

DRAFT MINUTES OF FALLS CHURCH ELECTORAL BOARD MEETING

June 13, 2016

9:00 a.m., Oak Conference Room

Board Members Present: Linda Neighborgall, Bill Wanlund and Renee Andrews

Others Present: David Bjerke, Director of Elections

1. **Call to Order:** Linda Neighborgall at 9:05 am
2. **Public Comment:** None
3. **Approval of Minutes:** Minutes from the meeting of May 18 were approved as presented.
4. **Electoral Board Items:**
 - A. **Book: *The Gatekeepers of Democracy*:** We purchased 2 copies of the novel *The Gatekeepers of Democracy*, a story about election officers in Fairfax County that details the procedures of conducting an election in a polling place. Renee had one autographed for Dave and one for Stacey and will let staff and election officers know that they may borrow, read, and return the books to the office.
 - B. **Arlington Primary Election June 14:** Renee cannot work in Arlington. Deputy Registrar Gretchen Reinemeyer emailed asking if we had officers of election that could work for them, so Renee emailed several chiefs and assistants.
 - C. **Director of Elections Performance Evaluation:**

Closed session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia for the "[d]iscussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body;" Preparation of Director of Elections annual performance review.
Closed session minutes are attached to this document.
 - D. **Posting of minutes on City website:** Meeting notices, agendas and minutes are all done through the Civic Plus Agenda Center. Laura Binz from OCOM needs to add Electoral Board as to the list of groups that use the website for their meetings. Then Renee will be able to post our agendas and minutes.

5. Director of Elections Items:

- A. Computer issues: IT has checked our office computers, and they are up-to-date; however they move slowly due to software bleed. IT will reimage the computers one at a time in order to make them move faster. We hope this fix will allow our system to scan voter registration forms. Dave is buying a new copier/scanner for small (black and white) jobs to be done in the office.
- B. Office staff scheduling and DE time off schedule: Dave is in the process of hiring an additional part-time seasonal staff member. He will send the summer office coverage schedule to EB.

6. Other Items: none

7. Announcements:

Dave will be away June 24-July 2 and August 5-31; Renee will be away June 18-Labor Day. Linda, Renee and Stacey will attend ELECT training in Richmond the last week of June.

8. Next Meetings:

Tuesday September 20 (L&A), 9:00 – we will invite party chairs to meeting as well as L&A
Tuesday October 4, 9:00
Tuesday October 25, 9:00
Tuesday November 1 after CAP training, 11:00
Tuesday November 8 (election and canvass), 5:00 am
Tuesday December 6, 9:00

9. Adjournment: 9:40 am

10. Attachments:

Closed Session Minutes

Respectfully submitted by:

Renee Bergmann Andrews, Secretary

Electoral Board Closed Session Minutes

Electoral Board Closed Session

Date: June 13, 2016

CLOSED SESSION

GOING IN TIME: 9:06

1. Upon a motion made by Electoral Board Member Andrews, seconded by Electoral Board Member Neighborgall, and passed by a vote of Electoral Board, Electoral Board went into closed session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia for the "[d]iscussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body;"
2. Upon a motion made by Electoral Board Member Andrews, seconded by Electoral Board Member Neighborgall, and passed by a vote of Electoral Board, Electoral Board reconvened in open session.

COMING OUT TIME: 9:20

CERTIFICATION

1. Upon a motion made by Electoral Board Member Andrews, seconded by Electoral Board Member Wanlund, and passed upon affirmative roll call vote in open session, it was certified that (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the closed session or meeting by the Electoral Board.

ROLL CALL VOTE:

Chair Neighborgall: Aye

Vice Chair Wanlund: Aye

Secretary Andrews: Aye

Chair signature

Date