

Albemarle County Electoral Board

In-person and Virtual Meeting

September 15, 2022

Location: Albemarle County Office Building, 5th Street

Attendance: Jim Heilman, Michael Rodemeyer, Sylvia Flood, Erin Davis, Lauren Eddy, Jonathan Gil Garcia, and Jeania Oliver

Guests: Abigail Turner – Albemarle Democratic Party; Clara Belle Wheeler – Albemarle Republican Party; Charles House

The meeting began at 9:31 am.

Sylvia Flood 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. *(All were physically present.)*

The agenda was unanimously adopted.

The minutes for the August 30 meeting were unanimously approved.

Reorganization. Sylvia Flood was welcomed as the new Electoral Board member. Jim moved to thank Nancy Muir (who has resigned) for her service on the Board. Michael moved the election of Sylvia Flood as Chair of the Electoral Board, Jim Heilman as Secretary, and Michael Rodemeyer as Vice-chair. The motion passed unanimously.

Charles House asked about our ability to produce “Cast Vote Records” as has been requested in several recent Freedom of Information Act requests. It was noted that our current optical scan software does not support the production of cast vote records. He asked if we could include such software in our next budget request. Clara Belle asked about the cost for this. Lauren said that it would be an initial cost of \$15,000 or \$16,000 plus an as yet unknown on-going cost.

Electoral Board Office. Jim noted that, since our office in the County Office Building-McIntire Road was taken away from us in the spring, we were promised an expansion of the Registrar’s Office on Fifth Street to serve as an Electoral Board office. Lauren said that she has heard nothing further about this from the Facilities Department. We will continue to lobby the Department to get this done as soon as feasible after the November election.

Ranked Choice Voting. Michael noted that we have a request from members of the Board of Supervisors (BoS) for a meeting on this topic (localities now have the option of implementing a ranked choice voting system in their elections). Discussion ensued. Michael agreed to contact the BoS about setting up such a meeting and also put together a proposal outlining what would be necessary for implementation.

Ballot-on-Demand Printers. Lauren said that we still only have one of the five we ordered. Therefore, she has decided not to use them – as originally proposed – for Early in Person voting. Discussion ensued.

November General Election.

- PPE. Michael asked whether election officers should be required to be masked. Discussion ensued. Jim suggested it should be optional. We will discuss it with the election officers who will be trained for early-in-person voting. We will also discuss the use of sneeze guards.
- Logic and Accuracy Testing. Testing of machines for the polling places will be conducted Wednesday, October 12 at 9 am.
- Election Officers. Erin asked about precinct assignments for new officers. A short discussion of how many officers would be needed at each polling place was held. It was decided to have some people on call for E Day should they be needed.
- “Onboarding” of Election Officers. Lauren had a meeting with County Human Resources people to try to streamline this process as much as possible. Our officers will now be paid by the Payroll Department. Some HR people will come to our training sessions to help with the process.
- Woodbrook Chief and Assistants. For the November election, it was decided that Daniel Stern will be Chief Officer and Halsey Green and Stephanie Gentry Reynolds will be asked to be assistant chiefs.
- Training. We will hold a work session to plan our election officers training sessions on September 29.
- Chiefs’ Manuals. Michael says it is finished and asked us to take a look at it before it is printed.

Voter Card Mailing. Lauren said that Mailing Services of Virginia supposedly delivered our new voter cards to the post office last Friday. There was a discussion about whether we should send out voter cards or letter-size voter notices in the future. While the Board expressed a clear preference for sending out cards, there is a major problem in obtaining the correct-sized envelopes for the cards. The Board agreed that – until those envelopes can be found and purchased – we will send voter notices instead of cards. Clara Belle suggested that we print the notices on heavier card stock than a normal letter.

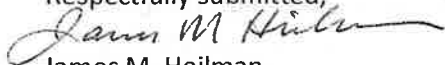
Executive Session. Michael moved the following: RESOLVED, that the Board enter into executive session for the purpose of discussion and consideration of the appointment, assignment and performance of one or more current and prospective Albemarle County election officers for the election cycle that begins on March 1, 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 12:19 pm.

The Board came out of Executive Session at 12:38 pm. (Board members and select staff participated in the Executive Session.) 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 38 new Officers of Election for the term of one year beginning March 1, 2022. The motion passed unanimously. Their names will be attached to these minutes.

The meeting was adjourned at 12:41 pm.

Respectfully submitted,



James M. Heilman

Secretary, Albemarle County Electoral Board