MINUTES-Final-SBE Approved-April 28, 2016

The State Board of Elections Board Meeting was held on Tuesday, March 15, 2016. The meeting was held in the General Assembly Building, Richmond, Virginia – Room C. In attendance, representing the State Board of Elections (SBE) was James Alcorn, Chairman; Clara Belle Wheeler, Vice Chair; and Singleton McAllister, Secretary. Also in attendance, representing the Department of Elections (ELECT) was Edgardo Cortés, Commissioner; Elizabeth Howard, Deputy Commissioner; Martin Mash, Policy Advisor, and Rose Mansfield, Clerk. Anna Birkenheier, Assistant Attorney General and Counsel to SBE and ELECT attended. Chairman Alcorn called the meeting to order at 10:20AM. Secretary McAllister arrived at 10:25AM.

The first order of business was the approval of the minutes from the State Board of Elections Board Meetings held on January 8, 2016, February 4, 2016, and March 1, 2016. Chairman Alcorn asked if board members had any additions or corrections to the Board Meeting minutes presented. Vice Chair Wheeler noted a change to the January 8, 2016 minutes and notified the Clerk. Vice Chair Wheeler moved *to adopt the minutes for the January 8, 2016, February 4, 2016, and March 1, 2016 meetings as amended and or presented.* Chairman Alcorn seconded the motion. The Board unanimously approved the motion.

The next order of business was the Commissioner Report presented by Edgardo Cortés, ELECT Commissioner. Commissioner Cortés stated that the process of removing Mr. Guiffré, Prince William Electoral Board Secretary, as recommended by SBE during a previous meeting, was sent to the State Supreme Court to appoint a special judge who would be responsible for appointing a special commonwealth attorney. Commissioner Cortés stated that Mr. Guiffré term expired on February 29, 2016 and a new electoral board member was appointed on March 1, 2016 to fill the vacancy.

Commissioner Cortés stated that as a result of legislation a bill moved through the General Assembly that requires ELECT to establish a base-line for training officers of elections and that the new training coordinator would handle this responsibility. Commissioner Cortés reported that Kevin Hill; ELECT Business Manager and Paul Stenbjorn; Director of Election Administration recently began their employment at

ELECT. Commissioner Cortés stated that legislation also affected the voter registration form which has an effective date of July 1, 2016. Commissioner Cortés stated that the budget included funding to bring all general registrars to full-time status and included reimbursement of presidential primary costs to the localities. Commissioner Cortés stated that there was a federal court order for redistricting of several congressional districts and that ELECT is working to implement the plan to comply with the court order. ELECT has communicated the new boundary lines to the party leaders. Commissioner Cortés stated that this process will assist ELECT in the census redistricting that will occur in 2021. Secretary McAllister questioned the placement of the new boundaries with the appeal process regarding redistricting. Ms. Birkenheier stated that the boundaries will be in place until the appeal process is complete.

The next order of business was the Campaign Finance Updates presented by Brooks Braun, ELECT Policy Analyst. Mr. Brooks provided an update regarding the campaign finance issue related to Mr. McCollum that was heard at the January 8, 2016, SBE meeting. SBE requested that the complaint go the Commonwealth Attorney in Virginia Beach and a resolution has not been received by ELECT.

Mr. Brooks stated that the Stand by Your Ad complaints are included in the boards' working papers. Mr. Brooks stated that the first complaint was Townsend Van Fleet previously heard by SBE in December 2015. SBE determined that the campaign did have a violation and asked for follow-up on what constituted an occurrence and violation of print media standard. After review, ELECT is recommending that the Board use the standard of publication as a guide. Mr. Brooks stated that ELECT is recommending the Van Fleet campaign be accessed a fine of $400.00 which represents $100.00 each for each of the violations. Chairman Alcorn stated that an occurrence would represent when the ad or broadcast was published and directed ELECT to document this guidance in the campaign finance materials for candidates. Secretary McAllister moved *that the Van Fleet Campaign be accessed a fine of $400 for the violations.* Vice Chair Wheeler seconded the motion. Chairman Alcorn asked if a representative for Mr. Van Fleet was presented and there was none. Mr. Brooks indicated that no response was received from the campaign. The Board unanimously approved the motion.

