

Albemarle County Electoral Board

Meeting Minutes for Virtual and Regular Meeting

May 6, 2020

Location: Albemarle County Office Building, 5th Street

Attendance: Jim Heilman, Michael Rodemeyer, Peter Wurzer, Jake Washburne, Clarice Schermerhorn, and Lauren Eddy

Counsel: Anthony Bessette

The meeting began at 9:33 am.

Peter made the following statement: This meeting is being held pursuant to and in compliance with the Continuity of Government Ordinance adopted by the Albemarle County Board of Supervisors. The following individuals are physically and electronically present: *(Michael Rodemeyer and Anthony Bessette electronically present. All others physically present.)* The Board will take public comment immediately before any closed session or just prior to the conclusion of the meeting, at which time each person will have a maximum of three minutes to address the Board.

The agenda was unanimously adopted.

The minutes for April 24 were unanimously approved.

Scottsville May 5 (now May 19) Town Election.

- The Governor, using his emergency power due to the COVID-19 pandemic, has moved these elections to May 19.
- There was discussion, in light of COVID-19 safety concerns, about whether to hold the election upstairs or downstairs in the polling place -- Victory Hall. Clarice reported that our Chief Election Officer Nola Rich considered this issue and wants to hold it downstairs. There was consensus by the Board that whatever Nola wants, Nola gets.
- Lauren reported that of the 90 absentee ballots we sent out, we have received 40 marked ballots back.
- We will supply sneeze guards, masks, gloves, cleaning supplies, and a "grabber" or similar tool to allow accepting IDs and delivering ballots outside while maintaining a safe distance.
- After discussion of procedures, the Board decided that, for voters who bring marked ballots to the polling place, those ballots should be put in the scanner in the normal method – rather than spoiling them and issuing new ballots.
- Jim and Michael will go to Scottsville on election day.

June 23 Primaries.

- Jim discussed the court order from May 5 that provides a waiver (for the June 23rd Primary) for those voters who have no way to have a witness sign their absentee ballots. Michael moved that we provide an insert in all out-going absentee ballots notifying the voters that they do not need a witness signature. The motion passed unanimously.
- Jake discussed pre-processing of absentee ballots before E-day. We will do a minor version of that.
- Clarice delineated the Personal Protective Equipment (PPE) that we have ordered or received for the Primary, to wit:

- 1500 disposable pens, 1500 privacy folders, and 31 protection kits (sanitizer, disposable masks, and face shields) that we have ordered from ELECT.
- 31 face shields and 31 bottles of hand sanitizer that we have ordered from PrintElect.
- Gloves and disposable masks that we have ordered from Amazon.
- 31 sneeze guards that we purchased from Miller's (office equipment company).
- 31 sneeze guards that the UVA Maintenance Department is making and donating to us.
- Sanitary wipes that we have already obtained.
- Mail absentee balloting – As of May 4 we have received 1450 requests for Democratic Primary ballots and 210 requests for Republican Primary ballots.
- Public Awareness Campaign (and push for voters to vote absentee by mail) – The County's Communications Office has sent press releases on this subject. Jim, and then other Board members, offered to do media interviews about the Primary and voting absentee.
- Training – Peter wants officers, particularly new ones, to use the ELECT on-line training program, possibly augmented by video training we can produce. Various other ideas were discussed. June 17 was established as the tentative training date for Chief (and possibly Assistant Chief) Officers.
- Logic and Accuracy Testing for Scanners – Clarice and Jake announced that we will plan to do this in-house rather than hiring PrintElect.

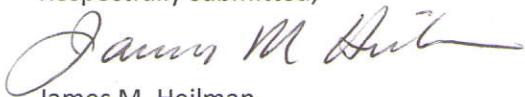
Executive Session. Michael moved the following: RESOLVED, that the Albemarle County Electoral Board go into a closed meeting, as authorized by the Virginia Freedom of Information Act, section 2.2-3711(A) of the Code of Virginia, under Section 8, to consult with legal counsel to the Board regarding specific legal matters requiring the provision of legal advice, relating to the June primaries. The motion passed unanimously. The Board went in to Executive Session at 10:59 am.

The Board came out of Executive Session at 11:28 am. Michael 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.

Chiefs' Procedure Manuals. Clarice announced that the traditional election day binders for Chiefs have been improved – thanks to Chief Officer Leo Mallek and others – but they may have to be sent out electronically in advance. The Chiefs will get a hard-copy version the day before the Primaries.

The meeting was adjourned at 11:32 am.

Respectfully submitted,



James M. Heilman
Secretary, Albemarle County Electoral Board