

Norfolk Electoral Board

Minutes of the July 18, 2023 Board Meeting

Present:

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

The Norfolk Electoral Board was called to order on Tuesday, July 18, 2023, at 11:00 am by Mr. Ziegenfuss in the Elections Office Board Conference Room in Norfolk's City Hall.

Ms. McKay moved to approve the minutes of the Primary Election Canvass of June 21 & 26, 2023. Ms. Carrington seconded the motion. The Board unanimously approved the minutes.

Approval of Officers of Election:

Ms. Iles presented a list of twelve (12) potential Officers of Election of appointment. Ms. Carrington seconded Ms. McKay's motion to approve the list. The Board voted unanimously to approve those on the list as presented by Ms. Iles for a term ending on February 28, 2025.

Virginia Electoral Board Association Legislative Update:

Norfolk Electoral Board Members participated in a legislative meeting call held on July 10, 2023 pertaining to compensation for Electoral Board Members, an extension of the time period for completion of canvass of the election and submission of abstracts, possibly modifying the voter registration form separating the question regarding felony conviction and mental incapacity, and changing the process of Affirmation of Identity Form submission to require the person using the form to provide their year of Birth and last four digits of Social Security Number and vote a Provisional Ballot. This would ensure that if a person with valid voter identification later arrived, they would be able to vote a regular ballot.

Proposed Polling Place Change:

Ingleside Recreation Center located at 948 Ingleside Road in Ward 4 & Super Ward 7 officially closed following the June 20, 2023 Primary Election and is no longer available as a voting precinct.

Ms. Stephanie Iles will make a presentation to Norfolk City Council on August 29, 2023 on a new location for the City Council to consider as a new polling location for the nearly 2,300 registered voters that are affected by the closing. Voter Information notices will be mailed to Ingleside Precinct residents at the beginning of September to reflect the change.

Review of June 2023 Primary Election:

The Board discussed the June 20, 2023 Primary Election and Precinct Operations. All precincts ran efficiently, and the Board was pleased with the professionalism of the Poll Chiefs, Officers of Election, and Elections Staff.

ADA Review of Polling Places:

Annually Electoral Boards will examine all polling locations to ensure that they are ADA compliant. Norfolk Electoral Board Members, along with the Registrar, will closely examine each location in the city of Norfolk to verify that each location meets the listed requirements, and that sufficient time is available if needed to make any corrections necessary.

Upcoming November 2023 Election Preparation:

The Board discussed early voting and as well as Election Day preparations. The voters in Norfolk will continue to have available four (4) satellite offices located throughout the city. They are Mary D. Pretlow Anchor Branch Library, Jordan-Newby Library, Berkley Recreation Center, and Lambert's Point Community Center. The Board discussed hours for early voting at the four voter satellite locations. Information will be published on the Norfolk Office of Elections webpage, in the newspaper, and through the City's social media channels.

Closed Session – General Registrar Annual Performance Review:

At 12:40 PM, it was moved by Ms. McKay and seconded by Ms. Carrington to go into a 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. McKay and seconded by Ms. Carrington and passed by unanimous vote of the Norfolk Electoral Board, the Electoral Board reconvened in open session.

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

“We certify that the Norfolk Electoral Board convened a closed meeting on July 18, 2023, 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 again for another astronomical performance as Director of Elections & General Registrar for the City of Norfolk.

Such other business as may come before the Electoral Board:

The Board members and Registrar discussed participation in an annual Virginia Electoral Board and General Registrar training session to be conducted by the Virginia Department of Elections in Richmond, VA on Thursday, July 20, 2023.

The next meeting of the Norfolk Electoral Board was set for Tuesday, August 8, 2023 at 11 AM in the Elections Office Board Conference Room in Norfolk's City Hall.

Ms. McKay moved to adjourn the meeting, which Ms. Carrington seconded. The meeting was adjourned at 1:53 PM by unanimous vote of the Board.

Respectfully submitted,

A handwritten signature in blue ink that reads "Atoy B. Carrington". The signature is written in a cursive style with a large, looping initial "A".

Atoy B. Carrington, Secretary

July 18, 2023