

Norfolk Electoral Board

Minutes of the July 21, 2022 Meeting

Present:

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

The Norfolk Electoral Board was called to order at 10:04 a.m. by Mr. Ziegenfuss in the Elections Office Board Conference Room in Norfolk's City Hall.

Approval of Minutes from the June 22 & 24, 2022 Republican Primary Election Canvass

Ms. Carrington moved to approve the minutes from the June 22 & 24, 2022 Republican Primary Election Canvass, which was seconded by Mr. Khandelwal. The Board unanimously approved the minutes.

Approval of Officers of Election:

Ms. Iles presented a list of nineteen (19) potential Officers of Election for appointment. Ms. Carrington's motion to approve the list was seconded by Mr. Khandelwal. The Board unanimously approved those on the list for a term ending February 28, 2023.

Discussion of November 8, 2022 General Election: Preparations & Satellite/Vote Centers

The Board discussed the operation and schedule for the satellite/vote centers. The Board will finalize the schedule at the August board meeting, but set the goal to have 10 days of Satellite voting including two Sundays.

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.

Easton Precinct Relocation Presentation

Ms. Iles presented the Norfolk City Council the plans to move the Easton Precinct from the now closed Easton School to Calvary Revival Church. The presentation was well-received by City Council, and there will be a public hearing on the matter followed by a vote by City Council on August 23. In the meantime, Ms. Iles will reach out to the civic leagues in the Precinct before the public hearing.

Congratulations were made by Councilman Riddick to Ms. Iles and the Elections staff for running a great Elections office.

Risk Limiting Audit Review (RLA)

Mr. Ziegenfuss reported that he attended the VEBA/VRAV working group on RLAs, which will make a recommendation as to what constitutes a RLA. The question was brought up in the group as to when the localities will be notified as to which of them will be asked to perform RLAs.

Closed Session: Annual Review of General Registrar:

At 10:49 a.m., it was moved by Mr. Khandelwal and seconded by Ms. Carrington 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 Mr. Khandelwal, seconded by Ms. Carrington, and passed by unanimous vote of the Norfolk Electoral Board, the Electoral Board reconvened in open session.

Further, Mr. Khandelwal moved to adopt the following certification:

“We certify that the Norfolk Electoral Board convened a closed meeting on July 21, 2022, 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.”

Ms. Carrington 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:

Ms. Iles reported that the opening reception for our new space in City Hall is yet to be scheduled as we are still waiting for final construction to be completed in the new space.

Mr. Ziegenfuss brought news that our district’s VEBA meeting will be Monday, September 12 at noon. We are encouraged to invite our state delegates to the meeting.

Ms. Iles reported that the Clerk of the Court’s office is still working on an app for us to use for

Elections night reporting from each precinct Chief.

The next meeting of the Norfolk Electoral Board was tentatively set for Monday, August 15, 2022 at 1 p.m. in the Elections Office Board Conference Room in Norfolk's City Hall.

Mr. Khandelwal moved to adjourn the meeting, which was seconded by Ms. Carrington. The meeting was adjourned at 11:48 a.m. by unanimous vote of the Board.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Michael Khandelwal', with a long horizontal flourish extending to the right.

Michael Khandelwal, Secretary