



Registrar of Voters

COUNTY OF ALBEMARLE

Office of the Electoral Board
401 McIntire Road, Room 131
Charlottesville, VA 22902
Phone 434-296-5863 • Fax 434-972-4143

Albemarle County Board of Supervisors

Kenneth Boyd
Lindsay Dorrier
Dennis Rooker
Sally Thomas
David Slutzky
Ann Mallek

401 McIntire Road
Charlottesville VA 22902

May 1, 2008

Dear Ladies and Gentlemen:

The Albemarle County Electoral Board has voted to move the Central Absentee polling place from the McIntire Road County Office Building to the 5th Street County Office Building. Minutes of the April 8, 2008, meeting is attached, showing a unanimous vote. This move has become necessary for the following reasons:

Better security of voting machines and ballots.

Currently we must deliver absentee voting machines by vehicle from their storage location near the Registrar's office at COB 5th to the McIntire Rd. polling area. The machine for counting mail-in ballots is delivered by General Services staff and stored in Room 131 at COB-McIntire several days prior to election day. The machines used for in-person voting are delivered to McIntire Road in the Electoral Board Secretary's private vehicle on the morning of the election. While these procedures have been secure enough so far, having the Central Absentee precinct located in the 5th street office building will allow us to wheel the machines through the building to the polling area, eliminating the need for taking them on the road, thus lessening the chances of a traffic accident delaying their delivery.

Ballots that have been returned in the mail must be delivered to the counting area on the morning of Election Day by the Secretary and the Elections Manager. During the 45 day absentee voting period prior to an election, returned mail-in ballots are stored under lock and key in the office of the General Registrar, which is located in the Human Services wing at 5th Street. Under the new plan, the ballots can be delivered to the Central Absentee precinct without having to take them out of the building, thus improving their security.

Better access for voters:

Currently at COB-McIntire, an in-person voter on Election Day would park in the upper parking lot near the visitor's entrance, walk to the elevators, and then walk to Room 235 or to the alternate location, Room 246. This could be quite a distance for a disabled voter to travel. At the new location, a disabled voter will walk a much shorter distance, as any of the conference rooms where the Central Absentee precinct would be held are located immediately off the main lobby.

Enough room for large elections:

We are outgrowing our current work space, Room 235, at COB-McIntire. In the November 2008 election, Central Absentee will be one of the largest, if not the largest precinct, with well over 4,000 in-person and mail-in ballots cast. This will require at least 20 election officials, with enough room for three in-person voting machines, as well as work tables for processing returned ballots. COB 5th offers a large enough area (Conference Room A in this case) to handle such a large election, as well as other available conference rooms for smaller-volume elections. Current trends indicate that absentee voting will continue to increase, and the move to COB-5th will allow us accommodate the growing volume of absentee voters.

Improved Election Day processes:

Currently, if any questions or issues arise while processing the absentee ballots, Central Absentee officials must call the Registrar's office and an Electoral Board member or the Elections Manager has to drive from COB 5th to COB McIntire to help. Ballots are also being returned to the Registrar's office on Election Day, and someone must leave "headquarters" to deliver them to COB McIntire under the current situation. By moving the precinct to COB 5th, travel times will be greatly reduced, resulting in quicker resolutions of difficulties and timelier processing of returned ballots.

Please let us know if you have any questions or concerns; otherwise we will ask the County Attorney's office to move forward with the steps necessary to implement this move.

Very truly yours,



William B. Harvey, Secretary
on behalf of the Albemarle County Electoral Board

Enclosure

cc: Greg Kamptner, Deputy County Attorney

Albemarle County Electoral Board
Meeting Minutes
April 8, 2008

I. Call To Order

Chairman Moynihan called the meeting to order at 5:42 P.M. Also present were Will Harvey, Sadie Jones, Registrar Jake Washburne, and Elections Manager Clarice Schermerhorn. The meeting minutes from the February 29th and March 1st meetings were reviewed and approved.

II. Old Business

We reviewed letters from Leonard Sandridge and Gerald Baliles regarding the precincts at UHall and the Miller Center. Jake and I are scheduled to meet with Sandridge on April 17th to discuss the scheduling issue further. The Board doesn't wish to relocate the polling place until after the Presidential Election this November. Clarice noted that we can't relocate any precinct after February 1, 2009, due to redistricting on the horizon. We voted unanimously to ask the Board of Supervisors to move the Central Absentee precinct to COB 5th from COB.

III. New Business

The Scottsville town council election is scheduled for May 6th. The ballots are in, and Clarice has talked to Pam Kelly, Election Chief for Scottsville, about lining up E.O.s for that day. She will talk to Spooner Hull to get 2 machines programmed and moved to Scottsville Town Hall. We will notify the candidates when the programming will occur. We will have a regular meeting prior to the closing of the polls. The provisional precinct will open at 7:30 P.M. that evening. There is one candidate for mayor, but 8 candidates for Council, and there are 6 spots available.

The new contract between Spooner and Albemarle County was discussed and the only change is to add language about adequate advance scheduling for programming and testing so that we can give notice to the Party Chair.

Sequoia has still not figured out a solution for the ongoing glitch with our new machines, but is working on it. Virginia is the only state that is operating under the prior code. We need to know if Andy has contacted the State Board of Elections and notified them of the outdated code that is still required to be used in Virginia. We should put our concerns into writing and send to Andy at Sequoia.

Voting machine security discussion was tabled until the State Board updates their policy. Jake compiled ideas for enhanced security that Sean has reviewed and recommends. Jake told us about his discussion with the main custodian at COB 5th about limiting access to the voting machine storage area. They identified who currently has access, including contractors. Jake recommended we have only 3 keys-one for him, one for Clarice, and

one for the main custodian. We do not want to make an exception for the Fire Department if there are sprinklers in that room. The security log should last longer than 7 days; we'd like the log to cover 30 days. The current locks should be changed to make sure that no one else has a key that we don't know about. And we might want to have the locks changed on a regular basis.

For the November Presidential, Clarice has worked with General Services to make badges for Chiefs and Assistants. They will have to turn them back in after the Election. Clarice has already begun a count down calendar to map all important dates between now and November 4th. She has blocked off 7 days for training. One night will be dedicated to new E.O.s. Once we know if there will be a June Primary, Clarice will send a letter to the Chiefs letting them know about that and the training dates for the fall.

The State Board is looking at 5 proposals for electronic poll books, but it doesn't appear that their schedule will require us to use them in November.

The State Board of Election's "workshop" for Electoral Boards will be July 28th and 29th. Sean is up for this year's attendee.

We reviewed and unanimously approved 11 Election Official applications.

The Board unanimously voted to go into Executive Session at 6:42 P.M. as authorized under the Virginia Freedom of Information Act, in accordance with Code of Virginia section 2.2-3711 (1), in order to discuss personnel issues. At the conclusion of the Executive Session, the Board reconvened at 7:10 P.M. and certified for the record that each member of the Board agreed that to the best of their knowledge only public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act and only those matters identified in the motion to go into Executive Session were discussed. The Board voted to affirm the decisions made during the Executive Session concerning personnel issues. The Board also asked the Elections Manager to follow up with the decisions made during the executive session.

IV. Other Business

The next meeting will be April 29th, 2008, at COB at 5:30 P.M. The meeting adjourned at 7:14 P.M.

Respectfully submitted,



William B. Harvey
Secretary