

Albemarle County Electoral Board

In-person and Virtual Meeting

February 1, 2024

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: Sagar Pandit (Albemarle County IT Department), Bruce Kirtley, Norman Moore, Will Hueston, and various Zoom attendees.

The meeting began at 9:02 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.)*

Cyber Security for Board Members. Sagar Pandit noted that Lauren has requested County laptops and printers for each Board member. He said that, upon getting these, Board members will have to get cyber security training. The laptops will be hard-wired. Clara Belle moved that the Board continue to work with Lauren and the IT Department to go forward with this purchase. The motion passed unanimously.

Request from Hollymead Precinct. Will Hueston, Chief Officer at Hollymead, requested an additional Assistant Chief to the one he already has. He noted that additional election day requirements thanks to new laws require more expert assistance. He also noted that when he started as an election officer at Hollymead, there were two assistant chiefs but now there is only one. Sylvia listed some of those requirements. Will further noted that the addition of a large assisted-living facility in his precinct requires extra time for working with some of the voters. He would like this for the March 5 Primary because he will not be there. Discussion ensued. Sylvia asked what qualifications he would like a new assistant chief to have. He mentioned that he would like a person with exceptional "people skills" and one who can "look around corners." The Board approved the request for a second assistant chief at Hollymead.

March 5 Dual Presidential Primary.

- Chief and Assistants' Training. Sylvia reviewed a list of training issues she has developed. We set a work session for February 8 to "flesh out" the training session agenda. The training will be on February 15.
- Early Voting Update. Lauren announced that, as of this morning, we have had a total of 163 voters vote early in person since we started on January 19.
- Early Voting Staffing. Clara Belle asked why there are no staff positions left to be filled by people who want to work. Lauren explained that it is on a first come-first serve basis and all the slots filled up early.
- Handling Counted Ballots on March 5. It was decided that our precincts will not have to separate the counted ballots as they are taken from the ballot bin into Democratic and Republican ballots. They can all go in the same box, but the number of Democratic and number of Republican ballots will have to be recorded separately on labels on the outside of the counted ballots box. Sylvia asked why the officials in Early Voting are separating the counted ballots

daily. Lauren explained that it's just the way they started on January 19 and that, since there are so few ballots, it has not been problem for them to do it.

- Statement of Results (SoR) for Dual Party Primary. Erin presented the Board with a proposed "combined" SoR with both party primaries on the same page. Some slight modifications were made, and then it was adopted for use March 5.
- Training for New Officers. Staff noted that it has not been decided whether we need to hold this but, assuming we do, a date of February 22 was tentatively set for it.

Locality Election Security Standards. Lauren informed the Board that a new set of forms dealing with election security is now required by the State to be completed by the Board.

New Chief and Assistants' Operation Manual. We are close to making our deadline on this. Richard Banko should have final edits by tomorrow. The Manual will be available in PDF format as well as hard-copy.

Election Officer Appointment and On-boarding. Sylvia asked what kind of lists of election officer nominees the parties are supposed to give us. It was noted that the law is gray on this. Discussion ensued. There was discussion of a list recently supplied to us by the Albemarle Republican Committee Chair. Jonathan noted that many on the list are already election officers and some on the list responded that they are not interested in being officers. Sylvia noted that we need to make our lists available all the time. There was much discussion of exactly what list and in what format should be available and when. Sylvia said that what we owe the public is a list of election officers, the party they are representing, and the precinct to which that have been assigned. Since this list changes on an almost daily basis, she wondered if we can post updated lists on specific days of the week. Lauren said that she will be talking to our attorney, Anthony Bessette, next week about these issues and what, if any, contact information about election officers is allowed to be made public. Sylvia noted that we have been doing the best we can to make these rosters available to party members but that we still need to do better. Erin noted that she will have initial precinct rosters out to our Chief Officers by mid-to-late-next week.

Electoral Board Meeting Minutes. Clara Belle said that it would be helpful to have a bit more detail in the minutes. Jim said that he would try to do that.

Key Achievements. Sylvia developed a list of key achievements in 2023 and asked that they be included in the minutes. They are:

- The establishment of a precinct inventory system that ensures precincts have an adequate supply of supplies, equipment and accessories to successfully conduct an election.
- Established a process for Chiefs/Asst Chiefs to sign up to pick up their election material, equipment and accessories the day before elections. (Note: received high praise from Chiefs.)
- Established a process for Chiefs/Asst. Chiefs to drop off their election equipment, materials and supplies on the evening or next morning. this process processes the drop off process and assures all materials are received to conduct Canvass. (Note: Received high praise from Chiefs.)
- Created and delivered training for a. Chief's Overview; b. Provisional Ballots; c. EPB, DS200 and Express Vote set-up and operation. (Note: Received high praise from Chiefs.)

- Incorporated statistics on election performance to drive training.
- Successfully conducted a primary and an election in 2023.
- Created & implemented an electronic performance evaluation for Election Officials to evaluate their Chief (received well by EOs and Chiefs alike. The Chiefs like getting feedback on their performance).
- A new verification process for SDRs in Canvass.

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, 2024 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 12:32 pm.

The Board came out of Executive Session at 2:39 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 following:

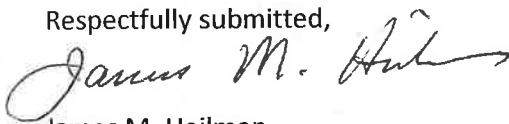
- Appointment of 21 new officers of election for the term of one year beginning March 1, 2024,
- Renewal of appointment for one year beginning March 1, 2024 for 169 officers of election,
- Renewal of appointment for three years beginning March 1, 2024 for 99 officers of election,
- Removal from our database of 235 former appointees who have not expressed interest in serving again.

The motion passed unanimously.

Jim further moved the acceptance of the current list (which will likely change) of Chief and Assistant Chief Officers and their precinct assignments as developed by the Election Manager. The motion passed on a 2 to 1 vote with Clara Belle dissenting.

The meeting was adjourned at 2:41 pm.

Respectfully submitted,



James M. Heilman
Secretary, Albemarle County Electoral Board