Mr. Brooks stated that the second campaign finance complaint was Jacqueline Smith. Mr. Brooks reported that the campaign notified ELECT that they did not receive the SBE hearing notice. The Smith campaign has requested and extension on this matter. SBE agreed to grant an extension.

Mr. Brooks stated that the next campaign finance complaint was Dusty Sparrow Reed regarding yard signs utilized in her campaign. Mr. Brooks stated that ELECT recommends a fine of $200 for improperly disclosed yard sign distributed within the 14 days on or before an election. SBE members reviewed the photos provided associated to the complaint. Chairman Alcorn asked if Ms. Reed was present.

Ms. Reed approached the podium. Ms. Reed supplied the actual signs utilized in the campaign for members to analysis. Ms. Reed explained that the circumstances around the distribution and display of her yard signs noting that the changes to the yard sign requirements created some concern and she did contact ELECT with questions and requested guidance. Ms. Reed stated that disclaimers were printed and added to her existing supply of signs by campaign volunteers prior to display. SBE members reviewed the evidence submitted. Chairman Alcorn moved *that the complaint against the Reed campaign be dismissed.* Secretary McAllister seconded the motion and the Board unanimously approved the motion.

Mr. Brooks stated that the next campaign finance complaint was Constance Kelly-Rice regarding undisclosed sample ballots utilized in her campaign. Mr. Brooks stated that ELECT recommends a $200.00 fine for improperly disclosed sample ballots distributed within 14 days on or before the election. SBE members reviewed the submitted materials and were informed that Ms. Rice submitted an explanation of her absence to the Clerk. Ms. Rice, in her correspondence, admitted to printing sample ballots without the disclosure. Chairman Alcorn moved *that the Rice campaign is accessed a fine of $200.00 for being in violation of Stand by Your Ad requirements.* Vice Chair Wheeler seconded the motion and the Board unanimously approved the motion.

Mr. Brooks stated that the next campaign finance complaint was Timothy Puryear regarding undisclosed yard signs. Mr. Brooks stated that ELECT recommends a fine of $200.00 for improperly disclosed yard signs with 14 days on or before the election. SBE members reviewed the submitted materials and noted that the candidate was not present.

93 Mr. Brooks explained that the signs did state "Paid for by the Candidate" however the
94 *Code* does state that the candidates' name must be utilized in the disclaimer. Vice Chair
95 Wheeler stated that a reasonable person would assume that Mr. Puryear paid for the
96 signs. Commissioner Cortés stated that as a matter of substantial compliance, which
97 previously was interpreted by the Board narrowly, with any ambiguity in the reading of
98 the disclaimer would be considered a violation. Secretary McAllister stated that the
99 Board should remain consistent with previous decisions. Ms. Birkenheier stated that the
100 candidates would have to have knowledge of the Boards' decisions. Commissioner
101 Cortés stated that the candidates will need to be informed of the previous interpretations
102 and decisions regarding substantial compliance since discussed in January, 2016.
103 Chairman Alcorn moved *that the Board dismiss the complaint as presented.* Vice Chair
104 Wheeler seconded the motion. Chairman Alcorn asked if there were additional questions
105 or concerns. Secretary McAllister stated that she agreed that the Board should maintain
106 constituency and continuity in their decisions and it is imperative that the public be made
107 aware of the standards utilized by SBE. Chairman Alcorn asked if there were additional
108 comments and there were none. The Board unanimously approved the motion.

