

**Meeting Minutes  
July 12th, 2018**

The City of Manassas Electoral Board held a meeting Thursday, July 12th, 2018 at the Voter Registration & Elections Office, 9025 Center Street.

In attendance were Chairman John Snider, Vice Chair Pamela Kincheloe, Secretary Patricia Fields and Susan N. Reed, General Registrar.

Chairman Snider called the meeting to order at 9:00 AM and moved to approve the minutes from the last meeting. Vice Chair Kincheloe seconded and the motion carried.

Discussion of Haydon's Voting Machine damage and cost of scanner replacement resulted in Vice Chair Kincheloe recommending email to inquire on ESO's warranty on machines. Chair Snider suggested placing on the Board's Agenda for next meeting the discussion of how to transport voting machines to Precincts.

Next on the agenda the Electoral Board discussed the June Dual Primary; with Board in agreement election went well. Vice Chair Kincheloe reported on her visit to Clerk of Court's archive storage room with General Registrar Reed and Deputy Registrar Taylor to inspect counted ballots from Metz. A letter from a voter raised concern about their ballot not having the correct number of candidates on the ballot. The 638 ballots were inspected with none being in error. Board also recommended General Registrar look into 2 way radios for Precincts.

The highs and lows of State training were discussed. Chair Snider requested the Canvass Checklist be sent to 2 attendees of the Canvass class who had expressed interest when best practices were shared. Other ideas from training were Provisional Log for recording Precinct Provisional ballots when checking in with Precincts on Election Day and assigning a 'safety officer' for each Precinct. Secretary Fields requested discussion of Emergency Safety Plan to be added on the next Board meeting Agenda. Board recommended General Registrar Reed reach out to Superintendent or Principal of Osbourn to start Election Page program and encourage Spanish speakers to assist at polls. Vice Chair Kincheloe suggested reaching out to organizers of Latino festival for Spanish speakers as well.

Chair Snider moved to convene a closed meeting at 10:00 AM to discuss personnel issues as permitted by Virginia Code.

Secretary Fields certified on behalf of the Board at 11:05 AM the closed meeting just concluded and nothing was discussed except the matter specifically identified in the motion to convene in a closed meeting and lawfully permitted to be discussed under the motion.

Electoral Board adjourned the meeting at 11:06 AM.



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**Patricia E. Fields, Secretary**