

**Meeting Minutes  
March 23, 2021**

The City of Manassas Electoral Board held a meeting Tuesday, March 23, 2021 at the office of Manassas City Voter Registration, 9025 Center St., Manassas VA.

In attendance were Chair John Snider; Vice Chair Pamela Kincheloe; Secretary Patricia Fields, General Registrar Susan Reed and IT Manager Sean Whitfield.

Chair Snider called the meeting to order at 2:00 PM.

Public Comments

Chair Snider asked if there were any public comments, no public comments for the record.

Minutes

Vice Chair Kincheloe moved to approve minutes as presented, Secretary Fields seconded, all were in favor.

Directors Report

No report.

New Business:

Vice Chair Kincheloe made a motion to go into closed session to discuss protocols for maintaining the security of ballots or voting and counting equipment, or risk assessments of specific local electoral procedures, where discussion of such matters in open meeting would compromise the security of any election per §24.2-625.1. Secretary Fields seconded, all were in favor.

At 3:05 PM the board concluded the closed session. In accordance with §24.2-625.1 Vice Chair Kincheloe certified only such public business as was identified in the motion for a closed meeting was discussed. All agreed.

Old Business

Electoral Board members discussed the need for future budgeted Assistant Registrar FTE hours. Chair Snider agreed to address issue with the City Manager for consideration.

Vice Chair Kincheloe moved to adjourn, all were in favor. Meeting adjourned 3:37 PM.

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**Patricia E. Fields, Secretary**