

## Albemarle County Electoral Board

### In-person and Virtual Meeting

September 14, 2023

Location: Albemarle County Office Building, 5<sup>th</sup> Street

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

Guests: Jim Andrews – Board of Supervisors, Sue Lewis, Laurie Jones, Doug Earle, Kerin Yates, Karen Juul-Nielsen, Laurie Murphy, Kurt Burkhardt

The meeting began at 11:30 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.

Ranked Choice Voting (RCV). Jim Andrews made a brief presentation concerning the Board of Supervisors' interest in RCV, pointing out that, if adopted, RCV could potentially be used in the 2025 elections; that the public has shown interest; and that, if adopted, the mechanics for doing it would need to be in place in time for potential candidates to know about it. Lauren noted that she has not been notified by the State Department of Elections (ELECT) of any further guidance on adopting RCV. Sylvia provided some background and stated some of the issues involved. Lauren talked about cost of implementation and the need for a voter education campaign if adopted. Clara Belle reviewed some of the outcomes and problems in places that have used it. Jim noted his belief that the Electoral Board and Registrar should just be presenting the cost and other issues to the Board of Supervisors and not recommending a yes or no vote. Discussion ensued. Sylvia asked that we have until the first of the year to provide any additional information. Lauren noted that, for budgeting purposes, we need to know the Board of Supervisors' decision on this fairly soon.

The minutes for the August 3<sup>rd</sup> meeting were unanimously approved.

#### November 7 Preparation.

- The training schedule was reviewed.
- Sylvia discussed Chiefs' training and the work of the Chiefs' Work Group.
- There was discussion of whether there was a need for a training session for those doing pre-processing of mail ballots. Lauren noted that the Central Absentee Precinct (CAP) Chief handles this and sees no need for a separate training.
- Clara Belle complimented the CAP Chief and Assistant – Glenn and Debby Hahn – on their excellent work over the years.
- There was discussion of the number of mail ballots that will be sent out at the start of early voting.
- Jim asked that the staff come up with ideas for the regular election official training.
- Sylvia discussed the Chiefs' Manual and said that she wants to try to update the manual before the election.

- We approved a new Provisional Ballot Log.
- We discussed using the new numbered tape seals for the DS200 scanners that Lauren bought. We decided to use them as additional security for the machines.
- We discussed the "Election Integrity" sheet (explaining the security of the machines) that Michael Rodemeyer developed for Chiefs. We decided not to use his but to create a shorter version that Jim and Clara Belle will work on.
- We discussed who we could hire (most likely students) to assist with getting election materials to the Chiefs on election eve and sorting out the returned materials on election night.

Registrar's Office Budget. Lauren distributed a copy of her latest budget. Clara Belle noted that the budget comes under the purview of the General Registrar. Sylvia asked that we postpone discussing the budget until December.

Loudoun County Registrar Statistics Form. Clara Belle noted that this form is a good way to capture information such as new registrations and deletes. Lauren said that she could provide this form/information to the Board on a monthly basis.

Office Renovation. Lauren announced that work is complete and that staff is able to utilize space more efficiently now.

Staff Conference Reports. Lauren reported on the Voter Registrars Association of Virginia annual conference in Virginia Beach and on the Election Center's National Conference in Orlando. At the latter conference, Erin received her certification as a Certified Election/Registration Administrator. She was applauded.

Acceptable Spellings of Write-In Candidates Names. Jim noted that we have at least one bona fide write-in candidacy and that the Board needs to come to agreement on what spelling variants of the person's name we will accept as being a vote for that person. He will work on this.

Scottsville Town Council Candidate. Lauren explained that a person seeking to be a Town Council Candidate filed his paperwork on the deadline day for filing. The address on his filing was different than his registration address – which was not within the Town of Scottsville. Repeated attempts to reach him to rectify the situation were unsuccessful. Therefore she did not certify him to be on the ballot.

Meeting with Law Enforcement. Clara Belle asked if our regular pre-election meeting with law enforcement has been set up. Lauren responded that it is not yet set up but will happen in October.

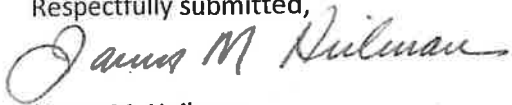
Executive Session. Sylvia moved the following: RESOLVED, that the Board enter into executive session for the purpose of discussion and consideration of the appointment, assignment and performance of one or more current and prospective Albemarle County election officers for the election cycle that begins 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 2:49 pm.

The Board came out of Executive Session at 4:06 pm. (Board members 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.

Jim moved the appointment of 30 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. Jim also moved approval of the list of Chief and Assistant Chief Election Officers for the November 7 election. The motion passed 2-0 with Clara Belle abstaining.

The meeting was adjourned at 4:09 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "James M. Heilman". The signature is written in dark ink and is positioned above the printed name.

James M. Heilman  
Secretary, Albemarle County Electoral Board

