

CITY OF SUFFOLK ELECTORAL BOARD MINUTES
AUGUST 11, 2020

CALL TO ORDER:

Erin Rice, Chairman, called to order the meeting of the City of Suffolk Electoral Board, at 9:15 a.m., on Tuesday, August 11, 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 July 7, 2020 Electoral Board meeting. Ms. Outlaw moved that the minutes be approved as read and Mr. Banks seconded the motion.

In accord with the Code of Virginia Section 2.2-3711, Ms. Outlaw moved that the Electoral Board for the City of Suffolk, Virginia, convene in closed session in order to discuss and evaluate Ms. Saunders' Annual General Registrar Performance Review for the period of June 11, 2019 through August 4, 2020.

Ms. Outlaw moved to reconvene the meeting and stated that the only matter discussed during closed session was regarding the Board's review of Ms. Saunders' Performance Review. Mr. Banks seconded the motion and it was carried by a vote of 3-0.

OLD BUSINESS:

Ms. Outlaw addressed the increase in Officer of Election pay for Election Day. She made a motion to increase the pay amount by \$25.00 per day, which would be: \$200.00 for the Chief, \$180.00 for the Assistant Chief and \$160.00 for an Officer of Election. The pay for training would still be \$25.00 per session. Ms. Outlaw then moved for the Board to increase the amount and it was seconded by James Banks. The motion carried by a vote of 3-0.

Ms. Saunders advised the Board that she will secure chief and assistant chief training dates in the City Hall Building, City Council Chambers. Due to the restrictions presented by the COVID-19, we will not be able to have more than 25 attendees at a time in the chambers. Thus we will have to have multiple training dates.

NEW BUSINESS:

Ms. Outlaw inquired when the Central Absentee Precinct election officials would begin pre-processing and to advise the Chairperson of the Democratic and Republican Parties of the dates and times.

Ms. Saunders advised the Board of her conversation with Debbie George, Chief of Staff, regarding possible sites for a satellite office. Two sites were recommended. One at the soon to be opened recreation center on Bennett's Creek Park Road and the other at the North Suffolk Public Library building. Ms. Outlaw moved to not establish a satellite for this election, stating that more time is needed prior to the upcoming election to prepare, notify the public and determine a suitable, city owned property that meets the requirements set forth by the Department of Elections and Department of Justice.

Ms. Rice inquired as to the use of ballot drop boxes. Ms. Outlaw replied that if the localities provide the boxes, they must also install surveillance cameras in order to observe activity around the drop box. We will proceed after the general assembly makes their final determination.

Ms. Outlaw advised that she received a survey from Mr. Rob Barclay regarding election processes conducted by the City of Suffolk. It was determined that although the survey does not fall under the FOIA Act, Ms. Outlaw made a motion for Ms. Saunders to respond to the survey and Mr. Banks seconded the motion. Ms. Outlaw and Mr. Banks voted yes and Ms. Rice voted no. The motion carried by a vote of 2-1.

Ms. Saunders advised the Board that she spoke to Jay Overbey from Atlantic Election Services, regarding the purchase of monitors to affix to the voting machines enabling the visual impaired voter to mark their ballot, while voters will be able to insert their ballots in the slot in front of the machine. Ms. Rice commented that the monitor would aid in the ease in which the visually impaired voter would be able to mark their ballot. Ms. Outlaw made a motion to purchase the monitors with the CARES Act monies. Mr. Banks seconded the motion and the vote carried by a vote of 3-0.

Ms. Outlaw inquired as to Ballot Scout and how this effects the Voter Registration Office. Ms. Saunders replied that it is a very helpful tool in tracking ballots. The look-up tool is available on the Registrar website.

ADJOURNMENT:

There being no further business, this meeting was adjourned at 10:35 a.m. The next Electoral Board meeting will be held by telephone conference on Tuesday, September 15, 2020, at 9:00 a.m.

Erin Rice, Chairman

James Banks, Vice Chairman

Beverly Outlaw, Secretary