

**Meeting Minutes
January 10, 2020**

The City of Manassas Electoral Board held a meeting Friday, January 10th, 2020 at the Voter Registration & Elections Office, 9025 Center Street.

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

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

Secretary Fields requested to add discussion of Veteran's Day Parade to Agenda under New Business. All agreed.

Public Comments:

None

Approval of Minutes:

Chair Snider asked for motion to approve the September 25, November 6 and November 8, 2020 minutes. Vice Chair Kincheloe made a motion to approve, Secretary Fields seconded the motion. Motion passed.

Directors Report:

General Registrar Reed presented a report for the cost of the November 5, 2019 General Election. Report will be filed with the minutes of the meeting.

Old Business:

Cybersecurity-General Registrar Reed gave a verbal up date of the HB2178 progress. ELECT will be sending guidance soon on the checklist to be signed off by Electoral Board and turned in by March 1, 2020.

Election Certificate-Chair Snider will present City Council member Ralph Smith with his Election Certificate at the January 13, 2020 City Council meeting.

DMV- Secretary Field's shared with the Board that the current status of Voter Registration's office moving to DMV has been changed to no move anticipated.

New Business:

FY21 Budget-Discussion on sidewalk and side door, Board will decide status of door/sidewalk after the budget meeting. Need feedback from Fire Marshall on door opening out. For emergence egress. General Registrar Reed informed the Board of the recertification being done by ELECT for Voting Machines and Poll Books. Demtech owner, Mike Brown has informed users of Demtech's Advocate program Version 2.3.67 for Poll Books will not be recertified due to the age of software. ELECT will allow the Version to be used until July 2021. Chair Snider wants to advise the City Manager at the budget meeting January 17, 2020. All agreed.

Emergency Table Topic-General Registrar Reed updated the Board on a suggested Emergency Table Topic planned by Emergency Coordinator for the City of Manassas, Amelia Gagnon for August 2020. All agreed it is important to participate.

Chair Snider called for a 20-minute recess at 11:40 AM.

The meeting reconvened at 12:00 PM. Secretary Fields informed the Board her paperwork for re-appointment has been submitted.

Vice Chair Kincheloe made a motion to adjourn, all agreed. Meeting adjourned at 12:004 PM.

Patricia E. Fields, Secretary