

Albemarle County Electoral Board

In-person and Virtual Meeting

May 10, 2022

Location: Albemarle County Office Building, 5th Street

Attendance: Jim Heilman, Michael Rodemeyer, Nancy Muir, Jake Washburne, Erin Davis, Lauren Eddy, and Jeania Oliver

Guests: Kerin Yates – League of Women Voters; Laurie Jones – Albemarle Democratic Party; Clara Belle Wheeler – Albemarle Republican Party

The meeting began at 9:45 am.

Nancy 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. (Board and select staff were physically present. *All others were electronically present.*)

Nancy introduced attendees.

The agenda was unanimously adopted.

The minutes for March 31, 2022 were unanimously approved.

June 21 Primary. Jake announced that we are ready for the 7th Congressional District Republican Primary that will only occur in the sliver of Free Union Precinct which has 35 registered voters. Staff ordered 50 ballots to be printed. Training for the Chief Officer was discussed. Jake said that we will use a paper pollbook so as to avoid programming the electronic pollbook. An election officer from Scottsville whom we wish to promote to Co-Chief or Assistant Chief is planning to shadow the Free Union Chief part of the day. Jim expressed the desire to write a letter to the Virginia Supreme Court – which put this sliver of Free Union in the Seventh Congressional District – and explain the ramifications to us and the taxpayers of what they did. Nancy and Michael agreed that we should do this. The issue of what Covid-related equipment should be used was discussed. It was decided to tentatively leave that decision up to Free Union Chief Officer John Shepherd.

Redistricting. Jake announced that we have almost completed the process of identifying – and getting approval from ELECT – all the street segments and voters affected. About 2,400 voters actually have changes in their precinct/polling place. However, all voters in the County will receive new voter cards because of changes in House/Senate district numbers that were made in the state redistricting process. Laurie asked when the new cards will go out. Jake replied that they will be mailed as soon as ELECT finalizes the data, but that it should be very soon.

Election Officer Management and other Software. Staff announced that they have rethought the proposed change from Election Force software (sold by Tenex) to Easy Vote software (see previous meeting minutes). Tenex really wants to keep our business and (1) promises to make needed changes to the software and (2) has offered to provide Election Force to us for free for this year. Erin talked about them simplifying the process before the November General Election. Erin said that Sign-up Genius was used as a stop-gap last year due to the problems with Election Force software. When fixed, Election Force software will take care of this function. Erin also said that they are working with Tenex to make the process easier for Election Officers. Staff is also looking at purchasing an inventory

management software product that is a stand-alone part of the Easy Vote software package. It would be used to keep an up-to-date inventory of all our equipment.

Chiefs' Manual Revisions. Michael reported that he and Erin are ready to send out the new paper version of the Manual to our focus group of Chief Election Officers.

Electronic Pollbook (EPB) Upgrade. Jake said that Demtech (which provides the software for our EPBs) now has all the component parts and are hoping to upgrade all our EPBs in June or July. This cannot be done until our County IT person replaces the hard drives in 70 of our EPBs. He has already replaced the drives in 40 of them.

Ballot-on-demand Printers. Jake announced that the five printers we ordered have been delivered to the vendor's (DemTech) warehouse and we should be able to get them soon.

Election Officer Training for November General Election. Nancy expressed her concern that we should start reserving rooms soon for the fall training – given how quickly rooms are reserved by other departments. Discussion ensued. Staff will work up some plan options on this.

Voting System Security Plan. Jake noted that this plan needs to be reviewed/updated by late July.

Executive Session. Nancy 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, 2022 , 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 11:02 am.

The Board came out of Executive Session at 11:13 am. (Only Board members and select staff participated in the Executive Session.) Nancy 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.

The meeting was adjourned at 11:14 am.

Respectfully submitted,

James M. Heilman
Secretary, Albemarle County Electoral Board