109 Mr. Brooks stated that the next campaign finance complaints concerned the matter
110 of expressed advocacy. Mr. Brooks stated that the process of defining expressed
111 advocacy as defined by *Code* has been a work in progress and may require legislation as
112 a result. Mr. Brooks stated that because of this uncertainty ELECT is recommending that
113 the complaints be dismissed. Chairman Alcorn inquired if there was a timeframe to
114 handle these complaints. Commissioner Cortés stated that it would be problematic to hear
115 complaints that have aged as the process of defining express advocacy will be lengthy.
116 Commissioner Cortés stated that because of this reason ELECT is recommending that the
117 complaints be dismissed. Chairman Alcorn requested research on "Expressed Advocacy"
118 by SBE Counsel. Chairman Alcorn moved *that the complaints before the Board be tabled*
119 *until further guidance is provided.* Secretary McAllister seconded the motion. The Board
120 unanimously approved the motion.

121 The next order of business was the Certification of the Presidential Primary
122 presented by Reiko Doğu, Senior Elections Administrator. Ms. Doğu stated that the
123 Electoral Boards of Virginia certified the results of the March 1, 2016, Presidential

124 Primary elections to ELECT. The results from each city and county were verified for
125 accuracy and the totals from various localities are summarized in the Abstracts of Votes.
126 SBE Board Members reviewed the documents and signed the certificates of Certification
127 of Results. Ms. Doğu stated that after this action is completed the results will be official.
128 Chairman Alcorn moved *that SBE certify the results of the 2016 Presidential Primary*
129 *Elections to the Political Parties of Virginia.* Vice Chair Wheeler seconded the motion
130 and without public comment the Board unanimously approved the motion.

131 Commissioner Cortés provided a review of Election Day and the preparations
132 leading up to and including March 1, 2016. Commissioner Cortés stated ELECT
133 advertised the requirements of the Voter Photo Identification Laws extensively statewide
134 to include radio, cable television, public transportation marquees, social media,
135 newspaper, and print advertising. ELECT focused on the forms of acceptable
136 identification for voters on Election Day and the availability of free identification from
137 the General Registrars' Office. Commissioner Cortés thanked Tanya Pruett, Outreach
138 Coordinator for her efforts and dedication. Commissioner Cortés noted the increase in
139 social media and website hits since 2014 with an increase of 500% or more.
140 Commissioner Cortés noted that ELECT had 787 individuals requested free
141 identifications since November 2015 thru March 4, 2016. ELECT will see an increase in
142 identifications requests leading up to the November 2016, General Election. ELECT will
143 continue the outreach efforts regarding free voter identification. Commissioner Cortés
144 stated that the ELECT Call Center was activated and 3500 calls were received from
145 voters in the Commonwealth. Commissioner Cortés stated that over 800 voters called to
146 confirm their voter registration status and over 600 callers inquired about voter
147 identification. Commissioner Cortés stated that the call center will be activated prior to
148 the November General Elections. Commissioner Cortés stated that ELECT is conducting
149 further analysis of the types of calls received to determine how to further assist voters.
150 Commissioner Cortés stated that the election night reporting portal was extremely
151 successful and experience no lag time in generating results. Commissioner Cortés stated
152 that over seven million hits were received on Election Day and during the peak over 850
153 hits occurred every second. Commissioner Cortés thanked the entire IT team for their
154 efforts and reported that other states are looking to Virginia as a leadership example.

155 Commissioner Cortés stated that there were 2036 provisional votes in the Democrat
156 Primary and 1456 provisional votes' casts in the Republican Primary. Chairman Alcorn
157 asked how many provisional voters were counted. Commissioner Cortés stated this
158 information will be reported in the future and this issue will be emphasized during annual
159 training. Commissioner Cortés stated that the on-line absentee application requests were
160 made available to voters prior to the election and the program was a success.
161 Commissioner Cortés stated that this option was promoted through social media and
162 without a budget; ELECT is pleased to report that 43% of the application requests for the
163 Republican Party came through the state citizens' portal and the Democrat Party
164 experienced a 52% request rate. ELECT is leveraging all the technology available to meet
165 the requests of the voters. Chairman Alcorn thanked ELECT for their work and requested
166 the number of provisional ballots that were counted so that trends can be analyzed.

