

Albemarle County Electoral Board

In-person and Virtual Meeting

July 11, 2023

Location: Albemarle County Office Building, 5th Street

Attendance: Jim Heilman, Clara Belle Wheeler, Sylvia Flood, Erin Davis, Lauren Eddy, Jonathan Gil, Steve Labus, Jeania Pace, and Anthony Bessette (Counsel for the Electoral Board)

Guests: Sue Lewis, Laurie Jones, Doug Earle, Kerin Yates, Karen Juul-Nielsen, and Carol Cutler

The meeting began at 10:47 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 Anthony, Sue, Kerin, and Steve who were virtually present.)*

The agenda was modified and then unanimously adopted.

The minutes for the June 8 meeting and the Provisional Ballot and Canvass meetings for the June 20 Primary were unanimously approved.

Executive Session. Sylvia moved the following: RESOLVED, that the Board, under Exemption 8, enter into executive session for the purpose of consultation with Counsel concerning the Freedom of Information Act (FOIA). The motion was unanimously approved. The Board went in to Executive Session at 10:59 am.

The Board came out of Executive Session at 11:52 am. (Board members, Counsel, and staff participated in the Executive Session.) 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.

Internal Review of Conduct of June 20 Democratic Primary. Sylvia noted a big improvement in Chiefs' receipt of materials on Primary Eve as well as improvement in the provisional balloting process. Jim noted that, because our polling places again struggled with booting up electronic equipment, we should have a goal of all polling places having all electronic equipment up and running by 6 am on election morning. Clara Belle agreed that we need to prioritize equipment setup. She further stated that she thinks every officer needs to know how to do every job in the polling place. Sylvia opined that the election night return of forms and equipment needs some improvement. Sylvia further proposed creating a working group of a few Chief Officers to discuss how to improve Chiefs' training. There followed a discussion of the Provisional Ballot Logs and how they may be improved.

November Training and Schedule. Lauren announced that it appears we will have to use the County Office Building – McIntire for most of our trainings due to lack of adequate rooms at COB – Fifth Street. There was consensus to have fewer training sessions for regular election officers than we did last year. Discussion ensued. Staff will work on establishing training dates.

Office Renovation. Lauren announced that work has started, albeit very slowly. The target date for completion is August 1.

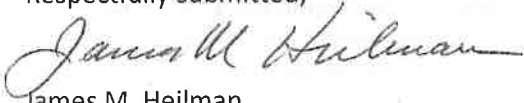
Executive Session. Sylvia moved the following: RESOLVED, that the Board enter into executive session for the purpose of (i) discussion and consideration of the appointment, assignment and performance of one or more current and prospective Albemarle County election officers for the election cycle that begins on March 1, 2023, and (ii) discussion of annual performance review of the General Registrar, and (iii) discussion of the Voting Systems Security Plan, 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 1:28 pm.

The Board came out of Executive Session at 3:40 pm. (Board members and staff participated in the Executive Session. For part of the session, only Board members were 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 13 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.

The meeting was adjourned at 3:42 pm.

Respectfully submitted,



James M. Heilman
Secretary, Albemarle County Electoral Board