

**Meeting Minutes
March 27, 2020**

The City of Manassas Electoral Board held an online meeting Friday, March 27th, 2020.

In attendance were Chair John Snider; Vice Chair Pamela Kincheloe; Secretary Patricia Fields, Deputy Registrar Natalia Taylor and General Registrar Susan Reed.

Chair Snider called the meeting to order at 10:03 AM to discuss emergency plans due to COVID 19.

Directors Report:

Schools can be used for Election Day according to Andy Hawkins, Executive Director of Finance & Operations and if consolidation of precincts is required Metz is large enough to handle all six precincts. Signs can be used throughout the city to notify voters as well as a notice in the electric bill. Voter Registration can also send out postcard size notice if needed to voters. Masks, gloves, hand sanitizers, special cleaner for machines and wipes will be required for each precinct. L&A testing is tentatively scheduled for April 20 by phone or web conference.

New Business:

Discussion centered on potential Election Official shortage and how to operate precincts effectively with potential shortage. All agreed to consolidating precincts if necessary. Electoral Board directed General Registrar to get guidance from ELECT on whether precinct voting machines can be consolidated to one or two machines similar to CAP.

Electoral Board agreed continued use of existing media of City Facebook, Twitter, City webpage, Electronic Message Boards and banners to encourage Vote at Home. Electoral Board directed General Registrar Reed to look into bulk mail costs to encourage voters to Vote at Home.

Secretary Fields moved to adjourn, all were in favor.

Meeting adjourned at 11:00 AM.



Patricia E. Fields, Secretary