167 Commissioner Cortés stated that ELECT invited several localities to attend the
168 SBE meeting as part of "Lessons Learned". Commissioner Cortés stated that Franklin
169 County had a ballot printing error of absentee ballots. The General Registrar had a
170 scheduling conflict but did provide an analysis of the situation. Their response and
171 resolve was rapid, forthright, and appropriate. The error was caught during ballot
172 proofing at ELECT and at the local level. There were approximately 17 voters affected
173 and new ballots with the corrected information were generated and mailed.

174 Commissioner Cortés stated that the City of Hampton had an issue with absentee
175 ballots. Commissioner Cortés stated that the vendor sent a packet of test marked ballots
176 for L & A testing and those ballots accidently were sent to voters who requested absentee
177 ballots. Commissioner Cortés stated that the General Registrar, Tara Morgan and the
178 vendor representative for PrintElect, Gary Fox, were present and available for questions.

179 Tara Morgan, General Registrar of the City of Hampton approached the podium.
180 Ms. Morgan explained the situation and circumstances around the test ballots accidently
181 being mailed to voters. Ms. Morgan stated that she notified her electoral board
182 immediately regarding the error. Ms. Morgan explained that an envelope of test ballots
183 was unknowingly included in the box of ballots received by the General Registrars'
184 Office. Ms. Morgan stated that Terry Wagoner, ELECT Absentee Ballot Coordinator,
185 came to the office and assisted with the reconciliation of ballots and assisted with the

186 resolve. The City of Hampton Electoral Board Members thanked Ms. Wagoner for her
187 assistance and spirit of calm resolve. ELECT drafted a letter that was sent to all absentee
188 voters regarding the situation asking the voters to call the office. Ms. Morgan stated that
189 additional training will be conducted with the local absentee ballot coordinator. Ms.
190 Morgan apologized for the error and any inconvenience cause to the voters. Chairman
191 Alcorn expressed that SBE was appreciative of the collaborative effort and the ownership
192 accepted by the City of Hampton regarding the error. Chairman Alcorn stated that the
193 "Lesson Learned" was that absentee ballots should be mailed separately. Vice Chair
194 Wheeler stated that all the localities will learn from this error and Ms. Morgan will look
195 to the City of Hampton as a leader.

196 Gary Fox, PrintElect Representative, approached the podium. Mr. Fox stated that
197 hence forward the test ballots will be mailed in a separate container marked clearly as
198 coding material. Mr. Fox explained that the ballots are marked in advance so that the
199 locality can test their equipment prior to Election Day. Mr. Fox provided samples of the
200 test ballots to the Board Members and stated that the text "Test" will be clearly mark in
201 the two upper corners of the test ballot. Commissioner Cortés stated that ELECT is
202 developing new protocols that will assist general registrars as they transition to paper
203 based ballot systems.

204 Commissioner Cortés stated that there were ballot printing issues on Election
205 Day, noting that Arlington County experienced the need to print emergency ballots for
206 their voters due to a shortage of ballots. Commissioner Cortés stated that Arlington
207 County General Registrar, Linda Lindberg, was invited to this meeting to discuss
208 "Lessons Learned" and declined the invitation sending a letter indicating this intent.
209 Commissioner Cortés stated that the localities were asked to print extra ballots as there
210 was an indication that there was a probability of high voter turnout. Commissioner
211 Cortés requested that Mr. Stenbjorn address the situation of ballot printing.

212 Mr. Stenbjorn stated that ELECT reviewed the historical data on voting trends in
213 other states similar to Virginia and ELECT noted that some localities experienced 40%
214 voter turnout. ELECT reviewed localities that did not order ballots to cover at least 60%
215 of their voters. Chairman Alcorn stated that SBE does have the authority to review ballot
216 orders, and the risks are too high for issues, if the right amounts of ballots are not

