

Albemarle County Electoral Board

In-person and Virtual Meeting

August 3, 2023

Location: Albemarle County Office Building, McIntire Road

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

Guests: Sue Lewis, Laurie Jones, Doug Earle, and Harold Klee

The meeting began at 10:30 am.

Sylvia Flood made the following statement: 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 Sue and Steve who were virtually present.)*

The agenda was unanimously adopted. Sylvia asked that any citizens planning to make a presentation should make it in person rather than virtually.

The minutes for the July 11 meeting were unanimously approved.

November Training and Schedule. There will be a work session on August 15 with select Chief Officers to plan for improved chiefs training. Lauren asked for Board members' availability for training in October. There was discussion of the need for a better chiefs' check-in process on election night. Sylvia opined that we may need more than one chiefs' training. There was consensus that we should have one or two chiefs' and assistant chiefs' training(s), one new officers' training, three regular trainings, and one make-up training. There will also be hands-on training on machinery. A representative from DemTech (which provides the electronic pollbook software) is willing to be here for the hands-on training. Discussion ensued.

Office Renovation. Lauren announced that work is on target for completion by September 1. {Editor's note: The last minutes (July 11) erroneously said the target was August 1.}

Provisional Ballots/Same Day Registration. Jim expressed concern that there may be changes in the processes and their forms, since there are two statewide work groups dealing with improving these processes. It is unclear when they will produce recommendations and if such recommendations would be adopted by the State Board and State Department of Elections (ELECT). Therefore, he moved that we delay printing any forms or envelopes dealing with these. The motion passed unanimously.

List Maintenance. Clara Belle said that several localities are using a form that Loudoun County developed for showing how voter registration list maintenance is done. The Registrar can record how many voters were added or deleted for each list maintenance mechanism. She will send us this form. Lauren said that letters to voters based on the National Change of Address Program were sent out about a week ago. ELECT plans to access this program twice a year.

Attorney General Opinion. It was noted that Sylvia and Jim finally received an opinion from the Attorney General on what registrars and electoral board members are allowed to do regarding speaking to third-party non-profit groups. They are indeed allowed to speak to them without violating Code Section 24.2-

124.1. This opinion was explained to guests. Since it affects all registrars and electoral boards, Lauren was asked to share it with all other registrars.

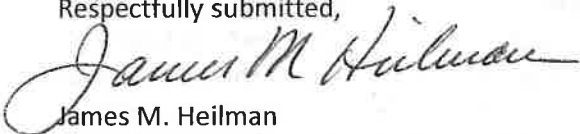
Executive Session. Sylvia moved the following: RESOLVED, that the Board enter into executive session for the purpose of (i) discussion and consideration of the appointment, assignment and performance of one or more current and prospective Albemarle County election officers for the election cycle that 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 11:47 am.

The Board came out of Executive Session at 1:17 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 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.

The meeting was adjourned at 1:21 pm.

Respectfully submitted,



James M. Heilman
Secretary, Albemarle County Electoral Board