

## Albemarle County Electoral Board

### Virtual and In Person Meeting

August 18, 2021

Location: Albemarle County Office Building, 5<sup>th</sup> Street

Attendance: Jim Heilman, Michael Rodemeyer, Peter Wurzer, Jake Washburne, Erin Davis, Lauren Eddy, and Anne Schermerhorn

Observers: Pat Cochran and Sue Lewis, League of Women Voters; Clara Belle Wheeler

The meeting began at 9:01 am.

Peter made the following statement: This meeting is being held pursuant to and in compliance with the Continuity of Government Ordinance adopted by the Albemarle County Board of Supervisors. The following individuals are physically and electronically present: *(Jim, Peter, Jake, Erin, Lauren and Clara Belle were physically present. All others were electronically present.*

The agenda was unanimously adopted.

The minutes for July 14 were unanimously approved.

Question from Observer. Pat asked whether we have had inquiries from certain citizen groups about attending our meetings (as have other localities). We answered “no, not so far.”

“Election Force” election officer software management tool. Erin has been working “to get the kinks out” of our new management tool. She and Anne are working on having it running correctly for people who will be working our Early Voting site. It will be used for training and tracking – among other things.

Election Officer Training. Jake said that we need two scenarios for training because of potential COVID changes. Michael said he has five days reserved for potential in-person training at the Northside Library. They are October 4, 5, 14, 18, and 26 – all from 6 pm to 9 pm. The conference room there is rated for a maximum of 100 people. Peter suggested that we have a fallback plan in place. Jake said we may be able to use Room B in the County Office Building – 5<sup>th</sup> Street but that it is rated at a maximum of 10 people. Anne talked about training being available through the Election Force program (discussed above). Discussion ensued on how the Election Force on-line training dovetails with regular training.

#### Preparations for November 2 General Election.

- Personal Protective Equipment. Jake said that we don’t know if we are getting more PPE from the Dept. of Elections (ELECT). He said that we will probably have to follow similar guidelines to what we did last November.
- Masking. Jim opined that we need more firm and straightforward guidance on the issue of whether voters will be required to wear a face-covering. Jake agreed that we have confusing guidance from ELECT, the Governor, UVA and the School System. He said that he would discuss the issue with our regional representative from ELECT.
- Early Voting. Staff said that we are planning to use 4 electronic pollbooks and 12 election officers each day for early in-person voting at the County Office Building – 5<sup>th</sup> Street. Erin said that staff is working now on signing up election officers to serve in early voting. It was noted that, following County Government requirements, all people working at early voting will be required to be fully vaccinated against COVID-19 or take regular tests. Discussion ensued on

how to enforce this. As with last fall, we will have early voting open 8:30 to 5 on Monday, Wednesday, and Friday, and that we will stay open until 7 pm on Thursdays and open at 7 am on Tuesdays.

- Sunday Voting. Jim said that he is still waiting to hear from a minister who used to be a Chief Election Officer about the degree of interest among area churches in having a Sunday early voting day. Discussion ensued. There was consensus that *if* we decide to hold one, the best time would be from 12 to 4 pm on October 24.
- Split Shifts for Election Officers. Discussion was held on whether to allow Election Officers to work half-day shifts. Sue Lewis described to us how the City of Charlottesville handles split shifts. Peter asked for turnout statistics based on time of day to see how that might affect people doing half-day shifts. Michael suggested that we consider requests for split- or half-day shifts on a case-by-case basis for now but look at making a concrete policy for the future. This suggestion had consensus.
- September 3 Activities. As currently planned, we will receive training on our new ExpressVote ADA compliant machines, and we will conduct Logic and Accuracy testing on the machines that will be used in early voting.
- Order for Ballots. Anne has determined how many ballots to order for each of our 9 different ballot styles for the November 2 election. In total, we are ordering enough ballots for about 74% of our active registered voters. It was noted that we will have to provide customized training for our Officers working our early voting site to ensure that they are accurate in handing the correct ballot to each voter.

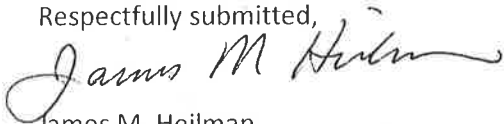
Executive Session. Michael moved the following: RESOLVED, that the Board enter into executive session for the purpose of discussion and consideration of the appointment, assignment and performance of one or more current and prospective Albemarle County election officers for the election cycle that begins on March 1, 2021, as provided by Section 2.2-3711.A.1 of the Code of Virginia. The motion passed unanimously. The Board went into Executive Session at 10:28 am.

The Board came out of Executive Session at 10:37 am. (The following participated in the Executive Session: Jim, Michael, Peter, Jake, Lauren, and Erin.) Michael moved the following: RESOLVED, that to the best knowledge of each member of this Board (i) only public business matters lawfully exempted from the open meeting requirements of Chapter 37 (Virginia Freedom of Information Act) of Title 2.2 of the Code of Virginia and (ii) only such public business matters as were identified in the motion by which today's executive session was convened were heard, discussed or considered in the executive session. The motion passed unanimously.

Jim moved the appointment of 5 new election officers of Albemarle County for a period of one year beginning March 1, 2021. The motion passed unanimously. Their names will be attached to these minutes.

The meeting was adjourned at 10:45 am.

Respectfully submitted,



James M. Heilman  
Secretary, Albemarle County Electoral Board