

## Albemarle County Electoral Board

### Virtual and In Person Meeting

September 1, 2021

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

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

Observers: Pat Cochran and Sue Lewis, League of Women Voters

The meeting began at 9:23 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 were physically present. All others were electronically present.)*

The agenda was unanimously adopted.

The minutes for August 18 were unanimously approved.

Election Officer Pay Increase. Jake discussed the budget situation and said that we can't do a pay increase for regular Officers until the next fiscal year. However, he thinks it would be possible to do one for Chiefs and Assistant Chiefs for this November. Discussion ensued. Unanimous consensus was to give a \$20 increase to Chiefs and \$10 increase to Assistants (assuming the budget allows).

Election Officer Training for November. Jake said that our training modality – virtual, in-person, or hybrid – was still uncertain due to the COVID pandemic. All agreed that using the Northside Library for in-person training is our number one option. It was also agreed to do electronic poll book training in a “lab” setting in the County Office Building – 5<sup>th</sup> Street. We also agreed to have one day of training for Chiefs.

Election Officer Recruitment. Peter asked how we are doing in getting enough officers for early voting and for November 2. Erin said she has heard back from about half the Chiefs and Assistants about working election day and that we are doing alright with recruitment for early voting.

COVID Protocols. It was stated that, for voters, the protocols will be the same as last year. Discussion ensued. Jim suggested an inquiry be made to UVA, which is currently requiring all people to be masked inside any UVA building. As to Election Officers, the County policy that all employees inside County buildings be vaccinated does not apply to them. Peter moved that we make no requirement that our Officers be vaccinated but that Officers be required to wear face coverings while on duty. The motion passed unanimously.

“Election Force” management software update. Anne said there were still some glitches in using the software to sign up Officers for early in-person voting. She is concentrating on using it for online training.

Preparations for November 2 General Election.

- Personal Protective Equipment. Staff are waiting to do an inventory of what we have in stock and what we may need to purchase.
- Early Voting. Staff said we have a good number of Officers who have signed up for early in-person voting. Jake has consulted with Bill Strother, the County's new Chief of Public Works about the parking lot set-up for early in-person voting.
- Sunday Voting. Discussion was held on whether to have a day of Sunday voting or not. It was decided to hold off on a final decision on this. Sue noted that there are voters who work six days a week, and it might be helpful for them.
- Witness Requirement for Mail Ballots. Unless the Governor declares a health state of emergency, it appears that mail ballots will once again require a witness signature. Michael opined that we may need to publicize this. Jake said that we perhaps should have an insert in the outgoing ballots reminding voters that they need to have this signature.

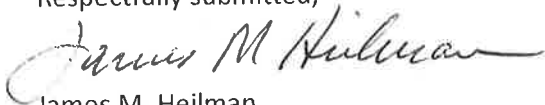
Executive Session. Michael moved the following: RESOLVED, that the Board enter into executive session for the purpose of discussion and consideration of the appointment, assignment and performance of one or more current and prospective Albemarle County election officers for the election cycle that begins 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 10:40 am.

The Board came out of Executive Session at 10:55 am. (The following participated in the Executive Session: Jim, Michael, Peter, Jake, 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 9 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 10:59 am.

Respectfully submitted,



James M. Heilman  
Secretary, Albemarle County Electoral Board