

**Meeting Minutes
July 7th, 2016**

The City of Manassas Electoral Board held a meeting Thursday, July 7th, 2016 at the Voter Registration & Elections Office, 9025 Center Street.

In attendance were Pamela B. Kincheloe, Vice Chair; Patricia E. Fields, Secretary; Leslie O. Kostecky, new Electoral Board Appointee; and Susan N. Reed, General Registrar.

Vice Chair, Kincheloe called the meeting to order at 2:30 PM and moved to nominate Leslie O. Kostecky as Chairwoman of the Electoral Board. Secretary Fields seconded the motion. The motion carried.

Discussion of duties, policy and responsibilities for new Chairwoman, Kostecky were reviewed. Secretary Fields directed General Registrar, Reed to arrange purchase of name tag and business cards for Chairwoman, Kostecky.

Electoral Board reviewed City Council Workshop presentation last month. Secretary Fields requested General Registrar, Reed to contact City Manager, Pate about possible date of August 22nd, 2016 for City Council meeting to demonstrate Optical Scanners being considered from Dominion Voting and Unisyn Voting Solutions prior to council meeting and officially present new precinct boundaries at council meeting.

Next, the Board suggested contacting Department Heads to have a work session on needs for upcoming General Election. Recommended Departments to contact: IT, Police, Schools, Public Works and Safety Officer.

Finally Electoral Board directed General Registrar, Reed to set goals of achievement for coming year. Next Electoral Board meeting will implement a Performance Review of General Registrar. Vice Chair, Kincheloe moved to set next meeting on August 1st, 2016 at 2:30 PM. All were in favor.

The meeting was adjourned at 3:30 PM.



Patricia E. Fields, Secretary