

Albemarle County Electoral Board

In-person and Virtual Meeting

June 1, 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; Cynthia Neff – Albemarle Democratic Party; Clara Belle Wheeler – Albemarle Republican Party

The meeting began at 9:54 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 May 10, 2022 were unanimously approved.

Registrar Office/Staff Overview. Jake announced that there were four applicants for the position of Assistant Election Manager. Lauren and Erin decided to hire Jonathan Garcia. He is scheduled to start work on August 1. Jake also announced that he plans a major “exit” email in which he will provide a detailed list of staff responsibilities.

June 21 Primary. For the “sliver” of 35 voters who are eligible to vote in the 7th Congressional District Republican Primary, we have had no voters or requests for mail ballots so far. There was a discussion of whether we need to employ our usual election officers for a Central Absentee Precinct. Jake said he will query the Department of Elections (ELECT) on whether we can simply appoint staff as Officers of Election to serve in this role. There was also discussion of whether the Free Union Polling Place should use personal protective equipment. It was decided to send them all of it but leave it up to them as to what they wish to use. There was also discussion of how to transport machines and equipment to and from Free Union. It was determined that the logic and accuracy testing of the ExpressVote machine for this primary will be conducted on June 3.

Redistricting. Jake announced that he has gotten approval from ELECT to send out voter cards to all County voters. Discussion ensued.

Election Officer Management and other Software. Erin announced that our vendor is still working on getting the system to where we want it to be. They are working now on the Early Voting sign-up system. Nancy asked if we can put an “Early Voting” sign-up tab on our website. Discussion ensued. In the discussion of how people go about signing up for early voting, staff discussed the problems with our Human Resources Department getting people in to the “system” and that these problems negatively impact our ability to put people to work in early voting in a timely manner.

Chiefs’ Manual Revisions. Erin and Michael have sent the draft paper copy to our focus group of Chief Officers and will be setting up a meeting with them to discuss it.

Electronic Pollbook (EPB) Upgrade. Jake said that DemTech (which provides the software for our EPBs) will install upgrades on our EPBs soon after June 21.

Ballot-on-demand Printers. Jake announced that DemTech will bring them to us after June 21.

Election Officer Training for November General Election. Lauren said that, if we are going to use COB-McIntire for training this fall, we will need a room there for storing training materials and equipment. Jake will ask what spaces might be available. We will be looking for six available nights plus possibly a make-up session.

Voting System Security Plan. Jake will update the plan and send it to us EB members.

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 11:05 am.

The Board came out of Executive Session at 11:32 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.

Jim moved the appointment of 25 new officers of election for one-year terms beginning March 1, 2022.

The meeting was adjourned at 11:14 am.

Respectfully submitted,

James M. Heilman
Secretary, Albemarle County Electoral Board