

Albemarle County Electoral Board

In-person and Virtual Meeting

September 15, 2024

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

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

Guests: Rick Garnett, Norman Moore, Bucky Walsh, Kenneth Elliton, Doug Earle, Cheri Stephan, Ann Brubaker, Sonija Smith, Sally Hudson, Lewis Johnson, Circuit Court Clerk John Zug, and various Zoom attendees. For part of the meeting, Deputy County Attorneys Anthony Bessette and James Douglass attended.

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.

The agenda was unanimously approved.

The minutes for August 2 and August 20, 2024 were unanimously approved.

Americans with Disability Act compliance. Lauren noted that the Board is to complete an annual ADA checklist for all polling places. Clara Belle said she has a copy of the checklist that she will distribute. Sylvia said she wants us to go to each polling place, including schools.

November 5 Preparation.

- Training sessions dates were set. The Board will meet on September 25 to review and update training agendas.
- Logic and Accuracy Testing of machines was set for September 17.
- Statement of Results (SoR) – There was discussion of proposed changes to the SoRs. Erin will send a copy of revised SoRs by end of today. Board members should respond within 48 hours.
- Early Voting – Lauren noted that the portal for signing up for early voting shifts was not working properly at its opening but that it was fixed by that afternoon. There will be 12 positions starting with opening day, September 20. She further noted that Facilities Management has made a chart/map to show County employees where they should park in order to have enough parking spaces for voters.
- Electronic Pollbooks (EPBs) – Lauren said that plans to switch to the Knowlnk EPBs have been put on hold until after the November 5 election. The County's Enterprise Architectural Council (EAC), which must approve any software changes in County government, did not approve the change because they do not feel comfortable with implementing new equipment so close to the election. As to support for the current EPBs, The County IT Department has said that they will support it and will be on site through election day to deal with any problems. Sylvia expressed concern with the EAC telling us what equipment we must use.

List Maintenance. Lauren reported that as of today, we have 87,118 registered voters. This includes a net increase of 901 registrations since April 24. 20 registrants determined to be non-citizens have been removed from the rolls.

Republican Congressional Primary Recount. Lauren announced that all of the recount expenses she submitted for reimbursement were approved.

Deputy Clerk of Court. John Zug asked for approval to swear in Erin Davis as a Deputy Clerk until the end of December in order for us to retain counted ballots here (from the November 5 election), since we will have to have them for a state-mandated audit after the election. Clara Belle moved to approve this. The vote was unanimous.

Questions/Comments from Guests:

- Doug asked if we had produced a report from the meeting with the Board of Supervisors concerning Ranked Choice Voting. The answer was no.
- Rick asked if we are moving forward with plans to hold a session on what it takes for election officers to be promoted to chiefs or assistant chiefs. The answer was yes, and that this session will be held on Saturday, October 5.
- Sonija asked about the availability of sample ballots. The answer was that they will be available shortly. She further asked if there will be security training concerning activity on election day beyond the 40-foot rule. The answer was no.
- Rick asked why he just received a Personal Date Form from Human Resources. The answer was that they request completion of a new form annually.

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 began 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 10:53 am.

The Board came out of executive session at 11:42 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 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.

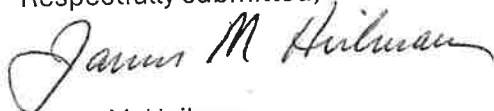
2<sup>nd</sup> Executive Session. Sylvia made the following motion: I move that the Electoral Board convene a closed meeting under Section 2.2-3711(A) of the Virginia Code under subsection (8) to consult with legal counsel

regarding specific legal matters requiring legal advice, specifically to receive training on the Freedom of Information Act. The motion passed unanimously. The Board went into executive session at 11:43 am. The Board came out of executive session at 12:28 pm. (Board members, staff, and County attorneys Bessette and Douglass participated in the executive session.) Sylvia moved the following: that the Electoral Board certify by a recorded vote that, to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the the motion authorizing the closed meeting were heard, discussed, or considered in the closed meeting. The motion passed unanimously.

Jim moved the appointment of 28 new officers of election for the term of one year beginning March 1, 2024. The motion passed unanimously. Sylvia then moved the tentative approval of a roster of Chief and Assistant Chief Officers for the November 5 election. The motion passed 2 to 1 with Clara Belle dissenting. Clara Belle agreed to write a template letter of rejection for those applicants for officer of election positions who were not appointed.

The meeting was adjourned at 12:37 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