

## Bristol Virginia Electoral Board

### Meeting Minutes

July 26, 2019

*Present:* Sarah Williams, Chairman; Joyce Kistner, Vice-chair and Acting Secretary and General Registrar, Penny R. Limburg

*Next meeting:* Not yet scheduled

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1. **Call to Order** – The meeting was called to order at 10:07 a.m. by Chair, Williams for the primary purpose of conducting the evaluation for the General Registrar.
2. The first order of business was to designate an acting secretary due to the vacancy in the office. Williams made a motion to designate Kistner as the acting secretary. All were in agreement. Of note, the registrar received notification just prior to the meeting that Kevin France has been appointed to the electoral board. A reorganization meeting will be set in the near future.
3. Approval of the minutes from June 12, 2019. Williams made a motion to approve the minutes with a second from Kistner. The motion passed and the minutes were file for record.
4. **New Business.** The registrar gave a report on the recent summer workshop which she and the deputy registrar attended. She stated it was a good session and focused on the basics of good business practices for registration, absentee voting, candidate paperwork and other topics. One of the most relevant topics was the presentation on conducting a risk-limiting audit which is now required once every five years according to the law. Bristol has volunteered to host a Pilot Audit August 5, 2019 for the 5<sup>th</sup> District House of Delegates Primary from June.

**No Excuse Absentee.** The board then discussed some preliminary plans considered by the registrar to accommodate the new law pertaining to early/no excuse voting to begin prior to the Presidential Election in 2020. The registrar suggested that renovating the current office space could be an option in addition to using the council chambers located in City Hall.

**Registrar Performance Review.** Williams asked for a motion to go into closed session to discuss the review. Upon a motion made by electoral board member Kistner, and seconded by Chair Williams, and passed by a vote of the Electoral Board, the Electoral Board went into closed session pursuant to Section 2.2-3711(A) (1) of the Code of Virginia for the "(discussion, 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;..."

Upon agreement that the review was completed, the Board exited the closed session and reconvened in open session at 11:19. Upon a motion by Williams to call the roll to verify that no business other than the review was discussed in the closed session, seconded by Kistner, Acting Secretary Kistner called the roll. The following members voted aye:

Sarah Williams  
Joyce Kistner

Regarding the review, Chair Williams stated that Ms. Limburg had done an overall excellent job and has exemplary skills and knowledge of the established techniques, materials and equipment, is super organized, and pays attention to detail. She also stated that Ms. Limburg's work has earned the respect of local coworkers as well as that of her colleagues regionally and at the state level.

Limburg stated that although it had been a challenging year due to many changes in the board, she enjoyed the support of the Electoral Board Members and looks forward to working together in the future.

5. **Old Business.** None.

6. **Public Comment.** There was none.

7. **Announcements.**

- August 5, 2019 at 10:00 a.m. – Risk limiting audit pilot of 5<sup>th</sup> District HOD to be held in Washington County in the Government Building
- August 7, 2019 – Electoral Board and registrar to attend the Electoral Board Regional Meeting in Salem, VA
- August 12-14 – Registrar to attend VRAV Association Workshop
- HB2178 State Board of Elections to develop security standards for safety and security of VERIS; Electoral Board to develop plans and procedures to uphold the security and submit the plan by March 1, 2020
- The registrar has been selected to be a mentor on the VERIS workgroup

8. **Adjourn.** There being no further business, the meeting was adjourned at 11:49 a.m.

**Joyce Kistner, acting secretary**

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Signature