

Albemarle County Electoral Board

In-person and Virtual Meeting

May 9, 2023

Location: Albemarle County Office Building, 5th Street

Attendance: Jim Heilman, Clara Belle Wheeler, Sylvia Flood, Erin Davis, Lauren Eddy, Jonathan Gil, Steve Labus, and Jeania Pace

Guests: Kerin Yates, Sue Lewis, Laurie Jones, Doug Earle, John Lowry, Phil Hamilton, Nancy Muir

The meeting began at 9:00 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. Guests will have a maximum of three minutes to speak, either at the beginning or end of the meeting. The Board may waive the three minute rule. *(All were physically present, except for Kerin, Sue, Laurie, and Steve who were virtually present.)*

The agenda was modified and then unanimously adopted.

The minutes for the April 7, 2023 meeting were unanimously approved.

Provisional Ballot Work Session. The Board discussed the work session held two weeks ago. Staff noted that Chief Officers will be given their provisional ballot logs in pads; the Chief or ballot specialist will need to number the entries on the pads; they will be given a provisional ballot box; and they will be asked to bunch and rubber band their ballots according to type. It was also noted that they will be trained to access the street file that should be in their electronic pollbooks (EPBs) in order to ensure that a Same Day Registrant is voting provisionally in the proper precinct, although they will still be asked to call the office to verify that information.

Precinct Officer Rosters. Erin noted that the drafts of these should be going out this week.

June Primary Update.

- Logic and Accuracy Testing (LAT) has already been completed for the DS200 scanners and Express Vote machines that will be used in Early In Person voting, mail voting and provisional voting.
- LAT will be done on all machines for the precincts at 9 am on May 18.
- Ongoing problems with the scanning wands were discussed.
- So far, staff has mailed out 4,147 paper ballots, and emailed 93 ballots to those eligible for them.
- Election Official Training – Staff will send Board members a copy of slides used in last year's training. We will have a work session on training – tentatively set for May 30. {Editor's Note: This session was subsequently moved to May 31.} For Chiefs' training, we want to concentrate on (1) provisional ballots, (2) opening procedures, and (3) closing procedures.

Resolutions on Ranked Choice Voting. The Electoral Board was copied on two resolutions – one from the Albemarle County Republican Committee (ACRC) and one from the Albemarle Democratic Committee – that were sent to the Board of Supervisors. Discussion ensued. John Lowry explained the ACRC's position

on this. Other guests provided opinions on the matter. More discussion was held – partly on the proper role the Electoral Board should play in advising the Board of Supervisors on this matter. Finally, the Electoral Board expressed the opinion that we should gather more data on the issue that is not party- or agenda-driven and review said data after the June Primary.

Chiefs Election Eve Material Pick-up. There was discussion on where to have the pick-up and whether to try to get the Chiefs to sign up for time slots election eve afternoon so that they do not all come at once. Staff will work further on this and report back to us by or before May 30.

Electoral Board Meeting Times. At our last meeting it was agreed that we will try to meet on the second Tuesday of each month at 9:00 am when practicable. That time being problematic for some, we decided that we would try to meet on the second Thursday of each month at 9 am.

Executive Session. Sylvia 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, 2023, 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 11:14 am.

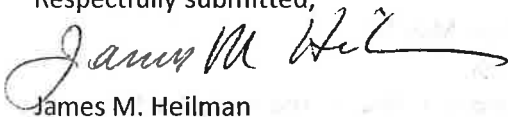
The Board came out of Executive Session at 12:10 pm. (Board members and staff participated in the Executive Session. For part of the session, only Lauren from staff was present.) Sylvia moved the following: RESOLVED, that to the best knowledge of each member of this Board (i) only public business matters 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 citizens as Officers of Election for a period of one year beginning March 1, 2023. The motion passed unanimously. Their names will be attached to these minutes.

Clara Belle expressed appreciation for Jeania putting together a “cheat sheet” for Early-in-person workers explaining the difference in procedure between regular voter registration and same-day registration.

The meeting was adjourned at 12:11 pm.

Respectfully submitted,



James M. Heilman
Secretary, Albemarle County Electoral Board