

Albemarle County Electoral Board

In-person and Virtual Meeting

July 10, 2024

Location: Albemarle County Office Building, 5th Street

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

Guests: Doug Earle, Laurie Jones, Norman Moore, Karen Juul-Nielsen, Rick Garnett, Bucky Walsh, and various Zoom attendees.

The meeting began at 9:00 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 May 8, June 8 emergency meeting, and June 19, 21, and 24 Provisional Ballot meetings and Official Canvass were unanimously approved.

Branchlands and other polling place issues. Lauren announced that the Charlottesville Area Association of Realtors has given notice of intention to terminate the contract for our use of their conference center as the Branchlands polling place after the November election. We will consider the use of the Virginia Center for Autism and the Church of the Incarnation Social Hall as possible sites. Clara Belle offered to check with both sites on their potential availability.

Sylvia proposed sending thank you letters to all our polling sites after an election. Clara Belle offered to draft such a letter. Clara Belle asked staff to send the Board a list of how much we pay each polling place for their use.

Freedom of Information Act (FOIA) training. Lauren announced that County Attorney Rosenberg has asked Deputy County Attorney Anthony Bessette to provide us with two one-hour training sessions. Discussion ensued. It was decided that we would piggy-back these trainings on to regular Board meetings.

November 5 General Election.

- Machine Logic and Accuracy Testing – We are waiting to hear from PrintElect as to when this testing will be done.
- Absentee Mailing – Lauren announced that the initial mailing of many thousands of mail ballots has been contracted to PrintElect since it is too large a job to be done efficiently in-house.
- Central Absentee Precinct (CAP) – Discussion was held on whether to conduct a summer workshop on CAP operations. No decision was taken.
- Election Official Promotion Workshop – Discussion was held on how to move forward on this issue. Rick asked about holding a meeting to do more work on Sylvia's draft of guidelines for promotion of Election Officers to positions of Assistant Chief or Chief. Jim moved that Sylvia organize a meeting of people interested in further consideration of her draft on skills and qualifications. Clara Belle offered a friendly amendment that Electoral Board members be involved in such a meeting. Sylvia offered a friendly amendment that clarified what would be discussed in such a meeting. After much discussion, the motion passed unanimously. Sylvia

noted that the purpose of the meeting would be to fine tune the list of skills and qualifications for Chiefs and Assistant Chiefs.

Training. Jim made several suggestions for training:

- That we produce several training videos that would be easily accessible to election officials;
- that a police officer be recruited to provide training on de-escalation techniques and other issues;
- and that we increase the amount of hands-on training. Discussion ensued.

Clara Belle noted that we need more training on closing the polls and on Statement of Results.

Sylvia seconded the emphasis on training on closing and that perhaps we should make a video on this. She also suggested more training on cage packing and unpacking.

Registrar Update.

- Lauren reported that a trainer from the Department of Homeland Security is available to provide a workshop on security to our election officials. She has not decided if this workshop should be conducted for just chiefs or for everyone. Bucky opined that de-escalation training may just increase anxiety for many election officials.
- She announced that she has chosen 42 election officials to work in early-in-person voting. 20 of these represent the Democratic Party, 20 represent the Republican Party, and 2 are independents.
- She announced that she had a meeting about security within the Registrar office and used spaces. There are plans now to install cameras in the office, in Room A (for early-in-person voting) and in the secure storage area.

Checking in voters. Sylvia raised concerns about the procedures some electronic pollbook officers use to check in voters. Rick noted that he thinks most officers find it easier to ask the voters for ID first and then ask them to state their names and addresses. 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, 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 11:22 am.

The Board came out of Executive Session at 11:45 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.

Jim moved the appointment of 37 new officers of election for the term of one year beginning March 1, 2024. The motion passed unanimously.

The meeting was adjourned at 11:47 am.

Respectfully submitted,

A handwritten signature in cursive script, reading "James M. Heilman". The signature is written in dark ink and is positioned at the top left of the page.

James M. Heilman
Secretary, Albemarle County Electoral Board