217 ordered. Vice Chair Wheeler inquired if any of the localities ran out of ballots.
218 Commissioner Cortés stated that Arlington County ran out of preprinted ballots and did
219 have to use emergency ballots. These ballots had to be hand counted at the close of polls.
220 Secretary McAllister asked about the cost of printing ballots. Commissioner Cortés stated
221 that the costs were nominal: approximately $00.20 per ballot. Commissioner Cortés
222 stated that a record setting turnout will occur this November and the Department will
223 recommend that localities order ballots at a ratio of 100% of their registered voters.
224 Commissioner Cortés stated that emails were sent to the field regarding the information
225 on printing emergency ballots and monitoring precincts for the need of those ballots.
226 Commissioner Cortés invited Greg Riddlemoser, General Register of Stafford County to
227 the podium to discuss his counties preparation for Election Day.

228 Mr. Riddlemoser approached the podium. Mr. Riddlemoser stated that Stafford
229 County is a paper based system and it is difficult to monitor voter turnout. Mr.
230 Riddlemoser stated that they order 40% for each party's primary. Mr. Riddlemoser stated
231 that the timing of ordering the ballots from the vendor is essential. Mr. Riddlemoser
232 stated that you could have a logistical problem if the number of ballots ordered does not
233 fit the needs of the precincts which are difficult to predict. Mr. Riddlemoser stated that in
234 the *Code* and in guidance a pdf of the ballot is down loaded on to the computer. Mr.
235 Riddlemoser stated that when the precinct would call with an issue the office would
236 check the voter turnout numbers and therefor monitoring and constant analysis of
237 available ballot numbers was occurring throughout the day. Mr. Riddlemoser stated that it
238 is important to have a printer source available and the support of the emergency
239 management department. Mr. Riddlemoser stated that it is important to have all resources
240 and support on alert in case the plan for delivery is activated. Chairman Alcorn noted that
241 the plan Mr. Riddlemoser had in place for the printing of emergency ballots was excellent
242 and the relationships with local authority was commendable. Chairman Alcorn asked if
243 there were any other suggestions. Mr. Riddlemoser stated that it is important for general
244 registrars to have the financial support of their localities. Secretary McAllister asked if
245 the pool of election officers was high enough to support the upcoming elections in 2016.
246 Mr. Riddlemoser stated that all localities need assistance with the recruitment and
247 retention of election officers. Commissioner Cortés stated that ELECT has entered into a

248 partnership with the Bipartisan Policy Center (BPC) which will assist with data tracking
249 on varying parameters; such as how many people were in line. This will assist with trends
250 and patterns that effect the polling locations as related to Election Day preparation.
251 Chairman Alcorn thanked Mr. Riddlemoser for his time and sharing of information to
252 benefit the election community.

253 Chairman Alcorn moved *that SBE go into recess until 12:50PM.* Vice Chair Wheeler
254 seconded the motion and without public comment the Board unanimously approved the
255 motion. The Board went into recess at 12:35PM. Chairman Alcorn moved *that the Board*
256 *reconvene at 12:55PM.* Vice Chair Wheeler seconded the motion and without public
257 comment the Board unanimously approved the motion.

258 The next order of business was a presentation by Clyde Mathews, Legal Director of
259 the Disability Law Center of Virginia (DLCV). Mr. Mathews stated that states are required
260 by law to designate a protection advocacy program for the rights of people with disabilities.
261 Mr. Mathews provided an overall of the program and stated that the agency assists general
262 registrars on ADA compliance. Mr. Mathews stated that the staff visited 31 localities and
263 surveyed 202 polling locations on March 1, 2016. Mr. Mathews provided summaries of the
264 findings stating that 20% of the sites were not accessible. Mr. Mathews stated that each of the
265 General Registrar's surveyed will receive a detailed letter outlining the findings of DLCV.
266 The goal of the program is to improve ADA accessibility before Election Day. Mr. Mathews
267 stated that hopefully site selection will improve regarding accessibility. Mr. Mathews stated
268 that: (i) SBE should impress upon the General Registrar's that it is their legal responsibility
269 to select polling sites that comply with ADA, (ii) SBE should allow access to all polling
270 locations to access suitability under ADA, and (iii) if SBE through a policy statement, could
271 recognize DLCV has a role in assuring that the polling locations are ADA accessible. Mr.
272 Mathews noted that during the visits several election officials, when asked: "how would a
273 voter exercise curbside voting at this location and do you have an alternative voting machine
274 available for persons with visual impairments?" did not have clear guidance or did not know
275 how to operate the curbside voting equipment. Mr. Mathews stated that DCLV received
276 three complaints regarding accessibility on Election Day.

