

Albemarle County Electoral Board

In-person and Virtual Meeting

December 12, 2023

Location: Albemarle County Office Building, 5th Street

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

Guests: Laurie Jones, Doug Earle, Liz Word-Glennie, Carol Cutler, Ann Brubaker, Nancy Muir and several Zoom attendees

The meeting began at 9:04 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.

Risk-Limiting Audit. We will not do one for this last election. There was discussion of the lack of communication from the Department of Elections (ELECT) and from the Virginia Electoral Board Association (VEBA) on this issue.

Cell Phone Usage at Meeting. Jim moved that all participants in this meeting turn off or put away their cell phones. The motion passed unanimously.

The minutes for the November 2nd meeting and November 8, 9 10, 13, and 14 Canvass and Provisional Ballot meetings were unanimously approved.

Georgetown Precinct. Liz Word-Glennie presented a request for a second assistant chief at the precinct. She believes it is necessary due to the increased responsibilities that chiefs and assistants now have. She would like this as soon as possible. Liz said she had someone in mind. Sylvia opined that, in the interest of parity, it should be someone representing the Republican Party. Jim moved that we appoint a second assistant chief at for Georgetown Precinct and take under advisement whom that person should be. The motion passed unanimously.

Review of Nov. 7 Election. The consensus was that we had no notable problems. There were some problems with scanning wands and receipt printers. Jack Jouett precinct had problems with Electronic Pollbooks (EPBs) in the morning. Clara Belle opined that the very first thing the polling places need to do election morning is get their EPBs and Scanners up and running. Discussion ensued. Rick Garnett (who was on Zoom) commented that he didn't feel the Chiefs in Early in Person voting knew the law. More discussion ensued.

Hotwash (election review with chiefs and assistants). The Hotwash to review the Nov. 7 election was set for January 10 from 6 to 8 pm – with food available starting at 5:30 pm.

March 5 Presidential Primary Preparation. Chiefs and Assistant Chiefs training was tentatively set for February 15. Sylvia discussed the Operations Manual revision. Chief Richard Banko has offered to take the lead on rewriting this. We hope to have it completed by the Primary.

Free Bridge Precinct. Chief Sam Carr is stepping aside. Larry Bouterie has been recommended as the new Chief. The Board will take this under advisement.

Party Parity. Rick Garnett announced that Albemarle Republican Chair John Lowry has sent questions to the Registrar regarding party parity among election officials. Discussion ensued.

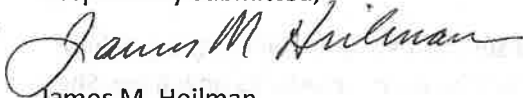
Executive Session. Sylvia moved the following: RESOLVED, that the Board enter into executive session for the purpose of discussion and consideration of the appointment, assignment and performance of one or more current and prospective Albemarle County election officers for the election cycle that begins 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 11:16 am.

The Board came out of Executive Session at 11:40 am. (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.

While the Board tentatively approved 10 new election officials, their official appointment will be held in abeyance until the February mass appointment so that their terms will start March 1, 2024.

The meeting was adjourned at 11:41 am.

Respectfully submitted,



James M. Heilman
Secretary, Albemarle County Electoral Board