

**Minutes
Norfolk Electoral Board
April 23, 2018**

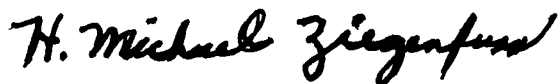
The Norfolk Electoral Board met at 10:00 a.m. on April 23, 2018. The meeting was attended by Chairwoman, Barbara Klear; Vice Chairman, Michael Khandelwal; Secretary, H. Michael Ziegenfuss; and Stephanie Iles, General Registrar.

The Board meeting was called to order by the Chairwoman at 10:01 a.m. Order of business before the Board:

1. **Campaign Finance Update:** The Registrar advised that three (3) candidates had submitted late campaign finance reports – Carlos Clanton, Leon Rouson, and Donald Roby, Jr. Each will be assessed a \$100 penalty for not submitting their campaign finance report by the required April 16th deadline. One candidate, William Collins, Jr. failed to submit a campaign finance report. Mr. Collins will also be assessed a \$100 penalty for failure to file his campaign finance report. Candidate campaign finance reports are also due today, April 23rd.
2. **Post-election Audit preparations:** The Board reviewed and discussed information on the best way to conduct a Risk Limiting Audit (RLA). The Registrar will submit a proposal letter to the members of the Virginia State Board of Elections and Commissioner of Elections on behalf of the Norfolk Electoral Board (Please see attached). The State Board is expected to meet on April 25th. At that time, they will review the Norfolk Electoral Board's request for a post-election RLA of the May 1, 2018 General Election.

The meeting adjourned at 11:14 a.m.

Respectfully submitted,

A handwritten signature in black ink, reading "H. Michael Ziegenfuss". The signature is written in a cursive, flowing style.

H. Michael Ziegenfuss, Secretary