

## Albemarle County Electoral Board

### In-person and Virtual Meeting

November 2, 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: Laurie Jones, Doug Earle, Karen Juul-Nielsen, Karen Walker and several Zoom attendees

The meeting began at 9:06 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 several Zoom attendees who were virtually present.)*

The agenda was unanimously adopted.

The minutes for the October 5<sup>th</sup> meeting were unanimously approved.

#### November 7 Preparation.

- Training for Central Absentee Precinct (CAP) officials will be conducted this Saturday, Nov. 4.
- Clara Belle thanked the staff for setting up the equipment for the various trainings that have been held.
- There was positive feedback on the hands-on Electronic Pollbook (EPB) training conducted by Donna of DemTech.
- There will be a last-minute instructions handout ready for Chief Officers when they come on Monday, Nov. 6.
- The three Board members all plan to be there all afternoon Monday when Chief Officers pick up their equipment.
- There was discussion of recruiting students to help with Chiefs' equipment pick-up on Monday and drop-off on Tuesday evening.
- There was discussion of student pages to help in certain precincts on Election Day. We only have a few, and they are virtually all from Western Albemarle High School.

Voter Use of Smart Phones. There was discussion of what directions we give to Chief Officers concerning voter use of smart phone after they receive their ballots. Jim moved that smart phones may not be used by voters if they disturb other voters or the voting process or are disruptive in any way. Voters should not be using their phones to talk after they have received their ballots. However, the Electoral Board and election officials cannot restrict silent use of phones by voters. The motion passed unanimously.

International Visitors. Karen Walker of the Presidential Precinct, a non-partisan organization headquartered in Charlottesville, said that four State Department-sponsored guests from Kazakhstan will be here for the election. She asked permission for them to visit two County polling places during the election. It was made clear that they will *not* be acting as election monitors but only as visitors. Jim moved to allow this, and the motion passed unanimously.

On-boarding Election Officials. Sylvia asked that, after the election, we hold a work session to review the overall process of accepting election official applications and then on-boarding those appointed.

Provisional Balloting and Canvass Processes. There was a wide-ranging discussion of how best to conduct these processes. Sylvia moved that we set in place a process by which (1) staff will review all provisional ballots, (2) document their findings, and (3) sign and date their documentation. The Board will then review the ballots based on that documentation. The motion passed two to one with Clara Belle dissenting.

Electoral Board Polling Place Visitation. Sylvia distributed a form for each of us to complete when we make each polling place visit on election day.

Questions for Board from Karen Juul-Nielsen. Karen asked the Board three questions. (1) How does the Board plan to address the problem of two-party parity among election officials? Sylvia answered that the parties have to do a better job of supplying us with lists of nominees – as mandated in the Code of Virginia. (2) Has the Board further discussed doing a Risk Limiting Audit after this election? The answer was no, we haven't discussed further. (3) How is the Board going to handle the appointment of election officials before the March 2024 Presidential Primary and who will be working as officials in Early-in-Person voting? The answer was that we will be working on that.

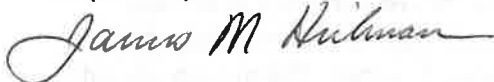
Executive Session. Sylvia moved the following: RESOLVED, that the Board enter into executive session for the purpose of discussion and consideration of the appointment, assignment and performance of one or more current and prospective Albemarle County election officers for the election cycle that begins 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 11:42 am.

The Board came out of Executive Session at 12:45 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 14 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 12:46 pm.

Respectfully submitted,



James M. Heilman

Secretary, Albemarle County Electoral Board