

# Norfolk Electoral Board

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## Minutes of the July 30, 2020 Meeting

### Present

H. Michael Ziegenfuss (Chair), Atoy Carrington (Vice-Chair), Michael Khandelwal (Secretary),  
Stephanie Iles (Director of Elections & General Registrar)

The Norfolk Electoral Board was called to order at 10:02 a.m. by Mr. Ziegenfuss in the 6th floor conference room in Norfolk's City Hall.

### **Approval of Minutes from the June 24 & 26 Electoral Board Primary Canvass**

Ms. Carrington moved to approve the minutes from the June 24 & 26 Electoral Board Primary Canvass. Mr. Khandelwal seconded the motion. The Board unanimously approved the minutes from the canvass.

### **Approval of Officers of Election**

Ms. Iles presented a list of twenty-five (25) potential Officers of Election for appointment. Mr. Khandelwal's motion to approve the list was seconded by Ms. Carrington. The Board unanimously voted to approve those on the list for a term ending February 28, 2021.

### **Discussion of State Annual Training**

After a general discussion, the Board expressed disappointment in the quality of the training given to Electoral Board members across the Commonwealth by ELECT.

### **Discussion of November 3, 2020 General Election: Preparations & Satellite/Vote Centers**

The Board discussed the creation of satellite/vote centers and will recommend to the Norfolk City Council to designate through ordinance the Pretlow and Jordan Newby Anchor Branch libraries as well as the empty human resources space in City Hall as vote centers. The recommendation was made as a motion by Ms. Carrington and seconded by Mr. Khandelwal, which then passed unanimously.

The Board discussed the need for a Board member to check in and evaluate each vote center daily, while they are in operation. A schedule will be prepared by the Board.

From Cares Act funding, the Norfolk Office of Elections will receive money to purchase a high-speed scanner to be used by the Absentee Precinct as well as extra voting equipment and funds to hire additional Officers of Election.

The Board discussed payment rates for Officers of Election who will work at the vote centers and left the final rates to the discretion of the Ms. Iles.

The Board expressed a desire for guidance from ELECT on the wearing of masks in the precinct and other such matters as related to the COVID-19 pandemic.

### **Closed Session: Annual Review of General Registrar:**

At 11:47 a.m., it was moved by Ms. Carrington and seconded by Mr. Khandelwal to go into closed session pursuant to the Code of Virginia for discussion of the Annual Performance Evaluation of Ms. Iles, Director of Elections & General Registrar. The motion was approved by unanimous voice vote of the Board.

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

Further, Ms. Carrington moved to adopt the following certification:

"We certify that the Norfolk Electoral Board convened a closed meeting on July 30, 2020, 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 congratulated Ms. Iles on a year of stellar performance as Director of Elections & General Registrar of the City of Norfolk.

### **Such other business as may come before the Electoral Board:**

The next meeting of the Norfolk Electoral Board was set for Thursday, August 20, 2020 at 10 a.m. in the General Registrar's office.

Mr. Khandelwal moved to adjourn the meeting, which was seconded by Ms. Carrington. The meeting was adjourned at 12:21 p.m. by unanimous vote of the Board.

Respectfully submitted,



Michael Khandelwal, Secretary  
June 30, 2020