277 Chairman Alcorn inquired if there were HAVA funds available to assist the localities
278 in meeting ADA requirements. Commissioner Cortés stated that funding is almost depleted
279 and the localities did receive reimbursement monies to cover ADA equipment already

280 purchased. Secretary McAllister thanked Mr. Mathews for the information and stated that it
281 is important that Virginia is compliant with the ADA to serve all voters in the
282 Commonwealth. Commissioner Cortés stated that the Department of Justice has been
283 increasing ADA enforcement and voters often do not know about the availability of
284 equipment. Commissioner Cortés stated that it would be beneficial for SBE to provide
285 direction and access to polling locations through regulations as there are entities that need
286 access in order to meet their legal mandates. Commissioner Cortés stated that there needs to
287 be a greater focus on accessibility. SBE Board Members thanked Mr. Mathews for his time
288 and dedication to the efforts of increasing awareness of the accessibility and for his concern
289 for the voters of the Commonwealth. Chairman Alcorn asked if there were any public
290 comments. Walt Latham, York County General Registrar and Greg Riddlemoser, Stafford
291 County General Registrar provided public comment.

292 The next order of business was the General Registrar's Full-Time Request presented
293 by Martin Mash, ELECT Policy Advisor. Mr. Mash stated that Charles City County, City of
294 Covington, and the City of Emporia Electoral Boards have requested temporary full-time
295 status for their general registrars. Chairman Alcorn moved *that the Board approve the*
296 *requests from the Electoral Boards for the three localities for the time period noted in the*
297 *Board Working Papers.* Vice Chair Wheeler seconded the motion and without public
298 comment the Board unanimously approved the motion.

299 The next order of business was the Periodic Review of Regulation – Chapters 60 &
300 80 presented by Myron McClees, ELECT Policy Analyst. Mr. McClees stated that the
301 periodic review started in 2013. Mr. McClees stated that the request is to place these two
302 chapters out for public comment to review out dated terminology and change of name from
303 the State Board of Elections to the Department of Elections. Mr. McClees review the changes
304 needed as a result of litigation and legislation. Mr. McClees stated that guidance was sought
305 from the Office of the Attorney General to ensure that the process was complete and
306 conducted correctly. Commissioner Cortés stated that the comments received will be
307 presented to SBE for consideration and the Board will vote on final adoption. Vice Chair
308 Wheeler requested that a communication be sent to the field to notify the elections
309 community of the open comment period. Chairman Alcorn moved *that the Board seek public*
310 *comment, for a period of 21 calendar days, on the proposed amendments to its regulations in*
311 *Chapters 60 & 80 to implement recommendations received from the Department of Elections.*

312 Secretary McAllister seconded the motion. Chairman Alcorn asked if there was public
313 comment. Greg Riddlemoser, Stafford County General Registrar and Walt Latham, York
314 County General Registrar provided comment. Chairman Alcorn asked if there were
315 additional comments and there were none. The Board unanimously approved the motion.

