

**Meeting Minutes
September 19th, 2018**

The City of Manassas Electoral Board held a meeting Wednesday, September 19th, 2018 at the Voter Registration & Elections Office, 9025 Center Street.

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

Chair, John Snider called the meeting to order at 10:00 AM.

Patricia Fields, Secretary moved to approve minutes of prior meeting, Pamela Kincheloe, Chair seconded motion. All were in favor.

Pamela Kincheloe, Vice Chair; moved to accept current Election Official List for November 6, 2018 election. Patricia Fields, Secretary; seconded. All in favor, motion passed.

Chair Snider shared with Board that Mayor Parrish agreed to give Chief and Assistant Chief oaths at the October 22, 2018 City Council meeting. Training for Chief/Assistant Chiefs' will follow in the Voter Registration office at 9025 Center St. For Council meeting Chair Snider will present to Council a poster with Reason Codes listed, explanation of absentee voting and a graph of the wait times.

Secretary Fields suggested General Registrar Reed contact Meg Carrol with Georgetown South committee for any Spanish speakers to assist on Election Day. General Registrar Reed shared that Osbourn High School Spanish class students could also be a consideration.

Next on Agenda was discussion of emergency procedures for Election Officials at the Precincts. General Registrar Reed passed around copies of Precinct procedures and a Booklet from City of Manassas Police on How to Respond to Active Shooter situation. Secretary Fields directed GR Reed to arrange a presentation from Officer Sharp with MCPD for October 30th Election Official training on what to do during an active crime. Chair Snider charged GR Reed with advising Chiefs to appoint a Safety Official, in charge of emergency evacuation route, safety contacts and procedures. Emphasis on signatures for forms, voter education on two sided ballot and two way radios for Election Official training. Vice Chair Kincheloe presented her concern with disabled voters and parking at Baldwin. Possible solutions are moving entrance for all to back parking lot or keeping both front and back entrance open but directing curbside and handicap voters to back parking lot. All in favor of researching solutions and deciding before upcoming election.

Chair Snider informed board members of upcoming meeting with City Manager concerning suggested format for Assistant Registrar hours.

Secretary Fields notified board of her upcoming surgery October 1, 2018 and expected 3 week rehab. Vice Chair Kincheloe moved to accept new City of Manassas Electoral Board policy to permit meeting participation by board member from a remote location in case of personal or

medical reasons. Secretary Fields seconded motion and all were in agreement. New policy attached to minutes of September 8, 2018 meeting.

Discussion of voting machine delivery the day before election by Public Works was next on Agenda. Electoral Board all agreed a representative of the Elections office must accompany delivery to ensure safe delivery and validate machine location for storage until election morning.

Discussion of possible legislation to move Primary to third Tuesday in June. Vice Chair Kincheloe agreed to approach the School Board about a joint letter of support to our State Legislators.

Vice Chair Kincheloe moved to adjourn meeting. All agreed, meeting adjourned at 12:00 noon.

A handwritten signature in cursive script that reads "Patricia E. Fields".

Patricia E. Fields, Secretary