

**Meeting Minutes  
July 27, 2020**

The City of Manassas Electoral Board held an online meeting Monday, July 27th, 2020.

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

Chair Snider called the meeting to order at 11:00 AM. Vice Chair Kincheloe moved to go into closed session in accordance with VA Code §2.2-3711 to discuss personnel issues.

Vice Chair Kincheloe moved to end closed session, Secretary Fields seconded the motion. Chair Snider certified only such business matters identified in prior motion were discussed, all were in favor. Meeting reopened 11:20 AM.

Directors Report:

Discussion of FY20 end of year budget noting reduction in Training and Travel due to pandemic. No questions.

New Business:

Cares Act Funding: potential ideas for funding use mentioned were side door threshold, office rearrangement for social distancing/pre-processing, mailers to voters, temp staff and postage. Electoral Board directed General Registrar Reed to send Vote by Mail postcards to city residences with information on how to register and request a ballot by mail. Secretary Fields mentioned appointment with John F. Heltzel AIA arranged by Vice Chair Kincheloe to look at our office space. Meeting date of August 5, 2020 at 2:00 PM was decided.

Canvass as related to new law extending ballot deadline to noon Friday after Election: discussion on whether to close CAP on Tuesday night or leave open and when to do Provisionals canvass. All agreed to wait for guidance from ELECT. Chair Snider encouraged Registrar Reed to continue working on a November Election Plan, such as regular schedule for pre-processing and extended hours if needed. Secretary Fields reminded board about importance for scheduling an Emergency Contingency meeting with city departments. Electoral Board directed General Registrar Reed to set meeting up for early September 2020.

Old Business

State Training Review: Vice Chair Kincheloe was unable to attend, Chair Snider, Secretary Fields and General Registrar Reed all agreed it was very poorly planned with misleading guidance from ELECT.

Vice Chair Kincheloe moved to adjourn, all were in favor. Meeting adjourned 12:05 PM.



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**Patricia E. Fields, Secretary**