316 The next order of business was the Recodification of §24.2, Election Laws, presented
317 by Martha Brissette, ELECT Policy Analyst. Ms. Brissette stated that recodification of §24.2
318 occurred in 1970 & 1993. Ms. Brissette stated that during the January 2016, SBE meeting the
319 subject of recodification was discussed as a result of the GREB Workgroup charge for 2016.
320 SBE requested additional details regarding the process. Ms. Brissette provided an example of
321 the need to recodify that is a result of technological changes over the last 20 years. Ms.
322 Brissette stated that the complexity of the code hinders compliance. Ms. Brissette stated that
323 the process can take about two years. Ms. Brissette stated that the Virginia Division of
324 Legislative Services (DLS) provides staff support. Ms. Brissette stated that the ELECT staff
325 would have a labor intensive effort to update the guidance documents once the recodification
326 occurred. SBE expressed concern that the recodification effort would occur prior to the
327 November 2016 elections and task the ELECT staff at an inappropriate time. Ms. Brissette
328 stated that the letter to the Virginia Code Commission could request a start time. Chairman
329 Alcorn moved *that the Board direct the Commissioner to prepare a letter to the Chair of the*
330 *Virginia Code Commission requesting recodification of Title 24.2 as soon as the*
331 *Commission's schedule will allow and offering the support of the Department of Elections*
332 *policy team.* Vice Chair Wheeler seconded the motion and without public comment the Board
333 unanimously approved the motion.

334 The next order of business was the 2016 Presidential Election Preparation and
335 Planning presented by James Alcorn, SBE Chairman. Chairman Alcorn stated that the
336 process of establishing the goals of SBE over the next year was discussed previously.
337 Chairman Alcorn stated that he previously asked the election community for a list of
338 priorities for SBE for the upcoming year. The comments and suggestions have been compiled
339 into a document presented to members. Chairman Alcorn discussed the top three to five
340 topics to address. Chairman Alcorn stated that it is important to realize that there is a
341 difference between what the Department will complete and what SBE will address. Chairman
342 Alcorn stated that each SBE member will be assigned different topics similar to the
343 workgroups with each member having input with each of the workgroups. SBE members

discussed each of the opportunities for development. Chairman Alcorn asked for public input regarding the selection of topics.

Robin Lind, Goochland County Electoral Board Secretary stated that the most important subject is funding to ELECT, as currently, the lack of funding is hindering the efforts of the Department. Commissioner Cortés stated that the message that ELECT is suffering is clear and the proposed budget does have funds for outreach. The Department is preparing for the shift away from HAVA monies and ELECT is developing programs to allow in-house technology that will generate savings to the agency. Commissioner Cortés stated that the Governors' Office is supportive and when a need arises they have provided the resources. ELECT has worked diligently to educate the General Assembly and its' members on the budget concerns of the agency and how it relates to existing needs and future needs with newly enacted legislation.

Felix Sarfo-Kantanka, Deputy Secretary of Administration (SOA), approached the podium. Mr. Sarfo-Kantanka stated that the time and efforts of the SBE members is valuable and there are times when the SOA will reach out to ELECT and times the SOA will reach out to members of SBE. Mr. Sarfo-Kantanka stated that all stakeholders are involved on matters of legislation.

Chairman Alcorn concluded the discussion on the assignment of topic areas for board members to adopt.

SBE Board members chosen assignments:

- Chairman James Alcorn – Voter Registration Application-Substantial Compliance
- Vice Chair Clara Belle Wheeler – Education & Training
- Secretary Singleton McAllister – Polling Place Selection – ADA Compliance

Commissioner Cortés stated that ELECT will be in contact with SBE members to brief members on what the Department has initiated in each of the chosen areas and a discussion of timeline and goals will ensue.

Chairman Alcorn asked if there were any public comments. Bill Bell, Isle of Wright Electoral Board Secretary and Greg Riddlemoser, Stafford County General Registrar provided comment.

Chairman Alcorn asked if there were additional public comments and there were none.

Chairman Alcorn moved *that the Board adjourn*. Secretary McAllister seconded the motion and without further comment the Board voted unanimously to adjourn.

The meeting was adjourned at approximately 4:35PM. The Board shall reconvene on April 9, 2016 at 8:45AM in Hot Springs-Homestead, Virginia.

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Secretary

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Chair

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Vice Chair

Chairman Alcorn moved *that the Board adjourn*. Secretary McAllister seconded the motion and without further comment the Board voted unanimously to adjourn.

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Secretary

Chair

Vice Chair