commented to the Board that Ms. Rice and Ms. Saunders will be attending the Virginia Electoral Board Association Annual Meeting at the Homestead March 20 – March 22, 2020.

Ms. Outlaw reminded the Board that the meeting in February will be the reorganization meeting.

**ADJOURNMENT:**

There being no further business, this meeting was adjourned at 10:17 a.m. The next Board meeting will be held on Tuesday, February 4, 2020 at 9:00 a.m., at the Voter Registration Office, 440 Market Street, Suffolk, Virginia.

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Erin Rice, Chairman

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James Banks, Vice Chairman

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Beverly Outlaw, Secretary