

## Westmoreland County Electoral Board

### Minutes – January 17, 2019 Voter Registration Office

The meeting was called to order at 9:35 a.m. Those in attendance were Barry Millward, Sharon Vassiliades, David Norms (new Board member), Dawn Jenkins (new General Registrar), and Anita Davis

#### Overview

The Board welcomed its new member and provided him a short overview of the functions of the electoral board. This included number of voters and precincts in the county, remuneration, meetings, officer of election duties, logic and accuracy testing, training and activities on election day and the canvass.

#### Organization

Following discussions about the duties of each position on the board, motions were made that Barry Millward continue to serve as Chairman, that Sharon Vassiliades continue to serve as Secretary, and that David Lorms serve as Vice Chairman of the Board. These motions were seconded and carried.

#### Minutes

Minutes for the November 29, 2018, meeting were reviewed and approved.

#### Board Meetings

Board meetings were scheduled for January 31, 2019, and the 1<sup>st</sup> Thursdays in March, April, May and June.

#### Training

VEBA March 2019 meeting at the Homestead - The Chairman discussed the meeting and advised that he would not be attending due to associated costs and lack of information available via an agenda.

ELECT's mandatory training usually held the latter part of June in Richmond – The Board discussed need to promptly register for the training as soon as ELECT announces the dates. Recent history shows that popular classes as well as lodging fill up almost instantaneously once plans are announced.

#### Election Preparation - Possibility

It doesn't appear there will be a primary election in June, however, parties have until the end of February to advise ELECT of their intentions. The Secretary drafted an Elections Procedure Checklist to illustrate various procedures involved in putting on an election.

**Voter Registration Office**

The Assistant Registrar has scheduled networking visits for herself and our new Registrar with the Registrars from Lancaster and Essex counties.

Reported on the following requests received:

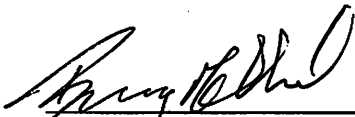
County Administrator call for 2019-2020 budget requests to be submitted prior to February 15.

ELECT request for localities to review/update the Annual Voting System Security Plan and submit copy of the plan via email by March 1.

Division of Legislative Services request for Precinct Information and Verification to be used in Part 2 of the 2020 Census Redistricting Data Program. The request also provided information on legislation that froze precincts (prohibiting almost all changes in precinct boundaries) between February 1, 2019 and May 15, 2021.

Campaign finance reporting requirements.

The meeting adjourned at 12 noon.



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Barry Millward, Chairman



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David Lorms, Vice Chairman



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Sharon Vassiliades, Secretary