

Norfolk Electoral Board

Minutes of the June 7, 2019 Meeting

Present:

H. Michael Ziegenfuss (Chairman), Barbara Klear (Vice Chairwoman), Michael Khandelwal (Secretary), Stephanie Iles (Director of Elections & General Registrar), Moira Carlson (Deputy Director of Elections & Deputy Registrar)

The Norfolk Electoral Board was called to order at 9:02 a.m. by Mr. Ziegenfuss.

Approval of Minutes from March 4, 2019 Electoral Board Meeting:

Mrs. Klear moved to approve the minutes from the March 4, 2019 meeting. Mr. Khandelwal seconded the motion. The Board unanimously approved the minutes from the meeting.

Approval of Officers of Election:

Ms. Iles presented a list of seventeen (17) potential Officers of Election for appointment. Mr. Khandelwal's motion to approve the list was seconded by Mrs. Klear. The Board unanimously voted to approve those on the list for a two (2) year term ending February 28, 2021.

Closed Session: Reappointment of General Registrar:

At 9:06 a.m., Mrs. Klear requested a motion to go into closed session for the purposes of reappointment of Ms. Iles as the Director of Elections & General Registrar. Mr. Khandelwal seconded the motion. The motion was approved by unanimous voice vote of the Board.

Upon a motion made by Mrs. Klear, seconded by Mr. Khandelwal, and passed by unanimous vote of the Norfolk Electoral Board, the Electoral Board reconvened in open session.

Further, Mrs. Klear moved to adopt the following certification:

We certify that the Norfolk Electoral Board convened a closed meeting on June 7, 2019, pursuant to an affirmative vote in accordance with the provisions of the Virginia Freedom of Information Act and that Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law.

The Norfolk Electoral Board further certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the board in the closed meeting.

Mr. Khandelwal seconded the adoption of the certification, and the Board unanimously voted to approve the certification.

Mr. Ziegenfuss announced that Ms. Iles was reappointed as Director of Elections & General

Registrar of the City of Norfolk.

Preparation for June 11, 2019 Primary Elections:

A meeting time of 5 a.m. was set for Election Day at the voting machine warehouse. Members of the Board randomly drew envelopes (prepared by Mrs. Klear) for precinct routes on election day. It was determined that Mr. Khandelwal would collect any absentee ballots received by the main post office at 6 p.m. on Election Day. Members of the Board will observe the absentee ballot precinct during voting hours and the return of elections supplies to the Circuit Court after voting hours, time permitting.

The post-election canvass is set for 10 a.m., Wednesday, June 12, 2019 at the Circuit Court Clerk's office. Mr. Khandelwal moved that General Registrar and her staff be permitted to begin preparing for the canvass earlier than 10 a.m. on Wednesday. Mrs. Klear seconded the motion, which was unanimously adopted by the Board.

Members of the Board and Ms. Iles discussed Election Day security. Mrs. Klear asserted that security for the office staff was of great importance. Ms. Iles reported on a city-wide security meeting, held in the wake of the tragic events in Virginia Beach.

Such other business as may come before the Electoral Board:

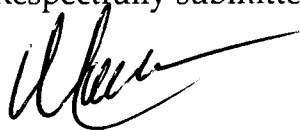
Ms. Iles updated the Board on the status of a proposed new location for the Office of Elections. Talks are ongoing with members of the City Council and others.

Mr. Khandelwal recognized the efforts of Mr. Ziegenfuss as the new VEBA Regional Director, and the successful May 17, 2019 meeting of region-wide Electoral Board members. At the meeting it was recommended that all Board members use dedicated email addresses for conducting Board business. Mr. Ziegenfuss reported that he is working to establish a September meeting of all our regional Electoral Board members, General Registrars, and our region's elected officials in the Virginia General Assembly. Ms. Iles also reported on the recent VRAV meeting.

Mr. Ziegenfuss reported that 100 percent reimbursement from the state to localities for Registrar and Election Board salaries was needed, but currently not occurring.

Mr. Khandelwal moved to adjourn the meeting, which was seconded by Mrs. Klear. The meeting was adjourned at 10:15 a.m. by unanimous vote of the Board.

Respectfully submitted,



Michael Khandelwal, Secretary

Electoral Board Closed Session

June 7, 2019

At 9:06 a.m., Vice Chairwoman Barbara Klear requested a motion to go into closed session for the purposes of reappointment of the Director of Elections & General Registrar. Secretary Michael Khandelwal seconded. The motion was approved by unanimous voice vote.

Upon a motion made by Vice Chairwoman Klear, seconded by Secretary Michael Khandelwal, and passed by vote of the Norfolk Electoral Board, the Electoral Board reconvened in open session.

We certify that the Norfolk Electoral Board convened a closed meeting on June 7, 2019, pursuant to an affirmative vote in accordance with the provisions of the Virginia Freedom of Information Act and that Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law.

The Norfolk Electoral Board further certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the board in the closed meeting.

Chairman: H. Michael Ziegenfuss

Vice Chairwoman: Barbara Klear

Secretary: [Signature]

H. Michael Ziegenfuss
Chairman Signature

June 7, 2019
Date